

PACIFIC
LUTHERAN
COLLEGE
— 2025 —

**PARENT
HANDBOOK**

CO-CREATING
BETTER FUTURES



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PACIFIC LUTHERAN COLLEGE

— ESTABLISHED 2001 —

Welcome to the start of the 2025 school year.

The Parent Handbook provides information about Pacific Lutheran College's people, policies and practices.

Various activities throughout the year will offer opportunities for you to provide feedback and support the College through attendance at special functions.

We would encourage you to make the most of these opportunities to connect with and contribute to the growth of this dynamic learning community.

We look forward to a year of growth and service together with you and your children.

Dr Bronwyn Dolling, Principal

— ACKNOWLEDGMENT OF COUNTRY —

At Pacific Lutheran College, we acknowledge the Gubbi-Gubbi and Kabi-Kabi People's continued connection to this land, waterways, and culture.

For generations on this country, Wira has flowed, Bula has flashed, Buran has blown, and Mumba has rolled.

We pay our respects to all First Nations People within our community and across all nations.

As a unique part of God's creation, we respect this land, which continues to be a place of learning and connection.

We honour our responsibility to continue our shared understanding of this country. Old or new.

The love of God calls us to live in a connected community. Our faith calls us to walk the path to reconciliation together.

We continue this journey as one.

Woodlands Boulevard, Meridan Plains Qld 4551
Reception: (07) 5437 7300
P-5 Students: (07) 5436 7389
Wellbeing Centre (6-12 students): (07) 5436 7315
Absentee: (07) 5436 7303

COLLEGE MISSION

*People the focus
Learning the purpose
Christ the way*

COLLEGE LOGO

The name “Pacific” reminds us of our proximity to the ocean. “Pacific” can also remind us of calmness. Magellan gave the ocean its name when he was relieved to find calmer water after experiencing the treacherous seas around Cape Horn at the tip of South America.

At Pacific Lutheran College, we are reminded of the peace that Christians experience through their faith in their Creator and Saviour God.

In our logo, the significant cross reminds us of Jesus, the Son of God, and the One whom Christians worship as the Light of the World. The sextant, an important navigational

placed behind the cross reminds us of the new directions lives can take through faith in Jesus Christ. The cross and sextant together form the outline of a boat with sails on a calm and peaceful sea.



Life is a journey of discovery and Christians look to Christ as their Captain and Navigator. At Pacific Lutheran College, we celebrate the peacefulness of our surroundings, the beauty of sand and blue skies (also depicted in our logo) and calmness that comes through our Christian faith.

COLLEGE AIMS

In recognition of the needs of global citizens of the future, and the young people of today, Pacific aims to develop all children and young adolescents across the Four Pillars.

*Learning To Be, Learning Together,
Learning To Learn, and Learning To Do.*

In LEARNING TO BE you develop:

- Knowledge of self in relation to God, universe and world as an interdependent, intellectual, social moral, creative, ethical and spiritual being.
- A spiritual person knowing God as Creator, Saviour and Helper.
 - A valued, gifted and unique child of God who respects the human dignity of all and is environmentally aware and responsible.
 - Socially, emotionally, ethically, intellectually, physically, creatively, spiritually and morally equipped.
 - Filled with awe, wonder and curiosity. Critically aware of the construction and use of human knowledge. Positively futures orientated.
 - Globally and culturally aware, respectful and valuing of diversity including indigenous cultures and history.

In LEARNING TOGETHER you develop:

- Growing, learning, working and living with people with increasing co-agency.
- Respectful, empathetic and valuing of different perspectives
 - Strengths orientated
 - Collaborator
 - Relational and restorative
 - Leader and organiser
 - Listener and communicator
 - Advocate and supporter
 - Mentor, coach and facilitator
 - Mediator and negotiator

In LEARNING TO LEARN you develop as a:

- Possessing dispositions and skills to be an effective lifelong learner
- Confident, motivated growth mindset
 - Knowledgeable, skilled and able to form connections within and across areas of learning
 - Creative, critical and complex thinker
 - Risk taker, flexible, resilient, adaptable, creative and generative
 - Investigator, problem former and solver
 - Innovator and designer
 - Reflective and self-directed

In LEARNING TO KNOW AND DO you become:

- Becoming a highly skilled knowledgeable person who makes high quality contributions to community
- Knowledgeable, skilled and generative.
 - Quality producer
 - Service orientated
 - Productive and informed user of technology
 - Enterprising
 - A responsible, moral and ethical decision maker
 - Positive, purposeful citizen who makes valuable contributions to family, local, national and global communities and the enhancement of the environment
 - Maintain wellbeing of self and others

In building a culture where learning is valued four basic assumptions have guided the development of the curriculum:

- People learn at different rates and by different means;
- All people enjoy learning;
- Risk taking and decision-making are critical to the learning process; and
- Learning occurs best where close relationships are formed.

Further to this, learning in life is based on rich experiences across all dimensions of life and includes experiences at home, in the community and at school. Pacific aims to support parents in their role as they assist young people to grow to take a meaningful and fulfilling role within the workplace, family, church and community.

PACIFIC LUTHERAN COLLEGE STAFF – 2025

ADMINISTRATION AND LEARNING EXECUTIVE

Principal:Dr Bronwyn Dolling
College Pastor:Pastor Mark Winter (end of Term 1)
Business Manager:Mr Ryan Lovell
Director of Learning:Ms Sue Arahill
Director of Staff:Mrs Kim Bonello
Director of Student Engagement:.....Ms Leigh Finter
Head of Learning Senior College:Ms Anne-Marie Gerlach
Head of Learning Middle College:Mrs Jo Belchamber
Head of Learning K-5:Mrs Sue Zweck
Head of Senior College Student Engagement:Mr Nigel Farley
Head of Middle College Student EngagementMr Brett Kersnovske
Head of Staff and Student Engagement P-5:Mr Damian Davis

FOUNDATION AND JUNIOR COLLEGE

Mrs Sarah Atkinson	Mrs Jodie Connors	Mr Scott Crompton
Mr Joe Doran	Mrs Amanda Empson	Mrs Grier Elliot
Mrs Tanya Graves	Mr Steven Healy	Mrs Shelley Hogan
Mrs Kim Kiernan	Mrs Suzie Mason	Mrs Anna Maher
Mrs Luanne Pollard	Mrs Sharon Hooper	Mrs Kirsty Ridley
Mrs Fiona Schefe	Mrs Lara Stiller	Mrs Karen Costa
Ms Hayley Turner	Mr Scott Massie	

Head of Learning Enrichment P-5Mrs Sara Taverner

HEADS OF HOUSE

Bula House:Ms Megan Bancks
Buran House:Mrs Leah Croke
Mumba House:Mr Joshua Danzey
Wira House:Mr Joshua Cummins

MIDDLE AND SENIOR COLLEGE AND P-5 SPECIALIST TEACHERS

Ms Sue Arahill Mathematics
Mrs Kirsty Astwick (Leave Term 1) HOD Drama & Dance
Mrs Joanne Bailey HOD P-5 Japanese
Ms Megan Bancks HOD PD, Fitness & Mathematics
Mr Tim Barrett Middle College - Year 6
Mr Chris Bartlett HOD CST, Ind, & Design Tech & RJ
Mrs Colleen Beattie HOD Hospitality & Food Technology
Mrs Jo Belchamber Philosophy & Pacific Plus
Ms Elise Black HOD Visual Art
Mr Andrew Block Mathematics & Science
Mrs Kim Bonello Business, Legal Studies & CST
Ms Alice Boyd HPE
Mr Paul Brace HOD Outdoor Education & HPE
Mrs Kristie Brock HOD Business, Legal Studies & HASS
Mr Brad Burdon HOD HPE P-9 & Fitness
Mr Adam Burton Mathematics & Science
Ms Adelle Byerlee Pacific Plus
Ms Stephanie Carrothers English & History
Mrs Amy Clark Mathematics & Science
Mrs Lucy Comerford Hospitality & Food Technology
Mrs Leah Croke English, HASS & CST
Ms Linley Chai Music
Mr Josh Cummins Science
Mrs Rachel Curtis English & HASS
Mr Paul Cusick HOD Music
Mr Joshua Danzey Science
Mr Tony Davies Manufacturing & Design
Dr Ryan Delaney English & HASS
Mrs Nina Devenish Japanese
Dr Bronwyn Dolling Mathematics
Mr Andrew Doyle HOD Mathematics
Miss Taylor Edwards Psychology & Science
Mr Nigel Farley Science
Mrs Kylea Fern Science
Ms Leigh Finter HPE, Christian Studies
Mrs Toni Fisher Mathematics, Science
Ms Anne-Marie Gerlach Geography,
Mr Gary Graves HOD HPE 10 -12 & Fitness
Miss Bridget Haigh English & HASS
Mrs Rae Hall HOD English
Miss Tiffany Harman Geography & HASS
Mr Mark Hauser Christian Studies & RJ

Mrs Michiko HauserHOD 6-12 Japanese
Mrs Gill Haylock English
Ms Krist-elle Hill Music
Mrs Gisela Hohls Science
Mr Darren Hooper HOD Sport (P-6) & HPE
Miss Rebekah Horsey HPE & Science
Mr Liam Jacka HPE & Science
Mrs Narelle Keen Teacher Librarian
Mr Brett Kersnovske HPE & RJ
Mrs Ceilidh King (Leave Term 1) English & HASS
Mr Ian Learoyd HOD VET & Industrial Technology and Design
Mrs Emma Lendrum Food Technology & RJ
Mrs Alisha Marxen English & HASS
Ms Lara Masselos HOD FTVM, Art & Media
Ms Kim McFadden Business & HASS
Ms Michelle McMillan CST, English, HASS
Mr Duncan McNea English & RJ
Mrs Melissa Pietrala Japanese & HASS
Mrs Melissa Percival Middle College - Year 6
Mr Stuart Pohlner Middle College – Year 6
Mr Rob Pride History & HASS
Mrs Claire Richards HOD Science
Miss Rebecca Ross HOD – Science
Mrs Sophia Rule Middle College - Year 6
Mrs Jana Sajtos-Hobbs Mathematics
Mrs Tammy Schincariol English & HASS
Mrs Nicole Schirripa HOD IT, Innovation & STEM
Mr Jeevan Soorya Dhas Science
Mr Adam Starr Drama & Dance
Ms Lisa Stevens Acting HOD Drama (Term 1) & English
Mrs Janine Stone Information Technology
Mrs Linda Sydes English, HASS & CST
Mrs Kate Vaney IT & Media
Mrs Ali Wedding Mathematics & CST
Mrs Wendy Wescombe Mathematics, Science
Mr Cameron West-McInnes HOD Sport, HPE, CST
Ms Sarah Tolhurst English, HASS
Mrs Marnie Whittaker Industrial Technology & Design & Art
Mr Philip Wyatt HOD Humanities
Mrs Ruth Wydell Mathematics & Science

Head of Learning Enrichment P-12 Mrs Chantal McAllister

INSTRUMENTAL MUSIC

Mrs Helen Williams Head of Instrumental Music / Strings
Mr Piri Broughton Vocals
Ms Adelina Martinez Vocals
Ms Noeleen Eden Woodwind / Piano
Miss Franziska Frank Cello
Ms Linley Chai Strings
Mr Tyron Hauser Piano
Mr Lindsay Macdonald-Clow Woodwind / Piano
Mr Andrew Doonican Guitar / Bass Guitar / Ukelele
Mr Joe Murphy Guitar / Bass Guitar / Ukelele
Mr Daniel Salmon Percussion / Drums

TEACHER AND LEARNING SUPPORT AIDES

Mrs Libby Anderson Teacher Aide (Prep)
Mr Robert Belchamber Teacher Aide
Mrs Sonia Boland Learning Enrichment Aide
Mrs Alysha Borak Performing Arts Aide
Miss Makani Campbell Teacher Aide
Mrs Christine Dobson Learning Enrichment Aide
Ms Eliza Doran Teacher Aide
Mrs Tracey Durham Learning Enrichment Aide
Mrs Belinda Farmer Science Laboratory Aide
Mrs Alison Fergusson Learning Enrichment Aide
Mr Zac Griffin Library Aide
Ms Kaori Hamamoto Teacher Aide
Mrs Sarah Hellyer Teacher Aide
Ms Pia Henriksen Learning Enrichment Aide
Mrs Tracy Hickey Production Aide
Mrs Rhana Holt Food Technology Aide (PT)
Ms Holly Hurd Teacher Aide
Ms Charlotte Kerr Teacher Aide
Mrs Lynda Lane Learning Enrichment Aide
Mrs Angela Lengenber Teacher Aide (Prep)

PACIFIC LUTHERAN COLLEGE STAFF – 2025

Mrs Wendy Lobley Learning Enrichment Aide
 Mrs Jean Maricich Learning Enrichment Aide
 Mrs Rowena Marshall Visual Art Aide
 Mrs Lisa Meader Learning Enrichment Aide
 Ms Lisa Muir Sport Administrator
 Ms Cathy Murphy Learning Enrichment Aide
 Mrs Natalie Rollings Learning Enrichment Aide
 Mr Braedon Shears Industrial Tech Aide
 Mrs Lily Smith Library Technician
 Miss Georgie Snelling Teacher Aide
 Mrs Leanne Thomas Teacher Aide
 Mrs Georgie von Plessen Teacher Aide (Prep)
 Mrs Karen Vorster Learning Enrichment Aide

SUPPORT STAFF – ADMINISTRATION AND OFFICE

Mrs Lisa Ackerman Accountant Assistant
 Mrs Ann Barwick Administration Assistant
 Mrs Leanne Bevis Senior Executive Assistant & Office Manager
 Ms Samantha Barrass Community Liaison & Communications
 Coordinator
 Mrs Crystal Ceccarellu (Thurs-Fri) Administration Assistant
 Mrs Brooke Elsum Workplace Health & Safety Officer
 Mrs Carly Lovell College Registrar
 Mrs Jodi Nielson Administration and Communications Secretary
 Ms Angela Hill Administration Assistant
 Mrs Chantel Kelly Administration Assistant
 Mrs Sue Kleinschmidt (Mon - Wed) Administration Assistant
 Mrs Shannon Russell Accountant
 Miss Carolyn Sainty Administrative Executive Secretary

OTHER COLLEGE STAFF

Mr Mark Hauser College Chaplain
 Mr Brendan Macaulay Head of Student Support
 Ms Kelsie Munroe College Counsellor
 Mrs Veronica Sanmarco Head of Career Development
 Mrs Sigrid Davis College Nurse and Admin
 Mrs Julie Clucas College Nurse and Admin
 Mr Steve Rattey ICT Manager
 Mr Tim Ambrose Integration Architect
 Mr Patrick Gawthorne IT Systems Administrator
 Mr Darin McKay Technical Support
 Mr Mark Ackerman Operations Manager
 Mr Craig Baker (leave) Grounds and Maintenance
 Mr Shane Flemming Grounds and Maintenance
 Mr Mark Farley Grounds and Maintenance

Mr Niall Geoghegan Grounds and Maintenance
 Mrs Shea Moor (leave) Tuckshop Coordinator
 Mrs Bev Saunders Tuckshop Assistant
 Mrs Rachel Dixon Tuckshop Assistant
 Mrs Peta King Uniform Shop Coordinator
 Ms Michelle Dufty Netball Coordinator
 Mr Andrew Gale Transport Coordinator
 Mr Phil Smith Bus Driver
 Ms Beveleigh Gardner Bus Driver
 Mr Geoff White Bus Driver
 Koda Wellbeing Dog

EARLY LEARNING CENTRE

Hayley Davis Acting Service Leader
 Tanya Warriner Administrator
 Sarah Arthur Educational Leader
 Malissa Van Beek Early Childhood Teacher Studio 1
 Lauren Hook Educator
 Hannah Clark Educator
 Samantha Lowe Educator
 Michelle Wilde Educator
 Jo Souster Educator
 Angelene Ward Early Childhood Teacher Studio 2
 Erika Meggiorin Educator
 Tracie Toracki Educator
 Natalie Butler Educator
 Zane Holmes Educator
 Tay-lah Schriberras Lead Educator Studio 3
 Theresa Mueller Lead Educator Studio 3
 Jes Neibling Educator
 Brooke Kitchin Educator
 Ella Thacker Educator
 Mia Ryan Educator
 Scobha Basappa Educator
 Phoenix Francis Educator

OUTSIDE SCHOOL HOURS CARE

Michelle Greenhalgh Coordinator
 Deb Berwick Educational Leader
 Ella Ousley RP Educator
 Patrick Clough Educator
 Noah Taverner Educator
 Hayden Morris Educator
 Carly Flood Educator
 Jacob Graham Educator
 Maddy Evans Educator



MIDDLE / SENIOR COLLEGE PASTORAL CARE TEACHERS

Across the Middle and Senior College, Pastoral Care teachers play a key role in supporting the development of each young person. They are the first point of call for parents.

The names of the College's Houses are Kabi Kabi words for parts of a storm: Bula (lightning), Buran (wind), Mumba (thunder) and Wira (running water). The colours all come from the logo; Buran, steel blue, (lower part of sextant and first wave), Bula, citrus, (sun and part of banner), Mumba, teal, (waves and part of the banner), Wira, navy blue (background of logo).

Bula	
Head of House.....	Ms Megan Bancks
Bula 1	Mrs Jana Sajtos-Hobbs
Bula 2	Mr Brad Burdon, Mrs Toni Fisher
Bula 3	Mr Chris Bartlett, Mrs Emma Lendrum
Bula 4	Ms Lara Masselos
Bula 5	Ms Alice Boyd
Bula 6	Ms Bridget Haigh
Bula 7	Mrs Michiko Hauser
Bula 8	Mrs Kim McFadden

Buran	
Head of House.....	Mrs Leah Croke
Buran 1	Mr Philip Wyatt, Ms Stephanie Carrothers
Buran 2	Mrs Nina Devenish
Buran 3	Mr Duncan McNee
Buran 4	Mr Ruth Wydell

Buran 5	Dr Ryan Delaney
Buran 6	Ms Rachel Curtis
Buran 7	Mrs Wendy Wescombe
Buran 8.....	Miss Tiffany Harman

Mumba	
Head of House.....	Mr Josh Danzey
Mumba 1.....	Mrs Claire Richards and Ms Amy Clark
Mumba 2.....	Mr Liam Jacka
Mumba 3.....	Mrs Rae Hall, Mrs Gill Haylock
Mumba 4.....	Mr Andrew Block
Mumba 5.....	Mr Adam Starr (T1), Mrs Kristy Astwick (T 2-4)
Mumba 6.....	Mrs Adam Burton
Mumba 7.....	Mr Andrew Doyle
Mumba 8.....	Mrs Colleen Beattie, Mrs Lucy Comerford

Wira	
Head of House.....	Mr Josh Cummins
Wira 1	Mrs Linda Sydes
Wira 2	Ms Kylea Fern
Wira 3	Ms Elise Black
Wira 4	Ms Krist-elle Hill, Mr Paul Cusick
Wira 5	Mr Tony Davies
Wira 6	Ms Kristie Brock
Wira 7	Mrs Marnie Whittaker
Wira 8	Miss Taylor Edwards

COLLEGE COUNCIL

MEMBERS

Mr Phil Thamm, Chair
 Mr Mark Altmann, Vice Chair
 Mrs Deni Fowler, Secretary
 Mr Kevin Grimley
 Pr Maurice Richter
 Mr Adrian Wiles

CONSULTANTS

Dr Bronwyn Dolling, Principal
 Mr Ryan Lovell, Business Manager
 Ms Sue Arahill, Director of Learning
 Mrs Sue Zweck, Head of Learning K-5

FRIENDS OF PACIFIC

CONNECTING COLLEGE AND COMMUNITY

Friends of Pacific (FoP) play an important role in building the Pacific Lutheran College community. Strong association with FoP, along with their associated groups – Pacific Together and PLC Community Connect, builds a greater sense of belonging for all members of the family. Friends of Pacific usually meet on the third Tuesday of each month. Meeting dates and times are noted on the College calendar.

All parents are strongly encouraged to become involved and to support the Friends of Pacific events.

2024 EXECUTIVE COMMITTEE

ChairpersonMrs Jan Watman

Vice ChairpersonMrs Jane Hill

ST MARK'S

St Mark's @ Bombala is Pacific's local Lutheran congregation that provide Sunday worship opportunities for College families. St Mark's invites you to be part of their Church family at Caloundra. You are special at Caloundra Lutheran Church!

Something for Everyone!
"Showing and Sharing God's Love"

THE SCHOOL DAY

MONDAY – FRIDAY

	PREP – YEAR 2	YEARS 3 – 5	YEARS 6 – 12 (MON – THURS)	YEARS 6 – 12 (FRI)
Pastoral Care	8.25am – 8.55am	8.25am – 8.55am	8.25am – 8.55am	
Period 1	8.55am – 9.40am	8.55am – 9.40am	8.55am – 9.40am	
Period 2	9.40am – 10.15am	9.40am – 10.15am	9.40am – 10.25am	
RECESS	10.15am – 10.45am	10.15am – 10.45am	10.25am – 10.45am	
Period 3	10.45am – 11.30am	10.45am – 11.30am	10.45am – 11.30am	
Period 4	11.30am – 12.15pm	11.30am – 12.15pm	11.30am – 12.15pm	
Period 5	12.15pm – 12.40pm	12.15pm – 12.50pm	12.15pm – 1.00pm	
LUNCH	12.40pm – 1.40pm	12.50pm – 1.40pm	1.00pm – 1.40pm	
Period 6	1.40pm – 2.25pm	1.40pm – 2.25pm	1.40pm – 2.25pm	1.45pm – 2.30pm (Years 6, 11 and 12)
Period 7	2.25pm – 3.00pm	2.25pm – 3.00pm	2.25pm – 3.10pm	1.45pm – 3.15pm (Sport: Years 7-10) 2.30pm – 3.15pm (Years 6, 11 and 12)
Pastoral Care	-	-	3.10pm – 3.15pm	
FINISH	3.00pm	3.00pm	3.15pm	3.15pm

(When sport is cancelled, usual Mon - Thurs times apply)

EVENT	DAY	TIME
P – 5 Assembly	Monday	8.25am – 8.55am
Middle and Senior College Assembly	Tuesday	8.25am – 8.55am
Middle and Senior College Chapel	Wednesday	8.25am – 8.55am
Foundation and Junior College Chapel	Friday	8.30am – 8.55am
Year 4 – 6 SCISSA Training*	Monday	3.15pm – 4.15pm
Year 4 – 6 SCISSA Gala Days*	Thursday	8.30am – 3.00pm
Year 7 – 10 Sport	Friday – Lessons 6 and 7	1.45pm – 3.15pm
Year 11 – 12 Sport	Friday – Lesson 5	12.15pm – 1.15pm

*Please refer to the College calendar for exact dates.

Secretary Mr Michael Stuer

Treasurer Mrs Sue McDonagh

OCEANfest Coordinator Mrs Louise Walker

Executive Committee Members - Foundation – Amy Patterson & Zara Buxton • Junior – Laura O’Neal, Casey McKenna & Zara Buxton • Middle – Louise Walker, Jane Hill & Sue McDonagh • Senior - Jenny Lee • Alumni - Allyson Sarvari

The FoP Executive will be elected at the Annual General Meeting on Tuesday 17th February 2026

Please direct all enquiries to fop@pacluth.qld.edu.au

SUNDAY SERVICES

ST MARK'S @ BOMBALA 14 BOMBALA TERRACE, CALOUNDRA
9.00am: Formal worship style

Other ways we can help you - Baptisms, First Communions, Confirmations, marriages, funerals, playgroup, small groups, Bible and Prayer Groups, baby bundles.

Contact Pastor Ray Morris on 5492 8848, 0418 563 716 or lutherancaloundra@bigpond.com

SCHOOL ATTENDANCE

ARRIVAL

Students should arrive at school between 8.00 and 8.15am. Unless arrangements have been made with the College, students should not arrive before 8.00am, when teacher supervision of playground areas commences. Students who arrive before 8.00am will be required to attend Before School Hours Care at the cost of the parents/guardians. Parents/ guardians are responsible for the supervision of their children before 8.00am.

ABSENCE

Parents are asked to contact the College before 9.00am on 5436 7303 to advise of student absences. If the College has not been advised, a SMS will be sent to check the whereabouts of the student.

LATE ARRIVAL OR EARLY DEPARTURE

When students are late or leaving early from school, parents are required to contact the College by phone or note to briefly explain the reason.

If P-2 students are late, parents are required to sign in at P-5 Students, accompany their child to the classroom and provide the late slip to the class teacher. If P-2 students are collected from the College during the school day the parent/guardian must report to P-5 Students, complete an early departure slip and present the slip to the teacher when collecting their child from the classroom.

If Year 3-12 students are late, parents are required to complete the written record in the Student Handbook or provide a signed note. Students are required to provide the signed note and sign in at P-5 Reception or the Wellbeing Centre (6-12 students). If Year 3-12 students are collected from the College during the school day, parents/guardians are required to complete the written record in the student handbook ('Early Departure' slip). The student must present this slip to their classroom teacher (Year 3-6) or Pastoral Care Group teacher (Year 7-12) before the commencement of classes that day to have signed. When it is time for the student to leave, they are required to show the countersigned note at P-5 Students (Year 3-5) or the Wellbeing Centre (6-12 students) before formally signing out.

Parents and guardians are required to collect their child from P-5 Students or the Wellbeing Centre for Year 6-12 students. Students are not able to be released to meet parents at the car park as duty of care responsibilities require staff to supervise students who are out of class awaiting parental collection and to be aware of who is taking the student out of the College grounds. If students are departing the College with a person other than their parent/guardian, written consent is required prior to student departure. An exception to this is where students have consent to drive to and from College.

If students feel unwell during the school day, they must first speak with the class teacher or if during a break, the teacher of their next class. The student then reports to the Health Centre and the College Nurse will contact the student's parents/guardians. Students are to be collected and signed out at the Health Centre.

EXTENDED LEAVE

Parents/guardians are requested not to plan family holidays during College terms. Requests for extended absences of 10 days or more must be made in writing to the Principal by completing the Extended Leave Application Form at least one term in advance. These forms are available on request from the Registrar.

When parents are planning to take their child out of school for a day or more, advance notice is required to support class teachers to plan for their absence. Written communication to the class teacher for Prep to Year 6 students, and to the Pastoral Care Group teacher across Years 7 to 12, should be sent at least a week prior to the planned absence.

SCISSA SPORT AND TRAINING

SCISSA TRAINING		
Years 4-6	Thursday	1.40 – 3pm
Years 7-10	Friday	1.45 – 3.15pm
Years 11-12	Friday	12.15 – 1.15pm

The College participates in a variety of sporting competitions. The Sunshine Coast Independent Schools Sports Association (SCISSA) is a competition involving trial matches and gala Days between nine independent schools. Year 4-6 students participate in weekly SCISSA training during school hours in preparation for these events.

Year 7-12 students have opportunities to participate in SCISSA and other club competitions through the year. Students can also participate in Club PLC netball and soccer, which are parent run clubs and games are scheduled on Saturdays.

Year 7-12 students participate in sport each Friday afternoon. Students participating in teams competing in SCISSA or other interschool competitions may also have training sessions scheduled out of school time. Games will be held at various venues on the coast and will be out of school time. All Year 7-12 students will be involved in physical activities and/or sports teams on Friday afternoons and will need to wear their sports uniform on Fridays.

Dress for SCISSA sport training and games is the College sports uniform. Where the student plays a sport that requires a team uniform (for example rugby, basketball, soccer, netball, volleyball), the student is required to wear their College sports uniform to school and change into the team uniform immediately before the commencement of play or departure from the College. In the case of aquatic sports, the College's speedos are required to be worn. The complete sports uniform must be worn home. When wearing the sports uniform, students must wear it in its entirety including sports hat, shirt and shorts, 'PLC' embroidered sports socks and joggers.



UNIFORMS

The wearing of the Pacific Lutheran College school uniform is strongly valued and supported. It is expected that students will wear the correct College uniform in a manner that exhibits both personal pride and a joy at being part of Pacific Lutheran College.

At Pacific, students wear a uniform to:

- Establish a strong sense of pride and belonging, purpose and identity among students.
- Present a united image to the public and be easily identifiable in the community.
- Demonstrate a non-discriminatory community which does not distinguish between students from different socio-economic backgrounds.
- Ensure that students do not feel the pressure to keep up with the latest fashions.
- Develop a sense of order and cohesion within the school community.
- Allow the identification of any unknown visitors within the College environment.

All College clothing, including shoes, sports clothing and any personal articles (e.g. calculator, hat, school bag) must be clearly marked with the owner's name. The College will not accept responsibility for lost articles. Unmarked uniforms left lying around the College are re-sold after a period of time as second-hand clothing through the Uniform Shop.

The College values pride in personal appearance and encourages the self-esteem and confidence that students gain from appropriate personal presentation and hygiene.

GUIDELINES

All items of uniform must be kept clean and in good condition at all times. Any damaged or badly worn items are expected to be replaced promptly.

Responsibility for following the Student Uniform Policy applies to students, but the responsibility for being in appropriate school uniform is shared with parents.

HAIR – ALL STUDENTS

As part of the Pacific Lutheran College uniform, student hair should be maintained to reflect care, dignity and respect for self, the College and the community. Hair must be neat, clean and tidy at all times. Hair longer than collar length, falls forward onto the face or is untidy must be tied back.

Selected styles should facilitate appropriate wearing of College hats and should not draw attention to the individual student. All styles must comply with safety requirements of all College learning spaces.

Colouring

Colour treatments should be subtle and be a single, naturally occurring hair colour.

Products

Hair styling products should be applied in a subtle manner and be colour-free or naturally coloured. Hair management products such as hair ties, scrunchies, combs, clips or pins should be yellow, teal, navy or white and purchased from the College Uniform Shop. Plain, navy or black elastic bands and plain or clear hair clips and combs are also acceptable. All management products should be subtle, preserve dignity and be in keeping with the uniform. Students are required to remain clean-shaven whilst enrolled at the College.

When styles or colours do not meet the guidelines, students and families will be required to address the issue as indicated by the College. Please note the following are examples that would not meet the College's student hair guidelines:

- Cuts/styles: mohawks, rat tails, undercuts, track or similar, haircuts shorter than a number 2 cut.
- Colours: stark colours out of alignment with the students'

natural colouring. Hair products which are fluorescent, sparkly or used to excess.

JEWELLERY

- Girls may wear one pair of plain studs or sleepers (one in each ear and in the lower ear lobe only).
- Boys are not permitted to wear ear jewellery.
- Students are not permitted to cover ear piercings with band-aids, however are permitted to wear clear plastic studs in the ear. Clear plastic plugs or studs are not to be worn in facial piercings.
- Students are required to immediately remove any ear jewellery that does not meet the College expectations. Failure to remove the jewellery will result in the student being excluded from classes until the jewellery is removed.
- Boys and girls may wear a cross on a chain and a wrist watch. No other jewellery is to be worn. (Exception: Medi-Alert bracelets/chains)
- No visible body facial or tongue piercing is allowed.
- Tattoos are not permitted.

MAKE-UP AND NAILS

No make-up other than medicated skin products are to be worn when in College uniform. Lip-gloss is not allowed to be worn.

Nails should be natural and cut to meet safety standards of all activities in the College. Only clear nail polish is able to be worn.

HATS

Junior School students are expected to wear the sports hat to and from College and for all sport activities. The College has a 'no hat, no play' policy.

Middle and Senior College students are expected to wear a College hat at all times when outdoors. The formal hat is required to be worn to and from the College when in formal uniform. A Pacific Lutheran College sports hat is to be worn with the sports uniform and may be worn with the formal uniform if participating in physical activities at the College.

Sunscreen is available at the College throughout the day.

SHOES

Black leather dress shoes are to be worn for day wear by all Year 1-12 students.

- For Year 3-12 students these are required to be lace-up shoes. The laces of the shoe are required to be done up at all times when being worn.
- Students in Year 1 and 2 may wear black leather shoes with Velcro fasteners.

Prep students are expected to wear joggers complying with sport uniform requirements.

FORMAL UNIFORM

Each year, the Principal will advise when the winter uniform is to be worn. Normally this will be for the greater part of Term 2 and 3.

The winter uniform consists of:

- Senior Males – Long pants with navy short socks; College tie and blazer.
- Senior Females – As per summer uniform (dress/shirt and trousers) with College blazer. Neutral or skin coloured stockings maybe worn (stockings are not to be worn with the sports uniform).
- Middle College Boys – College tie.
- Middle College Girls – No change to summer uniform (dress/shirt and trousers).

The College jumper may only be worn with the formal uniform. Under no circumstances is the College jumper to be worn with the sports uniform, nor should the College sports jacket be worn with the formal uniform.

The College formal hat remains part of the winter uniform.

The full formal uniform with College hat is to be worn to and from school every day other than sport days and training days.

Dresses should always be approximately knee length. Female students may wear neutral, skin coloured or navy stockings at any time of the year with their dress. When wearing stockings, no socks are to be worn. Girls are required to wear PLC ankle socks with the formal dress or navy socks if wearing trousers.

Year 12 students may only wear their senior jersey on Fridays when in the College sports uniform or at Interhouse Sports Days/Carnivals.

All students are required to be correctly and neatly attired in the regulation uniform while at College and when travelling to and from the College. For formal functions at the College and for most College excursions, the formal College uniform must be worn.

SPORTS UNIFORM

The College sports uniform must not be worn to and from school. The only exceptions to this are:

- The student is participating in a recognised SCISSA sports event. In general, this will be Thursdays for Years 4-6 and Fridays for Years 7-12.
- Sports days such as Athletics, Cross Country and Swimming carnivals. On such days the students are to wear their coloured house shirt.
- The student has attended after school SCISSA sports training.
- Students in the Junior College on the days they have Physical Education.

When wearing the sports uniform students must wear it in its entirety – sports hat, College sports shirt and shorts, 'PLC' embroidered ankle socks and joggers designed for physical exertion (must have a non-marking sole). Skate shoes, coloured basketball shoes and coloured gym boots are not to be worn. Sports shoes are not to be drawn on or coloured in.

In the event of cold weather, students are only to wear the College sports jacket and track pants with their sports uniform. The College jumper is not to be worn with the sports uniform.

Team uniforms are not to be worn to and from the College unless travelling directly from the College to a game.



Uniform Shop

The Uniform Shop is open for uniform purchases and placing orders every

MONDAY – THURSDAY
from 8.00am–10.30am

Orders can be placed online via
www.flexischools.com.au and will be delivered
to your child the following day.

See pages for 34 - 37 for the current price list

STUDENTS WHO ARE OUT OF UNIFORM

Should there be any query regarding the uniform or grooming regulations, the Head of House, Head of Middle College Students, Director of Students or Head of Staff and Students P-5 should be consulted.

Students who are not in school uniform must bring a note of explanation from their parent/guardian.

SECOND HAND CLOTHING

Serviceability

Clothing must be in good serviceable condition with:

- Minimal fading;
- No rips or tears;
- Limited spotting of paint or stains; and
- All items must be laundered.

NOTE: No swimmers or socks will be accepted for sale.

Staff have the right to refuse items they believe will be unable to be resold due to poor serviceability.

Process

Please deliver second hand items to the Uniform Shop in a named plastic bag. As items are processed out of serving hours, you may include a list with sale prices for your garments, otherwise pricing will be determined by the Uniform Shop staff and will reflect the current second hand items.

A 50% fee for the sale price of each item will apply to cover school administrative costs. For current families at the school, a credit will appear at the end of each quarter on your fees account. For non-current families, cheques will be raised only when all items made available for sale by a respective family have been sold.

SUN SAFE POLICY

Pacific Lutheran College aims to help reduce the incidence of damage to the skin caused by the sun by encouraging all members of the College community to take effective skin protection measures.

IMPLEMENTATION

The purpose of the policy is to ensure that all children attending the College are protected from skin damage caused by the harmful UV rays of the sun.

- Students will be required to wear broad brimmed hats that protect the face, neck and ears whenever they are outside (breaks, sport, sports carnivals, outdoor excursions, assemblies, chapels and other outdoor activities).
- P-5 students who do not have their hats with them will sit in a designated area protected from the sun – 'No Hat – NO Play'.
- Students will be encouraged to wear SPF50+, broad spectrum, water resistant sunscreen for skin protection. All P-5 classes will have sunscreen available in the classrooms. Health and Physical Education teachers will take sunscreen to all outdoor classes and activities.
- Children will be encouraged to use available areas of shade for outdoor play activities.
- Outdoor activities will be held in areas of shade whenever possible.

Our College is committed to:

- Ensuring that all students purchase a College hat.
- Ensuring that all uniforms are designed taking into account the clothing requirements set by the Cancer Council.
- Ensuring that students wear sun safe clothing on non- uniform days.
- Ensuring that adequate shade is provided at sporting carnivals and outdoor events.
- Progressively providing shelters and shade trees with priority given to the provision of shade areas for P-5 play spaces.
- Incorporating programs on skin cancer prevention in the curriculum.
- Regularly reinforcing the Sun Safe Policy in a positive way through assemblies, newsletters and Friends of Pacific meetings.
- Including planning for the improvement of physical facilities for shade in the College's school development plan.



SCHOOL LUNCHES

Pacific Lutheran College aims to be a 'nut aware environment'. Food items containing nuts or cooked with nut oil should not be brought to school. However, families of students suffering from nut allergies are reminded that although it may be possible to minimise exposure to potential allergens at school, students suffering from these allergens should use preventive measures as they would in other environments.

Pacific encourages parents to provide a healthy lunch for their children. In doing so, parents are supporting the educational aims of our College as well as promoting healthy choices and eating habits with their children. We view a nutritious and healthy lunch as having the potential to enhance student behaviour and performance.

Due to health and social concerns, the College is not the place for 'treats'. Parents are asked to please keep these at home. Foods such as soft drink, cordials, lollies (including high sugar food bars, chocolate bars) and chips should not be included in student lunches.

TUCKSHOP

The Tuckshop operates every day at morning tea and lunch and offers a small breakfast menu from 8.00am. The Tuckshop operates under a healthy food policy and the menu is available on the College website under the 'College Community' tab.

Prep to Year 5 orders must be made either online or on a paper bag and placed in classroom containers for bulk delivery to the Tuckshop. Completed orders are delivered to the classroom before break times.

Middle and Senior College students are encouraged to pre-order and pay for their meals before school or online using our FlexiSchools system. Alternatively, Middle and Senior College students can use their student identification or debt cards to purchase items from the tuckshop during break times. Pre orders are given priority over counter sales.

Due to work place health and safety requirements, staff are unable to heat up students' lunches brought from home or provide hot water.



FLEXISCHOOLS

The College uses the FlexiSchools system for both Tuckshop and Uniform Shop purchases. FlexiSchools provides one, simple online location for parents to make purchases through the College Tuckshop and Uniform Shop. Through the system, parents can create an account and order and pay for items, all from the convenience of their smart phone, tablet or desktop device. For more information and to register visit: www.flexischools.com.au.

LUTHERAN LAYPEOPLE'S LEAGUE (LLL) – SCHOOL BANKING

Pacific provides opportunities for children and parents to operate savings accounts with the Lutheran Laypeople's League (LLL). The LLL is a non-profit financial institution established in 1921.

All LLL Deposit Accounts are 'at call' accounts and there are no LLL fees or charges. All LLL deposit accounts have an attractive rate of interest with no 'Bonus' rate hurdles to jump.

The LLL pays a \$5 gift to the first savings account opened for the child. Deposits can be made through the College's Business Office each Tuesday before school. To find out more, visit the Business Office.

ANIMALS AND PETS

No family pets or animals are permitted on the College grounds without permission by the Principal.

To ensure the safety and wellbeing for all, no pets or animals, excluding Koda, PLC Wellbeing dog, are to be brought onto the College grounds without permission from the Principal. The ban on family pets and animals also pertains to sporting functions, both during the week and on weekends.

DOGS CONNECT

Dogs Connect is a wellbeing and resilience program that supports our PLC staff member-in-training, Koda, to our College community.

The Dogs Connect program has been implemented in a range of mainstream educational settings in Australia with intended outcomes being to support students and staff to value connection with each other and celebrate wellbeing in schools.

Connection with Koda is currently offered across our Middle and Senior College and some areas of our Junior College. There are many different ways students can participate in the program and connect with Koda. The College supports connection in ways that are comfortable and enriching for all involved.



MOBILE PHONES

The College adheres to the positive value that face to face communication brings in growing community, developing social emotional capacities and facilitating high quality learning. The College also acknowledges the purposeful use of technology that supports student growth in the learning environment. The BYOD program ensures students have appropriate levels of access to digital resources to enhance their learning.

Mobile phones and ear phones (ear buds) should not be seen or used by students during the school day from 8.00am until the end of the school day. To assist this, phones and earphones brought to school by Junior, Middle and Senior College students are to be kept secure in lockers or bags at the owner's own risk. It is acknowledged that mobile phones can be a valuable learning tool and on occasion where it enhances the learning experience a teacher may ask their class to use a mobile phone as part of a teaching strategy for a lesson. This will be communicated clearly to students by the classroom teacher.

The College acknowledges parents may wish their child to carry a mobile phone to and from school for personal safety reasons and for Senior students work arrangements. In support of this policy, parents are asked not to ring or message their children during the day. Communication between students and parents throughout the school day should be through the respective offices. This is particularly important where there are health issues or other concerns.

Where students are purchasing tuckshop, Junior College students must use Flexischools to pre-order tuckshop. Middle and Senior College students must use a pre-paid Flexischools, student identification or debt card to purchase from the tuckshop.

These guidelines also refer to the use of mobile phones during excursions or other off-campus sanctioned activities.

Refer to e-Smart Policy and Procedure for further details.

STUDENT USE OF MOTOR VEHICLES

The following requirements must be adhered to if a College student wishes to drive to and from school on either a frequent or in-frequent basis. It does not apply to students travelling with their parents/guardians.

Student drivers will not be permitted to drive their vehicles to and from school excursions, events or sporting fixtures unless authorised by the Principal.

A completed 'Permission to Drive a Motor Vehicle' form must be completed by the student's parent/guardian and provided to the Head of Student Engagement Senior College. This form is available from the Wellbeing Centre. The form must be received by the College before a student can begin driving to and from school.

Parent permission will be deemed to include siblings, unless a parent/guardian states otherwise. Parents/guardians of student drivers must acknowledge in writing and by specific name, if any other College students will be travelling with the student driver, either regularly or occasionally. Students who will be passengers in the car of a student driver must also provide the College with written permission from their parent/guardian.

It is the student driver's responsibility to abide by the Traffic Act and government regulations. Student drivers must also abide by the following requirements:

- Vehicles must only be parked in the area designated by the College.
- Students may not go to their vehicles during the day without seeking permission.
- Students are not permitted to leave the College grounds during the day unless for the purpose of an Early Departure which has been approved through the usual process.

Failure to follow these regulations or dangerous/careless driving may result in the withdrawal of the College's permission to drive to and from school.

PERSONAL MOBILITY DEVICES

A personal mobility devices (PMD) can include e-scooters and e-skateboards. Students travelling to and from the College using PMD are to be

- at least 16 years or
- at least 12 years and supervised by an adult while riding the device.

Children under 12 years of age must not ride personal mobility. Student riders are responsible to abide by the QLD rules when travelling on a PMD. Visit <https://www.qld.gov.au/transport/safety/rules/wheeled-devices/personal-mobility-devices-for-more-information>.

Students riding PMD must also abide by the following requirements:

- Students are to dismount from PMD at the College gates before entering the College grounds.
- PMD must only be parked in the area designated by the College.
- Students may not go to their PMD during the day without seeking permission.
- Students are not permitted to leave the College grounds during the day unless for the purpose of an Early Departure which has been approved through the usual process.

COMMUNICATION

Pacific Lutheran College strives for a strong and positive sense of community where staff, parents and students feel they belong. This provides a strong foundation upon which to deliver the best possible learning outcomes for our students and where all members of the College community can share ideas in an accepting environment.

We aim to have clear and effective communication among staff and with students, parents and members of the wider College community. We support each other to be involved in the exchange of ideas and in maintaining an environment where people feel their views are valued and respected and where they feel they have been heard.

Parents are encouraged to ensure their email addresses are up-to-date as, where possible, communication will be sent electronically.

All communication at Pacific Lutheran College should:

- Keep staff, students, parents and other stakeholders well informed.
- Be open, positive, respectful, honest, ethical and professional.
- Be clear and easy to understand by all.
- Be reciprocal and interactive.
- Be actioned within a reasonable time.
- Use the method of communication most effective and appropriate to the context, method and audience.
- Take into account all relevant College policies.

PACIFIC LUTHERAN COLLEGE WEBSITE

The term dates, newsletters and other important information is all available on the College website (www.pacificlutheran.qld.edu.au). In particular, parents should regularly visit:

- 'News and Events' / 'Calendar' to find details of upcoming events.
- 'News and Events' / 'Newsletters' for the weekly Compass newsletter.
- 'My PLC' to access student and parent portals and the College library pages.

To access the Student Café, students use their school computer login and password. To access the Parent Lounge, parents use their PLC parent account username and password. An email is sent to parents at the start of their child's enrollment detailing the username and instructions to create a password.

NAV

Students use Nav as their online learning portal. The portal provides workflows that enable students to build on their learning, independently and collaboratively. Students can access copies of planners and assessment and the College calendar. Through the NAV Parent Portal, parents can access student timetables, assessment calendars, ongoing assessment feedback, notices and parent resources.

PACIFIC LUTHERAN COLLEGE FACEBOOK

The College Facebook page provides regular updates of celebrations at the College. We have appreciated the positive way the community has engaged with this space. Parents are reminded not to put individual names of students up on this site.

PACIFIC LUTHERAN COLLEGE APP

The PLC App has been designed to conveniently combine our parent services together in one space. The App combines Parent Lounge for administrative tasks which include activity consent, updating medical details and reports. Parental portal for NAV provides access to personalised calendars, assessment feedback, news and notifications.

As well as combining the administration tasks through the parent lounge and reporting through NAV, the PLC App is the main communication channel to inform users of short-term changes to service provisions such as changes to the tuckshop menu and operations, updates to the return of buses from sports/excursions/ outdoor education experiences and storm warnings.

We encourage all parents to download the PLC App. Should you have any questions or are having difficulties installing the App and setting the notifications, please don't hesitate to contact our IT department by email ithelp@pacluth.qld.edu.au or phone 07 5436 7300.



CLIPBOARD

Clipboard is used to provide parents with information, updates and reminders about sporting opportunities and arrangements.

PARENT CONTACT

We value parent input and encourage parents to contact the appropriate staff member. For best outcomes for all involved, parents are asked to be mindful that teachers are not always available to speak on the phone or in person due to teaching and other associated responsibilities. For urgent communication, Office Staff can pass on a message.

Should simple concerns arise, please contact your child's teacher either personally or in writing. If the matter requires a longer interview, please book a suitable time.

- For P-5 pastoral issues, the Head of Staff and Student Engagement P-5 should be the first point of referral beyond the class teacher.

- For P-5 curriculum issues, the Head of Learning K-5 should be the first point of referral beyond the class teacher.
- For Year 6-12 students, the class or Pastoral Care Group teacher should be the first point of contact.
- If, after speaking to a class teacher, the matter needs further consideration or discussion, make an appointment through the office to see:
 - For pastoral matters — contact the Pastoral Care Group teacher, Head of House, Head of Student Engagement Middle College or the Head of Student Engagement Senior College.
 - For curriculum matters — contact the relevant Head of Department, Head of Learning Middle College, Head of Learning Senior College or the Director of Learning.
 - For matters of significance, beyond the above, contact the Principal.

To optimise the meeting time, a simple outline of the matter to be discussed will allow for an informed, well prepared, productive and constructive discussion. Staff should be able to prepare thoroughly for such discussions. Where issues remain unresolved, parents should promptly make an appointment to see the Principal.

NEWSLETTERS

Every Thursday, the College newsletter is emailed to parents. The Compass newsletters are also available on the College website under the 'News and Events' tab.

STUDENT HANDBOOK

Each Year 3-12 student has a Student Handbook. Parents of students in Year 3-5 are asked to sign the Handbook each week and use it as a means of communication between home and school.



WHO TO CONTACT

Absentees	5436 7303
Appointment bookings and fee payments	College Reception (5436 7300)
Student related enquiries, absentees, urgent messages, general enquiries	<p>P-5 Students — Prep to Year 5 (5436 7389) Wellbeing Centre — Years 6 to 12 (5436 7315) PLCJuniorCollege@pacluth.qld.edu.au PLCMiddleCollege@pacluth.qld.edu.au PLCSeniorCollege@pacluth.qld.edu.au PLC6-12Students@pacluth.qld.edu.au</p>
Home learning, class matters, student learning concerns	<p>Class Teacher or Pastoral Care Group Teacher: All teachers can be contacted via email using the following address as a template — first initial surname @pacluth.qld.edu.au. e.g. John Smith would be jsmith@pacluth.qld.edu.au. Exceptions are Mrs Helen Williams (helenw@pacluth.qld.edu.au) Mrs Michiko Hauser (mtoriyabe@pacluth.qld.edu.au) Mr Jeevan Soorya Dhas (jsoorya@pacluth.qld.edu.au) Mrs Tanya Graves (tmgraves@pacluth.qld.edu.au).</p> <p>Heads of Learning: Prep–Year 5.....Mrs Sue Zweck, Head of Learning K-5 (5436 7313 or szweck@pacluth.qld.edu.au) Year 6-9Mrs Jo Belchamber Head of Learning Middle College (5436 7378 or jbelchamber@pacluth.qld.edu.au) Years 10-12Ms Anne-Marie Gerlach, Head of Learning Senior College (agerlach@pacluth.qld.edu.au) P-12Ms Sue Arahill, Director of Learning (5436 7333 or sarahill@pacluth.qld.edu.au)</p>
Student wellbeing and conduct matters	<p>Class Teacher (P-12) Pastoral Care Group Teacher (7-12) Head of House (7-12): Bula — Mrs Megan Bancks (5436 7381 or mbancks@pacluth.qld.edu.au) Buran — Mrs Leah Croke (5436 7390 or lcroke@pacluth.qld.edu.au) Mumba — Mr Joshua Danzey (5436 7305 or jdanzey@pacluth.qld.edu.au) Wira — Mr Joshua Cummins (5436 7348 or jcummins@pacluth.qld.edu.au) Mr Damian Davis, Head of Staff and Students Engagement P–5 (5436 7312 or ddavis@pacluth.qld.edu.au) Mr Brett Kersnovske, Head of Middle College Student Engagement Yrs 6–9 (5436 7379 bkernovske@pacluth.qld.edu.au) Mr Nigel Farley, Director of Senior Student Engagement (5436 7393 or lfinter@pacluth.qld.edu.au) Ms Leigh Finter, Director of Student Engagement (5436 7334 or lfinter@pacluth.qld.edu.au)</p>
Learning Enrichment	<p>Learning Enrichment Centre (5436 7367) Mrs Chantal McAllister, Head of Learning Enrichment P-12 (cmcallister@pacluth.qld.edu.au) Mrs Sara Taverner, Head of Learning Enrichment P–5 (staverner@pacluth.qld.edu.au)</p>
Whole of College curriculum issues	Ms Sue Arahill, Director of Learning (5436 7333 or sarahill@pacluth.qld.edu.au)
Whole of College organisational issues	Mrs Kim Bonello, Director of Staff (5436 7368 or kbonello@pacluth.qld.edu.au)
Unresolved Issues, College development plans	Dr Bronwyn Dolling, Principal (5436 7321 or bdolling@pacluth.qld.edu.au)
Fee and account enquiries	Mr Ryan Lovell, Business Manager (5436 7323 or rlovell@pacluth.qld.edu.au)
Uniform enquiries	Mrs Peta King (5436 7349 or pking@pacluth.qld.edu.au)
Tuckshop enquiries	Mrs Shea Moor (5436 7327 or smoor@pacluth.qld.edu.au)

STUDENT ONLINE ACCESS

Open your internet browser and type the address <http://www.pacificlutheran.qld.edu.au/> to go to the College's official website. On the home page select 'My PLC'



From here, you can access the College library, Student Café and Navigator, using the following logons:

STUDENT CAFÉ

Click on the 'Visit Student Café' button.
A portal will open for you to enter your username and password.

Username: school network username

Password: school network password



NAVIGATOR (NAV)

Click on the 'Visit Navigator' button.
A portal will open for you to enter your username and password.

Username: school email address

Password: school network password



NAVIGATOR

LIBRARY

Click on the 'Visit Junior College Library' or 'Visit Middle/Senior College Library' buttons.
This portal will enable you to use the OPAC search.

HOW TO LOGIN TO STUDENT EMAIL

STUDENT EMAIL (ONLY FOR YEAR 4 – 12 STUDENTS)

From any web browser (either on campus or at home):

1. Go to this address: <https://outlook.office.com>
2. Login to the Outlook Web App using school network username and current network password.

STUDENT NAV ACCOUNTS

From any web browser:

1. Students should navigate to nav.pacluth.qld.edu.au
2. Login to the site using school email address as the username and their school password.

NOTE:

Only students from Years 4-12 have functional email accounts. Students in Prep to Year 3 need to use a school email address for login purposes which consists of their network username followed by @pacluth.qld.edu.au.



BYOD page Student Device Set Up	Username: school email address Password: school password
Library Online	Username: school network username Password: student number including all zeros (6 digits)
Student Café	Username: school email address Password: school password
Nav	Username: school email address Password: school password



PARENT ONLINE ACCESS

Open your internet browser and type the address <http://www.pacificlutheran.qld.edu.au/> to go to the College's official website. On the home page select 'My PLC'. The College library, Parent Lounge and Navigator (Nav) can be accessed using the following logons:

PARENT LOUNGE AND NAV

Username: PLC parent account username.

Password: Password created when first logging into a parent account.

*When leaving the Parent Lounge, it is important that you end the session by using the 'logout' option.

PLC APP

Username: PLC parent account username.

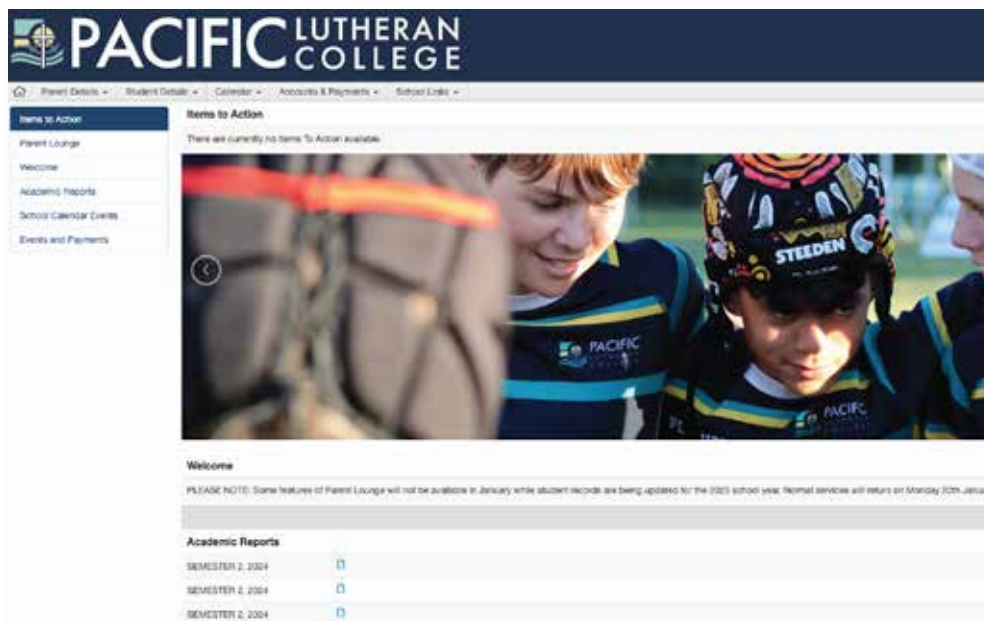
Password: Password created when first logging into a parent account.

LIBRARY

This will enable you to use the OPAC search.

PARENT LOUNGE

The Parent Lounge appears as follows:



ACCESSING STUDENT REPORTS

- Go to: <http://www.pacificlutheran.qld.edu.au/>
- Click on 'My PLC'.
- Click on 'Visit Parent Lounge' button.
- A new window will open where you will be required to enter your username and password.
- Username = PLC parent account username.
- Password = Password created when first logging into a parent account.
- Click 'Login'.
- This will bring you to the Parent Lounge screen.
- 'Academic Reports' tab is displayed on the second column down the bottom.
- Click on the paper clip to the right of the relevant reporting period and child. The full report card will display.
- Save the report to your computer's hard drive for future reference. This will also mean you do not have to log into the College website each time you require access. Reports are not available online once a student leaves the College.
- When finished, make sure you logout (on the top right of screen).

HEALTH

MEDICATION

Only medications prescribed by a doctor are to be brought to school. The medication must be in its original packaging with the pharmacy sticker indicating:

- When medication is to be administered;
- Quantity of medication to be administered; and
- How the medication is to be administered.

Parents must register the medication at the Health Centre.

INFECTIOUS DISEASES

RECOMMENDED EXCLUSION PERIODS

In the interest of maintaining good health in the College, families are required to adhere to the recommended exclusion periods as described in the State Health Department Document 'Infectious Diseases – Recommended Exclusion Periods'. Refer to the 'Time Out, Keeping your child and other kids healthy' poster published by Queensland Health https://www.health.qld.gov.au/_data/assets/pdf_file/0022/426820/timeout_poster.pdf

RESPONSIBILITIES OF PARENTS

To protect the health and wellbeing of staff and students, parents seeking to enroll a student at the College are required to inform the Principal, in confidence, of any serious infectious disease which the student carries or has suffered. Parents are also asked to provide information of any medical treatments and measures required to prevent the transmission of the disease. Provision for this duty of disclosure is made in the enrolment procedure.

In the case of an existing student contracting a serious infectious disease, parents are required to inform the Principal/ College Nurse, in confidence, without delay and to provide information about any medical treatments and measures required to prevent the spread of the infection.

The parents of a student suffering from a serious infectious disease will be expected to cooperate with the College in planning and providing suitable support services for the student. They will also be expected to assume the primary responsibility for teaching their child to behave and respond in the College context to prevent the risk of infecting others.

NUT AWARE SCHOOL ENVIRONMENT POLICY STATEMENT

Parents are encouraged not to send, nor students to consume, products that contain any nuts as an ingredient. Examples of products that contain peanuts are Peanut Butter/Paste, Nutella, Peanut Bars and some muesli bars. There are many other products that also contain nuts. This policy includes food consumed whilst attending Pacific Lutheran College and any College related functions and events.

The College's tuckshop and outdoor education camp menus will also strive to be peanut and nut free.

By law, businesses and companies are required to warn consumers with package labelling stating 'this product was manufactured on an assembly line that may also have produced peanut or nut products. Products bearing this type of warning that do not have peanuts or other nuts as an ingredient, may be brought to school. This will affect many people in some small way but, most importantly, it will reduce a potentially life-threatening situation for College students with food and nut allergies.

Some examples of products that contain peanuts or peanut products

are Peanut Butter/Paste, Nutella, Peanut Bars and various muesli bars. The rule of thumb is 'if in doubt, it is better not to send the food product to school in your child's lunch box'.

The intent of this policy is to minimise the risk of food-induced anaphylaxis at the College. A number of students at the College have a life-threatening peanut/nut allergy. Peanuts and other products that contain peanuts are the foods most likely to cause anaphylaxis.

HOME LEARNING

BASIC PHILOSOPHY

Home learning is a significant part of the learning process and, to be effective, it should be carefully chosen to be relevant to the needs and capabilities of the student. Home learning should be monitored regularly, and constructive feedback given to students.

AIMS

- To develop a regular study habit and range of study methods.
- To reinforce, revise and/or consolidate knowledge.
- To extend classroom learning by providing opportunity for deep thinking.
- To encourage and develop independent learners.
- To teach students to take responsibility for their own learning by developing skills of self-discipline and self-motivation.

The home environment plays an important part in producing quality home learning. It is important for parents to assist in scheduling home learning as a part of a regular routine to fit in with other family activities. Parents are encouraged to communicate with teachers and provide assistance if difficulties arise with home learning but should not be completing it.

GUIDELINES

Prep to Year 5 students can be expected to spend some time home learning each Monday to Thursday night, while Year 6-12 students should be studying Monday to Thursday and on weekends. Home learning could include written work, revision/study, assignment work, required reading or oral tasks. Excessive home learning is as much an issue as too little.

An effective, balanced approach should be the aim.

The general guidelines are as follows:

Year Level	Time Allocation per Night
Years 1 and 2	5 - 10 minutes maximum
Years 3 and 4	15 - 20 minutes maximum
Year 5	30 minutes maximum
Year 6	40 minutes maximum
Year 7	45 minutes maximum
Year 8	60 - 90 minutes
Year 9	90 minutes
Year 10	90 - 120 minutes
Years 11 and 12	120 minutes

If there is a problem or home learning is not or cannot be completed, parents are requested to provide a brief note of explanation via email or phone. Parents can be expected to be contacted if problems with home learning persist.

ASSESSMENT POLICIES

Assessment and reporting at Pacific Lutheran College are integral to planned approaches to teaching and learning.

Their purpose is to assist the improvement of student learning by:

- Allowing students to confirm what they have learned and to determine where improvement may be needed;
- Informing teachers of areas where additional consolidation or extension is required;
- Providing a basis for program evaluation and continuing curriculum improvement; and
- Developing a sense of partnership in learning among parents, teachers and students.

The College recognises that assessment occurs as assessment FOR learning (informs planning), assessment AS learning (students monitor own progress) and assessment OF learning (judgement against standards).

Quality feedback is an integral part of the learning process and can come from a variety of perspectives; self-reflection, peer and teacher feedback.

MIDDLE COLLEGE (YEARS 6-9)

A variety of assessment methods will be used to monitor student progress and achievement in each key learning area.

Assessment methods may include:

- Written tasks including: reports, research, projects and exams
- Presentations
- Group work
- Practical work
- Observation

Dates for key pieces of assessment are fixed for each semester and will be made available to students as part of a semester program. Assessment dates will be entered on the NAV Assessment calendar and made available to students and parents via NAV. The semester program will outline the topics that are to be covered for the semester and when they will be covered.

Assignments

All assessment pieces provide opportunity for students to demonstrate achievement at a particular standard. Criteria sheets will outline task details, conditions and standards for grading.

Students will be required to submit assessment by the stated due date.

Drafts will be viewed by the teacher where appropriate for the task and when drafts are incomplete or insufficient, the student will be required to attend a lunch or afternoon session which will provide an opportunity to ensure that the final draft is completed.

For suitable tasks, drafts will also be monitored to allow scaffolding and to ensure ownership of work. All information or work quoted directly or indirectly from books, magazines, internet or other sources should be referenced using APA referencing. Failure to recognise the true author of quoted material is plagiarism, which is an illegal act against copyright law. All academic institutions take plagiarism very seriously. To allow for quality learning all work completed must be the students' own. Students will only be given credit for their own work. When work has been plagiarised, students will be required to resubmit original work.

Students are expected to submit completed work to the subject teacher during the regular class on the final due date. This is also the case for oral presentations. If at this stage the work is incomplete, assessment will be based on work completed to date. It is an expectation that students will produce quality work and that all work will be completed.

Students absent from class due to school excursions or extra-curricular activities must submit the assessment piece on the due date by arrangement with the teacher.

If an extension is required, an application for extension must be

made in writing prior to the due date. The granting of an extension is at the discretion of the KLA HOD and Head of Teaching and Learning.

Absence from Exams

Absence is only acceptable upon notification from a parent/ guardian and for reasons of illness or similarly valid situation.

Students will be required to complete the assessment task as soon as practicable upon their return to the College. On the day of their return, students must report to Reception to arrange a time for the assessment to take place. Whether or not the evidence provided by the assessment task is deemed valid will be at the discretion of the KLA Head. Students should not sit an examination before the set date.

SENIOR COLLEGE (YEARS 10-12)

Students will be assessed using a variety of assessment methods which will monitor progress and achievement. Assessment techniques that may be used for summative internal assessment include:

- Examination
- Extended response
- Investigation
- Performance
- Product
- Collection of work (Applied Subjects)
- Practical demonstration (Applied Subjects)

For each assessment instrument, an instrument-specific marking guide will be shared with students prior to completing the assessment and used as a tool for making judgments about the quality of students' responses to the assessment instrument.

Assessment Schedule

Pacific Lutheran College must adhere to QCAA policies for gathering evidence of student achievement on or before the due date.

Assessment dates are fixed for each semester and are available to students as part of a semester overview. Due dates for final responses will be made available on the assessment calendar, accessed via the College's learning management system (Nav). Dates for checkpoints and drafts will be indicated on the cover of the assessment instrument.

Assignments

Instrument specific marking guides or a standards rubrics will be attached to all assessment instruments. They will indicate the objective being assessed and specific requirements of the assessment instruments. All work must be submitted where applicable via Nav on or before the due date. Students absent from class due to school excursions or co-curricular activities are still required to submit work on or before the due date.

All information or work quoted directly or indirectly from books, magazines, the internet, videos or other sources should be referenced using APA 7th edition. Failure to recognise the quoted material's actual author is plagiarism, which is an illegal act against copyright law. All academic institutions view plagiarism very seriously. All work completed must be the students' own. Students will not be given credit where there is evidence of plagiarism.

Drafting is a key checkpoint. Types of drafts differ depending on the subject. When drafts are incomplete or insufficient, the student will be required to attend an afternoon academic session which will provide an opportunity to ensure that the final draft is completed on time.

It is important to make the distinction between feedback given as part of the teaching and learning process and structured feedback given as part of developing an assessment response. Teachers will not mark drafts nor allocate an indication of a results on a student draft during the checkpoint/drafting phase.

Feedback on a draft is:

- provided on a maximum of one draft of each student's

response (Year 11 & 12)

- provided on a maximum of two drafts for each student's response (Year 10)
- a consultative process that indicates aspects of the response to be improved or further developed
- delivered in a consistent manner and format for all students

Feedback on a draft must not:

- compromise the authenticity of a student response
- introduce new ideas, language or research to improve quality of the student work
- edit or correct spelling, grammar, punctuation and calculations

Illness and misadventure

Students whose ability to attend or participate in an assessment is adversely affected by illness or an unexpected event, may be eligible for provisions for illness and misadventure.

The following principles apply:

- The illness or event is unforeseen and beyond the student's control.
- An adverse effect must be demonstrated.
- The situation cannot be of the student's own choosing or that of their parents/carers (e.g. family holiday).

For more detailed information refer to: <https://www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qce-qcia-handbook>

Non-Attendance During Internal Assessment

A student who is ill and unable to attend school for internal assessment should inform the Head of Learning Senior College as soon as practical. This may be before, during or immediately after the assessment session. Documentation of the illness or event must be provided.

Opportunities will be made for the student to complete the assessment. Arrangements such as comparable assessment and extensions may be considered when illness or misadventure is established.

If the student is unable to provide a response, the school may use evidence gathered by the student's teacher during the assessment preparation time, for example, draft work, to make a judgment about student's work.

Where the school is unable to provide any evidence of a student response gathered during the assessment preparation time, and the student is unable to provide a response to a summative internal assessment with AARA, but has completed the required learning as outlined in the relevant syllabus or course, the school or student should complete an application for illness or misadventure provisions.

Non-Attendance External Assessment

The QCAA advises students to attend every external assessment. However, a submission for illness or misadventure may be made by a student or the school on behalf of the student when performance in an external assessment is affected by an illness or circumstances beyond their control, occurring in the lead up to or during the external assessment schedule.

The QCAA will seek background information and a recommendation from the College to verify a student's application. To make an informed decision about an illness and misadventure application, the QCAA requires supporting documentation.

Request for Review of Results

If a student believes they have grounds for reviewing results, and after consultation with the relevant teacher, the issue remains unresolved, students should contact the Head of Department. All departments have a procedure for the review of student work. The Head of Department will inform the Head of Learning Senior College that a review process is in place. In the instance where the teacher concerned is the Head of Department, students are encouraged to consult directly with the Head of Learning Senior College.

A CULTURE OF RESPECT

Pacific Lutheran College is committed to being a community living according to Christian ethos and Lutheran identity. The College promotes the values of 'Care, Dignity and Respect': that all persons, though having different roles and function within the College, have an equal right to respect, courtesy and the enjoyment of their work and the social and physical environment. Pacific, like any community, has its code for behaviour to promote a safe and effective learning environment so that good order can prevail, and people can live in positive relationships to realise their full potential without interference from others.

Harassment, harm, racism, and discrimination will not be tolerated at Pacific Lutheran College under any circumstances, and may, in some circumstances be unlawful under State or Commonwealth law.

THE HOME COLLEGE PARTNERSHIP

Meaningful communication between parents, teachers and the student will be vital to the success of building a culture of respect. The values and standards of the College should reflect and reinforce those of the Christian home.

COUNSELLING

Class and Pastoral Care Group teachers will be involved in counselling when students share general concerns with them. When more serious matters arise, administrative support staff and/or pastors of the Church may assist. Where higher levels of counselling are required, PCG teachers, Head of House or Heads of Student Engagement will refer Year 6-12 students to the Head of Student Support. Parents across P-12 may also request support from the Head of Student Support. The Head of Student Support provides short-term support. Parent of students requiring on-going support will be encouraged to access outside professionals. Where necessary, and after discussion between parents and the College, professional counselling may be required.

CARE, DIGNITY AND RESPECT

All members of the College community should act with care, dignity and respect when interacting with other members of the community.

CARE, DIGNITY AND RESPECT

The College aims to be a Christian community living according to Christian principles. To this end, Pacific Lutheran College has high expectations of all its community members. Students are called to high standards of personal behaviour and are challenged when these expectations are not met. They are challenged, however, in a way that respects them as individuals made in the image and likeness of God, to enable them to correct their behaviour and to make amends to those affected. Through developing empathy for others, students learn to become more positive, supportive and contributing members of their community demonstrating:

- Respect for self
- Respect for others
- Respect for the community, environment and property

MAIN PRINCIPLES

1. Respect for Yourself

Christians believe God has created us as people with gifts and talents that He wants us to develop. Therefore, take care of yourself personally by:

- maintaining high standards of personal hygiene and grooming
- standing up for what you believe in
- looking after your physical, mental and spiritual well being
- setting good standards in language and manners
- keeping yourself well organised.

2. Respect for Others

Christians believe God has created all people and wants us to love and respect each other. Everyone has a right to be loved, respected,

valued and to feel safe and accepted. Therefore, take care of others by:

- caring for and co-operating with others
- valuing the ideas, opinions and efforts of others
- supporting and encouraging the young and less able
- protecting others from harm and harassment
- respecting the property of others
- acknowledging and defending the rights of all.

3. Respect for the Community, Environment and Property

As Christians, we believe God has placed us in a community at Pacific Lutheran College. In order for us, and others, to get the best from our school, look after it by:

- keeping it clean and tidy
- keeping it in working order
- supporting it in your comments and behaviour
- respecting the Christian nature of the school
- being courteous and friendly to students, staff and visitors
- observing good uniform and grooming standards
- respecting community property and environment.

RESTORATIVE PRACTICES

At Pacific Lutheran College, a Restorative approach is used to enhance relationships among students, and between students, teachers, and parents, so as to nurture our sense of community at the College. Pacific uses the restorative approach to educate, promote and enable self-discipline and positive behaviours for care, dignity and respect.

A positive school climate, in which young people feel connected, is the best environment for learning.

Our aims are:

- To educate students towards self-directed right behaviour
- To promote, nurture and protect healthy relationships among members of the community
- To enable students to be accountable for the real consequences of any wrongdoing

We believe that our approach to student behaviour management should primarily be an educative and forgiving one. That is, the fundamental aim of our behaviour management philosophy and practice is for students to learn to be responsible for themselves and their actions and to make genuine, positive contributions to their community.

A restorative approach sees conflict or wrongdoing as an opportunity for students to learn about the consequences of their actions, to develop empathy with others and to make amends in such a way as to strengthen the community bonds that may have been damaged.

We do this by:

- Having high expectations and insisting upon high standards of behaviour; and
- Providing high levels of support and care for individuals.

The College has high expectations of all its community members, valuing both a strong sense of community and right behaviour based on sound moral principles. Students are called to high standards of personal behaviour and are challenged when these expectations are not met. However, they are challenged in a way that respects them as individuals made in the image and likeness of God, to enable them to correct their behaviour and to make amends to those affected. Through developing empathy for others, students learn to become more positive, supportive and contributing members of their community.

Students perceive this approach as being 'firm, but fair'

Being 'firm, but fair' involves...

- Clearly articulating and reinforcing expectations;
- Adhering to fair process in dealing with all cases of conflict and wrongdoing; and

- Recognising that wrongdoing causes harm to relationships that must be repaired to move forward.

The restorative approach emphasises working with students to educate them on right behaviour. In this way, a restorative approach is perceived as being authoritative, rather than authoritarian. An authoritative approach holds tenaciously to the community values and challenges members to demonstrate these values in all their interactions with others.

A restorative approach...

- Encourages students to appreciate the consequences of their actions for others;
- Enables students to make amends where their actions have harmed others;
- Requires students to be accountable for their actions; and
- Encourages respect for all concerned.

... it is a Lutheran approach.

BEHAVIOUR EXPECTATIONS

IN PUBLIC

The College relies heavily on the good sense and appropriate behaviour of the students and their parents/guardians.

The reputation of Pacific Lutheran College largely depends on how the students are seen to act outside of the College grounds and rests on the individual student and their parents/guardians. We can oversee public appearance en masse, but rely on parents/guardians and students for any other occasion.

Learning to respect our responsibility for the general good of a community is an important life lesson. When in public areas, Pacific students must wear their full uniform including hat, shoes and socks.

ON TRANSPORT (INTERNAL)

- Students are to be seated for the entire duration of the journey.
- All students are to wear seat belts for the entire journey and staff are to inspect that this has been done before departure.
- Students are not to derive their entertainment from other passing motorists, even though the motorists may not be able to hear what they are saying or see what they are doing.
- Students should not be listening to musical devices and playing electronic games whilst on the bus, unless on an extended trip and permission has been provided.
- Students are not to take or consume food or drink of any kind when travelling on buses unless it is an extended trip – the teacher in charge and the bus company will negotiate this at the time of booking.
- Students are to be dressed in full College sports uniform going to and from sport. Footballers, surfers and swimmers are to change back into their sports uniform before they leave their sporting venue. Shoes and socks are to be worn.

ON PUBLIC TRANSPORT

Students should show every courtesy to fellow travellers, including standing or offering a seat to adults who are standing, stowing bags away from aisles and thanking the driver.

Students are not to move around the bus and should only converse with the students near them. They should not shout, call out loudly or engage in long conversations with the bus driver. These are matters of safety as well as courtesy.

AT SPORTING EVENTS

The main aim of sport is 'to promote and conduct various forms of inter-school activity, with a view to fostering a spirit of fellowship'. It is acknowledged and accepted that each school has its own standards of conduct, however, Pacific students must meet the College's 'Student Expectations' at all times when competing or spectating at sporting events.

1. General Behaviour

- Healthy, vigorous exercise; scrupulous regard for the spirit of the rules of the game; a willingness to submit to disciplined training; and the cultivation of a generous sportsmanship, should be the goals of all College sports.
- The host school has the right to expect that both visitors and members of its own community will adhere to its own particular customs and practices.
- The competition table should not be regarded as the sole reason for competing.
- Players must compete in their correct age group and adhere to the General Competition Rules and By-Laws of each sporting code.
- Verbal abuse or any other form of harassment will not be tolerated under any circumstance. Players should be given no more than one warning before being sent off and reported to the school. Likewise, spectators will be reported and asked to leave the side-line if guilty of any form of abuse.

2. Player Behaviour and Example of Coaches

- Under no circumstances is there to be deliberate bending of the General Competition Rules and By-Laws of each sporting code.
- Coaches should encourage teams and/or individual players to be punctual in coming onto the field or reporting to the designated officials both before and during matches.
- Coaching from the side-line or inside the arena is by the designated coach.
- Coaches must accept the decisions of referees and umpires. This does not preclude rational clarification of decisions at a subsequent time.

The following are to be discouraged:

- Time wasting and time wasting actions;
- Unsportsmanlike behaviour;
- Over-vigorous play;
- Deliberate coaching or playing of illegal tactics; and
- Sledging, dissent, foul language and foul play.

3. Conduct of Players

- A high standard of conduct is expected at all times, both on and off the field.
- Each and every player should be an example of what a sports person should be, including an appreciation of good play and an acceptance of the mistakes made by fellow players.
- The game should be played hard, but never unfairly.
- Ill temper or spite should never be shown and assistance for opponents when it appears desirable should be given.
- The meeting of the opposing coach and captain by opposite numbers is to be commended.
- Congratulations, thanks or cheers appropriate to the game, by the captain and/or players is to be encouraged.
- The orders or instructions of the umpire, referee or designated official should be obeyed quickly and any decisions, however unfavourable, should be accepted without question.
- The use of drugs or illicit substances to improve or maintain the performance of any individual players or group of players is strictly forbidden.
- If a player is sent from the field by the official controlling the match, the player/s involved must meet with the Head of Sport/Principal before they are permitted to play in the following match.
- Physical violence and verbal aggression is not tolerated and students will be removed from the field. If the official controlling the match sends a player from the field, the player/s involved must meet with the Head of Sport/Principal before they are permitted to play in the following match.

4. Conduct of Spectators

- Spectators should acknowledge good play by either side in the appropriate manner. This can encourage players and help them

to lift their game as the match or contest progresses. Unwise or fanatical barracking can make a player perform foolish actions, or incite them to foul play, which is not to be condoned.

- The Principal, their representative or the Head of Sport has the legal right to remove any person or persons who do not conform to the acceptable standards of behaviour of the College.
 - Consumption of alcohol by spectators during the match or contest is not permitted.
 - Referees or umpires are not to be approached by spectators at any time before, during or after a match.
 - Cheering and supporting one's own team is recognised as part of the conduct of the game and, provided this barracking is within the requirements of the By-Laws, is to be encouraged. However, negative barracking against another school is not acceptable and should be discouraged.
 - While the host school should make every endeavour to provide for the disposal of rubbish, all spectators should make every effort not to litter any parts of the playing fields and/or grounds.
- ## 5. Dress
- Referees, umpires, officials and players are to be correctly attired according to the needs of each sporting code.
 - Dress (especially footwear) of all participants should be clean, tidy and respectable.
 - The By-Laws for various sports, with respect to dress, is to be observed by all players.
 - All players must adhere to the current safety guidelines in respect to the wearing of shin guards, mouth guards, headgear and other specialist safety equipment.
 - All borrowed equipment, uniforms and other items must be returned at the conclusion of the sports season.

BEHAVIOUR EXPECTATIONS

Students are expected to develop and display a high level of self-discipline and to be pleasant, considerate, cooperative and well-mannered in accepting their responsibilities as College members. They should accept that all behaviour has consequences.

Using skills and knowledge to build a strong College community and also enhance personal development as a caring, responsible person is demonstrated through:

- Being early or on time for class or College;
- Completing school work;
- Submitting assignments as due;
- Bringing the correct materials to class;
- Wearing the uniform correctly;
- Using appropriate language;
- Being courteous; and
- Respectful to self, others and community;

If at times students need some help to do these things, then teachers, in conjunction with Heads of Department and Heads of House, will discuss the issue with students and may apply discipline measures. These may include:

- Withdrawal from class;
- Contacting parents/guardians;
- Community service both within and outside College hours; or
- Another penalty.

If student behaviour is not improving and has been:

- Insolent;
- Aggressive;
- Fighting;
- Misbehaving in public;
- Truanting;
- Damaging property; and/or
- Malicious;

Then teachers, in liaison with the Head of Staff and Students P-5, Director of Students (Years 10-12), Head of Middle College Students (Years 6-9) or Principal, may apply discipline measures such as:

- Any of those above;
- Isolation;
- An interview with parents;
- Preventing the student from attending College functions;
- Support card;
- Afternoon or Saturday morning community service;
- Repair or replacement of property; or
- Suspension.

If the student has clearly rejected all efforts to improve their behaviour or if they have been:

- Smoking/Vaping;
- Abusive to an adult;
- Using alcohol or drugs;
- Maliciously violent; and/or
- Involved in other serious or illegal activities;

Then they will be directed to the Principal who may apply the discipline measures such as:

- Those listed above;
- Saturday morning Principal's community service; or
- Suspension or expulsion.

MIBs System for Middle and Senior College Students

MIBs is the College's response to addressing Minor Inappropriate Behaviours (MIBs).

MIBs is an initiative of the College to assist students to meet our uniform expectations. When these expectations are not met, students will have a MIB recorded by a teacher. MIBs do not accrue from term to term.

AFTER SCHOOL COMMUNITY SERVICE

If a student receives an After School Community Service they are required to wait outside the Wellbeing Centre at the end of the school day on the day of their After School Community Service.

After School Community Service usually is one hour in duration and commences from 3.15pm on a Friday.

After School Community Service cannot be swapped for lunch detentions, but can be negotiated to another afternoon or morning before school by consultation with the Director of Students.

Each student attending an After School Community Service must have their Permission/Consent form signed by their parent/guardian and returned prior to the After School Community Service.

BUILDING A CULTURE OF RESPECT

Pacific Lutheran College attempts to operate on the basis of its acceptance and teaching of the Christian gospel, including the worth of each person as one who has been created by God and redeemed through Jesus Christ. The College accepts and promotes the belief that all people, though having differing roles and functions within the College, have an equal right to respect, courtesy and enjoyment of their work and the social and physical environment.

Pacific aims to protect all who legally enter the grounds and premises of the College, including employees, students, parents, volunteer workers and visitors. Below is important information on Harassment and Child Protection.

For matters involving people over the age of 18, the Lutheran Church of Australia has a separate Sexual Abuse Policy. The toll free number is 1800 644 629 and the mailing address is PO Box 519, Marsden SA 5070.

HARASSMENT

Definition

Section 9, of the Child Protection Act 1999 (Qld) 'harm' to a child, is any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing.

1. It is immaterial how the harm is caused.
2. Harm can be caused by— a) physical, psychological or emotional abuse or neglect; or b) sexual abuse or exploitation.
3. Harm can be caused by— a) a single act, omission or circumstance; or b) a series or combination of acts, omissions or circumstances.

Harassment occurs whenever another person is repeatedly and deliberately embarrassed, upset, physically hurt or molested by someone else. It includes:

Physical – punching, teasing, spitting, hiding, damaging or destroying property.

Verbal – name-calling, ridicule, threats, rumour-spreading, writing derogatory comments, belittling.

Non-verbal – extortion, intimidation, threatening signs, ostracism, inappropriate emails or text messaging.

Online – outlined in the College's eSmart and Social Media for Students Policy.

It includes:

1.1 Bullying

- 1.1.1 Physical bullying includes punching, teasing, spitting, hiding and damaging or destroying property.
- 1.1.2 Verbal bullying includes name-calling, ridicule, threats, spreading rumours, writing derogatory comments or belittling.
- 1.1.3 Non-verbal bullying includes extortion, intimidation, threatening signs, ostracism, inappropriate e-mails or text messaging.
- 1.1.4 Cyber (email, SMS, phone, internet and other emerging technologies) bullying can include:
 - » Mean, belittling and hurtful name calling;
 - » Threatening and/or obscene language;
 - » Sending offensive images;
 - » Sending repeated messages;
 - » Spreading nasty rumours;
 - » Trying to get other students to dislike a student; and/or
 - » Unauthorised use of another student's technology.

1.2 Racism

Comments, gestures, ostracism on the basis of nationality, skin colour or ancestry.

1.3 Religious Discrimination

Ridiculing religious beliefs and practices.

1.4 Sexual Harassment

Section 119, of the Anti-Discrimination Act 1991 defines sexual harassment as deliberate, uninvited, unwelcome comments or actions of a sexual nature.

Part of the Christian ethos at the College is the commitment to encourage a climate of love and care for each other. This includes the condemnation of any attitudes or behaviours that result in harassment of other people. It also involves the provision of an orderly and secure environment in which all people are able to realise their full potential without interference from others.

Harassment and discrimination will not be tolerated under any circumstances and may, in some circumstances, be unlawful under State or Commonwealth law.

Pacific is committed to its Anti-Harassment and Anti-Discrimination Policies and to keeping the College as a place of peace.

Pacific As A Peace Place is a proactive program that seeks to empower individuals to function comfortably and effectively within the College and the wider community through education, cooperation and consultation. It seeks to build and reinforce attitudes conducive to developing respect for all individuals and allowing all individuals to reach their potential in a supportive and non-threatening environment. Pacific aims to be a Christian community living according to Christian principles. These main principles form the way in which members of the community are expected to interact: Respect for Yourself, Respect for Others, Respect for Community.

The implementation of Pacific As A Peace Place is based on the premises that:

- Every individual has value in a community;
- Every individual has the right to feel safe from harassment in all its forms;
- Every conflict can be resolved. Victims and bullies both need help to solve conflict;
- A 'no-blame' approach is the most effective means of dealing with conflict resolution;
- Every individual in a community is responsible for the safety of other individuals in that community; and
- Every individual in a community is responsible for ensuring that other individuals in that community can reach their potential in a supportive and non-threatening environment.

ANTI-HARASSMENT PROCEDURES

Staff Induction

Through induction processes, staff are trained on College policies in relation to sexual abuse, harassment and child protection.

Student Awareness

At the commencement of the year, all students receive:

- Instruction on the College's Code of Behaviour;
- Instruction on the College's Anti-Harassment Procedures via Pastoral Care Groups and class groups;
- Information on the theme 'Pacific As A Peace Place'; and
- Regular reminders regarding the right of students to be safe and Pacific to be a place where all people are encouraged and supported.

Pacific As a Peace Place Audit

Annually, age appropriate surveys are distributed to the whole College and analysed to gauge whether there is any harassment occurring and to what extent.

Education and Awareness Raising

The results of the survey are presented to staff for consideration and discussion. A report is compiled of audit results the College Council by the Principal and Director of Students.

RESPONSE TO ACTS OF HARASSMENT OR HARM

For any incidents of harassment, it is assumed that a member of staff or responsible student will deal with the matter on the spot, in order to triage the immediate conflict. Refer to College's 'Building a Culture of Respect' Policy and Procedure.

Records are kept, centrally, of all reported incidents of harassment in the College. These are analysed on a regular basis to ascertain major areas where harassment occurs, gender and age of victims and perpetrators, and strategies which have been successful. A review of the College's harassment policy is undertaken every 12 months, taking into account the annual data.

The following steps will be taken;

a) Identification

The student reports the harassment incident/problem to any member of staff. The person receiving the report notifies either the Class or Pastoral Care Group Teacher, Head of House, Head of Staff and Students Prep to Year 5, Head of Middle College Students, Head of Senior School Students, Director of Students, Director of Staff or the Principal.

b) Initial Interview

With one or more staff, student/s is/are interviewed separately and where age appropriate are to complete an incident report form to establish the facts. Other students, witnesses or staff may also be interviewed. Help may be sought from the Head of Student Support or at any stage. In situations of sexual harassment or harm or other illegal activities an interview with both parties will not be appropriate and these matters must be reported to the relevant government agencies in accordance with current legislation and the Child Protection Policy.

c) Follow-up Response

The incident is reported to the appropriate Head of Sub-section e.g. Head of Staff and Students Prep to Year 5, Head of Middle College Students, Head of Senior School Students, Director of Students and the Principal. Follow-up response is determined by College. Parent/guardian are informed by phone about the act of harassment or harm and the College's response. At a designated time, the staff member/s or interviewer responsible makes both parties aware of the Building a Culture of Respect policy and discusses the issues surrounding the particular incident. The staff member/s or interviewer responsible works with the students using a restorative practice approach to educate, promote and enable self-discipline and positive behaviours for care, dignity and respect. The staff member responsible works restoratively with each student to reach a resolution where all involved feel safe and positive in their relationships.

d) Ongoing Support

Follow up conversation at designated check in points of all involved as per the Restorative Agreement reached by a designated staff member and/or appropriate Head of Sub-section and record kept.

e) Continuation of Incident

If the incident or problem continues – student/s is/are interviewed separately and where age appropriate are to complete an incident report form to establish the facts. Other students, witnesses or staff may also be interviewed. The details of these interviews are reported to the Principal and action taken. Follow-up response is determined by College and parent/guardian are informed. If a solution to a particular problem has not been found, the College may consider the use of an outside person, such as a trained mediator, to assist in reaching a resolution.

Protective Actions in following up Behaviour

The College may need to remove property from a student for a period of time. This may be because it is illegal for the student to have the item or it may present a risk to the student, other students, staff or the College community, or the staff member has reasonable belief that the item has been used to commit a crime.

Staff can search College property, including lockers. Staff can also request to search a student's bag with their permission or the permission of the student's parent/guardian.

If a staff member becomes in possession of an item belonging to a student that they believe is illegal or has been used to commit a crime, they will alert the Head of Staff and Students P-5, Head of Middle College, Head of Senior College, Director of Students or Principal.

Staff can request permission to access student mobile, laptop or personal devices to access information and should follow the E-Smart and Social Media Policy and Procedures.

Suspensions and Cancellation of Enrolment

Parent/ Guardians must comply with policies and rules the College adopts from time to time and must ensure, as far as practicable, that their child complies with those policies and rules.

Suspensions (internal or external)

1. Issued by the Principal.
2. Parents contacted via phone by Head of Staff and Student Engagement P- 5, Head of Student Engagement Middle College, Head of Student Engagement Senior College or Principal.
3. Parent interview with either Principal and Head of Staff and

Student Engagement P-5, Head of Student Engagement Middle College, Head of Student Engagement Senior College.

4. Restorative conversations will occur between student and staff member with either Principal, Head of Staff and Students Prep to Year 5, Director of Students, Head of Middle College Students, prior to re-entry to College Community.

5. Relevant parties will be informed of the follow up at the most appropriate time.

Cancellation of Enrolment

Students are expected to comply with College policies, rules and directions given by a person in authority, both on and off the College grounds. Failure to do so may result in disciplinary consequences, which may include cancellation of the student's enrolment. The Principal, or Acting Principal, may cancel the student's enrolment at the College for misconduct within or outside of normal school hours or precinct considered by the Principal or Acting Principal to be serious enough to warrant cancellation of enrolment.

CHILD PROTECTION

Pacific recognises that protecting students from harm and the risk of harm is fundamental to maximising their personal and academic potential. For this reason, the welfare and best interests of the children within our College will always be a primary consideration.

We expect our students to show respect to our staff and volunteers and to comply with safe practices. We expect all employees to ensure that their behaviour and relationships with students reflects proper professional standards of care and are not unlawful. The College will respond diligently to a report of suspected or actual harm, or risk of harm to a student resulting from either within the College or from outside of the College.

What does the College mean by harm?

Recent Queensland legislation defines harm as:

- Any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing. It is immaterial how the harm is caused. Harm can be caused by:
 - Physical, psychological or emotional abuse or neglect;
 - Sexual abuse or exploitation; or
 - Domestic or family violence.

How does the College protect students from harm?

The College has a comprehensive Child Protection Policy, which outlines the actions to be taken if a member of staff or a parent of the College becomes aware or reasonably suspects that harm has been done to a student by other staff, people outside the College or by other students.

What should you do if you become aware or reasonably suspect that harm has been caused to a student of the College by a member of staff, someone outside of the College or by other students?

You should report your concerns to the Principal or member of the Administration and Learning Executive or to any other member of College staff.

What will happen next?

If you report your concerns to a member of staff other than the Principal, the member of staff will report it to the Principal immediately. If the subject of the complaint is the Principal then the member of staff will report to the Chairperson of the College Council.

CHILD PROTECTION POLICY AND PROCEDURES

Every student has the right to feel safe and free from harm while at Pacific Lutheran College. We expect students to respect their teachers and other students and we expect that they will receive the same respect in return. Students should never allow themselves to feel unsafe without reporting it to someone they trust.

Who should a student tell if they do not feeling safe at school or at home?

Any member of staff, including the Head of Student Support, Chaplain or Pastor. If a student does not feel comfortable talking to a member of staff, they may write a letter. If a student would prefer to

talk to somebody outside of the College on a confidential basis, they can also call Kids Help Line which is a free call – 1800 551 800.

What will happen if a student reports what is happening to a member of staff?

If the concern is worrying the student but not causing them immediate harm, then the member of staff will discuss ways to solve their problem. If the concern is serious and the member of staff believes that the student is being harmed or is in danger of being harmed, he or she will report it to the Principal.

What if the student does not want the member of staff to tell the Principal?

The member of staff will aim to keep the student's concerns confidential where possible. However, if the member of staff is aware or reasonably suspects that harm has been caused to a student of the College, the law requires the matter be reported to the Principal and it may have to be reported to the Police.

If the staff member has no choice about reporting what the student has told them, he or she will explain exactly what will happen next.

The most important thing is that the student feels safe and free from harm. Students must tell someone if they are being harmed or afraid that they will be harmed.

Pacific has a legal and moral responsibility to ensure that students, staff and members of the College community are not subjected to behaviours, practices or processes that may constitute harassment, discrimination, vilification, or victimisation and is therefore committed to developing an environment which promotes respect for a person's integrity, equitable treatment and natural justice.

Taking and publishing photos, and recordings of school-based activities.

Recording of school-based activities should only be for personal use and should not be published in a public manner without the permission of the College. This would include social networking sites such as Facebook or YouTube. Publishing images without permission of those in the image contravenes the College's privacy policy. Copyright permissions are also infringed upon if music from public performances is broadcasted or duplicated.

ESMART POLICY AND PROCEDURE

Pacific aims to provide an educative environment by establishing an eSmart culture that aligns with the values of the College, legislative and professional obligations and the community's expectations. Within this context, the objective of this policy and agreement is to ensure the smart, safe and responsible use of ICT within the College community.

The College recognises the important role that technology plays in learning environments. Parents and schools alike, also play important roles in supporting young people to be equipped to use technology in an empowering, respectful and responsible manner.

This policy outlines the conditions applying to the use of all College ICT and behaviours associated with safe, responsible and ethical use of technology. Authorised users are required to comply with the agreement.

Breach of Agreement

Breaches of this agreement can undermine the values of the College and the safety of the eLearning environment, especially when ICT is used to facilitate misconduct. Such a breach, which is deemed to be harmful to the safety of the College community, may result in serious disciplinary action such as:

- Consequences as outlined in the Building a Culture of Respect Policy.
- Withdrawal of access to the College network and devices.
- Confiscation of personal devices used inappropriately throughout the school day, including on College buses, at sport and during camps/excursions.
- Suspension or withdrawal of enrolment in cases of serious

misconduct.

- Reporting of criminal misconduct to the appropriate government authority, including police.

In investigating a suspected breach of this policy and agreement, the authorised user agrees to promptly make the IT equipment/ device available to the College for the purpose of any investigation and/or audit and to cooperate otherwise with the College in any investigation or audit process.

The terms of this policy and agreement form part of the College's expectations of a student's enrolment and the conditions of enrolment.

PROCEDURAL STATEMENT

- If you have a query about the eSmart Policy and Agreement, contact your child's class teacher (primary), or Pastoral Care Group teacher (Middle and Senior College) in the first instance.
- Discuss the eSmart Agreement with your child. The rules and explanations section are incorporated in the agreement and is provided to assist you with explaining the agreement to your child.
- Both you and your child will be required to sign the acknowledgement on the final page of the agreement and return that page to the College.
- Please keep the policy and agreement for future reference.
- Please note students are not able to commence using the College's computer network, internet access facilities, computers or other ICT equipment/devices as defined in this agreement until the acknowledgement page of the agreement has been signed and returned to the College.

ESMART USER OBLIGATIONS

Authorised Usage and eSmart Agreement

As the College provides network access, the contents of the College IT system, the internet and email messages, remain the property of the College. The College has the capacity to monitor and control the system and reserves the right to monitor individual usage and where necessary, report any indications of misconduct or prohibited use.

All users, whether or not they make use of network facilities and communication technologies on College owned or personal IT equipment/devices, will be issued with this agreement. This document should be read carefully, with the acknowledgement page signed and returned to the College.

The College's IT, including network facilities, communication technologies, eLearning tools and IT equipment/devices cannot be used until the acknowledgement page of this agreement has been signed and returned to the College. Signed agreements are filed in a secure place.

Authorised users must keep the other pages of the eSafety Policy and Agreement for reference. If necessary, a replacement copy will be supplied upon request.

OBLIGATIONS AND REQUIREMENTS

While on campus, whether using College owned or personal ICT equipment/devices, the use of ICT is for educational purposes only. Prohibited use includes but is not limited to any conduct that:

- Violates or infringes the rights of any other person, including the right to privacy.
- Initiates access to objectionable, inappropriate or illegal material.
- Initiates access to material which contains actual or potentially defamatory, false, inaccurate, abusive, obscene, violent, pornographic, profane, sexually explicit, sexually oriented, threatening, racially offensive or otherwise biased, discriminatory or illegal or any other objectionable or inappropriate material.
- Violates any other College policy and/or agreement, including prohibitions against harassment of any kind.
- Forwards confidential messages to persons to whom transmission was never authorised by the College, including persons within the College community and persons/

organisations outside the College community.

- Places images of College students or employees on the College's network or the internet without the person's permission.
- Fails to use the system as prescribed, thus permitting infection by computer virus or deliberate infection by computer virus.
- Attempts to access personal data by using or attempting to use other users' passwords.
- Harms or destroys data of another student, staff member or the College.
- Involves sharing of copyright material e.g. music or software.
- Attempts to breach security and infrastructure that is in place to protect user safety and privacy.
- Results in unauthorised external administration access to the College's electronic communication.
- Propagates chain emails or uses groups or lists inappropriately to disseminate information.
- Inhibits the user's ability to perform their duties productively and without unnecessary interruption.
- Interferes with the ability of others to conduct the business of the College.
- Involves malicious activity resulting in deliberate damage to College IT and/or IT equipment/devices.
- Involves the unauthorised installation and/or downloading of non-College endorsed software.
- Attempts to bypass, disable or otherwise interfere with the internet filtering systems employed by the College. This includes the use of any VPN application or service, personal hotspot or alternative commercial data service.
- Breaches the ethos and values of the College.

In the event of accidental access of inappropriate material, authorised users must:

- Not show others or share with others;
- Shut down, close or minimise the window; and
- Report the incident immediately to the supervising teacher.

A person who encourages, participates or otherwise knowingly acquiesces in prohibited use of College, or privately owned communication technologies, on the College grounds or at any College related activity, may also be found to have engaged in prohibited use.

Under no circumstances should communication technologies be used to facilitate behaviour that is either inappropriate in the College environment or illegal.

While at the College or a College related activity, authorised users must not have involvement with any material that might place them at risk. In addition, authorised users must not, at any time, use communication technologies to upset, harass or harm anyone. This includes images or material stored on privately owned ICT equipment/devices brought onto the College grounds or to any College related activity.

Authorised users must not attempt to download, install or connect any unauthorised software or hardware onto College ICT equipment, or utilise such software/hardware. This includes use of such technologies as Bluetooth, infrared, wireless and any other similar technologies that are available. Any authorised users with a query or a concern about this issue must speak with the relevant class or subject teacher.

Authorised users who bring and/or use their own ICT equipment on College grounds or to a College activity are bound by this agreement and are responsible for the safety and security of their own equipment.

MONITORING BY THE COLLEGE

The College:

- Reserves the right at any time to check work or data on the College's computer network, internet access facilities, computers and other College IT equipment/devices, without obtaining prior consent from the relevant authorised user.

- Reserves the right at any time to check work or data on privately owned IT equipment on the College campus or at any College related activity. The authorised user agrees to promptly make the IT equipment/device available to the College for purposes of any such check and to otherwise cooperate with the College in the process. Before commencing the check, the College will inform the authorised user of the purpose of the check.
- Has an electronic access monitoring system which has the capability to restrict access to certain sites and data, record email and internet use, including the user details, time, date, sites visited length of time viewed and from which computer or device.
- Monitors traffic and material sent and received using the College's IT infrastructures. From time to time this may be analysed and monitored to help maintain an eSmart learning environment.
- May conduct an internal audit of its computer network, internet access facilities, computers and other College IT equipment/devices, or commission an independent audit of content and usage.



COPYRIGHT, LICENSING AND PUBLICATION

Copyright laws and licensing agreements must be respected and sources appropriately acknowledged.

Authorised users must not be involved in any activity that may breach copyright laws and licensing agreements including, but not limited to, activities such as illegally copying material in any format, copying software, downloading copyrighted video or audio files, using material accessed on the internet in order to plagiarise or illegally using unlicensed products.

All material submitted for internal publication must be appropriate to the College environment and copyright laws. Assessment items must be submitted through plagiarism software at the direction of the teacher.



INDIVIDUAL USER ACCOUNTS

If access is required to the College ICT network including computers and the internet, it is necessary to obtain a personal user account.

Authorised users must keep passwords confidential and not share them with anyone else. A breach of this rule could lead to users being denied access to the system.

Authorised users must not allow another person access to any equipment/device logged in under their own user account.

Material accessed on a user account is the responsibility of that user. Any inappropriate or illegal use of the computer facilities and other College ICT equipment/devices can be traced by means of this login information.

Those provided with individual, class or group email accounts must use them in a responsible manner and in accordance with the policy and agreement. This includes ensuring that no electronic communications cause offence to others, harass or harm them, put the owner of the user account at potential risk, contain objectionable material or in any other way be inappropriate in the College environment.

For personal safety and having regard to privacy laws, authorised users must not reveal personal information about themselves or others. Personal information may include, but is not limited to, home or email addresses, photographs and any telephone numbers, including mobile numbers.



OTHER AUTHORISED USER OBLIGATIONS

Avoid deliberate wastage of ICT related resources such as internet bandwidth, through actions such as unnecessary printing and internet uploads or downloads.

Avoid involvement in any incident in which ICT is used to send or display electronic communication, graphics, audio, video files which might cause offence to others and/or involve objectionable material.

Abide by copyright laws and obtain permission from any individual before photographing, videoing or recording them.



PRIVACY

College ICT and electronic communication should never be used to disclose personal information of another person except in accordance with the College's privacy agreement or with proper authorisation. The Privacy Act requires the College to take reasonable steps to protect personal information from misuse and unauthorised access. Authorised users must take responsibility for the security of their computer and not allow it to be used by unauthorised persons.

While after school use of communication technologies by students is the responsibility of parents, College policy requires that students cannot identify, discuss, photograph or otherwise publish personal information or opinions about College staff, fellow students or the College itself.

The College takes a strong position to protect privacy and prevent personal information and opinions being published over social networks. Any breach of this will incur consequences from the College's behaviour management policy.

SOCIAL MEDIA POLICY — FOR PARENTS

This policy should be read in conjunction with the eSmart policy that precedes it.

DEFINITIONS

Social Media: Social media refers to the collective of online communications channels dedicated to community-based input, interaction, content sharing and collaboration. It comprises accessible tools that enable anyone to publish or access information in an online environment. Social Media may include (although is not limited to):

- Social networking sites (e.g. Facebook, LinkedIn, etc.);
- Video and photo sharing websites (e.g. Instagram, YouTube etc.);
- Blogs, including corporate blogs and personal blogs;
- Blogs hosted by media outlets (e.g. 'comments' or 'your say' feature on sunshinecoastdaily.com.au);
- Micro-blogging (e.g. Twitter);
- Wikis and online collaborations (e.g. Wikipedia);
- Forums, discussion boards and groups (e.g. Google groups etc.);
- Vod and podcasting;
- Online multi-playing gaming platforms (e.g. Fortnite, World of Warcraft, Minecraft etc.);
- Electronic messaging (including email and SMS); and
- Geo-spatial tagging (Foursquare).

RATIONALE

Pacific Lutheran College recognises that life in the 21st century requires adapting to changing methods of communication and has policies for appropriate use of Social Media by staff and students. As part of the College community, parents have a responsibility to engage appropriately with Social Media that is linked to the College. To this end, the College has developed the following guidelines to provide direction for parents when participating in Social Media activities. This includes classroom blogs, the Pacific Lutheran College Facebook page, Facebook groups, emails or any other Social Media platform/s used by parents and families in connection with the College either directly, or indirectly in circumstances where the College, a parent, staff member and/or student of Pacific Lutheran College is identifiable.

The College encourages parents to set and maintain high ethical standards in their use of social networking. Posts and comments should help build and support the College community and online behaviour should reflect the same standards of honesty, respect and consideration that would be used in face-to-face communication and be in accordance with the Christian ethos of the College. Any online behaviour should demonstrate good digital citizenship and set an example for students.

OBJECTIVES

The purpose of this policy is to:

- Encourage parents to use social networking sites in a beneficial and positive way;
- Safeguard pupils, staff and anyone associated with the College from the negative effects of social networking sites;
- Safeguard the reputation of the College from unwarranted abuse on social networking sites; and
- Clarify what the College considers to be appropriate and inappropriate use of social networking sites by parents.

GUIDELINES

Social networking sites have the potential to enhance the learning and achievement of students and enable parents and families to access information about the College and provide feedback efficiently and easily. In addition, the College recognises that many parents will have personal social networking accounts, which they might use to discuss/ share views about College events or issues with friends and acquaintances.

The College considers the following examples to be inappropriate uses of social networking sites (this list is non-exhaustive and is intended to provide examples only):

- Making allegations or complaints about staff or students at the College;
- Making defamatory statements about the College and/or its staff; and
- Posting negative or offensive comments about specific pupils/ staff at the College.

Parents are expected to always adhere to the following guidelines:

- Terms of Use of the relevant Social Media platform/website, as well as copyright, privacy, defamation, contempt of court, discrimination, harassment, other applicable laws and College policies must always be adhered to.
- Posts should not include or disclose any confidential information (this includes student names and photos) or include or respond to material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, infringes copyright, constitutes a contempt of court, breaches a Court suppression order, or is otherwise unlawful.
- Child protection protocols must always be observed.
- Under no circumstances should disrespectful or offensive comments be made about students, parents, staff or the College in general. Parents are requested not to comment on or forward unsupported information, e.g. rumours concerning the College, or comment or post material that might otherwise cause damage to the College's reputation or bring it into disrepute.
- Posting comments and having online conversations on Social Media sites is broadcasting to the world. Even with the strictest privacy settings, comments expressed via social networking pages under the impression of a 'private conversation' may still end up being shared into a more public domain.
- The College's anti-bullying and harassment policies apply to activities which are both online and in the physical workplace.
- Before posting photographs and/or videos, permission should be sought from the subject. This is especially the case where photographs and/or videos include parents of students and/or staff members of the College.
- No photographs of students of the College (with the exception of a parent/s own children and where approved by the relevant parent/s from time to time) are to be posted.
- Keep in mind that College staff members are not required or obligated to make/accept invitations to/from parents to join Social Media or social networking sites, and parents should respect each individual staff member's personal preferences concerning their social networks. Likewise, parents are not required/should not feel obliged to accept a Social Media or social networking invitation from another College parent/s or from a staff member/s.
- Parents should never discuss sensitive College matters with staff or other parents using Facebook, blogs and other Social

Media outlets. As noted above, when posting, even on the strictest privacy settings, parents should act on the assumption that all postings are in the public domain.

- If you come across positive or negative remarks about the College and/or its operations online that you believe are important, you may pass those posts to the Principal who will consider such comments on a case-by-case basis.

GRIEVANCE PROCEDURES

Although social networking sites may appear to be the quickest and easiest way to express frustrations or concerns about the College (and those associated with it), it is inappropriate to do so. Instead, parents should refer to the College's Grievance Policy, which outlines the best course of action to take when issues or concerns arise.

COMPLIANCE OR BREACH OF THIS POLICY

The College aims to deal with concerns raised by parents in a professional and appropriate manner and understands that parents may not always realise when they have used social networking sites inappropriately. Therefore, as a first step, the College will discuss the matter directly with the parent to try and resolve the issue and to ask that the relevant information be removed from the social networking site.

Depending on the circumstances, non-compliance with this policy may constitute a breach of sexual harassment, child protection or criminal laws, discrimination or some other contravention of the law. It is important to note that reports of cyber bullying and other technology abuses may result in a notification to the Police or other relevant authorities where the College is legally obliged to do so.

A breach of this policy may also involve a breach of other College policies such as the Enrolment Policy, Anti-Harassment Policy, Child Protection Policy and Privacy Policy and be considered as an infringement on the College's Culture of Respect. In serious cases, failure to comply with the policy by a parent may put at risk the continuation of their child's enrolment at the College (i.e. in serious cases, termination of the enrolment contractual agreement by the College may result).

GRIEVANCE PROCEDURES

RATIONALE

As issues and concerns arise, parents, students and staff are challenged to model the reality of 'Pacific as a Peace Place'. The foundation of all Christian relationships is forgiveness and acceptance. However, in any community there will be times where we let each other down by falling short of what God would have us be and issues will need to be resolved. It is in these situations that we are challenged to model most strongly the centrality of Christ's love for us all.

Issues or concerns that have the potential to or have already caused conflict are most effectively dealt with if they are raised in the following ways.

- Identify the issues clearly before speaking to someone and distinguish them from the person. Personal attacks destroy relationships whereas constructive analysis of issues builds relationships.
- Speak directly with the person concerned and work to maintain the confidentiality of the discussion. Take time to ascertain the events and identify the emotions generated by the event.
- Be prepared to listen. Take a moment to stand in the other person's shoes.
- Brainstorm together potential ways for solution. If possible choose a joint solution.
- Sometimes this might mean agreeing to disagree but still respecting one another. It may also mean accepting the right of the role of that person to make decisions according to the role and the policies and procedures of the College.
- Seek advice and support from staff as described below, again utilising the above principles.
- In the event of a grievance, a parent may seek resolution through following the steps below. The objective (where

appropriate) is to resolve the grievance at the lowest level possible.

LEVEL 1: INFORMAL DISCUSSIONS

The College recognises that often grievances are simple misunderstandings that are easily resolved via effective communication.

If at all possible and appropriate, the parties directly involved should first seek to resolve the grievance in a timely manner by way of informal discussion personally and in a spirit of goodwill and commitment to the maintenance of a safe and harmonious environment.

If the grievance cannot be resolved satisfactorily, within a mutually acceptable time frame, or the seriousness of the matter is not suitable for resolution informally, the Complainant may proceed to Level 2.

LEVEL 2: THIRD PARTY TO ASSIST RESOLUTION

At this level, the Complainant refers their grievance to a third party facilitator to help the parties to identify the disputed issues, understand the perspective of the other, develop options, promote cooperation, consider alternatives and endeavour to reach a mutual agreement the parties are prepared to abide by.

A Complainant may refer the grievance to a staff member's immediate supervisor who shall consult with the parties and attempt to facilitate resolution of the grievance by negotiation. The following staff would be contacted in this instance:

- Head of Learning K-5 (teaching and learning issues K-5)
- Head of Staff and Students P-5 (staff and student issues P-5)
- Heads of Department (key learning issues Years 6-12)
- Heads of House (student pastoral and behaviour Years 6-12)
- Head of Learning Middle College (teaching, learning and academic issues Years 6-9)
- Head of Learning Senior College (teaching, learning and academic issues Years 10-12)
- Head of Middle College Students (student pastoral and behavior issues Years 6-9)
- Head of Senior College Students (student pastoral and behavior issues Years 10-12)

However, should the supervisor be the source of the grievance or the issue not be resolved at this level, the Complainant shall refer the matter to the Director of Students (pastoral care and behavioural issues P-12), Director of Learning (teaching, learning and academic issues P-12), Director of Staff (routines, procedures or staff issues) or Business Manager (business practices, support staff) to facilitate the negotiation.

If the grievance cannot be resolved satisfactorily at this level, within a mutually acceptable time frame or the seriousness of the matter warrants, the Complainant may proceed to Level 3.

LEVEL 3: REFERRAL TO PRINCIPAL

At this level, the Complainant refers their grievance in writing, to the Principal (or Principal's delegate) for resolution. However, should the grievance involve the Principal, it shall be referred to the Chair of the College Council.

Reference to the Principal (or Principal's delegate) should resolve most, if not all grievances. However, if the grievance is still not resolved at this level, then the Complainant may properly refer a matter to the Chair of the College Council.

GENERAL GUIDELINES

General

- Grievances should be assessed as soon as possible.
- Grievances will be addressed in accordance with principles of natural justice and procedural fairness.
- Investigations (where deemed appropriate) will be conducted thoroughly, with care, and with sensitivity to the privacy of individuals.

Employees

- During discussions an employee can have their union representative or other support person present.
- While the Grievance Procedure is being followed, normal work is to continue where appropriate.
- For all parties, it is useful to make diary notes of dates and discussions.

Parents

- During discussions an individual may elect to have a support person present.

Students

- During discussions a student can have a support person present.
- If students take a grievance to Level 2 of the Grievance Procedure, parents may be advised.

Senior Staff and the Principal

- The College acknowledges that Complainants are entitled to raise a grievance in good faith.
- A grievance/s shall be assessed and (if deemed appropriate) investigated in a thorough, fair and impartial manner.
- A senior staff member/Principal can have a support person present during discussions.
- If a member of Senior Staff or the Principal is unable to resolve the issue, they are to advise the Complainant to take the grievance to the next step of the process.
- The Principal (or delegate) should advise the parties directly concerned, in writing, at Level 3 of:
 - The decision taken by the College;
 - A summary of the reasons for the decision made; and
 - What and when follow up action, if any, is to be taken.

It is important that these grievances are kept confidential and although at times you may wish to seek support from friends or an advocate, it is very important to do this wisely. Ill-informed discussion can often cause unnecessary hurt and harm to staff, students and parents. When the matter is discussed in the student's hearing, it is important that the student understands that you have confidence that the issue will be resolved effectively at the College level. Criticism of the College or teacher does not support the child's education as it undermines trust and confidence. The College can only deal with issues that are raised in the ways outlined above. If we do not receive information then we assume that all is well.

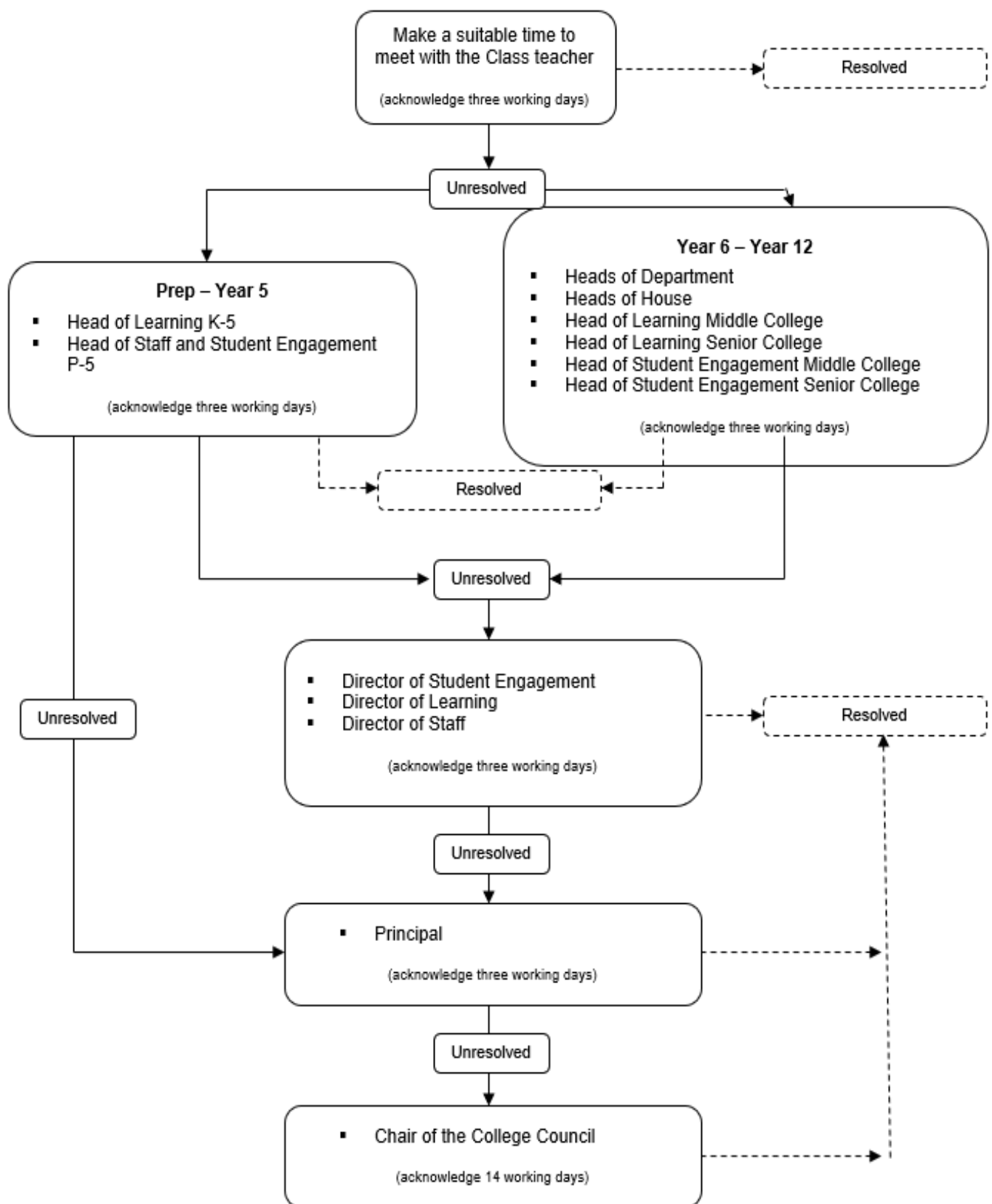
Please remember:

- Everyone should feel they have the right to have a matter of concern raised with the appropriate people in the College;
- The College cannot address problems we don't know about;
- There are usually several aspects to any one incident and not all involved will understand all the aspects;
- You are urged to contact the College directly with concerns when they happen, rather than later on;
- The best person to contact is usually the person involved; and
- The College may endeavour to resolve problems by seeking outside advice.

Parents can access College Policies and Procedures via the Parent Lounge/NAV or the College App. Refer to page 19 "Parent Online Access" for more details.



SUMMARY OF GRIEVANCE PROCEDURES



Prayer and reflection support perspectives throughout the process.

UNIFORM PRICES

Parents play an important role in supporting students to meet the College’s uniform expectations which creates a sense of identity and belonging to community. To assist parents we have produced a Uniform Guide and we encourage parents to play their part in ensuring high standards of presentation are maintained. The Uniform Guide is available in Parent Lounge and NAV.

BOYS UNIFORM

Miscellaneous Items

Sports Bag		\$32.00 - \$46.00
Drama Shirt.....		\$25.00
Drama Pants		\$34.00
Soccer Shorts		\$30.00
Soccer / Rugby Socks.....		\$15.00
Swimmers		\$33.00 - \$45.00
Rugby Shorts		\$32.00 - \$45.00
Pacific Golf Umbrellas.....		\$40.00

Prep

Sports Hat.....	Navy bucket hat with logo	\$17.00
Bag	Lite Pack Spartan with logo (small / medium)	\$64.00 - \$67.00
Sports Top.....	Polo joined strips with logo	\$30.00
Shorts	Navy	\$28.00
Socks.....	White anklet socks with PLC on band	\$9.00
House Shirt.....	Polo (Mumba, Wira, Bula and Buran).....	\$25.00
Sport Shoes		*N/A
Track Pants.....	Navy microfibre track pants	\$35.00
Track Top	Joined stripes, microfibre track top with logo	\$55.00 / \$60.00

*N/A - For sport and Health and Physical Education classes, shoes need to be recognised running shoes that provide arch support and suitable grip for playing surface / activity. Skate, dance, dress and tennis shows with flat soles are not permitted. A preference is for non-marking shoes.

Foundation and Junior College (Years 1-5)

Day Wear

Shirt	Navy, teal and white with logo on chest pocket.....	\$38.00
Shorts	Navy elastic waist or tab-sided shorts.....	\$26.00 - \$32.00
Socks.....	Navy anklet with two Pacific blue stripes.....	\$9.00
Trousers.....	Navy trousers. Optional interchange with shorts.....	\$40.00
Trouser Socks.....	Navy for under trousers (Twin pack)	\$18.00
Jumper.....	Navy polycotton with embroidered logo	\$62.00- \$68.00
Shoes.....	Black leather lace up dress shoes	N/A
Sports Hat.....	Navy bucket hat with logo	\$17.00
Bag	Lite Pack Spartan with logo (small / medium)	\$64.00 – \$67.00

N/A – not for sale at Uniform Shop

Sports Wear

House Shirt.....	Polo (Mumba, Wira, Bula and Buran).....	\$25.00 - \$28.00
Sports Top.....	Polo joined stripes with logo	\$30.00 - \$38.00
Shorts	Navy	\$28.00 - \$30.00
Sports Hat.....	Navy bucket hat with logo	\$17.00
Socks.....	White anklet with PLC on band	\$9.00
Track Pants.....	Navy microfibre track pants	\$35.00
Track Top	Joined stripes, microfibre track top with logo	\$55.00 / \$60.00
Sport Shoes.....		*N/A

*N/A - For sport and Health and Physical Education classes, shoes need to be recognised running shoes that provide arch support and suitable grip for playing surface / activity. Skate, dance, dress and tennis shows with flat soles are not permitted. A preference is for non-marking shoes.

UNIFORM PRICES

BOYS UNIFORM CONTINUED

Middle College (Years 6-9)

Day Wear		
Shirt	Chambray with embroidered logo on pocket	\$38.00
Shorts	Navy tab shorts	\$32.00
Socks	Navy knee-high with two Pacific blue stripes	\$24.00
Trousers	Navy trousers. Optional interchange with shorts	\$40.00 - \$45.00
Trouser Socks	Navy for under trousers (Twin pack)	\$18.00
Belt	Black leather (worn with trousers)	\$16.00
Tie	Jacquard woven crest	\$27.00
Jumper	Navy polycotton with embroidered logo	\$62.00- \$68.00
Formal Hat	Formal navy wool felt	\$68.00
Shoes	Black leather lace up dress shoes	N/A
Bag	Lite Pack Spartan with logo (medium / large)	\$67.00 - \$70.00

N/A – not for sale at Uniform Shop

Sports Wear

House Shirt	Polo (Mumba, Wira, Bula and Buran)	\$25.00 - \$28.00
Sports Top	Polo joined stripes with logo	\$30.00 - \$38.00
Shorts	Navy	\$28.00 - \$30.00
Sports Hat	Navy bucket hat with logo	\$17.00
Socks	White anklet with PLC on band	\$9.00
Track Pants	Navy microfibre track pants	\$35.00
Track Top	Joined stripes, microfibre track top with logo	\$55.00 - \$60.00
Sport Shoes	*N/A

*N/A - For sport and Health and Physical Education classes, shoes need to be recognised running shoes that provide arch support and suitable grip for playing surface / activity. Skate, dance, dress and tennis shoes with flat soles are not permitted. A preference is for non-marking shoes.

Senior College (Years 10-12)

Day Wear – As per Middle College plus:

Blazer	Navy with logo on chest pocket	\$170.00 - \$190.00
Trousers	\$45.00
Trouser Socks	Navy for under trousers (Twin pack)	\$18.00
Belt	Leather	\$16.00

Sports Wear - As per Middle College



UNIFORM PRICES

GIRLS UNIFORM

Miscellaneous Items

Sports Bag		\$32.00 - \$46.00
Scrunchies	Teal, Navy, White, Yellow, Dress	\$6.00
Tights	Navy	\$12.00
Drama Top		\$25.00
Drama Pants		\$34.00
Dance Bike Shorts		\$37.00 - 41.00
Drama T-Shirt		\$25.00 - \$28.00
Drama Leggings		\$50.00 - \$54.00
Swimmers		\$57.00 - \$62.00
Soccer Shorts		\$30.00
Soccer / Rugby Socks		\$15.00
Rugby Shorts		\$32.00 - \$45.00
Pacific Golf Umbrellas		\$40.00

Prep

Sports Hat	Navy bucket hat with logo	\$17.00
Bag	Lite Pack Spartan with logo (small / medium)	\$64.00 - \$67.00
Sports Top	Polo joined strips with logo	\$30.00
Shorts	Navy	\$28.00
Socks	White anklet socks with PLC on band	\$9.00
House Shirt	Polo (Mumba, Wira, Bula and Buran)	\$25.00
Sport Shoes		*N/A
Track Pants	Navy microfibre track pants	\$35.00
Track Top	Joined stripes, microfibre track top with logo	\$55.00 / \$60.00

*N/A - For sport and Health and Physical Education classes, shoes need to be recognised running shoes that provide arch support and suitable grip for playing surface / activity. Skate, dance, dress and tennis shows with flat soles are not permitted. A preference is for non-marking shoes.

Foundation and Junior College (Years 1-5)

Day Wear

Dress	Navy, teal and white pinstripe	\$55.00 - \$62.00
Tie	Teal	\$13.00
Blouse	Navy, teal and with pinstripe (worn with trousers)	\$30.00 - \$33.00
Trousers	Navy (worn with blouse-optional interchange to dress)	\$36.00 - \$40.00
Trouser Socks	Navy for under trousers (Twin pack)	\$18.00
Shorts	Navy (worn with blouse-optional interchange to dress)	\$32.00 - \$36.00
Jumper	Navy polycotton with embroidered logo	\$62.00 - \$68.00
Sports Hat	Navy bucket hat with logo	\$17.00
Tights	Navy Red Robin	\$12.00
Shoes	Black leather lace up dress shoes	N/A
Bag	Lite Pack Spartan with logo (small / medium)	\$64.00 - \$67.00

N/A – not for sale at Uniform Shop

Sports Wear

House Shirt	Polo (Mumba, Wira, Bula and Buran)	\$25.00 - \$28.00
Sports Top	Polo joined stripes with logo	\$30.00 - \$38.00
Shorts	Navy	\$28.00 - \$30.00
Sports Hat	Navy bucket hat with logo	\$17.00
Socks	White anklet with PLC on band	\$9.00
Track Pants	Navy microfibre track pants	\$35.00
Track Top	Joined stripes, microfibre track top with logo	\$55.00 - \$60.00
Sport Shoes		*N/A

*N/A - For sport and Health and Physical Education classes, shoes need to be recognised running shoes that provide arch support and suitable grip for playing surface / activity. Skate, dance, dress and tennis shows with flat soles are not permitted. A preference is for non-marking shoes.

UNIFORM PRICES

GIRLS UNIFORM CONTINUED

Middle College (Years 6-9)

Day Wear

Dress	Navy, teal and white pinstripe	\$55.00 - \$62.00
Tie	Navy	\$13.00
Blouse	Navy, Teal and white pinstripe (worn with trousers)	\$30.00 - \$33.00
Trousers	Navy (worn with blouse – (optional interchange to dress))	\$36.00 - \$40.00
Trouser Socks	Navy for under trousers (Twin pack)	\$18.00
Shorts	Navy (worn with blouse – (optional interchange to dress))	\$32.00 - \$36.00
Jumper	Navy polycotton with embroidered logo	\$62.00- \$68.00
Formal Hat	Formal navy panama	\$68.00
Stockings	Navy Red Robin 70 Denier	\$12.00
Shoes	Black leather lace up dress shoes	N/A
Bag	Lite Pack Spartan with logo (medium / large)	\$67.00 - \$70.00

N/A – not for sale at Uniform Shop

Sports Wear

House Shirt	Polo (Mumba, Wira, Bula and Buran)	\$25.00 - \$28.00
Sports Top	Polo joined stripes with logo	\$30.00 - \$38.00
Shorts	Navy	\$28.00 - \$30.00
Sports Hat	Navy bucket hat with logo	\$17.00
Socks	White ankle with PLC on band	\$9.00
Track Pants	Navy microfibre track pants	\$35.00
Track Top	Joined stripes, microfibre track top with logo	\$55.00 - \$60.00
Sport Shoes	*N/A

*N/A - For sport and Health and Physical Education classes, shoes need to be recognised running shoes that provide arch support and suitable grip for playing surface / activity. Skate, dance, dress and tennis shoes with flat soles are not permitted. A preference is for non-marking shoes.

Senior College (Years 10-12)

Day Wear – As per Middle College plus:

Blazer	Navy with logo on chest pocket	\$160.00 - \$180.00
Tie	Navy / teal with logo	\$14.00

Sports Wear – As per Middle College



