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<tr>
<td>Primary Coordinator</td>
<td>Mrs Claire Naraghi</td>
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<th>Mr Neil Wetmore</th>
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<tbody>
<tr>
<td>Secondary Coordinator</td>
<td>Mr Steve Sobey</td>
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<thead>
<tr>
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<td>Mrs Heather Cope</td>
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<tr>
<td>Record's Manager (including financial)</td>
<td>Mr Ian Wright</td>
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<table>
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<tr>
<th>SUPPORT STAFF</th>
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<tbody>
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<td>Mrs Judith Bainbridge</td>
</tr>
<tr>
<td>Integration Aide</td>
<td>Mrs Debbie Ormesher</td>
</tr>
<tr>
<td>College Chaplain</td>
<td>Mrs Anne Wetmore</td>
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<tr>
<td>Teacher Aide – Primary classes</td>
<td>Mrs Silanka Hartwick</td>
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<tr>
<td>Teacher Aide / Lab Assistant – Secondary classes</td>
<td>Mrs Anne Kehler</td>
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<tr>
<td>Bus Coordinator</td>
<td>Mr Colin Hooper</td>
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<td>Bus Drivers</td>
<td>Mr Bert Moritz, Mr Alex Betz</td>
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<tr>
<td>Maintenance and Grounds</td>
<td>Mr Neville Haustorfer</td>
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<td>Foundation / Year 1</td>
<td>Mrs Claire Naraghi (+Mrs Elizabeth Gordon)</td>
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<tr>
<td>Year 1/2</td>
<td>Miss Nicole Grant</td>
</tr>
<tr>
<td>Year 3</td>
<td>Miss Trudie Johnston</td>
</tr>
<tr>
<td>Year 4/5</td>
<td>Mr Johnnie Knight (+ Mrs Trudy Knol)</td>
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<tr>
<td>Year 6</td>
<td>Mr Andre Venter</td>
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<td>Music – Mrs Judy Sobey</td>
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<td>Mrs Joy Findlay</td>
<td>Mrs Lorraine Haustorfer</td>
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<tr>
<td>Mr Kevin McWha</td>
<td>Mr Brenton Reid</td>
</tr>
<tr>
<td>Mrs Judy Sobey</td>
<td>Mrs Jane Tabak</td>
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<td>Mr David Rusden</td>
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<td>Ms Diane Walsh</td>
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<td>Mr Andrew Liberts</td>
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<td>Mr Colin McGain</td>
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PART 1: GENERAL ADMINISTRATION INFORMATION

Introduction
The Parent Handbook is designed so that parents have access to information about the College for easy reference and to allow for a smooth transition into the College. The aim is that it complements other documents previously given to parents as part of the enrolment process:

1) Prospectus
2) Enrolment Form (completed, signed and returned)
3) Discipline Policy (return slip signed and returned)
4) Uniform Policy
5) Direct Debit Process and Forms (completed and returned)
6) Curriculum, subject and elective details as relevant to the student’s year level

We look forward to supporting your child in their education. If you have any questions please do not hesitate to contact the College.

Brief History
Geelong Baptist College commenced in 2002 and is governed by a Board in Perth which has opened several successful schools. The College caters for students from Foundation to Year 12. Currently the College has almost 300 students; it will cater for 400 Primary students and 700 Secondary students when it is fully developed.

The College has an open enrolment policy, accepting all enrolment applications regardless of religious affiliation. Parents who place their children in the College will do so for a variety of reasons and come from a wide range of backgrounds.

Geelong Baptist College is founded on the authentic nature of Christ. Staff are committed to providing students the best environment with varied opportunities and experiences for achieving success and endeavour to assist students achieve their potential.

All the key learning areas are addressed according to the Australian Curriculum and the learning experiences offered are relevant in today’s society. Teachers encourage students to take responsibility for their own learning, to develop independent and group learning skills and to take risks without fear of failure.

GBC Vision
For the College to provide a positive and engaging learning experience that has been developed within a Christian framework of values and beliefs. Through the development of an inclusive, nurturing and challenging environment, students explore and develop their individual abilities, maximising their potential; personally and academically.
Structure of the school day

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<td>9.00 am</td>
<td>Period 1</td>
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<td>9.45 am</td>
<td>Period 2</td>
</tr>
<tr>
<td>10.30 am</td>
<td>Recess</td>
</tr>
<tr>
<td>10.50 am</td>
<td>Period 3</td>
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<tr>
<td>11.35 am</td>
<td>Period 4</td>
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<tr>
<td>12.20 pm</td>
<td>Period 5</td>
</tr>
<tr>
<td>1.05 pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>1.50 pm</td>
<td>Period 6</td>
</tr>
<tr>
<td>2.35 pm</td>
<td>Period 7</td>
</tr>
<tr>
<td>3.20 pm</td>
<td>Dismissal</td>
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We work to a 7 period day. Both Primary and Secondary will run according to these break times. Due to supervision requirements of students, the College emphasises that **students should only be on school grounds between 8.20am and 3.45pm**. If students are at school outside of these stipulated times, they will not be under direct supervision of staff.

Buses depart at 3.30 pm.

College Administration

- General Office Hours are 8.00am to 4.30pm during school days.
- At the start of the year, the office opens 2 weeks prior to students commencing.
- During the 2 week term holidays, the office may be closed for one week (families notified of dates).

Term Dates 2016

<table>
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<th>End</th>
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<tbody>
<tr>
<td>Term 1</td>
<td>Year 7 &amp; 12 start on Friday January 29</td>
<td>All other students commence on Monday February 1 Last day is Thursday March 24</td>
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<td></td>
<td>Tuesday April 12</td>
<td>to Friday June 24</td>
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<td></td>
<td>Tuesday July 12</td>
<td>to Friday September 16</td>
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<tr>
<td>Term 2</td>
<td>Tuesday October 4</td>
<td>to Wednesday December 7</td>
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PART 2: COMMUNICATION
At GBC we believe that education is a shared responsibility between family and school. Parents are the prime educators of our students and we seek to work closely with them, supporting their high standards.

Parents are an important aspect of the College community. Through formal and informal contact, positive and supportive relationships are built between parents, staff and students. Through honest and respectful discussions, the sharing of experiences and thoughts, as well as two way feedback, we have the opportunity to enhance students' learning and to advance the College.

At GBC we believe regular and informative communication between school and home is paramount; below are some methods used by the College:

Newsletter
A College newsletter is published weekly and distributed to the eldest student in every family. The newsletter provides the community with information about upcoming events and also highlights recent happenings and celebrations.

The newsletter is uploaded onto our College website and is emailed to families upon request.

School Diaries
All students have a diary. The student diary is for recording homework and College events but also serves as a communication tool between home and school. Teachers may utilise the diary to convey individual messages to parents, express positive and/or negative academic concerns and relay when a student's behaviour has been either commendable or unacceptable. Homework or assignments not completed may also be noted.

In Primary, parents are asked to sign diaries daily whilst in Secondary parents sign once a week. Parents are requested to check for teacher notes and / or any outstanding work. Parents are also encouraged to write messages back to teachers. Primary teachers sign the diaries daily; Secondary teachers sign them once a week.

Daily Notices
Daily Notices are provided to all staff each morning as this assists with communication throughout the College, including messages that need to be passed onto students. Teachers read these Daily Notices to their students during Homeroom time in the morning.

*The Daily Notices may contain messages to students regarding:*

i) Calendar updates
ii) General information for students
iii) Changes to timetable, guest visitors, excursions etc
iv) Upcoming events

Internal and Class Mail
Each class has its own mail folder. Designated student runners from each year level may be utilised to assist with this mail process both in the morning and in the afternoon to ensure reliable and smooth dispersal of messages, notices, newsletters, etc.
**Student Attendance and Absentee Notes**

Government legislation requires students between the ages of six and fifteen to be enrolled in school and to attend school on each day that instruction is given. It is the duty of the parent or care provider of these students, under the Education Reform Act of 1990, to ensure these obligations are fulfilled.

The act specifies that absences must be explained within 7 days of the occurrence. The College is required by law to send home an **Absentee Form** in cases where a note has not been received within 7 days. In cases of unexplained or unjustified school absence, the Law requires schools to investigate the reasons for the absence. All absences (full day, partial day or lateness) must be explained in one of the following ways: written note; telephone call; and/or parental explanation.

Regular attendance is vitally important to a child’s education. However, if a child is unwell, a note or diary slip is to be sent with the child upon their return to school, even if the parent has informed the school by phone on the actual day. These notes are filed by the Home Room teacher and the reason for the absence is recorded.

Teachers will use the Absent Note template if students have not brought a note after two days of return.

If families are planning to go on holidays out of designated school holidays, a note outlining the dates the child/ren will be absent is appreciated. In all instances, holidays during the term should be avoided, especially for students undertaking VCE / VCAL subjects as these absences are recorded and tallied as “unapproved absences” according to VCE policies.

We are aware that children will occasionally need specialist appointments, but please try to make these appointments outside school hours if possible.

Students are not to leave the school grounds during school hours, unless the Principal has been advised. On those occasions when a parent wishes a child to go home early, the school must be notified by note, phone call or in person.

The College has implemented a computer based program called the **Student Management System (SMS)** which will be used for recording student attendance. Staff also use SMS to record other relevant student details.

**Leaving School Early**

Students who leave early must be signed out at the office by the adult collecting them. Parents are expected to inform teachers of students leaving early by providing a signed note. If students need to leave the school during the day (eg for an appointment) a note advising the details should be sent to the relevant class teacher prior to, or on the morning of the day of the appointment. Students are not permitted to leave the school grounds at lunchtime without official authority and a legitimate reason.
Late arrivals
As a duty of care, the College is required to be aware of students’ attendance, including late arrivals at school. To assist with students’ safety and well being, we ask that parents take note of the following process for late students and support the school by abiding with these expectations.

1. If a student arrives after 8:45 am, parents must come and sign the student in at the office. The student will then be recorded in the Late Pass Register and obtain a “Late Pass” from the office which they will hand to their teacher to be recorded.

2. Students arriving at Homeroom between 8.46 and 9.00am will be marked on the roll as being late. If the parent did not sign the student in and a reason was not provided, or a note is not presented, the student will also receive a demerit.

3. If a student arrives at school between 9.00 and 9.30am, parents again are required to sign the student in at office, and the office staff will record the student as being late. If the parent did not sign the student in and a reason was not provided, or a note is not presented, the student will receive a demerit.

4. If a pattern of lateness by a student is identified, the parent will initially be contacted by the Homeroom teacher. If the pattern continues, a further interview may be held with a Coordinator or the Principal.

5. If a student arrives after 9.30am, they are still to be signed in at the office by the parent, but the student will be marked as absent for the morning. As outlined above, a demerit may also apply.

6. Please remember that our aim is firstly to account for students’ whereabouts as a duty of care. We also want to ensure students have the optimum attendance at school and participate in all the learning and pastoral care opportunities that are offered. We seek parental support in fulfilling these aims, where we all work together regarding your children’s education.

Assemblies
Primary and Secondary assemblies are held separately on a weekly or fortnightly basis. These assemblies allow opportunities to discuss and highlight the focus for the week, to share College happenings and news, to incorporate brief devotions, prayer and also to provide opportunities to regularly recognise and give out awards for students’ various achievements.

Set days and times for assemblies will be communicated early in the new year and parents are invited to attend whenever they can.

Whole College and special assemblies will take place as required and may be organised throughout the year.

Information Evenings
Various information evenings are held throughout the year for families, allowing them the opportunity to hear about the curriculum and subjects offered at different year levels. Dates are determined throughout the year.
Student Academic Reports and Parent/Teacher Interviews

Student Reports are a formal written communication to parents informing them of student progress.

A report or interview is offered every term as outlined below.

<table>
<thead>
<tr>
<th>Term</th>
<th>Interim Reports and Interviews</th>
<th>Primary and Secondary</th>
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<tbody>
<tr>
<td>Term 1</td>
<td>Interim Reports and Interviews</td>
<td>Primary and Secondary</td>
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<tr>
<td>Term 2</td>
<td>Detailed Semester Reports and Interviews</td>
<td>Primary and Secondary</td>
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<tr>
<td>Term 3</td>
<td>Interim Reports Interviews</td>
<td>Secondary only Primary and Secondary</td>
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<tr>
<td>Term 4</td>
<td>Detailed Semester Report</td>
<td>Primary and Secondary</td>
</tr>
</tbody>
</table>

Parent appointments with teachers are welcome at any time, but must be arranged through the office. This avoids disruption to classes and provides interviews free from distraction.

College magazine
A College magazine is published annually highlighting the students at the College. It is a fantastic, colourful production, displaying many memorable events and achievements.

Annual School Performance Report
Every year the government requires schools to make public an Annual Report about school performance. Guidelines are provided as to what information needs to be incorporated into the report.

This report is available to parents to access as a hard copy in the College office or library. It is also available on our website. Snippets and highlights from the report are also included in newsletters.

Social Media: Staff And Community Interaction
With the myriad of opportunities to communicate via technologies, the ability to “friend” others has become very accessible. However, social networking between teachers and students has the potential to compromise the privacy of both the student and the teacher. This manner of interaction also easily alters the student–teacher dynamic.

Consequently it is vital that all staff maintain a responsible professional relationship with students and avoid inappropriate relationships or connections that could (or appear to) cause bias. Maintaining integrity of student–teacher relationships and professional reputation is paramount. Staff are therefore discouraged from accepting students as “friends” or interacting with students in other ways on personal social networking sites.

Exceptions may apply if the teacher and student had a pre-existing appropriate relationship outside of school. For example, being related or working together for a church group. If teachers wish to use networking as part of their teaching, they should work with the ICT Coordinator to identify and use a restricted, College indorsed networking platform.

Depending on the severity, a serious breach of this policy may result in student suspension or expulsion. For staff it may result in the termination of employment.
PART 3: GBC STAFF

Staff Meetings
- Staff come together for devotions 3 mornings a week: Monday, Wednesday and Friday from 8.10 to 8.25am.
- Other staff meetings are held on Monday and Tuesday from 3.30 to 5.00pm.

Teachers
Teachers are selected on the basis of merit, qualifications, skills, commitment to students and high standards, as well as their faith in Jesus.

Classroom and Homeroom Responsibilities
All students are assigned to classes, and in Secondary a Homeroom Teacher is appointed for each class. The Class and Homeroom teacher is the primary link in communication between home and the College and is also responsible for all matters pertaining to the daily administration of their class.

Homeroom has a number of purposes:
- Helps to ensure that each day starts in an orderly manner, and provides opportunity to seek God’s blessing at the beginning of the day.
- To provide the class with meaningful and suitable devotions in the morning which encourage children to reflect, share, pray and discuss issues.
- For setting and maintaining the tone of the class and maintaining oversight of general behaviour. To inform the Coordinators of frequent behavioural or academic concerns of students, and to contact the parents as necessary.
- To encourage development of class morale and build relationships.
- For a teacher to act as a main reference point for students when they may be seeking information, help, or advice.
- To check diaries for parent notes and to ensure diaries are being used correctly. To utilise the diaries to communicate to parents about students’ behaviour or performance in class and or tests etc.
- To maintain accurate records of student attendance.
- To utilise the internal class mail bag system by reading out daily notices, giving out letters or notices at the start of each day, and by collecting student notes to send to the office.
- To check uniform and act upon any inappropriate items. Uniform passes are issued by classroom and homeroom teachers. Students must have a note from their parents to attain a pass without a demerit.
- To check all class records: merits / power points, demerits, etc. and follow up and support students as required.
- To provide pastoral care. In general, teachers encourage children to deal with their personal problems in discussion with their parents, but where this is difficult for the student, staff aim to provide them with appropriate people to listen, encourage and guide.

Secondary Extended Homeroom (EHR)
Secondary students will have an Extended Homeroom every Tuesday. This time will be used for assemblies and tailored programs for specific year groups. It will also allow for effective pastoral care.
Office Staff
Receptionist
The receptionist answers phone calls and personal inquiries made at the office and directs queries to the appropriate staff or will take messages for staff. The receptionist may also contact parents on behalf of student needs or staff messages.

Administration Officer / Bursar
If families have any questions or concerns regarding fees or any other money related matters, they should ring the College and ask to speak with the bursar.

Integration Aides
The College employs Integration Aides as required by the student body. Parents are requested to inform the school of students' special needs prior to enrolment, allowing the school to seek funding and to properly prepare for the student's individual needs. The aides regularly support teachers in delivering work appropriate for the specified students. Students who are identified as requiring modified work, support or extension are given Individual Education Plans (IEPs). These are created by the class teacher in consultation with the Integration Aide and also with the parents.

College Chaplain
Through the National School Chaplaincy Program, the College is able to offer the services of a chaplain for our school community, providing support and guidance for students, staff and parents.

The chaplain is at school for 2 days per week. Our chaplain shows great initiative in planning appropriate activities for a class, group, or an individual child. These are often related to topics such as resiliency, friendship, teamwork, bullying, cooperation and leadership. At times, the chaplain also participates in sporting activities, excursions, camps and other College events.

Students may request to speak with the chaplain by arranging an appointment through the office receptionist. Generally it is not appropriate for students to request permission, or to seek time with the chaplain during class time.

Parents may also request for their child to have a chat with the chaplain or parents themselves can come and see the chaplain.

Bus Coordinator
All requests for student usage of buses must initially be made through the office by completing the College Bus form. The Bus Coordinator in consultation with the Principals and the other bus drivers is responsible for creating appropriate and safe bus routes and designating the bus stops.

Students wanting to use a bus for one off trips must provide a signed note from their parents which clearly outlines the student’s destination. Please refer to page 27 for further details.

Cleaners
The College employs contract cleaners who come and clean rooms daily. Students however, are responsible for keeping classrooms and school grounds litter free by using bins appropriately.

Grounds / Maintenance
Staff are employed to ensure the grounds are well maintained and safe. If parents have any grounds or maintenance concerns they are to direct these to the Principal who will then discuss this with the appropriate designated staff.
PART 4: COLLEGE EVENTS

Open Days
The College holds two Open Days and an Open Evening.

These events are advertised in the local papers to invite the general public to visit our College. This enables the wider community to view the College as it normally operates during school hours.

Open Evening takes place out of school hours. This gives working parents an opportunity to visit the school. A special program is planned to enable as wide a cross-section of school life as possible to be seen by visitors. Students are expected to attend and participate.

Orientation Days

Orientation Day for all Primary students
Orientation Day is held towards the end of November. It commences at 8:45am and finishes at lunch time (1.05pm). On this day, all Primary staff and students advance to their next year’s class for the morning and have the opportunity to meet and enjoy some time and fun activities together.

All new enrolled students are invited and can attend the College to become acquainted with their class and teachers.

Foundation Orientation includes:
- Foundation Parent Meet and Greet session
- Parent Information Session
- Foundation Orientation Days
  - Session 1 9.15am till 10.00am  morning tea provided for parents
  - Session 2 8.45am till 11.00am  children have recess and a snack
  - Session 3 8.45am till 1.05pm  children have recess and a snack

Year 7 Orientation Includes:
- Information Evening for students entering Year 7  (Term Four)
- Orientation Day in November - (8.45am – 1.05pm)
- Orientation Day at start of the new year - where only Year 7 and Year 12 students are at school (full day).

Presentation Night
The aim of this evening is to provide an opportunity for the College to share with its wider community the achievements and highlights of the year. It is held at the end of the year.

It also celebrates and gives public recognition to those students who have distinguished themselves by worthy endeavour throughout the year. Students are mentioned not only if they have achieved excellence, but also if they have demonstrated and maintained a sincere effort, or have displayed good citizenship and qualities consistent with a Christian character. Various other awards and graduation certificates are also presented on this night. All students and families are expected to attend.

Primary and Secondary each hold their own Presentation Nights. The Primary Night includes the celebration and graduation of our Year 6 students from Primary into Secondary.

The Year 12 Graduation is a separate and formal event, allowing family and the College community to celebrate our graduating students.
PART 5: PARENT INVOLVEMENT

The College encourages parental involvement through many means and capacities.

Parent Support Group (PSG)
The aim of PSG is to unite and support parents and friends in their partnership with GBC. It does this by promoting the College and providing opportunities for community building and parental involvement.

The PSG meets once a month in the evening. All parents are invited for a visit or to become part of this group.

Main Functions
1. Community Care
2. Social Activities such as GBC Community BBQ
3. Fundraising activities – to be organised in conjunction with College staff and the Principals
4. To work and communicate with the College staff and captains

** Lotteries and raffles are not permitted.

Visitors and Volunteers/ Helpers
All visitors and volunteers must report to the Administration Office to sign in and consequently be provided with a visitor’s pass. Visitors without a pass should be asked to report to the office.

It is important that we uphold current law and ensure that all volunteers and visitors that work with our children obtain a “Working with Children Check”. This system aims to protect children from abuse, and all staff must abide by these guidelines. Application forms are available at the Administration Office. The WWCC must be obtained prior to commencing voluntary work.

Please refer to College Guidelines for further details about Parent Helpers and Volunteers (page 45-49)

Visitors to the College
We seek to provide an open and friendly learning environment, which values and actively encourages visitors to the College. At the same time we recognise our duty of care to provide a safe environment for our students and staff, and we recognise our responsibility to protect and preserve our resources against theft, vandalism and misuse.

A visitor is any person who attends the College during school hours; to make a delivery, visit a class or complete work at school. Parents arriving before and after school are not classed as visitors and neither are College staff.

Guidelines for Visitors
i. Visitors/Parents do not have the freedom of the College buildings and should not assume the liberty of entering classrooms or areas at the College site without invitation.
ii. When visiting the College, all visitors must ‘sign-in’ and ‘sign-out’ in the Visitor’s Book’, which is located at Reception.
iii. ‘Visitor’ badges are to be visibly displayed whilst on the College premises.
iv. Guided tours for visitors should be made by appointment.
v. Visitors / Parents need to consult with the staff before any student is engaged in formal discussion, ie, we encourage students to be courteous and helpful to visitors, but not engage in any other matters without staff approval.
Voluntary Aides

A voluntary aide is generally a parent, relative, or friend who has agreed to make a real commitment in time and effort to the College’s program on a regular basis.

Allowing voluntary aides to work in our school provides an opportunity for parents and other family members to be involved in a practical way in their children’s education by assisting teachers in the classroom with a variety of teaching and teaching-related activities.

Staff will consider appropriateness of tasks delegated to aides and with which activities they are asked to assist. Privacy and confidentiality need to be honoured at all times.

Prior to parents assisting in the classroom, they are required to sign a **Confidentiality Agreement** which will be provided by the classroom teacher.

Volunteers will not be left in charge of a classroom (unless in an extreme emergency situation) and should remain under teacher supervision whilst working with students.

Voluntary Aide activities include:

<table>
<thead>
<tr>
<th>Library assistance</th>
<th>Assisting individual children or small groups of children with reading, writing, etc</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excursion supervision</td>
<td>Assisting teachers with art and craft activities and other various classroom activities</td>
</tr>
<tr>
<td>Cleaning</td>
<td>Assisting with sport teams or any sport activities</td>
</tr>
<tr>
<td>Gardening</td>
<td>Photocopying</td>
</tr>
<tr>
<td>Book covering</td>
<td>Displaying student work in classes</td>
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</tbody>
</table>
PART 6: STUDENT WELFARE AND GBC SAFETY

Student Welfare
Children and young people's learning is affected by the way they feel about themselves, how they get along with other people and by their physical health. Schools, together with families and various support services, have an important role in supporting children and young people's emotional, social and physical health.

When parents enrol their children at GBC they enter into a partnership with school staff. This partnership is based upon shared responsibility and mutual respect. Teachers should be confident, skilled and proactive in the management of student welfare issues. Our aim is to create a productive, harmonious school environment.

Whilst the school has an important role in developing the individual, the responsibility for socially acceptable behaviour of the child remains that of the parent.

Privacy Policy
The school collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the school. The primary purpose of collecting this information is to enable the school to provide schooling for your son/daughter.

The school from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, medical practitioners and people providing services to the school, including specialist visiting teachers, (sports) coaches and volunteers.

On occasions, information such as academic and sporting achievements, pupil activities, photographs, and other news is published in school newsletters, magazines and on our website.

Parents may seek access to personal information collected about them and their son/daughter by contacting the school. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the school's duty of care to the pupil, or where pupils have provided information in confidence.

Custody Arrangements
Where legal custody is involved, it is essential that the Principals are made aware of the necessary details, and that documentation is provided.

Mandatory Reporting Of Child Abuse
Protecting children from harm is a shared responsibility between the family, the general community, community agencies, professionals working with children, police and government. GBC abides by the mandatory reporting policy that is consistent with the Children, Youth and Families Act 2005. Teachers have a legal and moral responsibility, and are mandated by law, to report instances that they believe involve physical abuse, sexual abuse or serious neglect. Teachers are also encouraged to report incidents of emotional abuse or neglect. Any person who believes, on reasonable grounds, that a child needs protection may report it.

A mandated professional could be charged for failure to report a belief based on reasonable grounds that a child is in need of protection due to physical or sexual abuse.
First Aid
1. Specific medical conditions pertaining to individual children are disclosed on the enrolment form, and this information is passed on to the class teacher.

2. A first aid room will be available for use at all times and is located in the Administration Building. Any children in the first aid room will be supervised by an administration staff member.

3. No medication (including headache tablets/medicine) will be administered to children without written (or verbal) permission of parents or guardians.

4. Parents of all children who receive first aid will receive a completed form indicating the nature of the injury, any treatment given, and the name of the staff member providing the first aid. For more serious injuries/illnesses, the parents/guardians will be contacted so that professional treatment may be organised. Any injuries to a child’s head, face, neck or back will be reported to parents/guardian.

5. Parents of ill children will be contacted to take the children home.

6. All children attending camps or excursions must provide a signed medical form providing medical detail and giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment.

7. At the commencement of each year, requests for updated first aid information will be sent home including requests for any asthma management plans, anaphylaxis management plans, high priority medical forms, and reminders to parents of the policies and practices used by the school to manage first aid, illnesses and medications throughout the year.

8. It is recommended that all students have personal accident insurance and ambulance cover.

Infectious Diseases
Parents of children enrolling in Foundation must present to the school an Immunisation Certificate. Children who have not been immunised may be required to remain at home during an outbreak of an infectious disease such as whooping cough or measles. Health regulations state that students suffering certain infectious diseases must be excluded from school for a period of time. Parents must notify the school if their child contracts an infectious disease.

Parents are asked to withdraw their child from school immediately when it is known they have a contagious virus (eg conjunctivitis, chicken pox, diarrhoea, measles, mumps, whooping cough).

Immunisation Requirements
In the interest of students' health and continued well being at school, please ensure that your child has had the mandatory immunisation requirements.
Anaphylaxis Management
Anaphylaxis is a severe and sudden allergic reaction. It occurs when a person is exposed to an allergen (such as a food or an insect bite). Anaphylaxis is potentially life threatening and always requires an emergency response. Fortunately anaphylactic reactions are uncommon and usually preventable.

- Every reasonable effort is made to minimise the exposure of students at risk of an allergic reaction to known allergens within the school environment
- It is the responsibility of the parent to notify the school that their child is at risk of an anaphylactic reaction either at the time of enrolment, or as soon after diagnosis as possible. Parents are required to provide relevant plans, photos and medications (eg EpiPen) and also to replace the EpiPen when it expires, or after it has been used.
- An individual health care plan should be formulated and provided to the school.

Parents must also inform the school if their child’s medical condition changes and if relevant provide an updated emergency procedures plan.

GBC strives to be a Peanut Free Zone
Currently we have a few students who have severe allergies to peanuts. For one of these students, it can be life threatening. Even the touch of a child who has been in contact with food containing traces of peanuts, may cause severe reaction.

It is for this reason that we ask you to keep peanuts and peanut products (ie, chocolate bars, nutella, snacks, etc.) out of the College.

Please note – GBC is not striving to be a “nut free” school. We do have a few students with milder allergies to different nuts such as cashews or pistachios, but as these allergies only flare up when the nuts are digested and not by touch, the school has not put a ban on these or other nuts.

Other Allergies
In light of children sometimes developing allergies and anaphylactic responses, we do ask that parents keep the College informed and provide all relevant medical information, including current management plans and appropriate medications. The College aims to ensure staff are prepared and equipped to assist in any such emergencies that may arise, but cannot do this without proper details.

Student Illness and Accident Procedures
Parents are requested to make arrangements to keep sick children at home as the school has limited facilities for sick children. In cases where a child falls sick at school, the school contacts the parent first, then if unavailable, the emergency contact number provided by the parent, so that the child can be collected and taken home.

The First Aid room (sick bay) is located in the office and is looked after by the office staff. Students requiring first aid are brought to the sick bay, where they will be cared for, monitored and have their injuries or illness recorded and reported to parents. Records will be kept of all children visiting the sick bay.

Students receiving medication should leave their medication with the sick bay staff and report to them when it is required to be taken or administered. Students are not to keep medication in their bags or desks. All medications will be administered under the supervision of the appropriate staff member. Parents must provide written and signed instructions.
Paracetamol will only be given to Secondary students if their parents have signed the parental permission slip in the diaries, and Primary students will only receive panadol if parents are contacted and give permission.

All medications administered are recorded.

Students who are too ill to return to class should be taken home by the parents.

The College must identify students with major medical alerts and all staff need to be aware of these students. Photographs of these students will be pinned up in the main staffroom for easy identification.

**Students And Medications**

The College holds confidential information on pupils’ health. This needs to be updated regularly. The provision of this information remains the responsibility of the parent.

*Generally, the College will consider requests made by parents in respect of the administration of medicines when:*

1. A child suffers from chronic long term illnesses / complaints such as asthma, diabetes or epilepsy
2. A child is recovering from a short term illness but requires a course of antibiotics, cough medicines etc..
3. The College has received a written request from a parent giving the instructions regarding the required dosage via the completion of a Medical Permission form at the office
4. The Medical Permission form must be used whenever a parent wishes medication to be administered. When relevant, it must be resubmitted termly.
5. The medicine brought to school must be in the smallest practicable amount, must be in the original container with the student’s name, the name of the Chemist and the doctor clearly visible, and must be delivered personally to the front office by the parent (under no circumstances, the child).
6. Medicines will be either self administered in the presence of office staff or will be administered by office staff according to the dosage instruction provided by the parent.
7. The College will not be held responsible for failure to administer medication.
8. All medicines must be clearly labelled with owner’s name, dosage and contents. Students who need to have Asthma pumps at school should leave them at the Office clearly labeled with name, year level and medication use by date. Parents/Guardians need to complete an Asthma Management Plan (available at the office) for their child and return it to the General Office.
9. If the College has concerns about the nature of any given medication, it reserves the right to refuse their administration. Parents will be advised of this and will be consulted on alternative arrangements.
10. Medical information and medicines must be given to relevant teachers when students are attending camps or excursions.
Yard Duty

- Three staff are on duty at all break times. Teachers aim to ensure the safety and well-being of students, as well as students' adherence to school rules prior to, after, and during school hours.

- Staff on duty wear orange vests and carry a small first aid kit.

- Teachers also supervise out of bounds areas, buildings, yard cleanliness and Sunsmart compliance.

- P - Block area is a quiet area where balls and running are not permitted.

- Excessively rough games and “play fighting” are not permitted.

- Classrooms are locked unless a teacher is present in the room. Students are not permitted to be in classrooms without the direct supervision of a teacher.

Tackling

At GBC, students may play football during recess and lunch breaks. However, as these times are not closely supervised by staff, tackling is not permitted.

When students are participating in an organised and supervised football game, or are being taught the skills during a PE lesson, tackling is allowed. During these times, students are taught the specific rules of tackling and must strictly adhere to these rules.

Wet Weather Procedures

- When “wet weather” procedures are to be enforced, it will be announced to the whole school.

- Primary students will remain in designated Primary classrooms and Primary staff will share the supervision.

- Secondary students will go to Homerooms or the lower M Block; supervision is to be shared amongst the staff on yard duty.

- All other class rooms will be out of bounds and children are not to be in any unsupervised rooms.
Emergencies
Emergency and evacuation plans are displayed in all rooms.

Regulations require that drills take place during school times to practise the orderly response to a variety of emergencies. The College informs families when these drills will take place.

Staff will discuss these drills with the students and explain the process prior to the drills. All drills will be of a different nature to cover different scenarios.

All visitors on site during these drills are also required to participate as this is an important aspect of the College’s Emergency Management Plan.

Parent and Student Communications During Emergencies
Please take note of the College’s communication protocols during emergencies.

As part of our previous emergency drills and reflections, the College has created well developed emergency communication practices to ensure parents are contacted and informed in a planned and orderly manner.

It is important to manage communication well during any emergency. Therefore, students should not be calling parents from their mobile phones as this may lead to panic, chaos and misunderstandings, which may compromise the College’s emergency control processes. (Any phone calls made by students with teacher permission must be ‘supervised’ by the teacher where the teacher will also have the opportunity to talk with the parent if necessary.)

We seek parents to assist with this by requesting that parents wait for instructions from the College (even if their child does call them) and to not respond to their children’s communications. This should help to avoid a flood of telephone calls, a major traffic jam in front of the College or people (neighbours or friends) volunteering to take children home.

In the event of an emergency, the College staff or Emergency Services will attempt – as soon as it is safe to do so – to contact parents to advise them of the status of the emergency, whether children have been evacuated, when they will be returned and when it is safe to collect their children. As this entire process takes time, we ask parents to understand that it may take some time before contact is made.

Please Remember:

i. Do not contact the College; wait to be contacted.

ii. Parents calling staff mobiles may prevent staff from seeking assistance and guidance from Emergency Services, thereby putting children at risk or prevent staff from trying to contact parents about the whereabouts of their children.

iii. Staff will be dealing with an emergency; please do not distract them from their vital task – ensuring safety for the children.

iv. Do not pick up your children until you have been contacted and informed that it is safe to do so.

v. If students have mobile phones, we ask parents not to call them, as outlined above.

vi. Children will be advised by their teachers (or other designated staff) when they can safely use their mobiles to make contact and provide parents with specific instructions for collection.

vii. Once students have made contact we ask that parents provide them comfort and assurance. We need to keep the students calm and this may become difficult if children hear fear or panic from their parents.
Morning And Afternoon Drop Off And Pick Up Times

1. At the end of the day, when parents come to pick up their children, we ask that they wait quietly in the quadrangle and not directly outside the classroom. It is important that teachers can finish the day with their students without interruptions and distractions. It may also be a little intimidating for some children if they need to weave their way through a group of parents to get to their bag.

2. Whenever parents are on the school grounds at other times than drop off or pick up time, they need to come and sign in at the office, even if they have come to see their own child. The College should know at all times who is on the school grounds.

3. Parents should only allow other children in their car if permission has been sought from the child’s parents and a prior arrangement has been made. This also applies during times when parents are parked at school.

4. As students settle in at the start of a new year, we understand that a number of parents may walk their child to the classroom and come and pick them up at the end of the day. We also understand that for some families this may continue further into the year, especially for our very junior students.

We warmly welcome parents to the school and continue to encourage parents to be part of their child’s educational journey. We encourage regular class visits and chats with teachers. However, could we please ask that parents who have children in Year Four and above, generally allow their children to walk to and from their classroom by themselves and that parents wait for their child in the car park.

Car Park Courtesy and Road Safety

Your children’s safety is our first priority. Thus it is expected that all parents consistently demonstrate general courtesies and patience in our College car park and school grounds, and also adhere to the 10km per hour speed limit.

The aim is to provide predictable and safe traffic and pedestrian flow as well as designated parking areas.

Drivers have two main options:

1. To drive into the Drop off Zone and drop off their children, or at the end of the day to wait for their children to come to the car.
   - Please note parents are not to park and leave their car in the Drop off Zone.
   - Once the Drop off Zone is full, additional drivers may queue up and wait to enter it by lining up along the left hand side of the driveway, but must always ensure they do so in a way that allows other drivers who are wanting to park or are leaving the school grounds to get past them. The aim is to keep this line moving as smoothly as possible.
   - Drivers are NOT allowed to jump this line or overtake cars. We ask that parents wait patiently in the line.
   - Parents cannot park on the oval. However, parents may still choose to park on the side of the oval (reverse parking) and then drive out forwards onto the school driveway, giving way to other traffic.

2. To park their car in the designated areas – refer to map on page 26.
   - All parents should reverse park in each of these areas, so that they can depart in a forward motion allowing for better sighting of pedestrians and other traffic.
   - Please be mindful of these reversing manoeuvres and be patient as people park.
   - Please be mindful of parking under gum trees as they do occasionally drop branches, so do this at your own risk.
   - Parents must abide by the signs and only park as indicated; enough room must be left for our buses.
   - Double parking is not permitted.
**All pedestrians**, including parents, must use the yellow pedestrian walkways and crossings as these are provided to assist with safety. This means that no one should be crossing the car park in any other places, ensuring safety for both drivers and pedestrians.

- Students and parents on crossings have right-of-way at all times.
- At the end of the day, students will need to wait for their parents to enter the “Drop off and pick up Zone” rather than walking to the cars and crossing in the midst of all the traffic. Students must either cross on the yellow crossing near the bus zone to walk towards the cars parked under the trees and on that side of the car park or wait for their parent to enter the “Drop off and pick up Zone” so that they can safely enter the car from this yellow walk way.

**Cyclists:** Students riding their bicycles to school must wear helmets as this is law. Students are also encouraged to wear a safety vest for visibility and must ride with the flow of the general traffic in the school grounds. Upon reaching the school buildings, cyclists must walk their bike to the designated bicycle area. Students are not permitted to ride their bikes amongst the school buildings nor during recess and lunch breaks.

**Students in Year 4 and Above:** To assist in reducing the congestion at the end of the day, please could parents who have children in Year 4 or above, come to school at 3:25 / 3:30 pm. Generally the queue for the Drop off Zone starts moving at about 3.23pm and by 3.30pm the traffic has disappeared. It really is only a short time that the traffic is somewhat heavy, but this could easily be avoided if a cohort of parents were to take on this request. In reality it would actually save these parents a lot of time as they would not have a waiting period at all.

As drivers, riders and pedestrians we all need to be observant and diligently careful; we all have the right to be safe in the car park. Your continued cooperation in this urgent matter is greatly appreciated.

**Student Drivers and Vehicles**
Senior students who have licenses to drive cars are permitted to drive to school provided that:

i. They do not transport any other students in the vehicle unless written permission from both the driver’s parents and the passenger’s parents has been received at the school
ii. They do not leave the school grounds during school hours (including private study times) without specific permission of the Principal and have written parental approval
iii. They do not visit their vehicle during school hours as a place to congregate or relax
iv. They park where requested by the staff
v. They abide by the road rules

**The school reserves the right to take action with students when flagrant breaches of these rules occur.**
1. Drop off/Pick up Zone
2. Queue (pick up)
3. Parent parking
4. Parent parking
5. Staff parking
Bus Travellers

All requests for regular usage of buses must initially be made through the office by completing the College Bus form.

The Bus Coordinator in consultation with the Principals and the other bus drivers is responsible for creating appropriate and safe bus routes and designating the bus stops.

i. If you are a regular full time or part time bus traveller and you don’t require the bus either in the morning or afternoon, please ensure that you make contact with your bus driver. This is also important if you are picking your child up from school.

ii. Any students who need to get on or off at a stop different to their usual stop will need to have a signed note from their parents to inform the bus driver in writing or parents need to contact the office; otherwise the student will be dropped off at their regular stop.

iii. Parents requiring their child to catch the bus on a “one off” occasion will need to provide permission either through a note or calling the office and the student will need to purchase a single casual bus pass for $4.00 or an occasional 10 pass bus pass for $35.00.

iv. Details required in such notification must include which bus the student will be travelling on and which stop the student will be getting on or off at. This applies to each pass to be purchased. If parents choose the occasional 10 pass bus pass option, the school then allows students to use these passes on the specified bus on dates as required. For single casual bus passes, a note with the specific date must be given for each use.
PART 7: CURRICULUM

The College curriculum is based on the Eight Key Learning Areas:
- English – reading, writing, viewing, spelling, handwriting, oral language
- Language Other Than English – Indonesian
- Mathematics
- Physical Education and Health
- Humanities – Geography and History, Economics, Civics
- Science – Physics, Chemistry, Biology
- Technology and Enterprise - Computing, Woodwork, Food Technology, Textiles
- The Arts – Music, Dance, Drama, Visual Arts, Media Studies

Computer Education
We have 4 computer labs; students are not required to have their own laptops. We see technology as a wonderful tool to assist learning, but also believe it is important that students have the opportunity to engage in lots of class discussions and activities, where they are bouncing ideas around and are learning from one another.

Christian Education
The College provides students with the opportunity to discover the truth of the Gospel of Jesus as well as the nature of God and to have a relationship with Him.
Students will gain an understanding of Christianity and be presented opportunities to discuss a range of issues, helping them to understand many of life’s complex questions.
- Students will commence each day with brief devotions and prayer in their Homerooms / Classrooms.
- Devotions and prayer are also an aspect of Primary and Secondary assemblies.
- The subject ‘Christian Living’ is compulsory for one period per week for all students (Foundation – Yr 12).
- The appreciation of God, creation and His world is also interwoven into the general curriculum.

Special Needs
Parents must inform the College of any special needs their child may have to assist us in catering for their specific needs. The College has an Integration Aide who will assist in seeking any appropriate funding or may assist in the classroom, as deemed necessary. Please refer to page 14 for further information about Individual Education Plans.

Extra Curricular Activities
Activities such as sporting teams, music groups, choir, drama, debating, etc. may be undertaken by students in addition to the general College curriculum. Students may also participate in subject-specific competitions.
Excursions
An excursion is any student-learning activity conducted outside the College site that is organised and supervised by the College. Excursions are an integral aspect of our well-rounded educational program.

Parents are notified of upcoming excursions including an outline of the activities that will be undertaken and of uniform expectations.

Parent/guardian consent is required for excursions. Appropriate demerits will be given to those students who have not returned their notes on time. In the situation that a student has not returned the Permission Form on the morning of the excursion, the student will remain at school.

Generally, students should not take any money on excursions. On special occasions, and for specific purposes, a small restricted amount of money may be appropriate. This will be detailed in the excursion letter.

Camps
The camp program allows further development of social, physical, spiritual, emotional and leadership skills in our students. Camps are carefully designed to complement one another and are sequenced for gradual acceptance by children/parents who have not experienced times of separation.

The camp program is a compulsory part of the curriculum and aims to provide a variety of experiences considered essential to the total development of each student. Camps endeavour to cover a range of activities tailored to meet the needs of our students. These may include canoeing, archery, fishing, ropes courses, orienteering, abseiling, and other activities to develop skills in areas such as decision making, communication, team building, leadership and goal setting.

At GBC students have the opportunity to go to camp once every two years.

Primary
Due to a number of Primary classes being composite, camps may vary from year to year. Generally camps commence for students in Year 4 whilst students in Year 2 and 3 may have a sleepover at the school.

Secondary
In Secondary, students go on camp in Year 7, Year 9 and Year 11.
Assessment

Various assessment tools will be used eg: topic tests, assignments, practical work, class work, projects, oral work, performances and examinations.

Students will also be assessed through:
- participation in activities and discussions
- ability to respond to questioning
- written tasks
- presentation of work
- observation records – teachers noting ability of specific skills, strengths, weaknesses, their demonstration of enjoyment, confidence, or difficulties and frustrations
- ability to work in groups - showing collaboration and cooperation
- evidence of experimentation and exploration during activities, and of problem solving
- application of skills or concepts taught

Assessment Grades

The following scale may be used to convert from numerical to letter grades. We do not use minus gradings.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>90% and higher</td>
</tr>
<tr>
<td>A</td>
<td>80 - 89.9%</td>
</tr>
<tr>
<td>B+</td>
<td>75 - 79.9%</td>
</tr>
<tr>
<td>B</td>
<td>70 - 74.9%</td>
</tr>
<tr>
<td>C+</td>
<td>65 - 69.9%</td>
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<tr>
<td>C</td>
<td>60 - 64.9%</td>
</tr>
<tr>
<td>D+</td>
<td>55 - 59.9%</td>
</tr>
<tr>
<td>D</td>
<td>50 - 54.9%</td>
</tr>
<tr>
<td>E+</td>
<td>45 - 49.9%</td>
</tr>
<tr>
<td>E</td>
<td>40 - 44.9%</td>
</tr>
<tr>
<td>US</td>
<td>below 40%</td>
</tr>
<tr>
<td></td>
<td>Fail</td>
</tr>
</tbody>
</table>

Recognition of Student Academic Achievements

- Primary - Students receive merit certificates to encourage and foster positive behaviours and a commitment to their academic performance.

- Secondary – Students receive Power Points to encourage and foster positive behaviours and a commitment to their academic performance.

- A variety of awards are given on Presentation Night - for example: Dux, Most Improved, Diligence, and a range of Academic Subject Awards.
Plagiarism
Plagiarism, in any form, is unethical and unacceptable. Plagiarism occurs when a student submits someone else’s words or ideas as if they were their own and takes credit for its creation.

Plagiarism includes:
- downloading research papers from the Internet or buying papers from a source
- copying articles from the Internet, books, journals, newspapers and electronic sources
- presenting the work of teachers, parents, siblings, or friends as one’s own
- paraphrasing or summarising other people’s work
- cutting and pasting together sections of text from several sources
- intentionally misusing citations / failing to cite sources
- quoting less than all the words copied in an attempt to change the style of the source.

To avoid plagiarism students should:
- check how to cite sources with their teacher
- cite sources whenever they:
  - use another person’s idea, opinion or theory
  - use pieces of information, facts, statistics, graphs or drawings that are not common knowledge
  - use quotes from another person’s spoken or written words
  - paraphrase another person’s spoken or written words.

Consequences of Plagiarism
If students have plagiarised the following steps will be taken:
- a copy of the suspect work will be kept
- the teacher will investigate the matter and inform the student involved
- the Coordinator (Primary or Secondary) will be informed of the outcome of the investigation
- the student will be asked to resubmit within one week (or be required to redo the work during lunchtimes under supervision, where appropriate) and a penalty of 20% will be applied.

In addition:
Primary to Year 10 students:
- Will receive a demerit for their first offense, a note will be stored in the student’s records for future reference and parents will be informed.
- If this occurs again, the student may score a zero on the assignment or assessment work, the student will receive a Send Out and the Coordinator (Primary or Secondary) will be informed and a meeting will be set up with parents.

Year 11 &12 students:
- The student will receive a Send Out, a note will be stored in the student’s records for future reference and a meeting will be set up with parents.
PART 8: POLICIES

Homework Policy

The purpose of homework is:

a) to complete work set by teachers
b) to carry out personal study programs
c) to assist students to develop good homework habits
d) to assist students with retention and consolidation of what they are learning

Primary Students
Homework gradually increases each year level and should correlate closely with what is being taught in class.

The minimum times suggested for homework each night are:

- Foundation and Year One students may do up to about 10-15 minutes per week night
- Year Two to Four students may do up to 20-30 minutes several nights per week
- By the time students reach Year Five and Six, they may do up to 30 – 40 minutes, several times a week.

Secondary Students
The minimum times suggested for homework each week night are:

- Year 7 and 8 1 - 1½ hours
- Years 9 and 10 1½ - 2 hours
- Years 11 and 12 2 + hours

Exceptions and alterations will be considered for those students of limited ability, or are experiencing difficulties for another reason (personal, family, health etc.).

Discipline Policies
The discipline policy for Primary and Secondary are separate documents allowing for more specific and age appropriate rewards and consequences to be implemented for students at different stages of their education.

The relevant policy is given to new families as part of the enrolment process. It clearly outlines College expectations as well as consequences when these standards are not upheld. The policy also incorporates support and welfare assistance for students, and outlines how the College celebrates, recognises and rewards students for the many things they accomplish.

A brief version of the secondary policy is printed in the secondary student diary. We ask that families take the time to read the policy carefully with their children, ensuring everyone understands the College’s expectations.

GBC has two Discipline Coordinators; one for Secondary and one for Primary.
If parents have any questions or concerns during the year, they should contact the appropriate coordinator.
MUTUAL RESPONSIBILITIES AND COMMUNITY STANDARDS

These four points are the basis of discipline at GBC and are further detailed in the College’s Discipline Policy. Staff will take action if any of these are not maintained. Their responses will aim to restore any situation that falls short of community standards.

<table>
<thead>
<tr>
<th>Our commitment is to ensure that each person can expect to have: -</th>
<th>Students have the responsibility to:-</th>
<th>Staff have the responsibility to:-</th>
</tr>
</thead>
</table>
| OPPORTUNITY TO LEARN - without interruption through the actions and words of others | • be punctual  
• enter rooms politely  
• be prepared for lessons and complete homework  
• co-operate with teachers  
• prevent disruptive actions  
• listen and speak with care for others  
• allow others to learn  
• allow others to achieve without "putting them down"  
• be involved in school activities | • be well informed and prepared  
• be punctual  
• recognise and encourage genuine effort  
• provide modern and adequate resources  
• accurately assess and report student progress  
• use effective methods |
| PERSONAL ACCEPTANCE - recognition and respect for endeavour and personal difference | • treat others as you would like to be treated (respect, courtesy)  
• accept others with understanding  
• respect differences and not hurt, laugh at or tease others  
• use appropriate language | • offer unconditional acceptance to every student  
• offer positive personal relationships  
• treat all students with equity |
| SAFETY - environmental safety - freedom from physical and verbal abuse | • respect the authority of the teacher  
• use the appropriate procedures to pursue grievance (report harassment or bullying)  
• Obey the rule of “NO threatening, hitting or hurting anyone” as we do not tolerate bullying  
• observe the safety rules  
• remain in bounds  
• walk along verandahs and pathways  
• place any litter in bins  
• line up and wait quietly outside rooms and buses | • treat students with respect  
• observe agreed procedures  
• make sure that students are not exposed to danger  
• teach safety  
• take care of all students  
• ensure students observe rules |
| JUSTICE - to receive fair treatment and equal access to resources | • share and take care of equipment (no graffiti)  
• seek permission when borrowing others’ property  
• hand in lost property  
• report theft  
• prevent stealing and destruction of property  
• speak and respect the truth  
• dress neatly in correct uniform  
• leave banned items at home | • investigate any student concerns  
• teach and insist on careful use of property  
• provide students the best environment for achieving success and make sure students achieve their potential |
GBC Expectations of Students

Mobile Phones
Students may have mobile phones at school (at own risk as the security of the mobile phone is the student’s responsibility). However, phones, music listening devices and any other game-like devices must be switched off as soon as students are on school grounds, especially during school office hours (8.15 am to 4.00pm).

Students should not be using these technological items at any time whilst at school without teacher permission. Students who need to make a phone call during office hours must come to the office.

Phones etc. that are used during the school day without permission will be confiscated and will need to be collected from the office at the end of the day.

As it is a duty of care for the College to minimise opportunities for Cyber bullying, it is important that we do our best to prevent students from using their phones when unsupervised especially during lunch and recess times when students tend to use their phones in the toilets. Also, sometimes students call their parents when they are in the toilets as they may be feeling sick or upset. This is a safety concern – as this means no one can be there to help the student.

It is vital that students come to the office if they are hurt, sick or upset or if they want to call a parent. If students request to speak privately to their parents, this will be respected and easily accommodated.

Therefore, students requesting to go to the toilet during class time, will be required to place their mobile phone on the teacher’s desk. Also, usage of mobile phones will result in Class Send Outs (if used during class time) or Yard Send Ins (if used during recess or lunch time).

We ask that parents support this safety measure and that they discuss this with their children. Also, it is important that parents likewise do not call their children on their mobile phones; if it is urgent to contact a student, parents need to call the College office.

Musical listening devices: These may only be used on the bus. Upon arrival at school, students should place all musical or game-like devices in their bags. They are NOT to be used during class or school breaks.

Exclusive Friendships: Behaviour which is an expression of a boy/girl relationship is exclusive of others and is therefore not permitted at the College.

Buses: Students need to adhere to bus rules and display appropriate, safe behaviour at all times.

Items not permitted: Liquid white out, spray deodorant, chewing gum, lollipops, peanuts (peanut products or any foods containing peanuts) and electronic games.

Energy Drinks and soft drinks: Students are not allowed to bring soft drinks or ‘energy’ drinks of any sort to school. Drinks such as Red Bull, Red Eye, V, Mother, etc are banned from GBC. We ask that students bring water to drink as this is the most beneficial drink to quench thirst and prevent dehydration.

All these items are also banned when students are representing the College during off-site activities such as excursions, sports, camps etc. (Unless the College has specified differently for a particular occasion.)

Please note, the Primary school is a H2Only school. This means that Primary students are only allowed to bring water; no other drinks at all.
Enrolment policy
Geelong Baptist College has an open enrolment policy. This means the College accepts all enrolment applications regardless of religious affiliation.

Parents who place their children in the College will do so for a variety of reasons and come from a wide range of backgrounds.

A place will be offered to a student following an interview with the Principal and on the basis that the student:
- makes a commitment to the College behaviour standards and discipline policies;
- respects the Christian viewpoint, including participation in assemblies, devotions and special services;
- has any special needs that the College is equipped to meet in terms of staffing and resources;

and parents:
- allow the child to share fully in the life and program of the College
- support the aims of the College
- agree to support the College behaviour standards and discipline policies
- respect the Christian ethos of the College
- pay fees promptly

Library Policy
Borrowing and Returning
Students are expected to take responsibility for the care of the books they borrow and to return books in a timely manner. If students have overdue books, a number of reminders will be given. If the book is not returned the parents will be invoiced for the cost of the book. If books are returned damaged, a cost will also be charged.

Class Sets
At times, students will be issued with a class text to study. The teacher issues and records the barcode of every text given to students. At the end of the term, class teachers collect the texts and mark off the corresponding barcode to each student. Those students who have failed to return the text or return it damaged to their teacher, will then be invoiced.

Teacher Supervision
Students are not to enter the library without a teacher or a librarian being present. Students will not be sent to the library on the days when library staff are not in attendance. Every term, a timetable will be issued advising library opening times. Teachers may at times send individual students (with an appropriate note) to the library during library hours to borrow books.

Media Usage - Video and Film Usage Policy
Staff may occasionally use video/film material as a part of their teaching of the curriculum and are conscious that some film material is not suitable for students to view or to be shown at school. Consequently:
- When students are to view sensitive material, parents will be notified through an informed note explaining why children are going to watch it and the importance of it to the teaching of that subject.
- Parents are required to sign a permission form for students to be viewing any controversial material, but also have the option to withdraw their child.
- Ratings of videos and films and any other visual material is also taken into account when selecting appropriate material.
PART 9: GENERAL INFORMATION

Photographs
School photographs are booked annually, usually during Term One. Families are provided with details in advance and have the option to select from a range of available kits.

College Houses
All students and staff are allocated to a particular House: Sladen (Green), Ormond (Red) or Austin (Yellow).

Sport Uniforms
Primary students are allowed to wear their sport uniform on the days that they have a Physical Education lesson. They are not required to change at school.

Secondary students may wear their sport uniform for the whole day only on Wednesdays as this is the Secondary Sport day. On any other day, students may only wear their sport uniform to school if they have a Physical Education lesson prior to recess (Period 1 or 2).

Likewise, Secondary students may only wear their sport uniform home from school if they have sport or Physical Education during the last two lessons of the day. Secondary students are to change into and out of their sports uniform during recess and lunch breaks and are not to wear their sport uniform for the whole day (except for Wednesdays).

Reminder – Deodorant Spray Cans Are Banned
Deodorant spray cans are not permitted at school due to the affect they have on other students who may have asthma, as well as the fact that some students may misuse deodorant cans relating to health and safety issues.

Students will receive consequences if they do bring deodorant cans. Students are only allowed to use roll-on deodorant at school.

Casual Dress Day– Policy
We occasionally have a Casual Dress day and students donate a ‘fine’ to support a worthy cause.

On these days, free dress must maintain a sensible standard. Skirts, shorts and dresses must be of modest length and style. Parents are asked to check that these standards are being maintained.

Some clothing is not permitted:
- clothing with logos which are rude, violent or otherwise unsuitable.
- immodest clothing which may include: girls strap tops, singlet tops or halter neck tops.
- unsafe footwear such as thongs or high heeled shoes.
- leggings can only be worn underneath skirts etc. and not on their own.

** Please note that at the College’s discretion students may be sent home if their clothing is deemed inappropriate for school wear.**
**Student Leadership**
Student leaders and representatives will have the opportunity to raise and discuss student issues and contribute positively towards the College life. They should be good role models for all students and display a keen interest in the GBC community, participating and becoming involved in the organisation of school events. Student leaders should demonstrate a commitment to their role and also attend regular meetings.

**The Student Leadership Team**
The structure and roles of the team may vary slightly from year to year depending on the student cohort and College needs, but will generally consist of:
- 2 College Captains
- 2 Primary Captains
- 6 House Captains
- 2 SRC per year level

**Booklists and Stationery**
Parents are required to provide students with the necessary stationery items that they will require throughout the year. These need to be replaced from time to time as they are used, to ensure students always have the necessary equipment to enable them to perform to the best of their ability. All stationery items should be clearly labeled.

The College uses Campion for its stationery provisions through book lists which are distributed in November of each year.

Towards the end of Term Four, the College assists families with selling their books and having the opportunity to purchase second hand books by providing a room for this to take place. The College's role is purely to provide a venue, and is not involved with any money transactions or purchases made. Guidelines and dates are provided at the end of Term Four.

After this opportunity, parents return the completed book forms to GBC. In January, families come to GBC to pick up their stationery packs.

For secondary students, parents will have the option to purchase through the book list or to purchase items themselves, or to do a combination of both.

Primary students in each year level will receive the same stationery package, with the exception of items such as the recorder for music, the GBC library bag and the GBC satchel, where parents will need to indicate whether one is required or if students will continue to use the ones purchased in the previous year.

**Foundation to Year Two**
Parents are asked to pay for the package on the pickup day and then deliver the bag to the appropriate classroom. Teachers will then label and sort out the stationery to suit the class's needs.

**Year Three to Year Twelve**
Students take their pack home to label all their items and bring these back to school on the first day.

**Secondary Student Lockers**
Lockers provide a safe place for students to leave their belongings. Students are expected to purchase their own locks and be responsible for the condition of their locker. Students who damage any lockers will be billed for the cost to either fix or replace the locker.
Scholastic Book Club
- There are generally 2 book clubs per term. Occasionally there is a clearance that is slotted in during a term.
- The books range from as cheap as $2 – 4, up to sets which can cost $50 - 60.
- Students generally have a couple of weeks to return the order forms to the office.
- Payment can be a cheque to Scholastic, money to the school, or parents can call Scholastic with their credit card at which time they will be given a receipt number to put on their order form.
- Each year, the College holds a Book Fair, allowing parents to view and purchase a range of books and stationery items.

Student School Banking
- The School Banking program is available at GBC and is an exciting Rewards Program designed to encourage children to get into the habit of making regular saving. Every time your child makes a deposit at school no matter how big or small (the minimum is .05c) they receive a silver coloured Dollarmites token. The first token will be received upon the first deposit at school.
- Once your child has individually saved 10 tokens they can redeem them for an exclusive Dollarmites reward item. Students will have lots of fun saving their tokens for these cool rewards items.
- School Banking is also a great fundraiser for the school. The school receives $5 when children make their first deposit at school and a commission on every deposit made through the School Banking program.
- If you are interested in your child participating in this great program all you need is a CBA Youth Saver Account. If your child already has an account just send along their deposit book with your child’s money.
- If you do not have an account and would like to open one application forms are available from the College office. Alternatively you can open an account via net bank or in any CBA branch.
- For more information on School Banking please visit www.commbank.com.au/schoolbanking

Lost Property
A lost property box is located in the front office. Parents wishing to look for lost items are required to ask prior to checking in this box. Parents are reminded to clearly label all uniform items and personal belongings. Lost property will be kept for one semester.

Uniform Shop
The College has a small second hand uniform shop where families have the opportunity to pick up a range of uniform items at reduced prices. Generally the College shop is open one afternoon a week or appointments can be made at the office. For all new items, families will need to go to Bellarine Uniform Shop in Geelong (address: 162 Moorabool St Geelong Ph: 03 5221 9199)
Canteen and Lunch Orders

The canteen is open one day a week. On this day students may purchase snacks or receive their pre-ordered lunches.

We aim to keep the food items as healthy as possible and may alter the menu from time to time. Menus will be made available at the start of each year and updated as necessary.

Our Canteen staff do an amazing job providing a wonderful array of foods to the students. They work hard to provide this great service. By the amount of foods bought, it is evident that many families appreciate the canteen and what it offers. Below are just a few reminders to ensure smooth running of the canteen for both the canteen helpers and our students.

- Please note that snacks cannot be pre ordered from the canteen; students are expected to patiently line up and purchase these at lunch time.

- However, lunches **MUST be pre-ordered** and cannot be purchased at the canteen. Hopefully parents and students can understand that if students come with money to the canteen at lunch time, hoping to buy lunch that this creates all sorts of chaos in the canteen.

- Therefore, if a student does not hand in a lunch order, they will NOT be able to buy lunch. The proper process must be followed.

- To order from the canteen, please write your child’s order on a brown paper bag along with your child’s name and year level. Please ensure correct change is used. All orders need to be handed to the office by the end of homeroom on the morning of canteen day. **Late lunch orders will NOT be accepted at the office or by the canteen ladies.**

Student Snacks and Lunches

It is highly encouraged for parents to provide a well-balanced diet for their children during the school day and in light of this, the College would recommend that families seriously consider the foods they provide in their children’s lunchboxes and to only sparingly give lollies and chocolate bars; perhaps keeping these for the occasional special treat.

Take away foods being brought to a student at school is also discouraged.
## GEELONG BAPTIST COLLEGE – CANTEEN MENU 2016

This menu supports the College’s Healthy Eating Program

<table>
<thead>
<tr>
<th>HOT FOOD:</th>
<th>FROZEN TREATS:</th>
<th>FROZEN TREATS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ZUCCHINI SLICE</td>
<td>ZOOPER DOOPERS</td>
<td>$1.00</td>
</tr>
<tr>
<td>SPAGHETTI</td>
<td>ZING Icy Poles</td>
<td>$1.00</td>
</tr>
<tr>
<td>FRIED RICE</td>
<td>ICE CREAM TUBS</td>
<td>$1.00</td>
</tr>
<tr>
<td>CHICKEN NUGGETS (6)</td>
<td>MOOSIE MILK Icy Poles</td>
<td>$1.00</td>
</tr>
<tr>
<td>HAWAIIAN PIZZA</td>
<td>(CHOCOLATE, STRAWBERRY &amp; BANANA)</td>
<td>$1.00</td>
</tr>
<tr>
<td>SUPREME PIZZA</td>
<td>COLD TWO FRUITS</td>
<td>$1.00</td>
</tr>
<tr>
<td>BAKED POTATO (CHEESE &amp; SOUR CREAM)</td>
<td></td>
<td></td>
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<tr>
<td>FISH BITES (6)</td>
<td></td>
<td></td>
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<tr>
<td>$2.50</td>
<td>$3.00</td>
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**THE CANTEEN IS OPEN**

**ONCE A WEEK**

**ON A FRIDAY**

**BAGS 20 CENTS**

**PLEASE PLACE NAME AND YEAR LEVEL ON BAGS**

**NO FROZEN TREATS IN BAGS**

**ORDERS ACCEPTED UNTIL END OF HOMEROOM ON CANTEEN DAY**

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PART 10: 2016 - MONEY MATTERS AND INFORMATION

FAMILY FEES AND PAYMENT ARRANGEMENTS

As part of an effort by the College to maintain an adequate cash flow, it has become important to remind and reinforce the College’s policy in regards to the payment of fees.

The College policy is that all families must pay fees by method of Direct Debit, taken from family bank accounts on a regular basis, either annually, semesterly, termly or monthly. These payments are deducted on the 16th of each month from February to November of each school year. If the 16th falls on a weekend or public holiday then payments will be deducted on the following business day.

There may be exceptions to the direct debit payment system but only in exceptional circumstances and upon approval by the Board of Directors with a request made in writing. Any variance to the normal method of payment will need to be agreed to in writing and adhered to as in a binding contract.

With respect to the direct debit payments, if it is apparent that a payment is going to be rejected then one weeks' notice is required to put a stop on any withdrawal from the family bank account. Administrative processes do not allow any less time for notification.

If a payment is rejected, the College office will be notified as such and we encourage families to make contact as soon as possible to make alternative arrangements to pay the fee payment.

In the instance that contact is not made when a payment is rejected, the College will institute the following process:

1. The College will send a reminder letter to request a payment be made as soon as possible
2. If families do not respond to this letter a second letter of request for payment will be sent one week after the initial letter requesting payment
3. If families still do not respond or have not made a payment after one more week, then a third and final request will be made for payment
4. If a response is not received or payment is not made within two weeks then the matter will be handed over to the College’s debt collecting agency

Catch up payments can be made in a number of ways:

1. In person at the College office via cash, cheque or EFT
2. Payment via internet bank transfer – College bank details will be provided upon request
3. Over the phone – credit card payments can be made by providing credit card details (card details are shredded after each payment is processed)
4. Adjustment of Direct Debit payments – Payments can be adjusted over the remaining months to cover the missed payment
Discounts for Prepaid Fees
In accordance with College policy, families who are willing and able, and decide to do so, will be able to pay tuition fees in advance and pay the current year (2016) rate instead of the next year (2017) rate. This will provide a beneficial saving.

Please note that if your child is entering into a new year level that goes on camp, then the cost of this camp will still need be added to the previous year’s tuition fees. This clause is especially relevant to Primary classes as camps generally run every second year.

To take advantage of this offer, families will need to pay the fees for the new year before the office closes at the end of the year. This will only apply for fees paid in full. Part payments of fees received in advance will come off the next year’s fees.

Furthermore, the discounted rate will only apply to tuition fees and not to bus fees. Bus fees will always be charged at the rate of the year in which the service is used.

Families interested in taking up this offer will need to contact the College office to arrange payment. If any further clarification is required please do not hesitate to contact the College.

Exceptional Circumstances and Hardship requests
Families who have a legitimate reason why they cannot pay their school fees by the Direct Debit system will need to write to the Board of Directors to request an exemption and give an indication as to the method and timeline for alternative payments. A letter from the College will confirm this arrangement and a copy signed by the family must be returned to the office. Any variation on this agreement must be notified to the office as soon as practicable.

Families who are experiencing hardship – (for example serious family illness or sudden unemployment) are asked to contact the College to arrange an appointment to meet with the Principal to discuss their situation and arrange a payment plan.

With all being said, the College understands that there can be difficulties that arise from time to time and without warning. The College will work with families where possible to assist them with alternative fee payment plans. Communication is the key to ensuring a smooth process for all concerned.

BUILDING FUND
The GBC Building Fund is endorsed by the Australian Taxation Office as a deductible gift recipient (DGR). This means all donations for the Building Fund by families or external sources are tax deductible.

If families would like to make a donation (doesn’t matter how small or large, or it could be regular donations of $10.00) to the Building Fund, this would be greatly appreciated. Please contact Mr Ian Wright at the College for further information or to arrange a donation. Appropriate receipts will be issued for all donations.
SCHOOL KIDS BONUS UPDATE FOR 2016
Legislation has passed to end the Schoolkids Bonus payments. The Schoolkids Bonus will continue until the end of 2016. This will allow families time to adjust to the change. The last instalment will be paid in July 2016.

An income test will also apply to the Schoolkids Bonus which started on 1 January 2015.

The Schoolkids Bonus aims to help eligible families and students with the education related costs of primary and secondary school studies, such as school fees, uniforms, books, sports, music or other lessons.

Each year, eligible families and students will receive up to:

1. $422 for each child in primary school (two instalments of $211)
2. $842 for each child in secondary school (two instalments of $421)

Half is paid in January and half in July.

More details can be obtained from the Department of Human Services website including payment details etc.

EDUCATION MAINTENANCE ALLOWANCE (EMA) – CHANGES FOR 2015 AND 2016
The final payment for the 2014 EMA was made in August 2014.

In 2015 an alternative payment was made available for eligible families and is now known as the Camps, Sports & Excursions Fund (CSEF).

Eligible families are able to apply and payments are made directly to the school for use in these specific areas. Families with primary aged children will receive $125 and families with secondary aged children will receive $225. These payments will be applied to family fees.
CONVEYANCE ALLOWANCE (PRIVATE CAR OR BUS)

1. Families are able to apply for either a Bus Conveyance allowance or Private Car allowance but not both.

2. Bus Conveyance is paid directly to the school to subsidise the cost of the College running buses. Please note, an appendix is attached for families to sign and return to acknowledge and ensure they are aware of this procedure.

3. Car Conveyance is paid to the families by cheque. These payments occur toward the end of each term. Amounts can be applied to College fees.

4. To be eligible for the conveyance allowance, a student must live more than 4.8km distance (by the shortest route) from Geelong Baptist College. Students must also be aged between five years (by 30 April in the year that the allowance is sought) and twenty-one years.

5. Parents or guardians need to complete an Application for Conveyance Allowance form which is available from the College office during the first week of Term One.

6. Please note that if your child/ren use the College bus and live more than 4.8km distance from the school (using Bing Maps to calculate the distance), the family is eligible for the Conveyance Allowance. The College requests that these families obtain a Conveyance Application Form from the school as this allowance is paid to the College and acts as a subsidy for the bus travel cost.

7. The allowance cannot be claimed if a student lives within the Government School Contract Bus Areas. These areas currently include Maude and Mt Anakie. Students living in these areas have access to a free bus service once they have completed and lodged the ‘Application to Travel on School Bus in Geelong RO:38A’ Form. These are available from Matthew Flinders Girls Secondary College.

8. Families that have previously completed Conveyance Allowance forms need only to advise the College that they wish to continue their claim for 2016 along with any alterations. Any new claims require a new application.
PART 1: COLLEGE COMMUNITY GUIDELINES

Purpose
Geelong Baptist College aims to provide an open, welcoming and safe environment and believes that students, parents/guardians and staff all play a valuable role in the life of the College.

This document essentially provides guidelines for the effective development of positive relationships for all members of the College Community and about the standards of behaviour which are acceptable in the College environment.

It has been created as a response to two important bodies:
• GBC parents seeking a clear understanding of the College’s expectations
• MCEECDYA (Ministerial Council for Education, Early Childhood Development and Youth Affairs) who require schools to have well-understood protocols about appropriate adult to student interactions within the school context.

These guidelines also apply:
• to guardians, step parents, relatives, friends, supporters and carers of students at the College,
• to times when individuals attend any official, social or sporting function or activity of or relating to the College or in any location at which the College is represented.

It is a clear expectation of the community that all parents model acceptable behaviour to all students at all times within the school setting, allowing the College to provide a safe and secure environment for students, staff and parents.

General Standards of Behaviour
Parents play an important role in the education of their children and have a responsibility to support the efforts of College staff in maintaining a safe and respectful learning environment for all students.

Parents fulfil this responsibility when they:
1. Support their child by giving praise and showing an active interest in their school work, activities and progress
2. Communicate regularly with the College
3. Help their child be neat, appropriately dressed and prepared for school
4. Ensure that their child attends school regularly and on time
5. Promptly report to the College their child’s absence, late arrival or early departure
6. Acknowledge and affirm success in individual and College achievement
7. Actively promote and support the College, highlighting the College’s positive attributes and responding to issues of concern through proper processes
8. Show proper care and regard for College property and the property of others
9. Take appropriate measures to help those in need
10. Support College policies
11. Encourage and assist their child in following College rules and expectations
12. Work with College staff in dealing with disciplinary issues
13. Respect persons who are in a position of authority; and comply with reasonable requests or directions.
Furthermore, all College Community members must:

1. Respect and comply with all Federal and State laws
2. Demonstrate honesty and integrity
3. Respect differences in people, their ideas and opinions
4. Treat one another with dignity, courtesy and respect at all times, and especially when there is a disagreement
5. Respect and treat others fairly, regardless of race, origin, colour, religion, gender, age or disability
6. Respect the legal and moral rights of others
7. Respect the College community and not smoke on the College premises or at any school activities at any time, nor be in possession of, or under the influence of, or provide others with, alcohol or illegal drugs
8. Abide by the car park rules, signage and speed limits
9. At all times, be responsible for the supervision and duty of care of any children they bring to the College who are not enrolled in the College.

Expected Parent Actions

1. Ensure all children have the right to feel safe at school.
   There may be times when you feel that the actions of another child have infringed upon the rights of your own child. It is appropriate to approach the class teacher or the Principal to seek their intervention in bringing about an equitable and peaceful solution to the situation.

   **Under no circumstances is a parent or guardian to approach another child whilst they are in the care of the school to discuss or chastise them because of their actions towards their own child.**

   Such an approach to the child may be seen to be an assault on the child and may have legal consequences.

2. Accept that bullying will not be tolerated.
   This is as true for adult-to-adult interaction as it is for child-to-child and adult-to-child. Instances of bullying must quickly be brought to the attention of College staff so that justice may be achieved for all involved in the conflict.

3. Work towards a resolution.
   At times, events occur which don't always appear fair. However, it is often the case that the injustice was not intentional. Always approach these situations in a spirit of co-operation, understanding and genuine partnership. It is amazing how easily and quickly most situations can be resolved. All interactions should be conducted in a calm and reasonable manner and should be issue based, avoiding personal conflicts.

4. Show awareness that a child's perception may not be the same as an adult's.
   Listen to your child as they tell you their "reality", but remember that a different "reality" may possibly exist elsewhere. Open, honest discussion with College staff is essential in these situations.

5. Separate opinion from fact and protect people's good name.
   Taking the time to approach the relevant personnel within the College to verify the factual basis of a story can assist in allaying your fears as to an event in question and the intent involved. This may be by phone, writing, email or in person through the College office.

6. Understand that children may and do act differently at home and school.
   When faced with an audience of their own peers children may act/react in a way, which appears completely out of character to you. Be open to possibilities.
7. Follow correct procedures in times of conflict to ensure all parties are heard and for harmonious solutions to be reached. If the conflict centres on a classroom issue, the first approach should always be made with the classroom teacher. If a resolution is not reached then it is appropriate to involve the College administration.

Should the matter result from a situation outside of classroom matters then it is appropriate to discuss this with a member of the College administration in the first instance.

8. Arrange a suitable time and place for a meeting. An appropriate time and place shall be mutually arranged for discussing issues that are sensitive, contentious, confidential or in need of prolonged consideration.

Co-curricular Activities
College Community members are expected to:

1. Turn defeat into victory by helping young people work towards skill improvement and good sportsmanship. Never ridicule or yell at any student for making a mistake or losing a game.

2. Remember that young people learn best by example. Applaud good play by both the College team and opposing team.

3. Do not publicly question the referee or game official's judgment and never his/her honesty.

4. Support all efforts to remove verbal and physical abuse from co-curricular activities.

Parent Helpers / Volunteers
Behavioural practices to follow:

1. Sign in at the office and attain a Visitor Badge, then sign out at end of activity and return the badge.

2. Accept staff decisions and follow their directions.

3. Speak with the staff member if you have a problem complying with any directions.

4. Accept that behaviour guidance and discipline of students is the responsibility of staff.

5. Immediately refer any issues or concerns related to managing student's behaviour to staff.

6. Respect staff, parent and student confidentiality.

7. Refrain from public criticism of children and staff.

8. Under NO circumstances should a student, parent/guardian or member of staff be approached in a confrontational manner.

In relation to students
Be a positive role model at all times.
Always speak in an encouraging and positive manner.
Listen actively to students and offer empathy, support and guidance where needed.

In relation to other adults (including staff)
Use respectful, encouraging and accepting language.
Respect the rights of others as individuals.
Give encouraging and constructive feedback rather than negative criticism.
Volunteers and Working with Children Check Cards

Background information about the Working with Children Checks:

- The Working with Children (WWC) Check commenced in April 2006. It contributes to the safety of Victoria’s children when they are being cared for, or participate in a range of activities. WWC seeks to prevent those who pose a risk to the safety of children from working with them, in either paid or volunteer work.

- The Working with Children Act 2005 requires that people who work or volunteer in certain child-related work apply for, and pass, a WWC Check.

- It aims to strike a balance between protecting children under 18 years of age, promoting volunteering, and safeguarding the rights of individuals.

- Applicants are checked to make sure their record does not include any criminal offences specified in the Act or findings by a specified professional disciplinary body (currently only the Victorian Institute of Teaching and the out home care Suitability Panel). Criminal offences not specified in the Act can also be considered if there is a potential link to a risk to the safety of children and exceptional circumstances may exist that justify refusal of the application.

Geelong Baptist College’s Obligations

As an employer or volunteer organisation, we have certain obligations under the Working with Children Act 2005. Agencies that list people for ‘child-related work’ also have these obligations. If we do not comply with these obligations, we may be subject to criminal penalties.

Geelong Baptist College must:

- ensure that all employees or volunteers who are required to apply for a Working with Children (WWC) Check do so by the required deadline
- ensure that we do not engage a person in ‘child-related work’ if they are required to apply for a WWC Check and have not done so by the due date
- where our employees or volunteers are not required to apply for a WWC Check because their contact with children is directly supervised, ensure that the supervisor has applied for and passed the WWC Check unless an exemption applies (for example, the supervisor will not be required to apply for a WWC Check if he or she is a teacher with current registration with the Victorian Institute of Teaching)
- ensure that employees or volunteers who are given a Negative Notice do not undertake ‘child-related work’, even if directly supervised
- ensure that employees are not undertaking ‘child-related work’ with a ‘volunteer’ Assessment Notice and WWC Check Card; employees must apply for an ‘employee’ Assessment Notice and WWC Check Card
- ensure we comply with obligations to keep employees’ and volunteers’ information confidential as required under the Working with Children Act 2005 and by any other relevant laws.

Geelong Baptist College has now put in place the following requirements. **Volunteers will require a WWCC for:**

1. Assisting in the classroom or a school related activity even if their own child is participating and the volunteer is under the direct supervision of a teacher
2. Assisting in other classrooms or school-based activities – where their own child is not directly involved
3. Participation in overnight excursions, incursions and camps
4. Participation in excursions where volunteers are asked to be in charge of a small group of children and may not be under the direct supervision of the teacher
5. Participation in swimming programs
6. Assisting with any works at the College (office, classrooms, grounds) during school hours
7. Involvement in other events where it is deemed as appropriate by the Principal and/or College Board.
Please note that when volunteers are assisting on excursions where children have been told not to bring spending money, that volunteers abide by these excursion guidelines and refrain from making any purchases for their own child, or the small group of children who they may be supervising.

Preference for participation in any event may be given to volunteers with a valid WWCC. Checks for volunteers are free and forms can be obtained from the post office.

Volunteers who have received their Working with Children Check card are required to present their card to the office. The College will keep a register of all volunteers with a valid WWCC. We encourage all volunteers who will be assisting within the College on a regular basis to obtain a WWCC as soon as possible.

Geelong Baptist College’s Recording Procedure
- Record the employees'/volunteers'/contractors' unique Application Receipt Number (received when they lodge their application) into a data based spreadsheet
- Confirm that employees/volunteers have passed the WWC Check
- Sight employees'/volunteers' WWC Check card as evidence that they have passed the WWC Check
- Record employees'/volunteers' WWC Check Number, which is different from their Application Receipt Number onto the same spreadsheet
- Record expiry date of the WWCC for each individual. Highlight those that will expire within 6 months and contact these individuals
- This spreadsheet can then be checked by office staff in the event of parents seeking to help out as volunteers (especially during excursions) or working on the College grounds
- If we engage a self-employed person (who is required to pass the WWC Check), we need to sight the person’s WWC Check card and take a photocopy to keep on file
- We can check the status of a WWC Check either by visiting the website or by calling the info line
- At the commencement of each year, the spreadsheet will be checked and updated. Any person whose WWCC has expired will be removed from the list and if they wish to continue to volunteer, they will need to get a new WWCC.

In the event of an existing employee or volunteer being given an Interim Negative Notice or Negative Notice, their employment or volunteering would cease immediately.

Breach of College Guidelines
On notification of a possible breach, the appropriate College staff member will investigate the complaint. If it is clear that a member of the College Community has not complied with the guidelines, whether those persons are on College property, in transit or at another location for the purpose of any College-authorised events or activities, consequences may be put in place. The consequences will be determined at the Principal’s discretion.

** Please note it could be classed as an offence to behave in a disorderly, violent or offensive way on College premises or fail to leave the premises if directed to do so by the Principal or other authorised person.

Right of Appeal
College Policies will apply to any decision made by the Principals.

If parents remain dissatisfied with the result then a formal complaint can be made or the matter can be referred to the College Board. Parents write to the College Board via Geelong Baptist College, attention Chair of the Board. Acknowledgment would be made from the Board via return mail.
Complaints Procedure for Families and Students

Geelong Baptist College is a community and as such, there will be times when parents will wish to make suggestions, may have a complaint or raise a concern that needs addressing. The College takes these issues seriously and welcomes such feedback. The Complaints System is outlined briefly to assist families should such a need occur. Please remember that we wish to deal with issues sooner rather than later.

A complaint will be treated as an expression of genuine dissatisfaction that needs a response.

Geelong Baptist College wishes to ensure that:

- Parents have an understanding of how to make a complaint should the need or situation arise
- The College responds within a reasonable time frame and in a courteous and efficient manner
- Parents understand that they are listened to and that complaints are viewed seriously
- Action is taken where appropriate

“How should I complain?”

When you contact the College, please be as clear as possible about what is troubling you.

Staff members at the College will be happy to help. It may be best to start with the person most closely concerned with the issue – for example, the relevant teacher or Coordinator. They may be able to sort things out quickly, with little fuss. A phone call is the quickest means of contact or a letter is also appropriate. However, at times you may feel the issue needs to go to a senior staff member such as the Principal.

“I don’t want to complain as such, but there is something bothering me.”

Geelong Baptist College staff are working towards the same purpose as yourself – the education and well-being of your child. Staff want to hear your views and ideas. Contact a staff member, as above.

“I am not sure whether to complain or not.”

If you have a concern, as a parent you are entitled to raise it with the College. If in doubt, remember we are here to help. Sometimes it is reassuring just to talk your concerns through with someone.

“What will happen next?”

If you raise something on the phone or in person, it may be resolved immediately and to your satisfaction.

If you forward a complaint or suggestion in writing, the College will aim to contact you within 5 working days to respond to your concerns and explain how the matter will proceed. In many cases the person will need to discuss the matter with a colleague and will consider it further before responding. You will be given a date by which time you will be given a response. If a detailed explanation of the issue is needed, a letter or report will be sent to you as quickly as possible. This letter will inform you of the outcome of the complaint. It will explain the conclusion, the reasons for it and any action taken or proposed.

“What happens about confidentiality?”

Your complaint or concern will be treated as confidential and treated with respect. Knowledge of the issue will remain limited to the Principal and to those directly involved. The Chairperson of the College Board may also need to be informed in some matters. It is a College policy that complaints made by parents should not rebound adversely on their children.

We cannot entirely rule out the need to make third parties outside the College aware of a complaint and possibly also the identities of those involved. This would only happen in a case where the child’s safety is at risk or where it became necessary to refer a matter to the police or comply with mandatory reporting of abuse. Parents would be advised accordingly to the nature of the incident and the individual circumstances.
“What if I am not satisfied with the outcome?”
We hope that you are satisfied with the outcome, or at least your concerns have been heard and fully considered. If you are not satisfied, the Principals will offer to refer the matter to the Chairperson of the College Board. Alternatively you may wish to write directly to the Chairperson. The Chairperson will call for a full report from the Principal and will examine matters thoroughly within the Board before responding. The decision of the Board will be conveyed to you.

If the complaint is about a Principal, you are welcome to ring or write to the Principal. If you find that too difficult, you can write directly to the Chairperson of the Board and address the letter as confidential. The Chairperson will acknowledge the letter and seek to resolve the problem through the Board. The Chairperson will then get in touch with you as soon as possible.

If the family is still unhappy with the decision, a review will be held by an independent person in the College community.

Should you wish to discuss any aspect of this Complaints Procedure, please do not hesitate to contact the College.

Complaints Procedure for Students

How do I make a complaint?
- By talking about it – or by writing it down if you find that easier.
- You can do it by yourself, or as part of a group, or through your parents.

To Whom?
- To anyone on staff.

Does it matter what the issue is?
- No, it can be a big or small problem. By discussing it, you may come up with some positive ideas.

What will happen next?
- If possible the staff member will deal with it in person. If not s/he will go on your behalf to someone who can help.

Do others have to know?
- If you are worried about confidentiality, tell the staff – they will understand.
- Even if you find the issue hurtful or embarrassing, don’t worry – it will only be discussed by staff who can help you.
General Guidelines for Complaints and Grievances

If the source of the complaint is a parent or guardian:
Parents are encouraged to make their own decision about the appropriate member of staff in the College to whom their complaint should be made. If in doubt, however, the points below offer some guidance:

- If a complaint to a classroom teacher is of a minor nature and easily resolved then the teacher and parent should act together to resolve the issue between them.
- If the complaint is of a more substantial nature teachers should refer the complainant to a more senior member of staff.
- If the matter cannot be resolved at this level it should be referred to the Principals. Failing resolution, the parent may request that the matter be referred to the Chairman of the College Board who, together with the Board, is the final authority on matters concerning the College.

In all instances of complaint the College’s representative shall record the issues and steps which have been taken to resolve any complaints. The Principals, or senior members of staff, may choose to interview students without parents or staff members being present.

If the source of the complaint is a student:
Students are encouraged to make their own decision about the appropriate member of staff in the College to whom their complaint should be made. If in doubt, however, the points below offer some guidance:

- The teacher and student should act to resolve a minor complaint to the satisfaction of both parties. If the student feels he cannot raise the matter directly with the staff member concerned, he may approach his Homeroom teacher, the chaplain or another staff member.
- If a satisfactory resolution is not achieved, or if the matter is of a substantial nature, the matter should be referred to an appropriate senior staff member.
- Failing a resolution at that level, the matter should be referred to the Principals for appropriate action.
- A record of the issues and steps taken to resolve the matters should be kept by the College’s representatives.

If complaints relate to physical, sexual or emotional abuse of children, the following procedures should be followed:

- If the complaint of alleged verbal or emotional abuse can be substantiated, the matter should be discussed immediately with the employee concerned. If the employee agrees that the student's allegations are true, appropriate action will be taken by the Principals.
- Subsequent action by the Principals will depend upon the findings. In all such cases the Principals will consult with the Chairman of the Board at the earliest possible moment once actions are deemed serious enough for further investigation.
- For complaints of a serious physical nature the College’s governing body should seek legal advice in relation to the College’s actions towards the employee. Any police action relating to non-sexual physical abuse should be left to the parents to initiate unless it is considered to be staff misconduct.