



**Immanuel
Lutheran
College**



Parent Information Handbook 2025

Opening Hours	6
Contacts	6
Primary School Administration	6
Secondary School Administration	6
Student Services	6
Student Welfare Team	6
Mt Binga Campus T:(07) 4163 0352	6
College Background and Philosophy	7
Introduction	7
Vision Statement	7
Immanuel Lutheran College is a school where adventurous and inspiring learning ignites limitless possibilities. .	7
Mission Statement	7
Values	7
College Crest and Motto	7
The College Crest.....	7
The College Motto.....	7
The Curriculum	8
Future-Focused Curriculum	8
Innovation@Immanuel	8
The Whole Person	8
Sport and Physical Activity	8
Creativity and The Arts	9
Home/School Partnerships	9
The Learning Continuum at Immanuel	9
P-12 Focus	9
Smooth Transitions	9
Homework.....	9
Primary School	10
Developing Self-Managed Learners: skills for success in the Secondary School	10
Study Skills.....	10
Pathways and Careers Education	10
Guidelines for Making Subject Changes (Secondary).....	11
Years 11 and 12 Students	11
Assessment Guidelines in the Secondary School	11
Special Consideration and Extensions in Year 7-10.....	11
Special Consideration and Extensions in Years 11 and 12 (AARA)	12
Examinations	12
Assignments	12
When Work is Incomplete on the Due Date	13
Computer/Printer/Internet Malfunction	13
Referencing and Plagiarism	13
Academic Integrity in Years 11-12.....	14
Cocurricular Activities	15
Cocurricular Music Program.....	15
Cocurricular Music and Vocal Lesson Guidelines	15
Cocurricular Sport	15
Building Responsible Behaviours	16

Academic Good Standing Guidelines	16
General Expectations.....	17
Organisation	17
Cooperation	17
Care and Courtesy	17
Community	17
Fairness and Safety	17
Illegal Substances	17
Worship Behaviour	17
Classroom Expectations.....	17
Prohibited Items.....	19
Social Code of Conduct	19
Dress and Appearance Standards	20
<i>Guidelines for Dealing with Bullying and Harassment</i>	<i>23</i>
<i>Child Protection.....</i>	<i>24</i>
Definition of Harm.....	24
Protecting Students from Harm	24
Reporting Harm.....	24
<i>School Routine</i>	<i>26</i>
Arrivals and Departures from College	26
Primary School	26
Secondary School	26
Attendance and Absenteeism	27
Assembly.....	28
Bicycles	28
Buses.....	28
Casual Dress Days.....	29
Daily Notices (Secondary School).....	29
Food Allergies.....	29
House System.....	29
House Group Structures (Secondary School).....	29
House Meetings (Secondary School).....	30
Illness and Medication	30
Lost Property.....	30
Messages and Phone Calls for Students	30
Student Drivers	30
Timetable and Lesson Times.....	31
Primary School	31
Secondary School	31
Worship	32
<i>Innovation @ Immanuel.....</i>	<i>32</i>
Devices.....	32
Can devices be charged at school?.....	32
Who is responsible for the device?	32

Mobile Devices Guidelines	32
Specific Guidelines for mobile phones (including smartwatches):.....	32
Student Mobile Phone Additional Guidelines	33
Acceptable Use of Network and Computing Devices.....	33
<i>College Resources, Services and Facilities</i>	<i>34</i>
Bag Racks and Lockers	34
Book Club (ELC-Year 7)	34
Business Office and Fee Payment Schedule	34
Fee Schedule	34
Student Withdrawal	34
College Dog	35
College Shop	35
Dogs on Campus.....	35
Ken Thamm Centre (KTC) / Innovation Hub	36
Outside School Hours Care (OSHC)	36
Parents and Friends Community.....	36
Parent Parking and Student Collection Procedures	37
Set-Down Zones	37
Parent Parking.....	37
Disabled Parking Spaces.....	37
Sporting Facilities	37
Student Services/First Aid	37
Student Counselling	37
Study Assistance (Secondary School)	38
Subject focused workshops are offered throughout the year and will be communicated via SEQTA, student notices and the College App.Cafe on the Green	38
Volunteers	38
<i>Outdoor Education Program.....</i>	<i>39</i>
Years 3-5.....	39
Year 6 Canberra Trip.....	39
Mt Binga Year 7 Camp.....	39
Year 8 Camp	39
Year 9 Camp	39
Year 10 Camp – Mt Binga	39
Year 11 Camp	40
<i>Communication.....</i>	<i>41</i>
Email	41
College App	41
Social Media.....	41
Information Evenings	41
Primary School	41
Secondary School	41
Website.....	41
<i>Student Leadership</i>	<i>42</i>

College Student Leadership Structure	42
Student Representative Council	42
Primary School Celebrations.....	43
Primary School Celebration of Learning/Academic Awards Assembly	43
Year 6 Graduation	43
Secondary School Awards and Ceremonies.....	43
Academic Awards Assembly	43
Secondary School Awards Evening.....	43
Academic Awards.....	43
Major Excellence Awards	44
Cocurricular Cultural Awards	45
The Mooloolaba Music Emerging Artist Award.....	45
Spirit of Ensemble Awards	45
Year 10 Blazer Ceremony.....	45
Student Leadership Assembly.....	45
Year 11 May Dinner	45
Year 12 Formal	45
Year 12 Valedictory Service	45
Major College Events and Functions	46
ANZAC Day - College Service and Buderim Memorial Service and March	46
Fruehlingsfest.....	46
Grandparents' Day	46
Artists on the Horizon Youth Arts Showcase	46
Interhouse Sporting Events.	46
Primary School	46
Secondary School	46
P-12 Worship.....	47
Twilight Concert	47

Opening Hours

Main Administration Office: 8.00am to 4.00pm

Contacts

Main Administration Office.....T: 5477 3444
Eloise Beveridge Principalbeveridge@immanuel.qld.edu.au
Brienna Birch Executive Assistant to the Principalbirchb@immanuel.qld.edu.au
Louise Brear Receptionist T: 5477 3444brearl@immanuel.qld.edu.au
Irene Dabinet Enrolment Registrar T: 5477 3441dabineti@immanuel.qld.edu.au
Kylea Wilson Director of College Developmentwilsonk@immanuel.qld.edu.au
Louise Ford Events and Alumni Coordinatorfordl@immanuel.qld.edu.au

Business Office.....T: 5477 3435
Kylie Lamb Head of Business Operationslambk@immanuel.qld.edu.au
Frances Eriksen Financial Controllereriksenf@immanuel.qld.edu.au
Katy Evans Payroll and Accounts Payableevansk@immanuel.qld.edu.au
Christine Kent Accounts Officerkentc@immanuel.qld.edu.au

College Shop.....T: 5477 3457
Diane Paterson Commercial Operations Managerpatersond@immanuel.qld.edu.au

Innovation Centre/Library.....T: 5477 3443

Cafe on the Green

Danielle Greig Hospitality Services Manager.....DanielleGreig@compass-group.com.auT 5477 3456. M: 0483 145 346

Primary School Administration

Primary School OfficeT: 5477 3402
Jodie Hayat Head of Primary Schoolhayatj@immanuel.qld.edu.au
Katrina Riley Deputy Head of Primary School – Curriculum and Pedagogyrileyk@immanuel.qld.edu.au
Matt Doecke Director of Wellbeing P-6doeckem@immanuel.qld.edu.au
Amelia Pankhania Primary School Office Administratorpankhanias@immanuel.qld.edu.au

Secondary School Administration

Secondary School Office.....T: 5477 3461
Nick Cheyne Head of Secondary Schoolcheynen@immanuel.qld.edu.au
Amy Thompson Deputy Head of Secondary School – Curriculum and Pedagogythompsona@immanuel.qld.edu.au
Brandi Galpin Director of Student Engagement.....galpinb@immanuel.qld.edu.au
Vera Armgardt Secondary School Office Administratorarmgardtv@immanuel.qld.edu.au

Student Services

Absentee Line.....T: 5477 3459
Christie Sherry Student Services Manager T: 5477 3488sherryc@immanuel.qld.edu.au
Amelia Cooke College Nurse T: 5477 3496cookea@immanuel.qld.edu.au

Student Welfare Team

Paul O'Reilly College Counsellor.....oreillyp@immanuel.qld.edu.au
Greg Forrest College Counsellor T: 5477 3430forrestgr@immanuel.qld.edu.au
Amy Garbellotto College Counsellor.....garbellottoa@immanuel.qld.edu.au
Gayla Mathews College Chaplain ... T: 54773485mathewsg@immanuel.qld.edu.au
Josh Blacka Youth Workerblackaj@immanuel.qld.edu.au

Mt Binga Campus.....T:(07) 4163 0352

Mr David Schefe Head of Mt Bingaschefed@immanuel.qld.edu.au

College Background and Philosophy

Introduction

This handbook has been developed as a manual for parents and aims to provide as much information as possible regarding the operations of our campus. Please keep it as a handy reference manual, noting that upgrades are made regularly. An up-to-date version is always available on SEQTA Engage via the College website www.immanuel.qld.edu.au or **alternatively through the College App**.

Immanuel Lutheran College was established in 1979 to provide a distinctive, Christian education for Sunshine Coast students. As an independent school, the College began with 63 students and has grown significantly in enrolments across the Primary School (Prep to Year 6) and Secondary School (Years 7 to 12).

Throughout the journey, the College has earned an enviable reputation for fostering spiritual and social values, sporting prowess, cultural excellence, and academic achievement.

Students entering Immanuel Lutheran College have an opportunity to engage in a comprehensive curriculum that provides a holistic education which challenges them to achieve excellence, not only at an individual level, but also as members of the College and wider community. Personal pursuits in the areas of academia, sport and culture are well supported by highly qualified staff who aim to provide every possible opportunity for students to achieve their very best.

Vision Statement

Immanuel Lutheran College is a school where adventurous and inspiring learning ignites limitless possibilities.

Mission Statement

At Immanuel Lutheran College, we spark courage through meaningful connections and challenges, never settling for can't.

Values

Compassionate Hearts – Curious Minds – God's Grace

College Crest and Motto

The College Crest

Our crest shows the Cross of Christ in front of the rising sun. Since the sun gives us light, the logo highlights Jesus as the Light of the World. Light also reveals and exposes, and thus we are reminded to look at ourselves as Jesus sees us. The sun is a symbol of the Sunshine Coast and its surf, sand and enjoyment. The Cross is a symbol of Christ and His love for the World. When these two symbols are combined, we have a picture of Christ in the world where we are.

The College Motto

The College motto, "Walk as Children of the Light", points us in the direction we must be going. We have more fully come to know Jesus Christ, who is the Light of the World, and to know what it means to be "Children of the Light". The motto tells us then to be what we are, and thus a major objective of the College is to expose its students to the Light of the World and His plan for them.



The Curriculum

At Immanuel, the whole person is the whole point. Students engage in academic, cocurricular, outdoor education and service initiatives to reach this aim. All students are expected to broadly contribute to the learning community and strive to achieve their personal best. People, relationships, and belonging are central to an Immanuel education, and our students are supported throughout their time at Immanuel so that a love of learning and a deep sense of connection is fostered across Prep to Year 12.

Immanuel has a proud record of academic excellence in NAPLAN results and Year 12 outcomes. This reflects the quality and breadth of the learning experiences we provide, the strong partnerships we foster with families, and students' engagement with their learning.

Future-Focused Curriculum

In a rapidly changing world, renewal and adaptation are required throughout life. We encourage a love of learning by offering engaging activities and assessments that are relevant, authentic and life related.

The College building program continues to support contemporary learning through the creation of flexible spaces to promote learning that is multi-disciplinary and communal, with students working collaboratively and creatively.

Innovation@Immanuel

Our innovation strategy builds on the potential for engagement offered by developments in education from the physical environment to the integration of technology and the development of flexible learning spaces. It provides students with technology appropriate for their learning needs in a blended learning environment. Students attend lessons and often engage virtually with their teachers to gain additional feedback and complete online tasks. iPads in Primary School and devices in Secondary School have been selected as the best fit for purpose.

Immanuel's learning management ecosystem (SEQTA) provides rich information about each learner's academic, social and emotional progress to all stakeholders through dedicated portals: SEQTA Learn for students; SEQTA Engage for parents; and SEQTA Teach for teachers. This empowers teachers and families to work together with students to promote positive outcomes. Your SEQTA portal will become a central point of reference for information and communication with the College about your child's learning.

The Whole Person

An Immanuel education emphasises learning that enriches students' lives and teaches them about themselves and how they interact with the world. Students learn about Resilience, Relationships and Reflection. As these traits develop, students become independent, confident and self-reliant.

Education for life occurs in a range of learning contexts, formal and informal, real and virtual. It may not be intentional or even recognised as learning at the time. It 'happens' through social interactions, family and work experiences, and through the broad range of cocurricular activities (cultural, sporting, and service), outdoor education, spiritual and service experiences offered by the College.

Worthy of particular note is Immanuel's developmental outdoor education program, which culminates in our acclaimed Mt Binga Outdoor Education Experience. Mt Binga is a four-week residential program for all Year 10 students. Here, as they step out of their comfort zones and away from their technology, students are challenged to build relationships, demonstrate initiative, grow in independence, and work as a team. This experience is life changing for students, with Old Scholars often reminiscing fondly at their reunions about their Binga days.

Sport and Physical Activity

Physical activity is an important part of the curriculum. Students from Prep to Year 10 have Health and Physical Education lessons timetabled each week. Additionally, students from Prep to Year 10 participate in recreational sporting activities. Participation in some of the wide range of cocurricular interschool sports is encouraged for all students.

Students participate in three major interhouse carnivals each year - swimming, athletics and cross country. While success in these events allows students to go on to higher levels of competition at district, state and national carnivals, the emphasis is on participation by all and building school spirit. To this end, the carnivals include novelty and fun events, and attendance is compulsory.

Full sports uniform is required when participating in sporting activities. Those who are unable to participate due to illness or injury are asked to provide a note from their parents explaining the situation. Non-participation over the long term will require a medical certificate.

Creativity and The Arts

Immanuel prides itself on providing a large range of opportunities for students to pursue their creative interests and develop high levels of skill in their chosen area of the arts. Students can be part of one or more of our Cocurricular Music ensembles, undertake lessons on their chosen instrument or join one of our Dance Troupes. Our focus on culture extends to students developing a knowledge of the importance of sustainability through such things as our Eco Club. Students develop a social empathy by being involved in service-based learning and social justice opportunities through such avenues as Interact.

Home/School Partnerships

A quality education is one of the greatest gifts a parent can give a child, and the College encourages a close relationship between school and home. The College's pastoral care system endeavours to meet the needs of each student. At the same time, a high degree of individual and group discipline is promoted. This is implemented by caring staff who are committed to the Christian ideals of the College. Students are nurtured with care, allowed to develop as responsible human beings and encouraged to develop self-discipline and respect for others. They are taught how to learn and acquire the skills and knowledge to allow them to build a future. Communication between school and home is of paramount importance. Staff members are available for contact via telephone, email or the sub-school offices and welcome the opportunity to work in partnership with parents to ensure a solid and supportive educational foundation for all students.

The Learning Continuum at Immanuel

P-12 Focus

Students experience learning at Immanuel as a seamless continuum from Prep to Year 12, emphasising the whole-person approach to learning with academic, and social skill development along with rich and varied cocurricular opportunities. We harness professional collaboration across sub-schools to allow the expertise and experience of key teachers to benefit teaching and learning across the whole College.

Smooth Transitions

We take particular care to ensure smooth transitions academically and socially at key points in each student's Immanuel experience. Joining a new school community can be daunting. On their first day at school, new students will be 'buddied up' with another student and cared for by their class teacher (Primary) or House Mentor (Secondary).

Students enrolling at Immanuel in Year 7 join the cohort of Immanuel Year 6 students graduating to the Secondary School. This can be an anxious time for students with a new campus, new teachers and new routines. The Director of Student Engagement, House Leaders, and House Mentors will welcome your child and assist them to settle in. The College aims to minimise concerns and build positive anticipation about their new school through our Year 6 into 7 Transition Program, *Slice of Seven*, parent information evenings, and an alternative program at the start of the new year to provide a comprehensive orientation.

Homework

Homework is designed to consolidate classroom learning, complete unfinished class tasks, extend the student's learning, encourage independent learning, work on assignment tasks, facilitate revision and encourage reading. The College encourages students to develop a regular, organised study routine in a quiet, well-lit area away from distractions such as the television, music, conversations and social media.

Students should use the following as indicative of their homework requirements.

Primary School

Primary School students should use the following table as a general guide for homework expectations:

Prep	10 minutes / night Potential homework activities include: reading, sight words, counting, creative and critical thinking
Years 1-2	10 minutes / night Potential homework activities include: reading, sight words, basic fact recall, creative and critical thinking
Years 3-4	15 minutes / night Potential homework activities include: reading fluency and comprehension; spelling pattern consolidation; multiplication facts; creative and critical thinking
Years 5-6	20 minutes / night Potential homework activities include: reading fluency and comprehension; spelling pattern consolidation; multiplication facts; creative and critical thinking; some assignment preparations

Secondary School

Secondary School students should use the following as a general guide for the amount of time required for completing their homework and revision tasks. It is important to note that homework, assignments and revision are separate tasks set with intention and purpose. An assessment calendar is published at the beginning of each term that outlines the summative assessment tasks students have in conjunction with their regular revision and homework tasks.

	PER SUBJECT	PER NIGHT	PER WEEK
Year 7	10 minutes	40 minutes	2.5-3 hours
Years 8-9	10-15 minutes	1 hour	5 hours
Year 10	20 minutes	1-1.5 hours	5-8 hours
Years 11-12	20-30 minutes	2-3 hours	10-15 hours

Developing Self-Managed Learners: skills for success in the Secondary School

Immanuel provides a structured learning program to assist students to develop the independent learning skills they will need for academic success.

Study Skills

Study Skills is included as part of the weekly curriculum with explicit teaching of study skills to students across the Secondary School.

Pathways and Careers Education

A specialised Pathways program is also delivered as part of the curriculum in Years 9 and 12 with intentional and explicit teaching of study and career skills to students. As part of this program, Year 10 students complete a career planning program whereby they reflect on their strengths and aspirations and, with guidance, plan their individual pathway to success. Students can select from a broad range of learning in Years 11 and 12 including general and applied academic subjects, nationally recognised Vocational Education and Training (VET) qualifications and school-based subjects.

All students are expected to obtain a Queensland Certificate of Education (QCE) verifying their successful completion of Secondary School. Careful pathway planning can ensure this outcome and provide an excellent start on the student's lifelong learning journey.

Many students select an academic pathway aiming for entrance to highly competitive university courses. Others opt for an alternative pathway, allowing more flexibility in the type of learning undertaken. This may be the best pathway for students wanting to move directly into work or vocational studies after school.

Each student's chosen pathway to success is documented in their individual Student Education and Training Plan (SET Plan). This is the blueprint for their pathway through Years 11 and 12 and beyond. Students will review their SET Plan regularly as they are guided to assess their progress, set goals and work to achieve them.

Guidelines for Making Subject Changes (Secondary)

Students who wish to change an elective subject must make a formal application via the Subject Change Form through SEQTA. Each request will be considered on its merits, and the decision of the Deputy Head of Secondary School will be final. Only requests submitted via this form will be considered.

Years 11 and 12 Students

Subject changes for students in Years 11 and 12 may affect the ability of the student to obtain a Queensland Certificate of Education (QCE) or an Australian Tertiary Admission Rank (ATAR). It may also affect prerequisites for future university course admission. Hence, students seeking a subject change must complete a Subject Change Form through SEQTA. Only requests submitted via this form will be considered and must be made in consultation with subject teachers. The decision of the Student Pathways Coordinator and Deputy Head of Secondary School will be final. Subject change requests should not be made during Units 3 or 4.

Assessment Guidelines in the Secondary School

The Assessment Guidelines in the Secondary School outline the responsibilities of teachers, students, and parents/carers to maintain academic integrity and ensure equity for all students. Assessment Calendars are published each term and are available on the Immanuel SEQTA Home Page.

The guidelines reflect the strict Queensland Curriculum and Assessment Authority (QCAA) requirements for senior assessment and ensure that students develop the knowledge and understanding of these policies from Year 7.

Special Consideration and Extensions in Year 7-10

All applications for extensions or special consideration must be submitted via the online form available on SEQTA.

If a student is aware in advance of a valid reason why they will be unable to submit an assignment by the due date or sit an examination on the scheduled date, they should seek an extension to the due date in advance (e.g. more than 2 days before the due date). Alternatively, assignments can be submitted before the student leaves for an approved absence.

If students are unexpectedly unwell or absent on the due date or has left their work at home, they must make arrangements to submit their work on that day (e.g. have a parent deliver it to school or submit it electronically.) If they are unable to submit an assignment or attend an examination, a medical certificate will be required. The teacher, in consultation with the Head of Department, will consider each application for an extension to a due date individually on its merits.



Special Consideration and Extensions in Years 11 and 12 (AARA)

The QCAA recognises that some students may have disability, impairment and/or medical conditions or experience other circumstances that may affect their ability to read, respond to and participate in assessment. Access arrangements and reasonable adjustments (AARA) are designed to assist these students.

AARA may be granted in approved cases of verified disability, learning need, illness or misadventure (unforeseen circumstances beyond the student/parent's control).

- Current, supporting documentation is required e.g. medical certificate for illness, police report for traffic accident.
- Medical certificates must be completed by a registered medical professional (GP, psychologist or medical specialist) who is not related to the applicant or employed at the school.
- Please use the QCAA medical certification form linked on SEQTA.

AARA will NOT be granted in cases of:

- Unfamiliarity with the English language.
- Teacher absence or other teacher-related difficulties.
- Matters that the student could have avoided (e.g. misreading an examination timetable, misreading instructions in examinations).
- Matters of the student's or parent's/carer's own choosing (e.g. family holidays, sporting commitments).
- Matters that the school could have avoided (e.g. incorrect enrolment in a subject).

If you think you may be eligible for AARA, you must:

- Advise the College as soon as possible. Call Student Services T: 5477 3488 or the Secondary School Office T: 5477 4461.
- Complete the online application form available on SEQTA.
- Provide documentary evidence. If you are sick, always consult a medical practitioner and have them complete the QCAA medical form.

Examinations

Examination dates will be published via the assessment calendars on SEQTA. It is the student's responsibility to know the dates and times of their examinations. Students should arrive early with all required equipment and wait quietly outside the exam venue.

- Students must comply with directions given by the examination supervisor.
- Students must provide their own equipment (pens, pencils, ruler, eraser, calculator, etc.) and will not be allowed to borrow equipment from other students during the examination.
- Students should not disturb or distract other students or behave in any way that may adversely affect another student.
- Students should not communicate by word or otherwise with another student once an examination has commenced.
- If a student wishes to speak to the teacher during the examination, they should raise a hand.
- Students should not remove an examination paper from the venue.
- Students should not bring unauthorised materials or equipment into the examination.
- No communication device (e.g. mobile phone, computer, smart watch, iPod, iPad, etc.) is permitted in the examination room without the specific permission of the supervising teacher.
- Any student who behaves in a manner which disrupts an examination may be requested to hand in their examination paper and go to the Secondary School Office.

Assignments

Assignments must be submitted in the manner specified on the task sheet including the use of electronic submission of the task through the Turn-It-In Plagiarism checking software. In Years 11 and 12, all assignments are to be submitted by 8.25am on the due date.

Practical assignments and oral presentations must be presented in person on the date and at the time specified on the task sheet or by the teacher.

Only work submitted on or before the due date may be graded unless evidence of a valid reason for late submission is provided.

Evidence of 'Work in Progress'

Students are required to work on assignment tasks during lessons allocated for this purpose so that the teacher may verify their ownership of their work. Students are required to submit evidence of their work in progress (a draft) on the date and in the manner specified on the task sheet.

Teachers are required to maintain evidence of each student's work in progress for grading in the event that the final work is not submitted by the due date.

For practical/presentation tasks, students may be required to provide video evidence of their developing work in progress at a time specified by their teacher.

One draft only will be formally reviewed. The feedback provided to students is valuable for learning and students are advised to act on this feedback to improve their final product. No grade will be given for a draft. Your teacher will not correct every error or rewrite your work for you. Instead, your teacher will help you to improve the work you submitted in your draft.

When Work is Incomplete on the Due Date

If a student has not finished the task by the due date, they must submit whatever work has been done or the teacher may mark the draft document that was submitted for review. If no draft is available, the student may be required to work on the task at that time and submit that work for grading.

Computer/Printer/Internet Malfunction

Computer/Printer/Internet malfunctions (e.g. corrupted files, hard drive failure, lost or damaged USB stick, loss of internet services) are not valid reasons for a late submission and will not be accepted as such.

Strategies to avoid loss of work through electronic equipment failure include:

- storing the document on One Drive and setting it to save automatically.
- e-mailing the document to yourself whenever you update it.

For printer problems, use the printers in the Innovation Hub, or submit electronically.

Referencing and Plagiarism

Plagiarism is a serious academic offence. It is a form of dishonesty that occurs when students fail to acknowledge:

- another person's ideas, opinions or contribution.
- facts or statistics that are not common knowledge.
- full quotations of the words of another person (e.g. cut and paste from an internet site).
- the words of another person even if they have been summarised/paraphrased.

To avoid plagiarism, clear credit must be given for the work of others through referencing and citation.

Microsoft Word has a simple and useful Referencing/Bibliography tool. Detailed instructions about how to use this tool will be provided by your teacher. The APA in-text referencing and bibliography system are to be used.

Where it is clear that a student has plagiarised, teachers are required to disregard the plagiarised elements of the assignment and mark only those elements that are the student's own work.

Academic Integrity in Years 11-12

Students are expected to actively engage in all learning and assessment activities. Students will complete the QCAA Academic Integrity Training Module at school. It is recommended that parents also complete this module to gain an understanding of the QCAA requirements.

The QCAA sets the requirements for academic integrity, authentication of ownership of student work and AARA (*Access Arrangements and Reasonable Adjustments*). AARA is 'the new special considerations'.

Students must not engage in academic misconduct. This includes:

- cheating while under supervised conditions
- fabricating
- collusion
- impersonation
- contract cheating/significant contribution of help
- misconduct during an examination
- copying work
- plagiarism or lack of referencing
- disclosing or receiving information about an assessment
- self-plagiarism

Teachers will assist students to develop strategies for promoting academic integrity. These include:

- forward planning
- choosing appropriate examples
- time management
- editing
- note-taking and summarising
- checking
- referencing

Students must provide evidence that the work they submit is their own. They do this by:

- Completing most of the task during the allocated lesson times.
- Submitting evidence of their progress at task checkpoints. In order to maximise the feedback your teacher may provide, submit a complete draft that is your best effort. Only one draft may be submitted for feedback. Teachers must retain your draft as evidence. For performance tasks, a video of a rehearsal performance may be required as a draft.
- Using references to acknowledge the contributions of others. This includes assistance you receive from parents, friends, tutors, online services, etc. The APA in-text referencing and bibliography system are to be used.
- Complying with the specified task length. Students will be penalised for responses that are too short or too long.
- Completing and signing the Declaration of Authenticity on the Task Cover Page.

Students must submit their task response by the due date in the manner specified on the task sheet.

- Teachers will mark your draft if your final response is not submitted by the due date.
- Apply for changes to due dates (extensions) or assessment conditions through the AARA process, submitting documentation (e.g. medical certificate).
- Check that your response complies with the specified task length. Students will be penalised for responses that are too short or too long.

Cocurricular Activities

At Immanuel we place equal emphasis on each student's academic, cultural, social, physical and spiritual development. All students are expected to contribute to the College by participating in at least one of the broad range of cocurricular activities. Cocurricular involvement cultivates a sense of belonging, develops friendships with like-minded students, and fosters school spirit.

Activities cover four key areas: Cultural and Academic, Music, Sport, Service and Outdoor Education.

A wide variety of activities are offered such as:

Primary School: Chess, Readers' Cup, Art, Coding, Student Representative Council, Da Vinci Decathlon, Cocurricular Music

Secondary School: Interact, Student Representative Council, Debating, Science Club, Readers' Cup Worship Committee, Duke of Edinburgh Award Scheme, Kokoda Challenge, Eco Club, Cocurricular Music, Cocurricular Dance, Cocurricular Drama

Public speaking and debating play a significant part in the life of the College and vocal and instrumental groups provide a number of public performances throughout the year.

Community Service activities are organised via House Groups.

A more comprehensive account of cocurricular activities can be found on SEQTA in the Cocurricular Handbook.

Cocurricular Music Program

All students are encouraged to be involved in the College's Cocurricular Music Program. In addition to classroom music activities, many opportunities exist for involvement in seventeen ensembles. The College's Cocurricular Music Program is performance orientated and an integral part of the curricular and cocurricular timetable. Students acquire musical knowledge through group or individual lessons, rehearsals and performances. Involvement helps to develop the students' creative, spiritual and cultural potential and provides an opportunity to participate in national and international tours. Musical groups within the College perform regularly in the local community, enabling students to gain experience in performing for an audience.

Cocurricular Music and Vocal Lesson Guidelines

The Cocurricular Music Program within the College offers students an opportunity to receive tuition in instrumental music and voice. Through the program, students can receive lessons on a group or individual basis (dependent on the instrument/discipline). Individual tuition usually takes place during class time and is levied on a term basis. It is assumed that all students who enrol for tuition will undertake a full year with the program. If it is necessary for a student to be withdrawn prior to this time, it should take place at least two weeks prior to the end of the term, with written notification provided by the parent/guardian to the Cocurricular Music Coordinator. Should a student be unable to attend a lesson due to illness, an assessment clash or a clash with a school excursion or event, then a make-up lesson will be arranged at a mutually convenient time with the tutor. In such cases, the tutor needs to be notified in advance. Tuition is available on campus for piano, singing, music theory, violin, viola, cello, double bass, flute, oboe, clarinet, bass clarinet, bassoon, alto saxophone, tenor saxophone, baritone saxophone, trumpet, French horn, trombone, euphonium, tuba, acoustic guitar, electric guitar, electric bass, tuned percussion and untuned percussion.

Some instrument hire is available through the College and is levied and billed annually at the commencement of the year.

Cocurricular Sport

The College philosophy places an emphasis on the development of the whole person, including physical development. An indoor sports stadium, extensive playing fields, swimming pool and a well-equipped athletic development centre, support a vibrant sports program. The College has gained an enviable reputation for our level of competition in our focus sports of Volleyball, Netball and Touch Football. We also compete against other Sunshine Coast schools in AFL, athletics, basketball, cross country, rugby 7s, soccer, swimming, water polo, and tennis. The College participates in interhouse, interschool and regional sporting competitions. The Sports Office can be contacted on T: 5477 3436 for all enquiries. Parents are requested to consult the Parent App or Clipboard App to answer their enquiry before contacting the Sports Office.



Building Responsible Behaviours

The College's "Building Responsible Behaviours" guidelines have been implemented in conjunction with the Mission and Vision Statement. The procedures are designed to promote and support positive decision-making with interpersonal relationships. Alignment also exists between this policy, the College's Wellbeing Program, the College's focus on Restorative Practices and the Anti-Harassment Policy. All teaching staff are required to be active in communicating and actioning College policy at all times.

While teaching staff engage directly in proactive counselling of their students, there may be instances whereby they direct the student's case to additional staff members for further pastoral support. Should parents have any concerns, they are encouraged to contact the following members of staff:

Primary School: The class teacher in the first instance, or the Director of Wellbeing P-6 and/or P-6 Pastoral Care Coordinator
Secondary School: The House Mentor in the first instance. Repeated or more serious matters will be the responsibility of the appropriate House Leader, or the Director of Student Engagement 7-12.

Academic Good Standing Guidelines

All students at the College have the right to learn in a positive, supportive learning environment. This means that all students have a responsibility to support the learning program by attending classes, respecting the rights and possessions of others and fully participating in their own course of study and special events organised by the College. A shared value on learning ensures the effective delivery of the curriculum and adventurous learning. As such, all students are expected to value and support the rights of others to derive maximum learning outcomes from the educational opportunities provided without disruption.

The College expects students to aim for excellence in all that they do. Students are encouraged to be independent learners with a high level of self-discipline and good organisational skills. Students are expected to maintain a balance across all aspects of their lives – home and family, recreational and social, work and the community, and school. While it is understood that many students in the Secondary School will undertake part-time work, it is important that such work does not have a negative impact upon their studies.



General Expectations

As a guide, it is expected that all students at Immanuel Lutheran College adhere to the following expectations:

Organisation

Make optimum use of educational activities within and outside the classroom by being at the right place, at the right time, with the right materials for productive work.

Cooperation

Respect the rights of others to also derive maximum advantage from the educational opportunities provided by the College by being cooperative and supporting quality learning.

Care and Courtesy

Display self-respect in terms of appearance and behaviour by following the requirements of the College Dress and Appearance Guidelines and by ensuring that language and behaviour displays a respect for other community members, school facilities and resources.

Community

Display respect for others and build a sense of community by developing positive relationships.

Fairness and Safety

Recognise the need for a safe and healthy environment by following the College's Building Responsible Behaviours procedures and by adhering to workplace health and safety regulations.

Illegal Substances

Students are not permitted to bring illegal substances (including alcohol, tobacco, vape liquid/devices or illegal drugs) onto the campus. The handling of or experimentation with illegal substances is strictly forbidden and students found guilty of such offences may have their enrolment terminated. The College may involve law enforcement agencies where illegal substances are involved.

Worship Behaviour

Worship is vital to the life of the College community. Behaviour during this time should reflect appropriately an encounter (meeting) with the Lord. Therefore, students are encouraged to enter quietly and in an orderly manner and to wait quietly for the Worship to begin. Attention is to be paid to the presenter. Participation in Worship is fostered when students enthusiastically enter into song and engage with presenters.

Classroom Expectations

Students must:

- attend class on time.
- wait in an orderly manner outside the classroom for their teacher at the start of each lesson in Secondary School and outside the classroom till the start of day at 8.30am in Primary School.
- ensure that they have all their equipment.
- follow teachers' instructions without argument.
- raise a hand when wishing to speak.
- listen when someone else is speaking.
- speak and act respectfully towards the teacher and all members of their class.
- complete set tasks/homework on time.
- not take food or drink into any classroom, with the exception of a water bottle.
- respect all property and leave each classroom clean and in an orderly environment.

These expectations and behaviours are referred to as 'The Immanuel Way'.

The Immanuel Way

Respect and Care for Self, Others and Environment

Be punctual, prepared, and presentable.

This includes being in the right place at the right time with all the necessary equipment and the correct uniform, no matter the lesson or occasion.

Show care and respect for your own and others' property, learning spaces and the environment.

This includes asking before taking, and respecting our physical and natural environment and treating all furniture, equipment and spaces with care.

Adhere to technology use guidelines for school-issued devices.

This includes using your devices and any personalisation such as display images and photos to support and enhance your learning, not for personal entertainment.

Show care and respect for all within the College community including students, staff, parents and guests.

This includes treating others with kindness, helping those in need, extending manners, celebrating those who deserve our attention, and showing respect to those who service our College.

Show respect for learning.

This includes following routines and expectations like waiting quietly outside and respectfully responding to instructions to support the right of every person to learn.

Represent the College with pride and dignity at all times.

This means you are an ambassador for the College, always.

Embrace the no-opt out philosophy to all College classes, activities and events.

Active participation across College events and activities is an investment in both the community and yourself.

Be familiar with and follow College expectations, for example safety.

This includes being aware and adhering to College expectations for example safety expectations, assessment guidelines, mobile phone and device policies.

Be responsible and accountable for your own behaviours and choices.

Owning your behaviours and choices helps to build trust, repair harm and restore relationships.



**Immanuel
Lutheran
College**

Prohibited Items

- Aerosol cans of all types (deodorants must be the “roll-on” or pump type).
- Nail polish, permanent markers, correction fluids of all types, chewing gum, make-up, any articles of apparel not part of the College uniform.
- Illegal substances including drugs, alcohol, vape liquid, vape devices and tobacco.
- Visible body piercing. Students are permitted a maximum of two plain small silver or gold studs/sleepers in each lower earlobe. Small clear studs are acceptable in other ear piercings only. No other visible piercings are permitted. Tape is not acceptable to cover piercings. For clarity, please contact the appropriate Head of School.
- Visible tattoos.
- Knives or any other kind of weapon.

Social Code of Conduct

The College advises the following Social Conduct Code as a useful guide to support the values of the College, prevent possible problems and to encourage worthwhile social activities:

1. Social functions should be kept simple and should finish at a reasonable hour.
2. At social gatherings in the home, at least one of the parents should be present. There should be adult help and supervision so that young hosts, hostesses and guests may learn to understand and to fulfil their social responsibilities.
3. Social functions should be infrequent during term time.
4. Students should be taken to and from evening functions by a responsible adult.
5. Students should invite only those known to them or to their parents. Each guest should be invited by name. Invitations should nominate a finishing time and should be answered promptly.
6. Open parties should not be permitted, and uninvited persons should be firmly discouraged.
7. The consumption of alcohol at parties is opposed; in line with College policy that alcohol is not available at functions where students are present. Guests should not take alcohol to parties.
8. Smoking of tobacco and the use of e-cigarettes is opposed, and all illegal substances should not be tolerated.
9. Communication between parents can prevent many problems – it is encouraged that parents communicate their expectations and arrangements with other parents when organising social outings.

Dress and Appearance Standards

All **Primary School** students are to maintain the following standards:

All students:

- Must wear the College hat at all times when outside.
- Students in Years P to 2 should wear the College Sport or House uniform according to the published schedule each semester, including the correct College logo sport socks.
- Students in Years 3 to 6 are to wear black leather polished lace up shoes of the approved style; velcro is not permitted.
- Wear the College sports jacket and tracksuit pants when wearing Sport/House uniform as necessary during cooler weather
- Wear the College jumper with the formal uniform as necessary during cooler weather in Years 3 to 6.

Boys:

- Are to wear the College shorts on the waist and not the hips in Year 3 to 6.
- Are to wear the College formal shirt and shorts on formal uniform days according to the published schedule each semester.
- Are to wear the correct College navy blue crew socks.
- May wear the College grey trousers with formal uniform shirt during cooler weather.

Girls:

- Must wear their College dress below the knee in Years 3 to 6.
- Are to wear the correct College white socks with formal uniform (3 to 6).
- Wear plain navy stockings during cooler months in Years 3 to 6.
- Option in Years 3 to 6 for tailored shorts and blouse in place of the dress.

All **Secondary School** students are to maintain the following standards:

All students:

- Must wear the College hat at all times when outside.
- Students in Years 7 to 12 are to wear black leather polished lace-up shoes of the approved style.
- Wear the College jumper during cooler weather in Years 7 to 9, or College navy blazer in Years 10 to 12.

Boys:

- Are to wear the College shorts on the waist and not the hips with a black belt in Years 7 to 12.
- Are to wear the College shirt tucked in at all times.
- Are to wear the correct College logo shorts with navy blue crew socks.
- Must be clean shaven.
- Wear the College tie, with top buttons fastened, during the designated periods in Years 7 to 12.
- College long grey trousers and College grey socks may be worn during designated periods – optional for Years 7 to 9, compulsory for Years 10 to 12.

Girls:

- Must wear their College dress below the knee.
- Are to wear the correct College white socks.
- Wear navy stockings during cooler months in Years 7 to 12.
- Option in Years 7 to 12 for tailored shorts and blouse in place of the dress, and College long grey trousers and blouse in designated periods.

Hairstyles

Hair must be neat, tidy, clean and off the face. Students' hair should not draw attention to themselves and should appear natural and must be one, even colour.

Students with hair below the collar must tie it back with an appropriate ribbon or elastic in neutral or school colours. Acceptable school colours are Navy, Yellow or White, or on sports days house colours of Red, Green, Yellow or Blue.

Hair should not cover the face or eyes, nor pose an Occupational Health and Safety Issue.

Extreme hairstyles (including but not limited to mohawk, undercuts, extreme mullets with severe razor or fades, razored lines, or rat's tails) and obvious colour changes are not permitted.

Makeup

Sunscreen is encouraged to be worn, but in invisible form only. Secondary students can wear lightly applied foundation.

Not permitted:

- Artificial nails
- Coloured nail polish
- Fake eyelashes or eyelash extensions
- Mascara
- Eye liner
- Eye shadow
- Coloured lip gloss
- Any other make up items

Jewellery

Students are permitted a maximum of two plain small silver or gold studs/sleepers in each lower earlobe. Small clear studs are acceptable in other ear piercings only. No other visible piercings are permitted. Tape is not acceptable to cover piercings. For clarity, please contact the appropriate Head of School.

A wristwatch is permitted, but not internet enabled smart watches. Smart watches do not comply with QCAA regulations and are treated as a mobile device. Medic alert jewellery and a thin chain with a cross may be worn (size and style to be negotiated with the Head of Sub School). No other jewellery is to be worn.

Hats

The College hat is to be worn to and from school and at all times when outside. It must be kept in a neat and tidy condition.

Prep to Year 6: The College broad brimmed hat

Years 7 to 12: The College formal dress hat or College sports hat for HPE, SCISSA, Recreational Sport lessons, and during lunch activities

College Backpack

All students from Prep to Year 12 require a regulation College backpack displaying the Immanuel crest. Sports gear that does not fit into the bag is to be brought to school in the ILC duffle bag.

Sports Uniform

College sports socks and a unisex House sports shirt are required by all students. Primary School students may wear the sports uniform to and from school on designated days. Secondary School students may wear the sports uniform to and from school on Fridays.

For designated practical lessons, such as Health and Physical Education and Dance, Secondary School students are to change at school into their sports uniform and are not permitted to wear it to and from school unless advised. Tracksuits are available in winter to wear with the sports uniform for all year levels.

Swimwear

Years 1 to 12: Plain navy or black Swim wear only

Years 3 to 12: All students who are chosen in the College Swim Team (including SCISSA teams) are required to wear ILC swimwear

Compliance

Uniform standards, and an acceptance by parents of these standards, are agreed upon at the time of enrolment. **Please note that students who are unable to comply with these standards may be sent home.**



Guidelines for Dealing with Bullying and Harassment

All students and staff have the right to be respected and to feel safe at school. Based on this belief, bullying and the harassment of others is not tolerated at the College for any reason.

What is bullying? Bullying is the intentional and repetitive hurtful behaviour towards someone who is unable to stop the behaviour from occurring. It includes physical actions and verbal actions, inappropriate use of technology (cyber-bullying) as well as exclusion. We cannot tolerate bullying or harassment in any form at Immanuel Lutheran College and we encourage staff, students and parents to actively care for one another. Students are advised of the following:

Stopping Bullying Starts with You

- Treat everyone with respect.
- Know that 'put downs' hurt others.
- Help others who are being bullied.

What You Can Do

- Solve it yourself by ignoring the person or asking them to 'stop' and then walk away.
- Ask a friend for support.
- Find a supportive adult.
- Expect respect.

If You Are the Target of Bullying You Are Encouraged To:

- If you can, tell the person to stop the bullying behaviour.
- Share the problem with family members, friends, your Class/House Mentor or any other staff member.
- Report the bullying incidents to a staff member and action will be taken to prevent bullying from happening again.
- Keep asking for support until the bullying has stopped.

If you witness bullying, you are encouraged to report the incident to a staff member. Students are asked to understand that reporting bullying is vital, and that there is a difference between 'dobbing' and 'reporting'. Dobbing is when you are trying to get someone into trouble. Reporting is when you are helping someone by trying to get them out of trouble. If you believe that your child is a victim of bullying, please communicate your concerns to staff. Signs that a child is being bullied include:

- displaying uncharacteristic unhappiness.
- deterioration in school work.
- not wanting to go to school and/or a sudden increase in anxiety about going to school.
- unexplained bruises, cuts or injuries.
- the desire to be with an adult at all times.
- extra requests for pocket money, loss of, or damaged personal property.

Remember that your situation will remain as confidential as possible at all times and that parents may be involved at any stage. It is recommended that students document incidents of bullying to provide to staff when making a report.

Cyber-bullying, including text message harassment and intimidation, is a criminal offence. Save all messages – they are helpful if you make a police report. The following guidelines may be helpful if your child is being bullied via text SMS, instant messaging, email or chatroom use:

- STOP! Don't respond to cyber bullying and don't let the message go on for too long before doing something about it.
- BLOCK! If the situation continues, contact your mobile provider and block your mobile phone from receiving all text messages temporarily. If the bullying is occurring online, block the cyber-bully and limit all communication to only those on your buddy list.
- TELL! Tell a trusted adult – you don't have to face this alone.

Outcomes of Bullying

The College views bullying as a serious matter and offenders will be dealt with under the College's Building Responsible Behaviours Procedures. The College will treat very seriously any case of retaliation against a person for reporting bullying.

Child Protection

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

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

Definition of Harm

The Queensland Child Protection Act 1999 defines harm as any detrimental effect of a significant nature on the child's physical, psychological or emotional well-being. It is immaterial how the harm is caused. Harm can be caused by:

- physical, psychological or emotional abuse or neglect
- sexual abuse or exploitation
- a single act, omission or circumstances or
- a series or combination of acts, omissions or circumstances.

Protecting Students from Harm

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

Reporting Harm

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

You should report your concerns to the Principal, a College Counsellor, Head of Sub-School, or to any other member of staff at the College.

What will happen next?

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

What will the Principal or Chair of College Council do?

If the Principal or Chair of College Council receives a report of harm or suspected harm to a student of the College, and he/she reasonably suspects the harm to have been caused, it will be reported to police immediately if the harm relates to sexual abuse. Alternatively, the report may be made using the process for mandatory reporting procedures as per the college Child Safety Policy if appropriate, or it may be dealt with internally using policies and procedures if the matter does not require mandatory reporting to an outside body.

What happens about confidentiality?

Your report will be treated in a confidential manner and with respect. Knowledge of it will be limited to the Principal (where it does not relate to him/her) and those directly involved. The Chair of College Council may also need to be informed. It is College policy that confidentiality between the College and parents will be respected as much as possible and any concerns raised by parents will not adversely affect their children.

Each person who has access to information regarding suspected or disclosed harm has an obligation to observe appropriate confidentiality. However, the College is unable to promise absolute confidentiality since the steps of the policy will require disclosing certain details involved in responding to the report, internally and externally. State authorities can require people to give evidence about actions under statutory obligation and to produce documents. You would be fully informed if the information you provided is to be passed on to a third party. Any action which needs to be taken under staff disciplinary procedures as a result of an allegation not requiring police intervention would be handled confidentially within the College.

How will the College help my child?

The Principal will ensure that the following things are done to reduce the chance of harm occurring:

- Ensure that each staff member understands and fulfils their obligations under the Child Protection Policy and Child Risk Management Strategy and the mandated procedures for reporting abuse.
- Ensure that there is an acceptable reference for each staff member from his or her previous employer.
- Ensure that each staff member and volunteer who has contact with children (and who is not excluded under the relevant Legislation) has a current positive Suitability Notice (Blue Card) issued by the Commission for Children and Young People and Child Guardian.

If the Principal receives a report of harm about your child, he/she will support the child by:

- responding rapidly and diligently to the report.
- reassuring the student, offering continuous support and providing counselling if requested.
- protecting the child's confidentiality as much as possible.

What should I do if I require more information?

The College's Child Protection Policy and Child Risk Management Strategy is available on the College Website and via SEQTA. Parents and students can have access to this policy at any time. You may also make an appointment to discuss the policy with the Principal or Head of Sub-School should you wish to clarify any matters.

School Routine

Arrivals and Departures from College

Primary School

The school commences supervision from 8.00am in the Primary School Quadrangle. All children arriving before 8.20am must wait in this area, even if accompanied by parents. If arriving without parent supervision prior to 8.00am, students must be booked into Before School Care, which opens at 6.30am, in order to maintain the safety of all on campus. At 8.20am, students may proceed to their classrooms. Students who arrive after 8.30am must report to Student Services to sign the late register. Any students needing to leave the College prior to the scheduled finish must be collected and signed out from Student Services by a parent/guardian. These students are not permitted to meet their parent/guardian in the car park, or to walk home independently.

The Primary School day concludes at 3.00pm. At this time, students will move to a collection point for pick up and all playgrounds remain closed. At the beginning of each year, Primary School families are issued with a visor sign with their family surname. It is expected that this is used during the staggered collection time to ensure a smooth and consistent collection of students. Please see below for appropriate collection times:

Oldest child is in Prep:	2.55pm
Oldest child is in Years 1 or 2	3.05pm
Oldest child is in Years 3 or 4	3.10pm
Oldest child is in Years 5 or 6	3.15pm
Oldest child is in Secondary School.....	3.20pm

Please note that if families arrive for drive-through collection but students are not at the pick-up zone, drivers will be requested to 'do a lap' and return in order to keep the traffic flowing and reduce congestion during these peak periods. We appreciate your cooperation with this.

All Primary students are supervised at pick-up zones until 3.30pm. Students who have not been collected by this time will be taken to Student Services. If parents cannot be contacted, students will be taken to OSHC which may incur a cost to the parent. Primary School students are not to be in the Innovation Hub after school without adult supervision. Students involved in supervised activities after school are not permitted in any other area of the College grounds, except where the activity is taking place.

Secondary School

Students are required to be at the College no later than 8.15am and not before 8.00am, supervision commences from 8am. Any student who arrives at school after 8.25am must sign in at Student Services. Communication from a parent/guardian stating the reason for the late arrival is required. This is to be completed using the College App.

Travel to and from School

Students are expected to maintain the highest standard of behaviour when travelling to and from the College and are reminded that they are representatives of the College at all times. College Uniform Guidelines are also applicable for any student who may be required to visit a venue outside the College grounds in their uniform (e.g. shops, excursions etc.).



Attendance and Absenteeism

Under Government legislation, all schools have certain responsibilities regarding the duty of care for their students. One of these is student attendance and absenteeism. All absentee, late arrival and early departure information is recorded on the College database.

Student Absenteeism

If your child will be absent from school, parent/caregiver approval, along with the reason for the absence, is to be provided via the College App.

Sign In and Sign Out Procedures

Students arriving late to school are required to sign in at Student Services.

Should students be required to attend an appointment or another reason that requires time during the school day, parents are required to notify the class teacher (Primary School) or relevant House Leader (Secondary School) by using the College App prior to 8.00am on the morning of planned absence. Signing out from Student Services without written notice provided to the relevant staff member is not permitted. Please note, a phone call from home at the time of departure will not result in an approved departure.

Absence Monitoring

House Leaders monitor student absences throughout the term. Patterns of unexplained absences, late arrivals and early departures will result in an interview of the student, a meeting with parents, and a referral to the Head of Sub-School.

End-of-Day procedure

To assist with after-school pickups and our on-campus traffic, families with secondary school students only are asked to delay their arrival on site until 3.20pm. Primary School finishes at 3.00pm and the Secondary School 3.10pm.

There are significant College events that occur throughout the year and are atypical from the regular school program e.g. Carnivals, RAVE retreats, whole-day excursions etc. It is important to note that every school day is compulsory for students to attend. Participation is expected from students and support from parents is sought. As with regular school days, absence must be reported to Student Services and any requests for late arrival or early departure is to be submitted to House Leaders with 24 hours' notice.

Student attendance is monitored and not attending compulsory College events is likely to affect the eligibility for end-of-year awards, participation in special events or privileges, and future student leadership positions.

As the College does not encourage students to miss any school days, permission for planned absenteeism must be sought, in writing, from the Head of Sub-School.

Student Leave of Absence

Term dates are published early in the year so that families can make holiday arrangements outside of these times. If extraordinary circumstances necessitate the need for a student to be absent from school throughout the term, permission must first be sought in writing from the Head of sub-school. In such situations, students are expected to complete any work that would be covered during the time of their absence, and to submit any assignment work that may be due.

For the Secondary School specifically, it is important to note that mid-term absenteeism presents quite the challenge for the College and is detrimental to student learning. Because of the disruption to learning, and in alignment with government policy, holidays/family trips are categorised as an "unauthorised absence" from school for government reports. In addition, if assessment is due within the period of absence, holidays do not qualify for exemptions. Should this be the case, it is likely that academic results will be impacted as shown on school reports.

As a result, the College is obliged to urge families to schedule any planned trip during the twelve weeks of school holidays issued each year. It is also often requested that student learning is supported during the period of absence. However, teachers cannot provide any additional or alternative programs or resources to accommodate mid-term absences.

The College does recognise, however, that some occasions will warrant a necessary leave of absence that is unplanned and unavoidable – for example in the event of an illness/accident, bereavement or family emergency. In such situations, consideration will always be given to minimise the impact that this type of absence has on learning and assessment tasks.

Further contact can be made to the Primary and Secondary School Offices regarding this information.

Assembly

Assemblies are important information sharing times during which current issues are discussed, student achievements are recognised, and special events are celebrated (e.g. Academic Award assembly, Blazer Ceremony, ANZAC Day services, induction of student leaders etc.). Assembly in the Primary and Secondary Schools are held as per the College Calendar each Term. Parents are always welcome to attend.

Bicycles

Bicycle racks are available at the end of the bike track (Paveways Drive) and adjacent to Main Oval. Students must not ride through the College grounds. Safety helmets are to be worn at all times.

Buses

Many students travel to school by bus. The behaviour of students on buses is expected to be as per the College's Code of Conduct. When boarding buses in the afternoon, students should line up, with Primary School students in front. They are to avoid pushing and wait until the duty teacher has given permission for them to board the bus. All staff, including bus drivers, are to be treated with respect. Students are to keep to the designated waiting areas and must never walk across the bus turning area, car park or between buses. Queensland Transport and Education Queensland have developed a Code of Conduct for School Bus Travel. This code of conduct and the consequences will be applied as appropriate.

Immanuel Bus Service: The College currently operates a bus service using our privately owned vehicle. This incorporates a morning and afternoon run to Maleny (via Landsborough). Term and casual passes are available. Please contact the Business Office on T: 5477 3435 should you wish to utilise this service.

CDC: CDC operates school bus services across the Sunshine Coast. To access more detailed information and/or to view the runs that operate in your residential area, please call T: 5476 6622 or <https://cdcqueensland.com.au/about/operations/sunshine-coast-operations/>



Casual Dress Days

At times, a casual clothes day is allocated to raise funds for a chosen charity or community event. Students are asked to make a \$2.00 donation on this day and are permitted to wear plain clothes in accordance with the following guidelines: clothing must completely cover the shoulders and midriff, a suitable sun safe hat is to be worn at all times when outside and closed in shoes are mandatory (no sandals, thongs or sling-back shoes). Students are also expected to bring their sports uniform to school should they have a scheduled sport lesson on a designated uniform free day.

Daily Notices (Secondary School)

Students are read the Daily Notices during House Group, which are also available via SEQTA. These notices are critical in the day-to-day running of the College.

Food Allergies

Food allergies can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents, and physicians to minimise risks and provide a safe educational environment for food-allergic students. The Allergy Policy of Immanuel Lutheran College aims to include food-allergic students into all College activities where possible. If a parent notifies the College that their child has a severe food allergy, the College will work with the parent, a medical expert and a College team (e.g. Student Receptionist, Principal, Head of Sub-School, Teacher, Counsellor, Cafe Manager) to develop a plan to accommodate the student's needs throughout the College as much as possible, including in the classroom, at the cafe, in Outside School Hours Care and during College-sponsored activities. *Please note that all nuts and nut products are prohibited in the Primary School.*

House System

All students are assigned to a House when they commence their enrolment at Immanuel Lutheran College (siblings are assigned to the same House). Houses across the whole College are referred to as Bribie (red), K'gari (yellow), Moreton (green) and Stradbroke (blue) based on the local islands of South-East Queensland Islands. Each House in the Secondary (7 to 12) and Primary Schools (P to 6) has a team of House staff. Houses meet on a regular basis to prepare for upcoming House events and interhouse competitions (e.g. House Has Talent and sports carnivals). The key focus areas of House are to provide students with opportunities for growth and responsibility, build school spirit, foster a sense of belonging, and strengthen student relationships across the Year levels

A House system of a school is a structure designed to connect students across year levels. The House structure fosters individual growth and the responsibility to strengthen the College community. Its purpose is to create belonging, broaden relationships and grow school spirit.

The Houses are aligned across the Primary and Secondary Schools but used differently according to the needs of each sub-school. While the House system exists across P to 12 at Immanuel, it is characterised by differing needs across the Primary and Secondary Schools.

For the Secondary School, pastoral care of students is framed within a House System. This includes the specific focus areas of Engagement, Relationships, Community and Service. House Meetings include opportunities for Years 7-12 students to interact, and personal and academic mentorship to occur. A formal mentorship model strengthens the belonging and engagement priorities of the House system and fosters leadership among senior students. Each student is assigned a House upon enrolment and siblings belong to the same House.

House Group Structures (Secondary School)

Houses in the Secondary School are divided into smaller House Groups from Years 7 to 9 or 10 to 12. The daily monitoring of student progress is the immediate responsibility of the House Mentor. Students meet daily in their House Groups for a devotion and for daily notices. The House Mentor is the first point of call for all students who are experiencing difficulties or who need advice/guidance. The House Mentor should be alerted to changes in a student's life and will provide support when necessary. The House Mentor can provide guidance on issues such as subject choice, cocurricular activities, study habits and peer issues and may refer a student to an appropriate person for advice (e.g. College Counsellor, Curriculum Leader - Pathways).

House Meetings (Secondary School)

Secondary School students meet in in their allocated House Group with their House Mentor or as a whole House Meeting with their House Leader on a rotational basis. Specific issues relating to the House are discussed and House activities organised as a whole group. There are also opportunities for students to break into House Groups for academic conferences, personal mentorship or other initiatives. Students are encouraged to contribute, interact, and participate in the organisation of these sessions.

Illness and Medication

Students who are suffering from heavy colds or infections which may affect the health of other students or staff are to remain at home. Students who have had vomiting and/or diarrhoea must remain at home for a further 24 hours once the symptoms have ceased. Some communicable diseases require exclusion from school. These include Chicken Pox, Conjunctivitis, Diarrhoea, Head Lice, Impetigo, Measles, Rubella, Ring Worm, Scarlet Fever and Whooping Cough. In some cases, students with a communicable disease may be asked to produce a letter of clearance from a medical practitioner prior to returning to school. Parents are advised to consult the [Time Out link](#) for further clarification.

Under the College's Drugs Policy, students are not permitted to carry medication (including paracetamol) on their person or have it stored in their school bag or locker. All medication is to be taken to Student Services. All scripted medications must be in the original packaging from the Health Care Professional or Pharmacist with clear instructions regarding dosage and frequency and a signed consent note from the parent/guardian. Other non-scripted medications must have a consent note from the parent/guardian indicating dosage and frequency.

Lost Property

All items of lost property are forwarded to Student Services. Student belongings should be clearly named at all times.

Messages and Phone Calls for Students

Messages that are urgent can be delivered to students throughout the school day via the appropriate sub-school office. Students who need to make calls home will be permitted to do so at the discretion of the Head of Sub-School. Students will not be permitted to make calls home for items they have left behind (e.g. swimmers, homework, hats, sports uniform etc.). At no time throughout their lessons are students permitted to make or receive calls/text messages on their mobile phones or devices.

Student Drivers

Students who drive to school are permitted to park in the grounds of the Maroochydore Rugby League Club, adjacent to the Wisers Road entrance of the College. At no time are student drivers permitted to park on campus. Students who drive must complete the relevant form that can be obtained from the Secondary School Office. Details required include car registration, make and model, and regular passengers. The form must be returned to the Secondary School Office (for all vehicles that they may use) prior to using the Rugby League car park.

Timetable and Lesson Times

Primary School

An overview of a general primary day is below. Specialist classes are included within this timetable and will be advised by each class teacher at the commencement of the new school year.

Time	Lesson	
8.30am	Pastoral Care / Devotion	10 mins
8.40am	Lesson 1	45 mins
9.25am	Lesson 2	45 mins
10.10am	Lesson 3	40 mins
10.50am	FIRST BREAK	40 mins
11.35am	Lesson 4	45 mins
12.20pm	Lesson 5	45 mins
1.05pm	SECOND BREAK	30 mins
1.35pm	Lesson 6	40 mins
2.15pm	Lesson 7	45 mins
2.55pm	Pastoral Care	5 mins

Assemblies are rostered on throughout each term and will be advised at the beginning of each Term. Worship is held on a Friday morning at 8:45am, parents are welcome to attend.

Secondary School

All students are provided with a timetable of their classes. This is run on a weekly schedule and incorporates House Group, Sport & Activities, Assembly, Worship, and House meetings. Students will have a copy of their timetable displayed on the SEQTA landing page but should also attach a copy to their locker and have a copy at home. Should a student misplace their timetable, another copy can be collected from the Secondary School Office or via SEQTA. Please refer to the following for daily lesson times:

Time	Lesson		Monday	Tuesday	Wednesday	Thursday	Friday
8.25am	L1 → L2	80 mins					
9.45am	L3	45 mins	Worship Years 7-9				
10.30am		25 mins	Recess				
10.55am		10 mins	House Group				
11.05am	L4	45 mins	Worship Years 10-12		Assembly/House Rotation		
11.50am	L5	40 mins					
12.30pm	L6	40 mins					
1.10pm		40 mins	Lunch				
1.50pm	L7 + L8	80 mins					Years 7 - 9 Sport & Activities

Worship

The Worship program across the College is incorporated in all areas of the curriculum. Primary School students meet for Worship in the Worship Centre once a week. Secondary School House Groups commence each day with a small reflection. Christian Studies and Religious and Values Education further enhances personal and faith development of students.

Each term, a P-12 Worship is held in the A. J. Jericho Stadium. The dates of these are communicated via the College Calendar on the College App.

Innovation @ Immanuel

Devices

All students in the Secondary School will have a device or devices to support their learning. Students in Years 4 to 6 will have an iPad. The devices are issued in Years 4, 7 & 10 on a three-year rental program. The mobile device levy is included as part of the College fees.

Can devices be charged at school?

Only by exception. All devices are required to be capable of retaining battery charge for the school day. Students are expected to have their device fully charged at the start of the day and to use the device responsibly so that charge is available whenever the device is required for learning throughout the day.

Who is responsible for the device?

Students are responsible for their device at all times. The device is supplied in a protective carry cover, which must remain on the device at all times. For Secondary School students an optional additional protective laptop bag can be purchased as required.

Students should notify Technology Services immediately if any damage or warranty issues arise. Families will be required to pay an excess in the event of a warranty claim. Information regarding claims can be found within the College Acceptable Use Guidelines.

Mobile Devices Guidelines

The use of mobile devices (such as laptops, tablets, iPads, etc.) are designed to enhance and enrich teaching and learning. Students are only permitted to use devices in class when instructed to do so by a teacher and devices may only be used in an educational context and not for any other purpose. Listening to background music while working on class tasks is not permitted. Students are also not permitted to film or photograph teachers or other students without permission or upload images taken at school or at school functions to social media sites such as Facebook, Instagram etc.

At recess and lunch, students are encouraged to interact and communicate directly to develop healthy social relationships and so the use of devices is not permitted at these times.

Devices must not be used to communicate or pass on offensive or hurtful material.

Specific Guidelines for mobile phones (including smartwatches):

Should a student bring a mobile phone to school, it must not be carried by the student, accessed or used during school hours unless directed to do so by a teacher. Instead, it should be stored securely in the student's locker. **Mobile phones are not permitted for the purchase of food from Cafe on the Green.** Instead, a Flexischool account or physical debit card is required.

Parents are requested not to contact their child on their mobile phone during school time. Messages should be directed through the appropriate Sub School Office or Student Services.

Students are not permitted to 'hotspot' their laptop or iPad to their phone's mobile network (e.g. 5G).

Student Mobile Phone Additional Guidelines

Should a student choose to carry, access or use their phone during school hours without authorisation, the following consequences will take place:

1. **First Confiscation:** The teacher confiscating the phone will leave it in the Sub School Office for the student to collect at the end of the day. The teacher confiscating the phone is to record the incident on SEQTA, notifying the House Leader via the SEQTA entry.
2. **Second Confiscation:** The teacher confiscating the phone will leave it in the Sub School Office for the student to collect at the end of the day. The teacher confiscating the phone is to record the incident on SEQTA, notifying the House Leader via the SEQTA entry. Contact home will be made by House Leader to advise of the second offence, and the need for parents to collect the phone from the Sub School Office should a third offence occur.
- **Third Confiscation:** The teacher confiscating the phone will leave it in the Sub School Office for the parent to collect. The teacher confiscating the phone is to record the incident on SEQTA, notifying the House Leader via the SEQTA entry. Contact home will be made by the House Leader to advise of the need for parents to collect the phone from the House Leaders' Office. At this stage, a consequence for the behaviour will also be given.

Acceptable Use of Network and Computing Devices

The Acceptable Use of Network and Computing Devices agreement specifies the rules for using devices at the College. This agreement is displayed when a device attempts to connect to the College network. All users must agree to abide by its rules before proceeding to log in. The wording of the agreement is:

Use of Immanuel computing and network facilities should be legal, appropriate, responsible and kind (LARK), reflecting Christian spirit, values and community standards. Using digital devices at school and connecting to the College network is a privilege which will continue while the user displays the qualities of good digital citizenship.

Network users will:

- keep their personal information (e.g. phone numbers, address, passwords) and that of others private.
- show respect for themselves and others when using technology including social media.
- give acknowledgement to others for their ideas and work.
- report inappropriate use of technology immediately.

The College recognises each user's right to privacy and the right to use network services as freely as possible. However, monitoring and logging of network usage may occur to ensure that the integrity of the network is maintained.

Network users may not:

- allow the use of computing devices to interfere in any way with their school responsibilities.
- access or transmit any content that would be considered offensive in the judgment of the Principal or delegates because of pornographic, racist, violent, abusive, illegal, illicit or other content.
- attempt to undermine, hack or bypass any hardware or software security mechanisms on the Immanuel network or any other network.
- use network facilities or mobile devices inappropriately (e.g. playing games, knowingly passing on malicious content e.g. spam, viruses or worms).
- use network facilities for commercial, advertising, or political purposes.
- cyberbully by using obscene, harassing or abusive language or by passing on such content.
- use social media unless under the direction of a teacher for educational purposes only.
- download or use software, games, music, graphics, videos or other materials in violation of copyright laws.
- use another person's data without permission. This includes reading their email or private communications without permission or transmitting private information given in confidence. This also includes photographing or videoing any person without the specific permission of that person and a teacher.

Bag Racks and Lockers

Primary School Bag Racks/Lockers

All classrooms in the Primary School are fitted with bag racks or lockers. These are located outside the classroom and are used for storing student bags throughout the course of the day. When using a locker, all students are required to purchase the College approved padlock and use this device on their locker at all times. Students are to place their bags on the bag racks or in their lockers in the morning and may access them at morning tea and lunch. Should students need to bring valuable items to school, such as mobile phones or large sums of money, it is recommended that these be handed to the classroom teacher or Primary School Office for collection at the end of the school day.

Secondary School Lockers

Students in the Secondary School are required to provide their own lock (as indicated on the stationery list) for their allocated locker. A spare key or record of the combination is to be given to their House Mentor. The locker must be kept locked at all times. Students must keep the combination of their lock private. All books, stationery and bags are to be stored in the designated locker. Students are not permitted to visit lockers between lessons. They are permitted to visit their lockers before school, during break times and after school. The College cannot be held responsible for loss of property through student carelessness. Larger items that do not fit into the locker can be taken to the Secondary School Office. Musical instruments can be stored in room KM7.

Security

Students should refrain from bringing large amounts of money or valuables to school. Other valuables can be left at Main Administration or Sub-School offices. Students in the Secondary School should always keep their books, uniforms, sports uniforms and other personal items in locked lockers.

Book Club (ELC-Year 7)

In Terms One, Two and Four, students in Prep and Years 1 to 7 may select books from brochures sent to the College by the Scholastic Book Club. The ordering of books is voluntary and is operated under the guidance of Innovation Hub staff. During the week of Grandparents' Day the Scholastic Book Fair is held in the Innovation Hub. Purchases made by students and families attract a commission, resulting in free books for the College Innovation Hub.

Business Office and Fee Payment Schedule

The Business Office is located in the Administration Building and is open between the hours of 8.00am and 4.00pm. All required payments to the College (e.g. term fees, camps, functions, sporting levies etc.) are to be made through the Business Office (with the exception of private music tuition) or online through our secure payment portal on the College website (under MYIMMANUEL/MAKE A PAYMENT)

The Business Office can be contacted on T: 5477 3435.

Fee Schedule

Tuition fees and levies are set annually, based on budgetary requirements. They must be paid in advance of each semester. A student will not be permitted to commence a new school term unless the school fees have been paid in full or parental contact made with the Business Manager. An early payment discount is also available if the full year's fees are paid by 4.00pm of the first Friday of the school year. Fees may also be paid on a fortnightly or weekly basis via the College Direct Debit Payment Plan. There is no additional cost to use this option for payment. Fees paid under this arrangement must be paid in full by the due date as noted on the College Fee Schedule. Forms to arrange this are available via the Business Office by E: business@immanuel.qld.edu.au or T: 5477 3435.

Student Withdrawal

Parents are required to provide ten weeks' notice in writing to the College's Enrolment Registrar of their intention to withdraw their child/ren. If such notice is not given, a term's fees will be charged. This procedure allows the College to make an offer to students on waiting lists, enabling them to take up a position upon vacancy. Specific dates for withdrawal notification are published during the year via normal College communication channels.

College Dog

Lucy, a Labrador retriever, has had a career change from Guide Dogs Queensland and has joined the classrooms of Immanuel



Lutheran College. Lucy provides companionship and emotional support to the entire school community. As a Therapy Dog, she provides support for those with emotional and behavioural conditions, illnesses or other wellbeing needs.

College Shop

The College Shop is run by Commercial Operations, a division of Immanuel's Business Office. It operates as a retail outlet on a cash/EFTPOS basis. The shop caters for all uniform and stationery needs. Hours of operation are:

Monday	7:30am -11:30am
Tuesday	7:30am - 4pm
Wednesday	7:30am - 11:30am
Thursday	7:30am – 4pm
Friday	7:30am – 11:30am

Uniform requirements and price list can be found on the College website under College Shop along with a link to order uniforms online through Flexischools. All online orders will be delivered to students via their Class or House Group.

Heads of Department select stationery that is required for each year level. Secondary students are provided with a list of all stationery requirements towards the end of Term Four for the following year. Stationery lists are available at the College Shop and on the College website under College Shop.

Dogs on Campus

The College appreciates the important role that domestic pets have in the family unit however, our campus is a busy place during school hours and as such can be overwhelming for some animals. Therefore, domestic pets (including dogs) are not permitted on campus. Certified assistance dogs and dogs undergoing assistance training are permitted, however, are expected to be on a leash while on campus.

Ken Thamm Centre (KTC) / Innovation Hub

The Ken Thamm Centre (KTC) is a Prep to Year 12 Innovation Hub comprising a lecture theatre, a variety of class areas, sound-proof studios, individual study areas and a reading lounge.

More than 70,000 learning resources (books/eBooks and print materials, access to electronic resources, a podcasting studio, television studio, virtual reality headsets, drones, 3D printing and games) can be accessed through the Innovation Hub. As the Ken Thamm Centre is a multi-user facility, different areas have been set-aside for specific purposes. Students using these areas are expected to:

- maintain them in a neat and tidy fashion (remove litter, push chairs under tables, no food or drink permitted).
- maintain acceptable classroom behaviour (safe, courteous, respectful, on-task).
- consider appropriate noise/talking levels so as not to disturb other users.

Smaller rooms are available for quiet, small-group discussions and audio/video editing. They may be booked through the Service Desk.

All Innovation Hub users are guaranteed equitable access to the College's learning resources. There are no limits placed on the number of items students may borrow provided this does not restrict access by others to required resources. Loan periods vary according to the material type – short term loans for high use items (3 days), general print items (14 days), magazines/periodicals (7 days). Students are notified by email if they have overdue items. Borrowing privileges may be suspended until the items are returned or renewed.

Should an item be lost or damaged, Innovation Hub staff should be notified immediately. Please speak with staff at the Innovation Hub Service Desk if you have any queries.

Students may also search for items, renew items and reserve items electronically via the library catalogue *Infiniti* available on the Library website, accessed through SEQTA Learn.

Outside School Hours Care (OSHC)

Outside School Hours Care operates each morning and afternoon during the school week for Primary School students. A full time Vacation Care Program operates during gazetted school holidays and on student free days. Students attending these programs must be enrolled prior to the commencement of each school term. Further information can be obtained by phoning the OSHC Office T: 5477 3418 or E: oshc@immanuel.qld.edu.au.

Parents and Friends Community

Parents and Friends Community (P&F) meetings are advertised in the newsletter and on the College website. These meetings provide a forum to communicate details of events and development of the College and the P&F Community. The P&F meets on a monthly basis. All parents are welcome to attend.

Throughout the year, the P&F hosts several social functions for the enjoyment of parents. This is an ideal opportunity for parents to connect with staff and other parents of the College. Funds for the College are also raised via the P&F through the Parent events and Fruehlingsfest. This money is used to purchase and/or improve College facilities and to support various College projects.

Parent Parking and Student Collection Procedures

Set-Down Zones

Set-down and pick-up zones for delivering and collecting students to and from the College are located outside the Worship Centre, adjacent to the Bus Turnaround area, and adjacent to the roundabout at the Rim Road entrance. To maximise the flow of traffic at these particularly busy times, parents are asked to strictly adhere to the following guidelines:

- only access designated set-down zones and no other service roads,
- ensure that students are ready to board/depart quickly and clear the set-down zone,
- do not park in the set-down zones, and
- do not use the Main Administration car park as a set-down/pick-up zone, as this area is reserved for parents with children in the Immanuel Early Learning Centre.

Please refer to the arrivals and departures from the college section for specific times for pick up and drop off.

Parent Parking

Parking spaces for parents are located outside the Worship Centre, Aquatic Centre and Rim Road entrance.

All vehicles on the college grounds park at their own risk. The college is not liable for any damage caused while vehicles are on the college grounds.

Disabled Parking Spaces

Disabled parking spaces serve an obvious role and provide an important service for those who require them. In most cases, vehicles will display an approved disabled parking permit, but from time to time we also have families who require access to these spaces due to short term mobility issues. In such situations, approval to access these spaces must be sought from the Principal. Please regard the needs of all parents and visitors with genuine mobility difficulties.

Sporting Facilities

The College philosophy places an emphasis on the development of the whole person including physical development. An indoor sports stadium, multi-purpose courts, playing fields, swimming pool and a well-equipped gym/weights room complement the Health and Physical Education program.

Student Services/First Aid

Student Services is located in the Myrtle building. It is a facility where students must sign in if they are late to school, or sign out if they need to leave the campus early. In such cases, notification by the parent/guardian of the student will be required for Secondary School students. Primary School students are to be signed in/out by a parent/guardian.

Should a student feel unwell during the course of the day they are to report to their classroom teacher who will organise for them to be escorted to Student Services. Parents will always be contacted should a student be injured or unwell. In cases where a student requires more than routine medical attention in the course of the school day, or in connection with other activities arranged by the College, it is normal practice to notify parents as promptly and practically as possible.

Students are not to phone parents regarding medical problems. This is arranged through Student Services.

Parents are asked to complete a medical form upon their child's enrolment, which provides the College with medical information about their child and confirms authorisation to seek medical assistance in certain emergency situations when medical treatment may be required before a parent can be informed. It is essential that the College has accurate and up-to-date medical information on all students. It is the responsibility of all parents to notify the College when medical conditions change. Parents are able to make these changes via SEQTA Engage and are expected to update at the beginning of each year.

Student Counselling

Both Primary and Secondary students at Immanuel can access counselling services if required. The College Counsellors can be accessed from Student Services, which is located in the Myrtle building.

Study Assistance (Secondary School)

All students in Years 7 to 12 have access to extra study assistance during special sessions scheduled in the LED, Learning Enhancement Department. These sessions are advertised to students via the daily notices. During this time, students can bring with them any homework or assignment work with which they require assistance and are also able to access work online with the help of staff. Study assistance is a voluntary service and all students who participate are expected to do so with focus and appropriate behaviour.

Subject focused workshops are offered throughout the year and will be communicated via SEQTA, student notices and the College App. **Café on the Green**

Chartwells operates the Café on the Green to cater for the entire community which provides a wide range of healthy meals and snack foods. Secondary students can purchase items through Flexischools, or over the counter via EFTPOS.

All orders in the Primary School are to be made through Flexischools <https://www.flexischools.com.au> or via the link on the College App.

Volunteers

Parents are welcome to register their interest in becoming a volunteer at Immanuel. As a volunteer you are provided with an opportunity to network, establish new friendships and become more involved with your child's school. Any time or skills volunteered will be most appreciated. Some volunteering areas include class assistance, Support-A-Reader, Fruehlingsfest, Innovation Hub support, sports coaching, parent representatives and the Parents and Friends Community. For more information, please contact Louise Ford via E: fordl@immanuel.qld.edu.au.

Outdoor Education Program

In Years 3 to 12, Year level camps are part of the total education program and are considered an extension of the classroom curriculum. All students are expected to participate in these compulsory activities with an emphasis placed on personal responsibility and attitude. Teachers thoughtfully plan each camp to ensure that the outing will enhance the learning program of the children. Camps are enriching experiences for the students in an environment outside the College campus. Our outdoor education program ensures that students are able to participate in a variety of activities in different environments. Each Year level participates in a different outdoor experience that promotes independence, inter-dependence and social development.

Years 3-5

Students in Years 3 to 5 participate in outdoor education experiences which include Luther Heights Youth Camp, Mt Binga and Currimundi Recreational Camp.

Year 6 Canberra Trip

Year 6 students enjoy a five-day experience in our nation's capital exploring numerous locations including Parliament House. This experience has students participate in a range of educational programs aimed at increasing their understanding of Australian History, democracy, art, science and the environment. This is a very exciting and memorable experience for the cohort, rich in educational opportunities.

Mt Binga Year 7 Camp

The Year 7 Camp aims to build and foster relationships between students and teachers, to develop responsibility, accountability, belonging and care among the cohort, and to welcome and assimilate new students into Year 7. Held over five days and four nights, students can look forward to spending some special time together outside of the usual routines of the school day.

Year 8 Camp

Year 8 students embark on a five-day camp to Lennox Heads. This Outdoor Education experience is made up of adventure activities suitable for students of this age. The skills learnt during this are part of the preparation for future camps.

Year 9 Camp

The Year 9 Camp is a five-day activity program that aims to provide a distinct outdoor educational experience for students and focuses on developing personal self-esteem and understanding, interpersonal relationships, critical thinking skills and physical challenge. It is designed to be a forerunner for Mt Binga in Year 10.

Activities often include bush walking, canoeing, high rope elements, mountain biking, bush skills and orienteering, and operate under the Challenge by Choice philosophy (this applies to both students and teachers!).

Year 10 Camp – Mt Binga

All students in Year 10 participate in a month-long camp at our Mt Binga Outdoor Education Centre. Located on the beautiful Blackbutt Range, the Mt Binga program is designed to encourage personal and spiritual growth.

By experiencing a lifestyle reliant on community effort, individual strengths and gifts are brought to the forefront, allowing each student to build confidence and self-esteem. Such an opportunity also enables the development of new life skills. At Mt Binga, the fabric of learning is real. Through hikes, camp outs, high adventure activities, farm life and meal preparation, students are given responsibility to be part of an authentic community and learn along the way. Our goal is to grow the whole person in order to equip them for life. At the core of our purpose, we attempt to develop students emotionally, socially and spiritually.

Mt Binga gives students an opportunity to participate in activities they may never otherwise have had the chance to do, or do again. They are also encouraged to take on board Mt Binga's values:

- Challenge Ourselves
- Collaborate
- Have Gratitude
- Engage in Community
- Persevere
- Respect Our Environment
- Show Initiative
- Take Responsibility

It is College policy that all Year 10 students participate in the Mt Binga Program. This takes place early in the school year and families are asked to plan around this period. Attendance is compulsory and is regarded as part of the school curriculum and forms part of the compulsory phase of schooling.

Year 11 Camp

As a part of their leadership development program, Year 11 students are involved in activities on or off campus. Such activities are utilised to develop the skills necessary for students to lead the younger members of the College during their senior year.

The four-day Year 11 Camp early in Term Four is always a true highlight for the cohort. Based on Moreton Island, the camp aims to facilitate and encourage positive student leadership and involves key exercises in problem-solving, individual challenge and group coordination.



Communication

Email

Many parents find it convenient to contact staff via email. While email will never replace verbal conversation, it is a direct method of communication with staff that is quick and easy to access after-hours. Please note that staff will endeavour to respond to emails within 48 hours (2 working days).

To email your child's teacher/s, please access their email address via SEQTA Engage. Parents are also asked to contact the College with details of any changes to their contact details. This can be done via SEQTA Engage.

College App

The Immanuel Lutheran College App is designed to allow parents access to important information about events and daily activities at the College. It is updated daily to ensure that all in the College community are able to keep their 'finger on the pulse'. To download the Immanuel App, please visit your App store on Apple or Android devices and search for Immanuel Lutheran College. Parents can also access SEQTA Engage from the Parent Portal within the App. Parents can edit the notifications setting to ensure they receive communication relevant to their child/ren.

Social Media

The College maintains social media pages on Facebook and Instagram which is updated regularly celebrating the daily life of our students and community including events and activities, sporting news, student achievements and community news.

Information Evenings

Information evenings throughout the year are held in accordance with the needs and goals of each particular year level. Generally, they are presented as follows:

Primary School

Frequent, open, friendly and positive communication is essential in developing relationships with parents. To encourage these positive relationships and keep the channels of communication open between home and school, Primary School teachers participate in the following:

Open Classroom Day

This is held on a student-free Orientation/Collection Day in January before the school year commences. Parents may choose to visit the classroom to meet and talk with their child's new teacher for the year.

Parent Information Evening

This is held within the first two weeks of the school year and enables teachers to explain classroom routines and for parents to ask questions. Regular communication is encouraged between home and school.

Secondary School

Term One:	Parent Information Evenings for each House
Term Three:	Year 10 into Year 11 Subject Selection Evening
	Year 7, Slice of Seven for New Students and Parent Information Evening
Term Four:	Year 9 Mt Binga Information Evening

In addition, special parent workshops are conducted during Terms 1-3. Guest speakers present talks on various topics relevant to adolescent development and parenting. Examples include internet safety, health and wellbeing, developing resilience, adolescent neurology etc. These are always advertised via the newsletter and social media.

Website

The College Website can be located at: www.immanuel.qld.edu.au.

Student Leadership

College Student Leadership Structure

Student leaders are called upon for the wellbeing of students, to promote goodwill and harmony and to represent the College at internal and external events and functions. The student leadership structure at Immanuel is as follows:

Primary School: Two Primary School Captains
Two Primary School Vice-Captains in the areas of Cultural, Social Justice and Environmental
Two House Captains per house per semester
Two Pastoral Captains per semester
Two Technology Captains per semester

Secondary School: Two College Captains
Two College Vice-Captains in the areas of Cultural, Social Justice and Sport
Two House Captains per house

During Term Three, Year 11 students are asked to nominate for leadership positions. Appointments to these positions are based on written application, in-person interview, public address at an Assembly or House Meeting, and a student and staff ballot system. The final decision is made by the selection panel based on students' performance from each element. Recommendations are then made to the College Principal for final approval.

Student Representative Council

The Student Representative Council (SRC) in the Secondary School is comprised of two representatives from each Year level on a semester basis, in addition to the student leadership team. Coordinated by the Director of Student Engagement (7-12), the SRC concentrates its activities in three main areas: Community Service, School Improvement and Student Social Initiatives (both within the College and the wider community). At Year Level Meetings, students are encouraged to raise any issues or ideas that they would like to see included for discussion on the SRC agenda. These are then relayed to the SRC via the House Group/Year Level Student Council Representatives.

The Student Representative Council in the Primary School is comprised of one representative from each class per semester in Years 3 to 6, in addition to the Primary School Captains and Vice-Captains.



Primary School Celebrations

Primary School Celebration of Learning/Academic Awards Assembly

All students in the Primary School from Years 3 to 6 participate in the Primary School Celebration of Learning evening in late November. Awards are presented for Academic Excellence and Academic Growth for Year 5 and 6 students at an Academic Awards Assembly on the same day.

Year 6 Graduation

As a way of marking the transition from Primary to Secondary School, Year 6 students take part in the Year 6 graduation ceremony during the final week of school. This event acknowledges the accomplishments of Year 6 students prior to the commencement of their Secondary School education.

Secondary School Awards and Ceremonies

Academic Awards Assembly

The new academic year commences with a celebration of learning. It is at this point that ATAR results and Term Four outcomes are available. Senior subject awards and Dux of the College are presented to graduates from the previous year. In addition, Academic Excellence, Academic Achievement and Academic Growth awards are presented to eligible students. The Dux of the College is also invited to address the Secondary School.

Secondary School Awards Evening

The College's Secondary School Awards Evening is an opportunity to recognise and acclaim major achievements over the course of the school year. Service, Cultural, Sporting and major College awards are presented and graduates are formally farewelled. The evening is a compulsory event for all students in Years 7 to 12. Formal school uniform is required, including ties and blazers. Parents and other family members are strongly encouraged to take part in this very special event. It is usually held on a mid-week evening in the middle of November.

Academic Awards

Award	Criteria	Selection Committee	Presentation
Academic Awards	College Dux (awarded in the year following graduation.)		Academic Awards Assembly
	Years 11 to 12 <ul style="list-style-type: none">Academic Gold: An average of 85% or better across five best General subjectsAcademic Blue: An average of 80.0-84.9% across five best General subjects Years 7 to 10 <ul style="list-style-type: none">Academic Gold: A GPA of 13.0 or above in all Australian Curriculum subjects and No grade lower than C-.Academic Blue: A GPA of 12.0 or above in all Australian Curriculum subjects and No grade lower than C-.	Head and Deputy Head of Secondary School	Academic Awards Assembly
Subject Awards Year 12	Presented to the highest achieving student in the subject at the end of Unit 2 or Unit 4.	Head and Deputy Head of Secondary School	Academic Awards Assembly

Major Excellence Awards

The following Major Excellence Awards are presented to recipients annually at the annual Secondary Awards and Graduation Evening for students in Years 7 to 12.

Award	Criteria
Cultural Excellence Medal	Awarded to one boy and one girl from junior secondary (Years 7-9) and one boy and one girl from senior secondary (Years 10-12) who demonstrate the most outstanding level of achievement in a cultural area e.g. cocurricular music, cocurricular dance, cocurricular drama, debating, mootng, art submission, FTV production.
Social Justice Excellence Medal	Awarded to one boy and one girl from junior secondary (Years 7-9) and one boy and one girl from senior secondary (Years 10-12) who demonstrate the most outstanding dedication and leadership to a social justice cause e.g. Interact, Eco Club, service-learning involvement, refugee program, fundraising efforts etc.
Sports Excellence Medal	Awarded to one boy and one girl from junior secondary (Years 7-9) and one boy and one girl from senior secondary (Years 10-12) who demonstrate the most outstanding success in the school-sports program. This is determined by a points system according to the level of representation.
Wright Family Award	Awarded to a student who has exhibited outstanding contribution to the College and supported the Year 7 focus of building community through their interactions and commitment to College events.
P&F Award	Awarded to a Year 8 student who displays qualities that include a commitment to others, importance of relationships and whose interactions reflect the values of Immanuel, both within and beyond the cohort.
Immanuel Foundation Award	Awarded to a Year 9 student who embraced the ethos of the Rite Journey and demonstrated a commitment to character growth and honoured the Secondary School values of responsibility, respect, relationships, and service.
Vic Walker Award	Awarded to a student who adopted the focus for Year 10, which was to become increasingly independent after Mt Binga and develop their level of responsibility over the course of the year, as demonstrated in College initiatives.
Annabel Garriock Prize	In 2009, the College Community was deeply saddened by the loss of Year 11 student Annabel Garriock, who lost a lifelong battle with Cystic Fibrosis. As a living tribute, the Annabel Garriock Prize is presented to a Year 11 student who personifies Annabel's most endearing qualities – perseverance, integrity, tenacity and a deep concern for others.
VET Achievement Award	Awarded to the student considered to be most successful in a vocational pathway.
Emily Orchard STEM Achievement Award	Awarded to a student who shows passion, engagement, and improvement in the fields of science, technology, engineering and mathematics. The award recipient made an outstanding and innovative contribution to STEM education.
Lumen Christi Award	The Lumen Christi Award, first presented in 2003, is awarded to the person(s) who, in his/her contributions to the life of the College, epitomises our motto "Walk as Children of the Light". The recipient not only witness his/her allegiance to Christ and the Gospel, but also exhibits his/her faith, core values and sense of Christian service on a daily basis.
Zara Kinloch Award	This award is presented to a Year 12 student. The recipient will have demonstrated an outstanding level of care and concern for all students which is in keeping with the College's Core Values and Mission Statement.
Principal's Trophy	This award is presented to the student who embodies the Mission and Values of the College and best represents the spirit of Immanuel.
Spirit of Mt Binga	Awarded to a student who fosters a spirit of encouragement and embraces all aspects of the Mt Binga experience with gratitude. The Award is presented at the Year 10, Term Two Blazer Ceremony.

Cocurricular Cultural Awards

The Cocurricular Cultural Awards publicly celebrate the cultural achievements of Immanuel students in their cocurricular activities.

The Mooloolaba Music Emerging Artist Award

The Mooloolaba Music Emerging Artist Award is presented annually to an Instrumental Music student who has demonstrated outstanding qualities in the areas of leadership, commitment and dedication to music at Immanuel Lutheran College. The student must have also achieved significant improvement in their chosen area of performance music. The recipient of this award is elected by the Head of the Arts and the Cocurricular Music Coordinator and presented at the Twilight Concert.

Spirit of Ensemble Awards

A *Spirit of Ensemble Award* will be given to one student from each registered Cocurricular ensemble/troupe/club/team. The ensemble/troupe must hold regular rehearsals for its members to qualify for this award.

As some ensembles/troupes/clubs include Primary School age students, the *Spirit of Ensemble Award* could be awarded to a Primary School student.

Year 10 Blazer Ceremony

Perhaps the most significant assembly of the school year is the Year 10 Blazer Ceremony. Once Year 10 students complete their time at Mt Binga, they are recognised as Senior Students of the College and presented with their blazer in front of the entire Secondary School. Mt Binga staff travel to be part of the celebrations and parents are invited to attend this special event.

In addition, the Spirit of Mt Binga Award is presented to one student from each group that attends Mt Binga. The criteria for this award can be found in the Awards section of this Handbook.

Student Leadership Assembly

At the end of Term Three and before the senior exam period, the Student Leaders for the following year are announced to the entire Secondary School community. Parents of the successful candidates are invited to attend. Once announced, the College Captains offer an acceptance address to students, staff, their parents, and the broader community.

Year 11 May Dinner

The May Dinner is a social event for staff and students. Prior to the evening, a theme is chosen for the night and students take delight dressing up in costume. Year 11 House Mentors, along with the Head of Secondary School, supervise this event.

Year 12 Formal

The Year 12 Formal is a major highlight for students to share an evening of dining and dancing with their friends. For most students, this is their first opportunity to partake in a formal social experience. The glitz and glamour of the evening is something to look forward to and is coordinated by a staff and student committee.

Year 12 Valedictory Service

Valedictory Day is the final day of schooling for Year 12 students. On the morning of Valedictory Day, a special service is held for Year 12 students as an opportunity for the College community to wish them well as they embark on a new chapter in their lives. Led by the College Chaplain, this is a time of reflection not only for seniors, but also for parents and staff who have walked this journey with them. To conclude their final day at the college, graduating students undertake a Walk of Faith through the grounds of the College, where they are cheered by students and staff from the ELC, and Prep to Year 11.

Major College Events and Functions

ANZAC Day - College Service and Buderim Memorial Service and March

Each year the Secondary and Primary Schools hold special ANZAC Day Services, which parents and relatives are welcome to attend. We value this time as an opportunity to inform students of the enormous sacrifices made, both literally and figuratively, to maintain a culture of freedom within our nation. As the ranks of veterans continue to decline, the legacy of true remembrance must fall to our younger generations. On ANZAC Day itself, 25 April, the College is also represented at the Buderim Memorial Service and March. Year 12 student leaders are expected to attend and involvement from all students is strongly encouraged. Performance groups also play a large role in providing music for the march. Formal school uniform is required, including hats, blazers, ties and polished shoes.

Fruehlingsfest

Fruehlingsfest, which is German for spring festival, is held annually on the College grounds.. Conducted by the Parents and Friends Community, with the support and cooperation of students and staff, Fruehlingsfest is an event that depicts the spirit and generosity of the College community. As a major fundraising event, the fun of the fair includes a vast array of international food stalls, musical presentations, rides, sideshow alley, homemade cakes and sweets competitions and a variety of individual Year Level and House Group stalls. All students are involved in preparations for Fruehlingsfest and are allocated an area to organise and/or run on behalf of their Year level in Primary School and their House Group in Secondary School.

Grandparents' Day

Grandparents' Day is a very special and important event on the College Calendar. Held in Term Two, it provides grandparents with an insight into the education of their grandchildren and helps forge a better understanding of what happens in the everyday life of today's child. It is also a proud day for grandchildren to 'show off' their school, classrooms and achievements. Throughout the day, grandparents join together to share a morning tea and lunch during a special program of classroom visits, student presentations and a concert.

Artists on the Horizon Youth Arts Showcase

The Artists on the Horizon Youth Art Showcase is run in conjunction with Fruehlingsfest. The showcase is a memorable and inspiring experience for both participants and attendees, fostering a sense of pride and encouragement for the artistic endeavors of students from Immanuel and other schools around the Sunshine Coast region. This is a wonderful opportunity to celebrate the artistic achievements of Immanuel students and their peers.

Interhouse Sporting Events

Interhouse Athletics Carnivals

Primary School

The Primary School Interhouse Athletics Carnival is open to all students in Years 3 to 6. All events for the carnival are held at the University of the Sunshine Coast Athletics Track. Students compete for their House, earn points and ribbons for their efforts, and strive to qualify for the College's Primary School Athletics Team (which competes at the Independent Schools District Athletics Carnival and the Primary Inter-Lutheran Carnival in Term Three each year). Students are to wear their House uniforms and come prepared for an all-day event with their food, drinks, hats and sunscreen. Spectators are encouraged to attend.

The Prep to Year 2 Fun Athletics Carnival is also held annually in the latter part of Term Two. The focus and philosophy of this carnival is fun and participation for all. Events include sprints, high jump (with a rubber bar for the youngest), long jump and lead-up events to discus (hoop throwing) and javelin (sock toss), as well as baton relays and small hurdles. As per the Years 3 to 6 Athletics Carnival, this is an outdoor event which requires hats, sunscreen and water bottles for each student.

Secondary School

The Secondary School Interhouse Athletics Carnival usually takes place early in Term Three. All students are encouraged to nominate for events to secure valuable House points for their team. Results from this carnival will determine those students who are eligible for regional representation. The Secondary Athletics Carnival will take place at the Athletics Track at USC. Students are permitted to wear their House uniform to and from school on this day. As with all outdoor activities, hats, sunscreen and plenty of water are required, as is a healthy lunchbox. Parents are welcome to attend in support.

Interhouse Swimming Carnivals

Interhouse swimming carnivals take place early in Term One (Secondary School) and Term Four (Primary School). All students are encouraged to nominate for an event as valuable House points are awarded for all entries. Results from this carnival will determine those students who are eligible for regional representation. On this day, students travel to and from the venue by bus as a cohort and are expected to wear their House uniform. Sunscreen and hats are compulsory items, and it is strongly advised that students take with them a healthy lunch box and plenty of water. As with all interhouse competitions, parents are welcome to attend.

Interhouse Cross Country Carnivals

Interhouse cross country carnivals take place early in Term Two. All students are expected to complete the course in support of their House and are to wear their House uniform for the event. This event welcomes the support of parents.

Please note that carnivals are compulsory school days. Participation is expected from students but so too is the support of peers and the contribution to House and College spirit. Student attendance is monitored and not attending compulsory College events is likely to affect eligibility for end-of-year awards, participating in special events and privileges, and future student leadership applications. Parents are also asked to refrain from collecting students early from carnivals without prior approval from the Head of Sub-School.

P-12 Worship

Years 1 to 12 opening worship is held at the commencement of each school year. During this time Primary and Secondary Schools come together in worship for College Captains, College Vice-Captains, House Captains and Primary School Leaders as they are officially installed into their positions of leadership, along with all new staff. This event takes place in the A. J. Jericho Stadium and families are very welcome to attend.

Twilight Concert

Held in Term Four, the Twilight Concert is an ideal opportunity for families to relax as musical performance groups present an evening of outstanding entertainment.