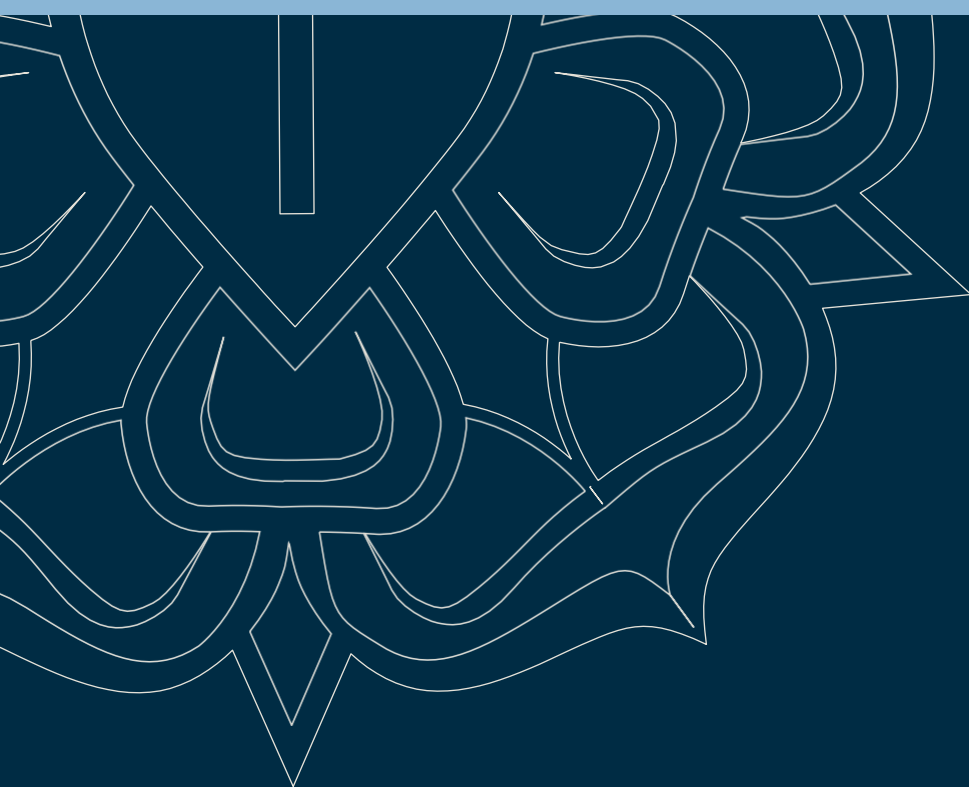




GEELONG
LUTHERAN
COLLEGE

PARENT HANDBOOK 2022



ST JOHN'S NEWTOWN CAMPUS

33 Aberdeen Street
Newtown VIC 3220
Office Hours: 8 am–4 pm
Phone: 5221 5221
Absentee Line: 0418 712 263 (SMS only)
Absentee Email: stjohns@glc.vic.edu.au
Email: stjohns@glc.vic.edu.au

ARMSTRONG CREEK CAMPUS

2 - 38 Burvilles Road
Armstrong Creek VIC 3217
Office Hours 8 am – 4 pm
Phone: 5264 1038
Absentee Line: 0419 592 888 (SMS only)
Absentee Email: absences@glc.vic.edu.au
Email: armstrongcreek@glc.vic.edu.au

GEELONG LUTHERAN COLLEGE ST JOHN'S NEWTOWN AND ARMSTRONG CREEK

Staff email addresses

All staff can be contacted using this email format: firstname.surname@glc.vic.edu.au

Where possible staff will respond within one working day

*The information contained in this Handbook is correct at the time of publication (January, 2022).
The latest Handbook is available on the Geelong Lutheran College website, along with key policies.*

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Please note that when the word ‘parent’ is used that this refers to parents, guardians and caregivers.

COLLEGE ETHOS AND VALUES

OUR VISION

To be a leading, innovative, Christ-centred learning community that inspires students to be caring, confident and creative citizens.

OUR MISSION

Geelong Lutheran College shares the mission of all Lutheran schools and aims to encourage and support students, informed and sustained by the word of God, to develop their God-given talents so that they may shape and enrich their world.

OUR CREST – The Luther Rose

Black cross – Jesus died for our sins

The red heart – The blessings of Jesus' death are ours through faith

White rose – Our faith is beautiful and pure, giving us joy, comfort and peace

Sky blue field – Our joy in Jesus is the beginning of heavenly things

Golden ring – Our salvation is never ending and more precious than anything else



GEELONG
LUTHERAN
COLLEGE

OUR MOTTO

Christ is All

The College Motto, "Christ is All" is taken from Colossians 3:11. The theme is central to life itself. For to the believer, life is a living, intimate, everlasting relationship with God Himself. Christ is the only way to that life in which the believer is committed to follow the way of Christ's love in all aspects of living both on Earth and in Heaven.

OUR VALUES

Wisdom is more than knowing. It is the basis for making good decisions and giving a sense of direction. Wisdom has a scriptural basis. It is developed through knowledge and learning grounded in the Christian faith.

Honour is respect for self, one another and the community in which we live. It incorporates aspects of love, service, courage and humility.

Purpose is living with intention. It embraces our unique talents and abilities and gives us assurance, hope, mindfulness and direction as we go about our daily lives.

KEY STAFF

Head of College
Principal
Business Manager

Jill Lange-Mohr OAM
Sue Ellis
Paul Riddle

ST JOHN'S NEWTOWN

Head of Primary
Assistant Head of Primary
Kindergarten Service Leader
Pastor
Wellbeing Coordinator

Stephen Illingworth
Jeanette Pelchen
Nicole Fecchio
Pastor Milton Fritsch
Angela McLean

ARMSTRONG CREEK

Head of Primary
Assistant Head of Primary
Head of Secondary
Dean of Students Senior School Years 10-12
Dean of Students Middle School Years 7-9
Pastor
Wellbeing Coordinator
Wellbeing Coach

Vicki Schilling
Louise Porra
Sharlene Tattersall
Georgia Quirk
Ryan Beutler
Pastor David Spike
Natasha Rae
Sarah McDonald

TERM DATES AND PUBLIC HOLIDAYS 2022

Beginning of Year

Senior Executive staff return Monday 10 January

Administration staff return Thursday 13 January

Term 1

10 weeks

Monday 31 January – Thursday 7 April

Students Prep – Year 7 and Year 11 – Year 12 commence on Monday 31 January

Students Year 8 – Year 10 commence on Tuesday 1 February

Parent Teacher Student Interviews Thursday 7 April 3.45 - 7.30 pm and Friday 8 April 8.30 am - 2.30pm

Term 2

9 weeks

Wednesday 27 April – Tuesday 21 June

Student free day Curriculum Day Tuesday 26 April

Student free day Report Writing Day Friday 3 June

Term 3

10 weeks

Monday 11 July – Thursday 15 September

Student free days Curriculum Days Wednesday 6 July – Friday 8 July, Professional Learning ACLE (Australian Conference on Lutheran Education) in Melbourne

Parent Teacher Student Interviews Thursday 15 September 3.45 pm – 7.30 pm and Friday 17 September 8.30 am – 2.30 pm

Term 4

10 weeks

Monday 3 October – Tuesday 6 December

Student free day Report Writing Day Friday 18 November

Student free days: Wednesday 7 December – Friday 9 December

Last day for Executive and Administration staff Wednesday 14 December

STUDENT BEHAVIOUR AND RESTORATIVE PRACTICE

RESTORATIVE PRACTICES

Restorative Practices is an evidence based approach to relational behavioural management employed at Geelong Lutheran College. Its philosophy aims to improve behaviour by improving relationships between people.

Restorative Practices involve preventative elements such as an inclusive and positive school environment. This is developed through teaching relationship skills like problem solving and conflict resolution. It also employs responsive interventions such as conferences that bring students, teachers, and wellbeing staff together to address student harm and wrongdoing.

Rationale

The rationale behind this approach is that we all share an innate desire to relate to one another. We also accept that conflict and wrongdoing are expected as part of life within the school community. Hence, when students make a mistake that impacts others, they reflect upon their impact to others, and are supported to:

- Take responsibility and repair the harm
- Learn the expected behaviour in the situation – both socially and in the classroom
- Build healthier friendships and more effective learning through increased understanding and self-management

Application

1. All students participate in circle time sessions which build positive relationships and provide social and emotional learning.
2. Restorative Practices interventions can be undertaken in a variety of ways depending on the severity and frequency of the incident or circumstances. In all cases the intervention will include working together with the students to find a way forward.
3. Restorative Practice discussions are commonly guided by ‘affective questions’ using an agreed script which direct teachers to ask the student to describe what happened and to reflect on what harm it has done. The type of script used is different depending on the age and social maturity of the student.
4. Often the discussion will lead to a commitment from the students and an agreement about positive future behaviours. All students involved express their acceptance of the proposed solution/s and discuss what can be done to prevent a recurrence. For younger students, the solutions may be determined by a member of staff.
5. The situation is then monitored by the College and further intervention occurs if the situation does not improve.
6. In some cases, considerable work is done behind the scenes to prepare the participants including bystanders and others to ensure a positive outcome. The best outcomes occur with the partnership of students, school and families.

Three golden rules to guide restorative practice:

- Reflect
- Repair
- Reconnect

One of the greatest gifts we can give our children are skills in developing emotional intelligence to address conflict and wrongdoing; to have the ability to repair harm and move forward with greater confidence. Behaviours which are not rectified or continue to impact negatively on students and staff

will be referred to the Head of School or Principal. This may result in punitive measures such as internal or external exclusion or for repeated behaviour, termination of enrolment. In the end it is relationships that matter. Parents are strongly encouraged to read the College Enrolment Policy on our website.

CAMPS, SPORTS AND EXCURSIONS FUND (CSEF)

Parents may be eligible for a payment towards the cost of camps and excursions if:

- On the first day of Term Two (Wednesday 27 April 2022), a parent or legal guardian of a student
 - is an eligible beneficiary of one of these cards:
 - Veterans Affairs Gold Card
 - Centrelink Health Care Card
 - Pensioner Concession Card
 - OR they are a temporary foster parent
 - OR the student is 16 years or older and holds a valid concession card (such as a Youth Allowance Health Care Card)
 - AND the parent or legal guardian must submit an application by the due date.

Payments are:

- **\$125** per year for eligible primary school students
- **\$225** per year for eligible secondary school students.

Payments are made directly to the College and are tied to the student. Most payments start from March onwards.

Information regarding claims for the Camps, Sports and Excursions Fund will be available on our website and sent to parents via Operoo. Any questions should be directed to the College Accounts Office (fees@glc.vic.edu.au) or you can find information on the Victoria State Government website: www.education.vic.gov.au/about/programs/Pages/csef.aspx

CHANGES TO FAMILY DETAILS

Please update any changes **immediately** in your Operoo profile and contact the College Office. This includes address, parenting arrangements or student medical information.

CHILD SAFETY

Geelong Lutheran College is committed to being a Child Safe organisation. The College has a zero tolerance for child abuse and is committed to acting in children's best interests and in keeping them safe from harm. Geelong Lutheran College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture.

If you have any concerns that relate to a child in immediate need of protection or you have formed a belief that a child is at significant risk of harm, please follow the following steps as advised by the Department of Education.

<https://providers.dffh.vic.gov.au/making-report-child-protection>

COLLEGE UNIFORM

We are proud of our College uniform. A correctly worn uniform presents a positive image of our College and our students.

Students may wear items from the **Summer Wardrobe in Terms 1 and 4** or **Winter Wardrobe in Terms 2 and 3**. Sports uniform is to be worn on Sports and PE days or if required on excursions. Prep students wear sport uniform every school day. They are required to have the formal uniform from Year 1.

The Formal College uniform is to be worn for special events such as Awards Night, school photos and excursions as required.

The uniform must be clean, neat and in good repair. The uniform must be correctly worn at all times, including while travelling to and from school. The blazer must be worn to and from school and may be removed during the school day. It must be worn on all formal outings, opening and closing chapels and formal assemblies. On these occasions, parents and students will be advised that *“formal uniform is required”*.

On days where the forecast is for temperatures of 32° or higher, students are not required to wear their blazer. Hats are compulsory when students are outside for sport or during recess and lunch time during Terms 1 and 4 and during extended times outdoors in Terms 2 and 3.

Students are encouraged to wear hats to and from school during Term 1 and 4.

Parents must advise the College if their child is out of uniform.

Please check the **Uniform Handbook**, the College website and student diaries for **Summer, Winter and Sports Uniform** options.

CONVEYANCE ALLOWANCE (Travel allowance to and from school)

Parents may be able to claim for Conveyance Allowance if the following applies:

- You live more than 4.8 km from the College
- You use College buses to transport your child to school (this allowance will be retained by the College to supplement the cost of providing the bus service)
- A public bus service is not available
- You drive your child to school

Information regarding claims for Conveyance Allowance is available on our website and sent to parents via Operoo. Any questions should be directed to the College Accounts Office: fees@glc.vic.edu.au

DIGITAL CITIZENSHIP (ICT Usage)

At Geelong Lutheran College we expect our students to be good digital citizens who use ICT to further their learning in an eSafe (electronically safe) learning environment, in wise, purposeful and honourable ways. There is an expectation that parents have a conversation with their children (at an age appropriate level) about the agreement prior to acceptance. For the purpose of student safety, computers will be randomly checked for internet history and any inappropriate extensions or bookmarks on their devices. Students review this agreement and its expectations each year with their teacher in their classes.

The document forms the agreement by which students may use ICT at school. Note that students

cannot commence using ICT until parents have signed this agreement via Operoo. It is imperative that students respond to the expectations surrounding ICT use and engagement across both the Primary and Secondary schools in the following ways:

PRINCIPLES OF DIGITAL CITIZENSHIP FOR STUDENTS

RESPECT

- I treat others the way I want to be treated – with respect and kindness.
- I respect the privacy of others by only sharing information with permission.
- I respect other people’s property by only legally downloading games, images, music or movies.
- I respect the College by refraining from taking photos or videos on College grounds or in my College uniform.

RESPONSIBILITY

- I am accountable for my actions and I take a stand when I see something that is wrong.
- I take care of the ICT equipment assigned to me.
- I make responsible decisions about the schools network settings and security.
- I listen to and follow instructions from my teacher.
- I only use social media outside of school hours.

REASONING

- I question what is real and what is not... and make good choices.
- I only access online content that is relevant to my learning task.
- I make thoughtful decisions about the information I use in my work.

RESILIENCE

- I learn from mistakes with ICT and improvements and changes.
- I seek help from parents and teachers when I feel uncomfortable with online content or interactions.

For more information about supporting your child in the online environment go to:

<https://www.esafety.gov.au/about-the-office/resource-centre/brochure-parents-guide-to-online-safety>

Secondary School Students Network Access and Email

All students have network access. Their login or username is usually in the format firstname.surname (for example; william.jones).

It is expected that students check their email and access SIMON daily during the school week.

All students have a GLC email address, which is in the format username@glc.vic.edu.au (for example; william.jones@glc.vic.edu.au).

GLC web email can be accessed at <https://outlook.office.com> where the login will be their username (for example; william.jones) and the password is the same as the password used to access the network.

GRIEVANCES

Geelong Lutheran College values its relationship with its parents and will address concerns that are communicated to the College. In the first instance, parental concerns should be directed to the relevant staff member. If these concerns are not addressed in either a timely or fair manner, then

contact should be made with the relevant Coordinator, Head of Primary or Head of Secondary or the Principal.

HEALTH – MEDICAL INFORMATION

A student’s medical and emergency contact information is maintained by parents using the Operoo portal. This information is available to staff both within the College environment and while on excursions. Parents should indicate any medical conditions or other health concerns (eg. hearing difficulties, sight impairment, asthma, anaphylaxis, diabetes, mental health condition, pain condition) by entering relevant information into the student’s Operoo profile. The Operoo profile **must** be updated when any medical or contact details change as this is the information staff refer to in case of emergency.

Should your child be unwell, please keep them home for their speedy recovery and to reduce the spread of infection. If your child contracts a contagious disease (eg measles, chicken pox, mumps, whooping cough, scarlet fever, COVID-19) or head lice, please notify the College Office immediately.

NEWS AND EVENTS

The College website provides information regarding recent and future news and events and is updated regularly. Seesaw (Primary School), Diary Dates and Photo Galleries are sources of information regarding the students’ day to day engagement at the College. An email is sent out fortnightly with a link to current updates.

PARENTS AND FRIENDS (P & F)

Parent participation is critical and highly valued. All parents are encouraged to take an active role by supporting the P & F with the various activities planned each year. The P & F raise funds to assist the College in providing the students with a high standard of equipment and resources. Funds raised may be used to support the provision of invaluable aids to the students’ education, comfort and enjoyment. A Parents and Friends Group has been established and acts under the policies of the College and under the direction of the Principal. Each family unit (including carers) who has a child at the College is automatically a member of the group. The P & F welcome any new committee members. Meeting dates and times are accessible on the GLC website

PARENT INVOLVEMENT AND VOLUNTEERS

Support is often sought for assisting in the classroom, sporting programs, excursions and learning assistance programs. All volunteers over the age of 18 are required to have the following before taking part in College-related activities involving students:

- Working with Children Card
- “Valuing Safe Communities” training (provided through the College)
- Child Protection Training (provided online by the College)
- COVID Vaccine digital certificate

Please note that COVID-19 restriction may impact in-class support opportunities for volunteers.

RELIGIOUS OBSERVANCE

Geelong Lutheran College is part of a national network of over 80 Lutheran Schools, Colleges and Early Learning Centres educating in excess of 40,000 students around Australia. The College has an open

enrolment policy, welcoming students from a diverse range of backgrounds. It is expected that students and families are respectful of the College's ethos and that students participate in Christian Studies lessons and devotional activities. Although Christian faith is neither presumed nor demanded, behaviour in line with our Christian values is expected. The teachings of Geelong Lutheran College are according to the teachings of the Lutheran Church of Australia.

STUDENT INSURANCE

All Geelong Lutheran College students are insured with basic coverage while they are engaged in school activities, or organised sporting activities (including travel to and from such activities). This student insurance is provided free of charge to all families of Lutheran Schools in Australia, through the Lutheran Church of Australia. Claim forms are available from the College Office.

WITHDRAWAL FROM THE COLLEGE

If a student is to be withdrawn from Geelong Lutheran College, parents are required to give **one full term's notice** IN WRITING to the Principal (principal@glc.vic.edu.au) prior to the student leaving the College, or one term's fees in lieu of such notice, as stated in the Enrolment Contract. The date of any notice given during term time will not be used to calculate the length of the notice.

ST JOHN'S NEWTOWN

LESSON TIMES

8:45	Students to be in classroom
9:00	Devotions and lessons
11:00	Recess
11:30	Lessons resume
1:00	Lunch
1:45	Lessons resume
3:15	Dismissal

ATTENDANCE

If your child is not attending school for any reason, please contact Reception before 9:30 am. A text message will be sent to the nominated parent/s if a student is absent without notification.

School students may arrive at school from **8:30 am** and be collected or leave by **3:40 pm** unless they are in a supervised activity. Students arriving after the school day has commenced or leaving during the school day are required to sign in or out at Reception. Please do not take or collect your child directly from their class. Note that whenever possible, medical appointments, music lessons, dental appointments etc. should be arranged for outside of class times to avoid the interruption of a student's learning.

Please advise any absences to the College office by 9:30 am.

- SMS: 0418 712 263 (SMS only – does not receive calls)
- Email: stjohns@glc.vic.edu.au
- Phone: 5221 5221

LEAVE DURING TERM TIME

Leave needs to be sought in advance from the Principal or Head of Primary for any planned absence of one week or more for reasons such as family holidays etc. during term time. Applications should be directed stjohns@glc.vic.edu.au There is no reduction in College fees for any leave taken during term time.

BEFORE AND AFTER SCHOOL CARE

Camp Australia is the provider of Before and After School care. Before School Care commences at 7.00 am and students remain with the carers until 8.45 am. After school care is available from 3.30 pm – 6:00 pm. Vacation Care during school holidays is provided at the Geelong Lutheran College Armstrong Creek campus.

We recommend that you enrol your child with Camp Australia in the case of emergency where you are not able to collect your child at the required time. There is no charge to enrol and no charges are made until the service is used. Information is available from www.campaustralia.com.au

CAMPS & EXCURSIONS

Camps are an important and valuable experience for our students and part of our scheduled curriculum. Attendance is expected of all students. The cost of excursions is covered within the tuition fees.

CO-CURRICULAR ACTIVITIES

From time to time co-curricular activities such as excursions, camps, theatre, sporting activities, swimming and singing at special events are planned. These are all considered to be part of the Curriculum and help in achieving a well-rounded education. All students are expected to participate in these activities.

Parents are notified of camps, excursions and events via Operoo. Where permission is required to attend any activity, this is provided by parents using the Operoo request.

CANTEEN

Fresh Lunch Fairy offer a canteen service to our school every Wednesday. You need to pre-order online by 9:00 pm on Tuesday. To order, you will need to visit <https://www.school24.net.au/>

COMMUNICATION

OPEROO

All parents are required to complete a Student Profile for their child including any medical information prior to the child entering the College. This information is used by staff during camps, excursions and other College events.

Who to Contact:

General concerns about your child		Class Teacher
Head of College	Jill Lange-Mohr	headofcollege@glc.vic.edu.au
Principal	Sue Ellis	Sue.Ellis@glc.vic.edu.au
Head of Primary	Stephen Illingworth	Stephen.Illingworth@glc.vic.edu.au
Business Manager	Paul Riddle	Paul.Riddle@glc.vic.edu.au
Enrolments	Catherine Vanzetten	Catherine.Vanzetten@glc.vic.edu.au
Fee Accounts	Sandy Turner	fees@glc.vic.edu.au
Student Wellbeing	Angela McLean	Angela.McLean@glc.vic.edu.au
Spiritual matters, devotions	Pastor Milton Fritsch	Milton.Fritsch@lca.org.au
General Enquiries	Alison Woollard	stjohns@glc.vic.edu.au

DIARY USAGE

The diary is to help communication between home and school. It is expected that students look after their diary.

Students should:

- Hand in their diary each morning to their teacher
- Have their diary signed each day by their parent

Parents should:

- Read and sign notes from teachers
- Use the diary to write notes to the teacher
- Sign the diary each day

EMERGENCY PROCEDURES FOR STUDENTS

Throughout the year, students and staff engage in practising emergency drills in accordance with compliance regulations. The designated evacuation areas at St John's Newtown are the oval and the Basketball court.

FEE PAYMENT

Fee statements are issued at the beginning of each year and must be paid to the College via direct debit. A Payment Option / Direct Debit form is provided to parents to complete. This form allows parents to request their preferred payment preference (credit card or bank account), and their frequency of payment (upfront, fortnightly, monthly or termly). All fees and charges must be finalised by the end of November.

Any queries regarding fees can be emailed to fees@glc.vic.edu.au

HOMEWORK

Homework may include teacher-set learning tasks and student choice activities which support the learning of the classroom and revisits specific skills. It is expected that students complete homework within the period to the best of their ability.

LUNCHES

Our College strongly encourages families to provide lunches for their children that are healthy and include a variety of foods including vegetables and fruit, and that they are encouraged to drink water. Please refrain from sending in lollies, chocolates, soft drinks or drinks in glass containers. If cough lollies are necessary, a note should be sent to the teacher explaining this. As part of our sustainable practices, we encourage non-packaged items where possible.

As we have students at our College who have various allergies, we ask that parents are mindful of the types of food they send in their child's lunch.

MOBILE PHONES

Mobile phones and smart watches provide a sense of safety and security for students and parents. However, students are not permitted to make or receive phone calls throughout the course of the day. Contact to parents and student must be made through the College. If a mobile phone or smart watch is required, students must give their mobile phone to their teacher for safe keeping unless required for medical reasons (please ensure this is shared with administration).

PARKING: PICK UP AND DROP OFF

Pick up and drop off parks are allocated in Aberdeen Street and Pakington Street. The 'Kiss and Go' 2 minute parks provide an express lane for the quick movement of traffic. Please remain in your car in these zones.

Staff are on duty to assist students at the Aberdeen and Pakington Street gates until 3.40 pm. The congestion is much less after 3.25 pm to pick up children.

REPORTING PROCEDURES

There will be on-going communication between the parent-student-teacher through communication via formal interviews, information sessions, Seesaw updates and diary notes.

Seesaw is an online platform where student work can be viewed, shared and responded to. Details will be sent home via the Class Teacher.

Reporting & Interview Schedule:

TERM ONE	TERM TWO	TERM THREE	TERM FOUR
3 way meeting Parent, student, teacher	Written Reports	Interviews available	Written Reports

Should an interview at another time be required by either the parents or teacher, these should be organised with the individual class teacher. To allow for ample time and preparation for such a meeting, please make an appointment via email with the teacher or the office to set a mutually convenient time.

TIMES TO SEE TEACHERS

We encourage communication between parents and teachers to make schooling most effective. Teachers are always happy to meet with families. Please make a time with an indication of the topic to be discussed to allow teachers to be prepared with any relevant information or assessment documentation.

TRANSPORT

Students may choose to ride their bicycle or scooter to and from school. Bike racks are provided for students. Helmets must be worn.

ARMSTRONG CREEK

SCHOOL LESSON TIMES

8:55	Home Group/Devotions
9:20	Lesson 1
10:05	Lesson 2
10:50	Recess
11:15	Lessons 3
12:00	Lesson 4
12:45	Lunch
1:35	Lesson 5
2:20	Lesson 6
3:05	Dismissal

ATTENDANCE

If your child is not attending school for any reason, please contact Student Services before 9:30 am. A text message will be sent to the nominated parent/s if a student is absent without notification. Students should arrive at school after 8:20 am. Students arriving after the school day has commenced or leaving during the school day are required to present their diary to be signed in or out at the Student Services counter. Please do not take your child directly to their class or collect them directly from their class. Please note that whenever possible medical appointments, music lessons, dental appointments etc. should be arranged for outside of class times to avoid the interruption of a student's learning.

Please advise any absences to the College office by 9.30 am.

- SMS: 0419 592 888 (SMS only – does not receive calls)
- Email: absences@glc.vic.edu.au
- Phone: 5264 1038 – dial 1 to leave an absence message

Year 10-12 students must provide a medical certificate or complete an 'Application for Approved Absence' in the case of absences from a SAC. Please note any absence from a SAC must comply with the reasons outlined in the 'Senior School Policies and Procedures' booklet.

LEAVE DURING TERM TIME

Leave needs to be sought in advance from the Principal for any planned absence of one week or more, such as family holidays, etc. during term time. Applications should be directed to absences@glc.vic.edu.au

Please be aware that there are restrictions on term time holidays in the Senior School as outlined in the 'Senior School Policies and Procedures' booklet. There is no reduction in College fees for any leave taken during term time.

BEFORE AND AFTER SCHOOL CARE

Camp Australia is our provider of Before and After School care. Before School Care commences at 6.30 am and students remain with the carers until 8.30 am. After school care is available from 3.05 pm – 6:00 pm. Vacation Care is also provided during school holidays.

We recommend that you enrol your child with Camp Australia in the case of an emergency where you are not able to collect your child at the required time. There is no charge to enrol and no charges are made until the service is used. Information is available from www.campaustralia.com.au

ASSESSMENT TASKS (Years 7 -12)

It is the student's responsibility to take notice of due dates and plan around commitments to meet deadlines. Students are provided with appropriate dates for each subject at the start of the unit. Each student's SIMON Calendar has the live and up-to-date scheduling of SACs and assessment tasks.

Students are expected to submit assessments on the due date. In general, work will be submitted during the relevant subject's lesson, but on occasions teachers may make special arrangements for submission if they will not be seeing their classes on the due date. Under some circumstances it may not be possible for the work to be submitted on time and a request for an extension should be made with the Year Level Coordinator (Years 7-9) prior to the due date. Where appropriate a medical certificate should accompany the request.

Please note that problems with technology or equipment are not an acceptable excuse for late submission, and students should manage their time so that allowance is made for the unexpected. The Senior School Policy and Procedures handbook provides further information of additional VCE and VCAL expectations.

CAMPS & EXCURSIONS

Camps are a key part of the core curriculum and the cost of Prep – Year 9 level camps are included in the tuition fees. Additional charges will apply for camps that form part of the curriculum in Year 9 - 10 elective subjects. In 2022, these subjects are VCAL, and VCE Outdoor and Environmental Studies and Year 9 -10 Outdoor Environment. The cost of excursions is covered within the tuition fees.

CO-CURRICULAR ACTIVITIES

From time to time co-curricular activities such as excursions, tours, careers activities, camps, theatre, sporting activities, swimming and singing at special events are planned. These are all considered to be part of the curriculum and help in achieving a well-rounded education. All students are expected to participate in these activities. Parents are notified of Camps, Excursions and Events via Operoo. Where permission is required to attend any activity, this is provided by parents using the Operoo request.

COMMUNICATION

Operoo

All parents are required to complete a Student Profile for their child including any medical information prior to the child entering the College. This information is used by staff during camps, excursions and other College events.

WHO TO CONTACT:

General concerns about your child		Class Teacher (Primary school) Wellbeing Mentor (Middle and Senior School)
Your child's progress in a particular subject		Subject Teacher (Secondary School) Class teacher or specialist teacher (Primary School)
Head of Primary	Vicki Schilling	Vicki.Schilling@glc.vic.edu.au
Assistant Head of Primary	Louise Porra	Louise.Porra@glc.vic.edu.au
Head of Secondary	Sharlene Tattersall	Sharlene.Tattersall@glc.vic.edu.au
Wellbeing Coordinator	Tash Rae	Natasha.Rae@glc.vic.edu.au
Student Wellbeing - Prep to 6	Sarah McDonald	Sarah.McDonald@glc.vic.edu.au
Dean of Students Years 7 to 9	Ryan Beutler	Ryan.Beutler@glc.vic.edu.au
Dean of Students Years 10 to 12	Georgia Quirk	Georgia.Quirk@glc.vic.edu.au
Adaptive Education/Learning Support	Cherie Beckingham	cherie.beckingham@glc.vic.edu.au
Spiritual matters, devotions, family support and counselling - College Pastor	David Spike	David.Spike@glc.vic.edu.au
Year 7 Coordinator	Nicole Filippou	Nicole.Filippou@glc.vic.edu.au
Year 8 Coordinator	Hamish Flavell	Hamish.Flavell@glc.vic.edu.au
Year 9 Coordinator	Cameron Fennell	Cameron.Fennell@glc.vic.edu.au
Year 10 Coordinator	Daniel Emmerson	Daniel.Emmerson@glc.vic.edu.au
Year 11 Coordinator	Fiona Copley	Fiona.Copley@glc.vic.edu.au
Year 12 Coordinator	Renae Pirrottina	Renae.Pirrottina@glc.vic.edu.au
Enrolment Registrar	Deb Skurrie	enrolments@glc.vic.edu.au
Fee Accounts	Sandy Turner	fees@glc.vic.edu.au
Business Manager	Paul Riddle	Paul.Riddle@glc.vic.edu.au
Principal	Sue Ellis	principal@glc.vic.edu.au
Head of College	Jill Lange-Mohr	headofcollege@glc.vic.edu.au

DIARY USAGE

The diary is to organise school work and help communication between home and school. It is expected that students look after their diary.

Prep to Year 6	<p>Students should:</p> <ul style="list-style-type: none"> • Hand in their diary each morning • Have their diary signed each day • Have diary signed at Student Services if arriving late or leaving early • Years 5-6: record important dates and reminders as prompted by teachers <p>Parents should:</p> <ul style="list-style-type: none"> • Read and sign notes from teachers • Use the diary to write notes to teachers • Sign the diary each day
Years 7 to 12	<p>Students should:</p> <ul style="list-style-type: none"> • Take their diary to all classes • Use it to organise their work and their time • Write out important dates, homework and assignments

	<ul style="list-style-type: none"> • Get their diary signed each week (Middle School only) • Have diary signed at Student Services if arriving later or leaving early <p>Parents should (Middle School only):</p> <ul style="list-style-type: none"> • Check the diary for details of homework and assignments • Read and sign notes from teachers • Use the diary to write notes to teachers • Sign the diary each week
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EMERGENCY PROCEDURES FOR STUDENTS

Throughout the year, students and staff engage in practising emergency drills in accordance to compliance regulations. Any parents/volunteers on site during a drill are expected to participate, following staff directions. The designated evacuation area at GLC Armstrong Creek is the soccer field.

FEE PAYMENT

Fee statements are issued at the beginning of each year and must be paid to the College via direct debit. A Payment Option / Direct Debit form is provided to parents to complete. This form allows parents to request their preferred payment preference (credit card or bank account), and their frequency of payment (upfront, fortnightly, monthly or termly). All fees and charges must be finalised by the end of November.

Any queries regarding fees can be emailed to fees@glc.vic.edu.au

HOMEWORK

PRIMARY SCHOOL STUDENTS

Homework can consist of any of the following:

- Regular reading
- Learning to read and spell words
- Learning number facts
- Preparing for class activities
- Preparing for speaking and listening
- Revising or completing inquiry activities

SECONDARY SCHOOL STUDENTS

Homework and study can consist of any one or more of the following:

- The set work for the night
 - On-going projects and assignments
 - Additional reading in the subject area
 - Revision of earlier work
 - Wider reading of relevant material including novels, non-fiction, newspapers, etc.
- Year 7 & 8 students should set aside 60 minutes to spend on homework and study each night.
 - Year 9 & 10 students should set aside 90 minutes to spend on homework and study each night.
 - Year 11 & 12 students may spend up to 180 minutes each night on homework and study.

Students should formulate a homework and study schedule using the template in the school diary. This schedule should be realistic and include time for out of school activities, completing set work and study.

LOCKERS

Lockers are provided to Secondary School students to secure their personal belongings throughout the day. Students will receive a College supplied combination lock to secure their locker. This lock will be used for the duration of their time at the College. Lockers should be kept clean and tidy, free of rubbish and food scraps. Regular inspections will take place to ensure students are keeping their locker tidy and free from damage or vandalism.

LUNCHES

Our College strongly encourages families to provide lunches for their children that are healthy and include a variety of foods including vegetables and fruit, and that they are encouraged to drink water. Please refrain from sending in lollies, chocolates, soft drinks or drinks in glass containers. If cough lollies are necessary, a note should be sent to the teacher explaining this. As part of our sustainable practices, we encourage non-packaged items where possible.

As we have students at our College who have various allergies, we ask that parents are mindful of the types of food they send in their child's lunch.

The College currently operate a Canteen service on Tuesday and Thursday through 'Fresh Lunch Fairies', pre-order online. To order, you will need to visit <https://www.school24.net.au/>

MOBILE PHONES

Mobile phones provide a sense of safety and security for students and parents. However, students are not permitted to make or receive phone calls throughout the course of the day. Students may only contact parents during the day through the Student Service Office.

Secondary School students are permitted to bring mobile phones to school. Students must keep their mobile phones switched off and safely secured inside their locker. Students will need to hand their mobile phones to Student Services if they are found to be using them during the school day, with parents collecting them from the College on the second occasion. Listening accessories must be designated earphones in preference to earbuds.

Primary School students must give their mobile phone to their classroom teacher for safe keeping during the school day. Smart watches are to be programmed so they do not send or receive messages during the school day.

PARKING

Student pick up and drop off is allocated to the western car park. The Kiss and Go Zone provides 2 express lanes for the smooth movement of traffic. They are to be used when students do not require assistance when leaving the car. The student leaves the car either with their bag or quickly retrieves it from the car.

If a child requires assistance staff will happily help them to leave the car with their school bag or to walk to their class.

To prevent congestion, arrange to collect your child after 3.10 pm. Staff are on duty at the car park until 3.30 pm.

Please obey the directions of the staff on duty at all times as they are assigned to ensure the safe and smooth operation of the Car Park.

Follow guidance of staff and move as far forwards as possible in pick up/drop off lanes (surname A-J, K-Z)

REPORTING PROCEDURES

Teachers maintain ongoing records of student learning and progress

There will be on-going communication between the parent-student-teacher through informal visits to the classroom, formal interview and information sessions. For Primary students, student learning and progress is shared via Seesaw.

Reporting & Interview Schedule:

	TERM ONE	TERM TWO	TERM THREE	TERM FOUR
PRIMARY	Parent Teacher Student Interviews	Report Written	Interviews Available Learning to celebrate events	Written report
Shared learning via SeeSaw				
MIDDLE AND SENIOR	Interim Report End of Term interview	Full Report	Interim Report End of Term interview	Full Report Years 7 - 11
	Year 7-12 progressive reporting and ongoing individual meeting with parents as needed or requested			

Should an interview at another time be deemed valuable by either the parents or teacher, these should be organised with the individual class teacher. To allow for ample time and preparation for such a meeting, please make an appointment with the teacher/s concerned to set a mutually convenient time. The relevant staff may also be included.

Parent Access Module (PAM)

PAM is an online system that allows all parents students to:

- Monitor your child's learning progress and achievement instantly.
- View teacher and student feedback on learning and assessment tasks. You can also add/ interact with this feedback by including your own written comments.
- View your child's submitted learning tasks.
- See student learning and assessment tasks due dates.
- View overdue learning and assessment tasks.
- Access and download your child's Assessment Reports in PDF format.
- View Student Timetable
- Book Parent Teacher Interviews (PTI) and your PTI reports.
- Access to downloadable relevant school information documents.

In addition, Secondary School parents can:

To access PAM, go to the following (secure site) link: <https://pam.glc.vic.edu.au/>

Use your unique username and login (provided by the College) to enter PAM.

It is an expectation of the College that parents regularly engage with PAM on a weekly basis to learn of their child's learning progress.

TIMES TO SEE TEACHERS

We encourage communication between parents and teachers to make schooling most effective. If you wish to see your child's teacher, before and after school are the best times since interruptions during class are not desirable. If you have a major matter to discuss with a teacher, please make an appointment in advance for a mutually suitable time.

The relevant Head of School or Principal may also take part in meetings which involve major concerns.

TRANSPORT

Buses

Geelong Lutheran College Armstrong Creek, operates, owns and contracts buses used for transport to and from school along with class excursions, camps etc. The routes for these buses are determined according to needs of families each year. If a student travels on a College bus to and from school, the student ID card where bus travel credit has been purchased, is used to 'tap on or off' the journey. The College uses Roll Call software to track student journeys and the Roll Call app can be used by parents to track student journeys.

Parents indicate their bus travel requirements via an Operoo request, usually in the year prior to the requirement. We have availability for part-time and full-time bus travellers with very limited availability for casual use and only by prior permission from the Property Manager. Bus fares are charged to the Term 1 fee statement.

All students travelling on College buses for any reason are bound by the College's behavior expectations.

For full details of the bus routes, please view in the Enrolments tab on the College website or email: buses@glc.vic.edu.au

Bicycles

Students may choose to ride their bicycle to and from school. Bike racks are provided for students to safely store their bike, at the western end of the Car Park.

Student Drivers

Students who obtain their Probationary Drivers Licence during the school year can apply to drive to and from school. Application forms are available from Student Services and must be approved by the Principal prior to students driving to school.

Video Surveillance (CCTV)

Geelong Lutheran College uses video surveillance (CCTV) at both campuses.

The objectives of the CCTV network are to:

- Improve the safety and security of both staff and students.
- Provide a means of remote, real-time monitoring of the College grounds.
- Deter unwarranted access to the College grounds.
- Discourage undesirable activities on the College grounds.
- Record evidential data and provide a means of retrieval where necessary.

Use of the CCTV Network

The CCTV network is capable of monitoring and recording at all times, on all days of the year.

The use of our CCTV network operates within the Surveillance Devices Act of 1999 (Vic).

CCTV footage will only be accessed to assist in post-event investigation or potentially as evidence.

Disclosure of recordings will be on a need-to-know basis.

Access to footage is approved by the Head of College, Principal, Heads of School or delegate.