



GEELONG
LUTHERAN
COLLEGE

PARENT HANDBOOK 2020

ST JOHN'S NEWTOWN CAMPUS

33 Aberdeen Street
Newtown VIC 3220
Office Hours: 8am–4pm
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 8am – 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**

*The information contained in this Handbook is correct at the time of publication (January, 2020).
The latest Handbook is available on the Geelong Lutheran College website, along with key policies.*

COLLEGE ETHOS AND VALUES	5
KEY STAFF.....	6
TERM DATES AND PUBLIC HOLIDAYS 2020.....	6
BULLYING - UNDERSTANDING AND RESPONDING TO BULLYING	7
CAMPS, SPORTS AND EXCURSIONS FUND (CSEF).....	7
CHANGES TO FAMILY DETAILS.....	7
CHILD SAFETY	8
COLLEGE UNIFORM.....	8
CONVEYANCE ALLOWANCE	9
DIGITAL CITIZENSHIP (ICT Usage).....	9
GRIEVANCES.....	10
HEALTH – MEDICAL INFORMATION	10
NEWS AND EVENTS.....	11
PARENTS AND FRIENDS.....	11
PARENT INVOLVEMENT AND VOLUNTEERS.....	11
RELIGIOUS OBSERVANCE.....	11
STUDENT INSURANCE	11
WITHDRAWAL FROM THE COLLEGE	12
ST JOHN'S NEWTOWN.....	13
LESSON TIMES	13
ATTENDANCE.....	13
BEFORE AND AFTER SCHOOL CARE	13
CAMPS & EXCURSIONS	13
CO-CURRICULAR ACTIVITIES	14
COMMUNICATION	14
DIARY USAGE.....	14
EMERGENCY PROCEDURES FOR STUDENTS.....	14
FEE PAYMENT	14
HOME LEARNING	15
LUNCHES	15
MOBILE PHONES.....	15
PARKING – PICK UP AND DROP OFF.....	15
REPORTING PROCEDURES	17
TIMES TO SEE TEACHERS	17
TRANSPORT.....	17

ARMSTRONG CREEK	17
SCHOOL LESSON TIMES	17
ATTENDANCE.....	17
BEFORE AND AFTER SCHOOL CARE	18
ASSESSMENT TASKS (Years 10-12)	18
CAMPS & EXCURSIONS	19
CO-CURRICULAR ACTIVITIES	19
COMMUNICATION	19
CONVEYANCE ALLOWANCE	20
DIARY USAGE.....	20
EMERGENCY PROCEDURES FOR STUDENTS	21
FEE PAYMENT	21
HOMEWORK.....	21
LOCKERS.....	22
LUNCHES	22
MOBILE PHONES.....	22
PARKING	22
REPORTING PROCEDURES	23
TIMES TO SEE TEACHERS	24
TRANSPORT.....	24

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

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



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.

GEELONG
LUTHERAN
COLLEGE

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. Wisdom is developed through knowledge and learning grounded in the Christian faith.

Honour is showing wisdom in our relationships. It involves students respecting themselves, each other and the community in which they live. It incorporates aspects of love, service, courage and humility.

Purpose is showing wisdom in our life’s orientation. Purpose embraces each student’s unique talents and abilities and it gives them assurance, hope courage and direction as they go about their daily lives.

KEY STAFF

Head of College:	Jill Lange-Mohr
Principal:	Sue Ellis
Business Manager:	Andrew Dowd
Marketing and Community Relations Officer:	Wes Cusworth

ST JOHN'S NEWTOWN

Head of Primary:	Stephen Illingworth
Kindergarten Service Leader:	Nicole Fecchio
Pastor:	Pastor Milton Fritsch
Wellbeing Coordinator:	Angela McLean

ARMSTRONG CREEK

Head of Primary:	Vicki Schilling
Head of Secondary:	Sharlene Tattersall
Dean of Students 7-12	Georgia Quirk
Pastor:	Pastor David Spike
Wellbeing Coordinator:	Jonny Hedt

TERM DATES AND PUBLIC HOLIDAYS 2020**Term 1 - Wednesday 29 January – Friday 27 March**

Monday 28 January — Australia Day Holiday

Monday 9 March – Labor Day Holiday

Term 2 – Wednesday 15 April – Friday 26 June

Friday 5 June – Report Writing Day – Student Free Day

Monday 8 June – Queen's Birthday Public Holiday

Term 3 - Monday 13 July – Friday 18 September

Thursday 13 – Friday 14 August – Curriculum Days – Student Free Days

Term 4 - Monday 5 October – Wednesday 9 December

Friday 16 October – Geelong Show Day Holiday

Friday 20 November – Report Writing Day – Student Free Day

BULLYING - UNDERSTANDING AND RESPONDING TO BULLYING

Geelong Lutheran College takes student safety seriously. It is important for all members of our community to understand what is bullying, and what it is not. Should incidences occur, our aim is for students to access support early from teachers, support staff and if necessary, external providers. Please see the link below for further information:

<https://bullyingnoway.gov.au/WhatIsBullying/DefinitionOfBullying>

BEHAVIOUR – STUDENT SUPPORT

Restorative Practice is an integral component of our Behaviour – Student Support process. Positive behaviours are supported by the classroom and specialist teachers. Restorative Practices are coupled with a series of consequences where behaviour or College expectations are not met.

Internal or external suspension may be implemented should behaviour be ongoing, or the severity of the incident is considered significant as deemed by the College staff and/or Leadership.

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 One (Wed 29 January 2020) or the first day of Term Two (Wed 15 April 2020), a parent or legal guardian of a student must:
 - be an eligible beneficiary of one of these cards:
 - Veterans Affairs Gold Card
 - Centrelink Health Care Card
 - Pensioner Concession Card
 - OR they must be 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 school 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 CareMonkey. Any questions should be directed to the College Accounts Office (accounts@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 Care Monkey profile or contact the College Office if details are outside of the profile details in Care Monkey.

CHILD SAFETY

Geelong Lutheran College is committed to being a Child Safe organisation. Geelong Lutheran 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.

A step-by-step guide to making a report to Child Protection or Child FIRST

Protective concerns

You are concerned about a child because you have:

- received a disclosure from a child about abuse or neglect
- observed indicators of abuse or neglect
- been made aware of possible harm via your involvement in the community external to your professional role.

At all times remember to:

- record your observations
- follow appropriate protocols
- consult notes and records
- consult with appropriate colleagues if necessary
- consult with other support agencies if necessary

STEP 1	RESPONDING TO CONCERNS	STEP 2	FORMING A BELIEF ON REASONABLE GROUNDS	STEP 3	MAKING A REFERRAL TO Child FIRST	STEP 4	MAKE A REPORT TO CHILD PROTECTION
	<ol style="list-style-type: none"> If your concerns relate to a child in need of immediate protection; or you have formed a belief that a child is at significant risk of harm*. Go to Step 4 If you have significant concerns that a child and their family need a referral to Child FIRST for family services. Go to Step 3 In all other situations Go to Step 2. <p>* Refer to Appendix 2: Definitions of child abuse and indicators of harm in the Protocol – <i>Protecting the safety and wellbeing of children and young people</i></p>		<ol style="list-style-type: none"> Consider the level of immediate danger to the child. Ask yourself: <ol style="list-style-type: none"> Have I formed a belief that the child has suffered or is at risk of suffering significant harm? YES / NO Am I in doubt about the child's safety and the parent's ability to protect the child? YES / NO If you answered yes to a) or b) Go to Step 4 If you have significant concerns that a child and their family need a referral to Child FIRST for family services. Go to Step 3 		<p>Child Wellbeing Referral</p> <ol style="list-style-type: none"> Contact your local Child FIRST provider. <ul style="list-style-type: none"> See over for contact list for local Child FIRST phone numbers. Have notes ready with your observations and child and family details. 		<p>Mandatory/Protective Report*</p> <ol style="list-style-type: none"> Contact your local Child Protection Intake provider immediately. <ul style="list-style-type: none"> See over for contact list for local Child Protection phone numbers. For After Hours Child Protection Emergency Services, call 131 278. Have notes ready with your observations and child and family details. <p>* <i>Non-mandated staff members who believe on reasonable grounds that a child is in need of protection are able to report their concerns to Child Protection</i></p>

For further information refer to *Protecting the safety and wellbeing of children and young people – A joint protocol of the Department of Human Services Child Protection, Department of Education and Early Childhood Development, Licensed Children's Services and Victorian Schools*

COLLEGE UNIFORM

We are proud of our College uniform. A correctly worn uniform will present a positive image of our College and our students. From January 2021, all students will be required to wear the new uniform.

In 2020 students are to 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.

The 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 may be removed during the school day, however 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.

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

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

CONVEYANCE ALLOWANCE

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 CareMonkey. Any questions should be directed to the College Accounts Office: accounts@glc.vic.edu.au

DIGITAL CITIZENSHIP (ICT Usage)

At Geelong Lutheran College we expect our students to abide by the values of our College. These expectations extend to the online environment. We expect our students to be good digital citizens who use ICTs 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. Students also review this agreement and its expectations each year with their teacher in their classes.

This document forms the agreement by which Primary School students may use ICT at school. Note that students cannot commence using ICTs until parents have signed this agreement via CareMonkey. 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:

RESPECT

I treat others the way I like to be treated - with respect and kindness.
I respect others privacy by only sharing information with permission.
I respect other people’s property by only legally downloading games, images, music or movies.

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 setting and security.
I listen and follow instructions from my teacher.

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 get back up from tough situations.
I seek help from parents and teachers when I feel uncomfortable with online content or interactions.

SECONDARY SCHOOL STUDENTS

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

Student Network Access and Email

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

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)

All staff have email addresses in the same format as students email addresses.

GLC web email can be accessed at <https://mail.glc.vic.edu.au/owa> where the login will be domain/username (for example; glc\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, guardians and caregivers 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 Secondary or the Principal.

HEALTH – MEDICAL INFORMATION

A student's medical and emergency contact information is maintained by parents using the CareMonkey 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 CareMonkey profile. The CareMonkey 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) or headlice, 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

Parent participation is critical and highly valued, to ensure the effectiveness and success of the Parents and Friends Group and Committee. All parents are encouraged to take an active role by supporting the various activities that may be planned each year to foster fellowship throughout the school community and to raise funds to assist the College in providing the students with a high standard of equipment and resources. In consultation with the College, funds raised by Parents and Friends activities 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 under the approval of the College Council 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. Membership is also open to any person who is associated with, or has an interest in, Geelong Lutheran College.

PARENT INVOLVEMENT AND VOLUNTEERS

Geelong Lutheran College values and relies on the active involvement of parents, guardians and caregivers in its programs. Help 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)

RELIGIOUS OBSERVANCE

Geelong Lutheran College is part of a network of over 80 Lutheran Schools, Colleges and Early Learning Centres educating in excess of 30,000 students. 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 they 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, guardians or caregivers are required to give one full term's notice **IN WRITING** to the Principal prior to the student leaving the College, or one term's fees in lieu of such notice. 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
11:15	Recess
11:45	Lessons resume
1:15	Lunch
2:00	Lessons resume
3:30	Dismissal

ATTENDANCE

If your child is not attending school for any reason, please contact Reception before 10 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 8:30am and be collected or leave by 3:50pm 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 10am.

- 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 at Geelong Lutheran College. Before School Care commences at 7.00am and students remain with the carers until 8.45am. After school care is available from 3.30pm – 6pm. Vacation Care is provided at the 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 enroll 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.

COMMUNICATION

CareMonkey

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

All parents are required to complete a Student Profile for their child including any medical information prior to the child entering the College.

Who to Contact:

General concerns about your child	Class Teacher
Pastor Milton Fritsch	Milton.fritsch@lca.org.au
Student Well-being - Angela McLean	angela.mclean@glc.vic.edu.au
Enrolments - Catherine Van Zetten	Catherine.vanzetten@glc.vic.edu.au
Fee Accounts - Tina Adam	accounts@glc.vic.edu.au
Principal	sue.ellis@glc.vic.edu.au
Head of Primary	Stephen.illingworth@glc.vic.edu.au
Head of College – Jill Lange-Mohr	headofcollege@glc.vic.edu.au
Financial matters Business Manager - Andrew Dowd	andrew.dowd@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
- Have their diary signed each day

Parents should:

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

EMERGENCY PROCEDURES FOR STUDENTS

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

FEE PAYMENT

Fee Statements are issued prior to the commencement of each term and are due within 2 weeks of the commencement of each term. A form is provided to parents at the end of each school year where parents are requested to indicate the proposed method and frequency of payments to the College – eg Monthly

by credit, card, for payment of the following year's fee account. A 3% discount applies to fees paid prior to the end of February. All fees and charges must be finalised prior to the end of year to which they relate.

Queries regarding fees please email: accounts@glc.vic.edu.au

Payment can be made:

- By Direct Debit (preferred option 1). Westpac forms will be provided at College Office or via CareMonkey
- Bpay – details are shown on the Parent Statement (Preferred option 2)
- Direct to the Geelong Lutheran College – St John's Newtown bank account (you must include your parent account number)
 - Account Name: St John's Lutheran School
 - BSB 033-157
 - Account Number 537376
- Cash / EFTPOS/Credit card
- Cheque: payable to 'St John's Lutheran School'

HOME LEARNING

A fortnightly Home Learning program includes 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 the home learning within the fortnight period to the best of their ability. If not completed, teachers will facilitate a time for students to be supported in the completion during break times. Parents are asked to sign when completed.

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

MOBILE PHONES

The College understands that 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 Office.

If a mobile phone 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' parks provide an express lane for the quick movement of traffic. They are to be used when students do not

require assistance entering or leaving the car.

Staff are on duty at the Aberdeen and Pakington Street gates until 3.50 pm. The congestion is much less after 3.40pm to pick up children.



2 Minute Parking

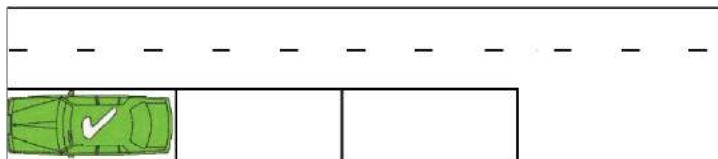


'Kiss and Drop' parking is for 2 minutes only
If you wish to park for longer than 2 minutes please park in a different area.

Parking correctly



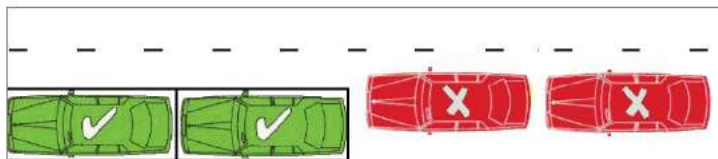
Park your vehicle in the most forward space available. This allows other drivers to park behind you.



Don't wait for a parking space



Do not wait for a parking space to become available – its likely you are either blocking other traffic or possibly illegally parked. If there are no parking spaces available, please park further away.



Arrival time

It's normal that parking demands around schools are high for a few minutes at the end of the school day. Arriving a few minutes later can make it much easier to get a park and may ease the driving hustle and bustle at those times.

REPORTING PROCEDURES

On-Going Assessment and Reporting:

There will be on-going communication between the parent-student-teacher through informal visits to the classroom, formal interviews, information sessions and Seesaw updates.

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
PRIMARY	3 way meeting Parent, student, teacher	Written Reports	Interviews on request	Written Reports

Should an interview at another time be required by either the parents or teacher at another time, 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 concerned 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.

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 10 am. A text message will be sent to the nominated parent/s if a student is absent without notification. Students should not arrive at school before 8:30am or remain on-campus after 3:30pm unless they are in a supervised activity. 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 10am.

- 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 an 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 armstrongcreek@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 the provider of Before and After School care at Geelong Lutheran College. Before School Care commences at 6.30am and students remain with the carers until 8.30am. After school care is available from 3.05pm – 6pm. Vacation Care is provided also provided.

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

ASSESSMENT TASKS (Years 10-12)

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.

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 subject teacher (Years 7-9) or the Head of Secondary. 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 booklet gives further information of additional VCE and VCAL expectations.

CAMPS & EXCURSIONS

Camping is a key part of the core curriculum and the cost of all year level camps are included in the tuition fees. In Years 11 and 12, additional charges will apply for camps that form part of the Curriculum in elective subjects. In 2018, these subjects will be VCAL and VCE Outdoor and Environmental Studies. 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.

COMMUNICATION

CareMonkey

Parents are notified of Camps, Excursions and Events via CareMonkey. Where permission is required to attend any activity, this is provided by parents using the CareMonkey request.

All parents are required to complete a Student Profile for their child including any medical information prior to the child entering the College.

WHO TO CONTACT:

General concerns about your child	Class Teacher (Primary school) Home Group Teacher (Middle and Senior School)
Spiritual matters, devotions, family support and counselling	College Pastor – David Spike david.spike@glc.vic.edu.au
Student well-being	Jonny Hedt - jonathan.hedt@glc.vic.edu.au
Adaptive Education/Learning Support	Tara Tink – tara.tink@glc.vic.edu.au
Your child's progress in a particular subject	Subject Teacher (Secondary School) Class teacher or specialist teacher (Primary School)
Head of Secondary - Sharlene Tattersall	Sharlene.tattersall@glc.vic.edu.au
Head of Primary – Vicki Schilling	vicki.schilling@glc.vic.edu.au
Dean of Students 7 - 12 Dean of Students - Georgia Quirk	georgia.quirk@glc.vic.edu.au
Student Management Year 12 Level Leader - Renae Pirrottina	Rena.Pirrottina@glc.vic.edu.au
Student Management Year 11 Level Leader – Fiona Copley	Fiona.copley@glc.vic.edu.au
Student Management Year 10 Level Leader – Daniel Emerson	Daniel.emmerson@glc.vic.edu.au
Student Management Year 9 Level Leader - Phil O'Donnell	Phillip.odonnell@glc.vic.edu.au
Student Management Year 8 Level Leader – Nicole Filippou	Nicole.filippou@glc.vic.edu.au

Student Management Year 7 Level Leader - Ryan Beutler	Ryan.beutler@vic.glc.edu.au
Enrolments - Deb Skurrie	enrolments@glc.vic.edu.au
Fee Accounts - Tina Adam	accounts@glc.vic.edu.au
General day-to-day matters and unresolved concerns Principal – Sue Ellis	principal@glc.vic.edu.au
Policy, College development and strategic directions Head of College – Jill Lange-Mohr	headofcollege@glc.voc.edu.au
Financial matters Business Manager - Andrew Dowd	andrew.dowd@glc.vic.edu.au

CONVEYANCE ALLOWANCE

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 CareMonkey. Any questions should be directed to the College Accounts Office – accounts@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.

PRIMARY SCHOOL	<p>Students should:</p> <ul style="list-style-type: none"> • Hand in their diary each morning • Have their diary signed each day • Have it signed at Student Services if arriving late or leaving early <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
SECONDARY SCHOOL	<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 • Get their diary signed each week (Middle School only) • Have it 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

EMERGENCY PROCEDURES FOR STUDENTS

Throughout the year students and staff engage in practising emergency drills in accordance to compliance regulations. The designated evacuation areas at GLC Armstrong Creek are the soccer fields.

FEE PAYMENT

Fee Statements are issued prior to the commencement of each term and are due within 2 weeks of the commencement of each term. A form is provided to parents at the end of each school year where parents are requested to indicate the proposed method and frequency of payments to the College – eg Monthly by credit, card, for payment of the following year’s fee account. A 3% discount applies to fees paid prior to the end of February. All fees and charges must be finalised prior to the end of year to which they relate.

Queries regarding fees please email: accounts@glc.vic.edu.au .

Payment can be made:

- By Direct Debit (preferred option 1). Westpac forms will be provided at College Office or via CareMonkey
- Bpay – details are shown on the Parent Statement (Preferred option 2)
- Direct to the Geelong Lutheran College bank account (you must include your parent account number)
 - Account Name: Geelong Lutheran College
 - BSB 033-157
 - Account Number 537341
- Cash / EFTPOS/Credit card
- Cheque: payable to “Geelong Lutheran College”

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 (show and tell)
- Revising work

Homework tasks are generally set on a weekly basis so that students have flexibility completing tasks.

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 must purchase 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

We encourage families to provide lunches for children that are healthy and include a variety of foods. We ask that students only have water at school. No lollies, chocolates, soft drinks or drinks in glass containers are allowed at school. If it is felt that "cough lollies" are necessary, a note should be sent to the teacher explaining this.

As we have students at our College who have nut allergies, we ask that parents are mindful of the types of food they send in their child's lunch. For example, peanut butter sandwiches or nuts that your child enjoys may adversely affect the health of another student if they come into contact with those foods. Though we cannot ban nut foods, we ask that you please be considerate of other members of the school community when planning your child's school lunches.

MOBILE PHONES

The College understands that 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. However, Primary School students must give their mobile phone to their classroom teacher for safe keeping.

Secondary 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.

PARKING

Pick up and drop off parks are allocated at the western end of the car park. The pick up and drop off parks provide an express lane for the quick 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 to leave the car with their school bag or to walk to their class, parents are to

use the car parking area and must use the marked crossings. Drivers must give way to pedestrians using these crossings.

At the end of the school day students need to be ready to board their vehicle without an adult leaving the vehicle to assist with this. If your child needs help getting into a vehicle and buckling up, can you please obtain a park and then walk to collect them. A quick pick up allows the congestion of traffic on Burvilles Road to be relieved.

All pedestrian traffic must use the pedestrian gate when entering or exiting the College. The pedestrian gate is located next to Entry Gate 2.

If possible, we recommend that you do not park on the sides of Burvilles Road. Perhaps arrange to collect your child a little later than 3.05 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.

REPORTING PROCEDURES

On-Going Assessment and Reporting:

Continuous assessment and recording in a Teacher’s Assessment File using samples and reports will indicate student-learning outcomes. There will be on-going communication between the parent-student-teacher through informal visits to the classroom, formal interviews, information sessions and class newsletters. For Primary students, Student Portfolios are dedicated for showing student progress.

Reporting & Interview Schedule:

	TERM ONE	TERM TWO	TERM THREE	TERM FOUR
PRIMARY	Student Profile Meeting	Reports Portfolios Interviews		Reports Portfolios
MIDDLE AND SENIOR	Interim Report	Full Report Interview near start of Term	Interim Report Year 12 Interviews	Full Report Yrs 7-11 Interview near start of Term
Ongoing individual meeting with parents as needed or requested				

Should an interview at another time be deemed necessary 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 Head of School Principal or Principal may also be included when there are major concerns.

Parent Access Module (PAM)

PAM is an online system that allows parents 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.
- Student Timetable
- Book Parent Teacher Interviews (PTI) and your PTI reports.
- Access to downloadable relevant school information documents.

To access PAM, go to the following link: <http://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 will take part in meetings which involve major concerns.

TRANSPORT

Buses

Geelong Lutheran College, Armstrong Creek, operates 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. Credit for bus journeys can be purchased from the College Office or Student Services. The College uses BusMinder to track student journeys and BusMinder app can be used by parents to also track student journeys.

All students travelling on College buses for any reason is bound by the bus travel Code of Conduct. Failure to adhere to this Code of Conduct may result in refusal of bus travel privileges.

For full details of the bus routes and costs for this service, please contact the Facilities Co-ordinator, Brent Balboni, at the College Office. Please 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. There is no safe storage for scooters or skateboards available.

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.