Handbook
2015

SCHOOL CONTACT DETAILS

Address: 2-38 Burvilles Road
           Armstrong Creek  3217
Office Hours: 8.30am - 4pm (term times)
Phone: 5264-1038
Fax: 5264-1734
Email: office@glc.vic.edu.au
Website: www.glc.vic.edu.au
The information contained in this Handbook is correct at the time of publication. Parents and students will be notified of any changes to the contents via the school Newsletter as required. The latest copy is located on the Geelong Lutheran College website. College policies underpinning these procedures may be viewed by arrangement at the Reception Office.
OUR COLLEGE ETHOS AND VALUES

OUR VISION

“Growing in knowledge and faith through Christ-centred learning”

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

"By Grace Alone"
Our motto reminds us that God’s love cannot be won by personal achievement or being good enough. Instead, it is an undeserved gift. We summarise this belief by saying that we are saved by grace (God’s undeserved love) alone, because of Christ alone, through faith alone.

OUR VALUES

- **Wisdom**
  Wisdom is more than knowing – it is the basis for making good decisions and giving a sense of direction. Wisdom has a scriptural basis. We do not choose from the smorgasbord of beliefs and values and say that they have equal merit, nor do we equate the “popular” view with the “right” view. Instead wisdom is developed through knowledge and learning grounded in the Christian faith.

- **Honour**
  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**
  Purpose is showing wisdom in our life’s orientation. Purpose embraces each student’s unique talents and abilities and it gives them assurance (ie hope), courage and direction as they go about their daily lives.
# KEY COLLEGE STAFF

- **Principal:** Mr Gary Jewson
- **Business Manager:** Mr John Aras
- **Head of School:** Mr Barry Krueger
- **Senior School Coordinator:** Mrs Sharlene Tattersall
- **Middle School Coordinator:** Mrs Georgia Quirk
- **Primary School Coordinator:** Mrs Jane Hollett
- **Pastoral Care Coordinator:** Mr Jonny Hedt

## TERM DATES AND PUBLIC HOLIDAYS 2015

<table>
<thead>
<tr>
<th>Term</th>
<th>Levels</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>All Year Levels</td>
<td>Monday 2 February to Friday 27 March</td>
</tr>
<tr>
<td></td>
<td>Labour Day</td>
<td>Monday 9 March</td>
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<tr>
<td>Term 2</td>
<td>All Year levels</td>
<td>Tuesday 14 April – Friday 26 June</td>
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<tr>
<td></td>
<td>Curriculum Day</td>
<td>Friday 17 April</td>
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<tr>
<td></td>
<td>ANZAC Day</td>
<td>Saturday 25 April</td>
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<tr>
<td></td>
<td>Queen’s Birthday</td>
<td>Monday 8th June</td>
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<tr>
<td></td>
<td>Reporting day</td>
<td>Friday 12 June</td>
</tr>
<tr>
<td>Term 3</td>
<td>All Year levels</td>
<td>Monday 13 July – Friday 18 September</td>
</tr>
<tr>
<td></td>
<td>Curriculum Days</td>
<td>Thursday 13 August and Friday 14 August</td>
</tr>
<tr>
<td>Term 4</td>
<td>All Year Levels</td>
<td>Monday 5 October – Wednesday 9 December</td>
</tr>
<tr>
<td></td>
<td>Geelong Show Day</td>
<td>Friday 16 October</td>
</tr>
<tr>
<td></td>
<td>Reporting day</td>
<td>Friday 20 November</td>
</tr>
</tbody>
</table>

## PRIMARY SCHOOL LESSON TIMES

- 8:50: Move to classes
- 8:55 – 10:50: Lesson Block 1, Lesson 1, Pastoral
- 10:50 – 11:10: Recess
- 11:10 – 12:40: Lesson 2, Lunch
- 12:40-12:50: Supervised eating time
- 12:50 – 1:35: Lunch
- 1:35 – 3:05: Lesson Block 3
- 3:05: Dismissal

## MIDDLE AND SENIOR SCHOOL LESSON TIMES

### Monday, Tuesday and Thursday

<table>
<thead>
<tr>
<th>Time</th>
<th>Lesson</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:50</td>
<td>Move to classes</td>
</tr>
<tr>
<td>8:55 – 9:10</td>
<td>Pastoral</td>
</tr>
<tr>
<td>9:10 – 10:20</td>
<td>Lesson 1</td>
</tr>
<tr>
<td>10:20 – 10:40</td>
<td>Recess</td>
</tr>
<tr>
<td>10:40-11:50</td>
<td>Lesson 2</td>
</tr>
<tr>
<td>11:50 – 12:30</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:30 – 1:40</td>
<td>Lesson 3</td>
</tr>
<tr>
<td>1:40 – 1:55</td>
<td>Afternoon break</td>
</tr>
<tr>
<td>1:55 – 3:05</td>
<td>Lesson 4</td>
</tr>
<tr>
<td>3:05</td>
<td>Dismissal</td>
</tr>
</tbody>
</table>

### Wednesday and Friday

<table>
<thead>
<tr>
<th>Time</th>
<th>Lesson</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:50</td>
<td>Move to classes</td>
</tr>
<tr>
<td>8:55 – 10:05</td>
<td>Lesson 1</td>
</tr>
<tr>
<td>10:05-11:15</td>
<td>Lesson 2</td>
</tr>
<tr>
<td>11:15 – 11:35</td>
<td>Recess</td>
</tr>
<tr>
<td>11:35 – 12:45</td>
<td>Lesson 3</td>
</tr>
<tr>
<td>12:45 – 1:15</td>
<td>Chapel / Devotion</td>
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<tr>
<td>1:15 – 1:55</td>
<td>Lunch</td>
</tr>
<tr>
<td>1:55 – 3:05</td>
<td>Lesson 4</td>
</tr>
<tr>
<td>3:05</td>
<td>Dismissal</td>
</tr>
</tbody>
</table>
ATTENDANCE
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 need 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 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.

- Phone: 5264-1038
- Email: office@glc.vic.edu.au

Absences need to be followed up with a note to the office if there has been no email or telephone contact. Year 10-12 students should submit an application for their absences to be ‘approved’ provided the reason complies with those outlined in the ‘Senior School Policies and Procedures’ booklet.

Leave needs to be sought from the Head of School where there are planned absences, such as family holidays, etc. 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.

AFTER SCHOOL CARE
After School Care is offered at Geelong Lutheran College through EXTEND. Information is available from the EXTEND website www.extendaustralia.com.au

ALLOWANCES
Information regarding claims for Conveyance Allowance will be printed in the weekly Newsletter. Any questions should be directed to the College office.

ASSESSMENT TASKS (Years 7-12)
It is the student’s responsibility to take notice of due dates and plan around commitments to meet deadlines. Year 10 to 12 students will be provided with an Assessment Planner early each term to help them manage their study and homework schedules.

Assessment tasks in the Middle and Senior Schools are on the College website (under the Curriculum heading)

- Username: tasksheets
- Password: 2015duedates

Students are expected to submit assessment 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 special 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 Senior School Coordinator. 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.
BEHAVIOUR MANAGEMENT

Geelong Lutheran College underpins discipline with Scripture and promotes a Christian culture of mutual respect, appreciation of individual differences and resolution of conflict. School is a place of education where all students have the right to learn and grow in a supportive environment among people who are caring and cooperative. Student welfare and discipline are an integral part of the teaching process. Behaviour management in the Primary School is mainly dealt with by classroom and specialist teachers. All teachers have classroom codes of conduct which are strongly linked to the four main school rules. A warning is given for first offences and consequences given for subsequent misdemeanours. Should a pattern of inappropriate behaviours occur, parents are notified through the diary or a telephone call. The Primary Coordinator becomes involved should there be any ongoing behavioural issues within classrooms or instances of serious misbehaviour.

Behaviour management in the Middle and Senior Schools has a series of escalating strategies including: warnings, lunchtime detentions, after school detention, withdrawal from classes, etc. Generally, a warning is first given for any breach of school rules. A detention is given if this warning is not heeded. Three lunch detentions in any one term, leads to an afterschool detention. Parents will be notified by letter of an afterschool detention. Three after school detentions within one term leads to an ‘in-school’ suspension. Once an ‘in-school’ suspension has been given, parents are notified and a meeting is organised with the parents. External assistance/counselling/training may be required and/or offered.

Immediate in-school or external suspensions will be enforced where behaviour is of a serious nature with expulsion considered for illegal activity. Expulsion is also considered when a student is unwilling to abide by the College’s regulations. Corporal punishment is neither practised nor condoned by Geelong Lutheran College.

Behaviour management is the prerogative of Geelong Lutheran College. Parents are asked to refer instances of misbehaviour of other children to a staff member, rather than handle a situation themselves.

CODE OF CONDUCT

1. I will play safely and fairly.
2. I will respect others, my school and myself.
3. I will speak politely and use appropriate language.
4. I will listen and follow directions.

EXPECTATIONS:

Some key expectations for students include:

- Respecting the school’s Christian foundations
- Arriving after 8:30 am and leaving before 3:30pm
- Remaining in bounded areas
- Moving to classes punctually
- Following the teacher’s instructions
- Speaking respectfully
- Thinking the best of other people
- Allowing each person to speak without interruptions or put downs
- Waiting for their turn
- Raising their hand to answer questions or make a comment
- Doing the best they can at my work
- Completing homework
- Asking for help if they don’t understand work
- Bringing all books and stationery to class
- Getting drinks and going to the toilet at break times
- Wearing the correct uniform neatly.
- Bringing a note from home to explain absences
- Reporting accidents to the teacher
- Keeping their area clean and tidy
- Keeping their locker locked
- Looking after personal property
- Leaving valuable items at home
- Handing medications (except asthma puffers) to the office
BULLYING POLICY OF GEELONG LUTHERAN COLLEGE

DEFINITIONS

*What is bullying?*

- Bullying is when one person, or a group exercises power over others and deliberately sets out to cause hurt, embarrassment or distress.
- Bullying is repeated incidents of offensive or aggressive behaviour.
- Bullying can occur because of a variety of reasons related to difference.
- Bullying can also be a result of fear, jealousy or distrust, lack of knowledge or misunderstanding.
- Bullying is an action or a manner, real or perceived by the recipient.

*Types of bullying*

- **Overt bullying** – Overt bullying (sometimes referred to as face-to-face or Direct bullying) involves physical actions such as punching or kicking or overt verbal actions such as name-calling and insulting.

- **Covert bullying** – Covert bullying (sometimes referred to as indirect bullying) is a subtle type of non-physical bullying often less detectable to adults.
  - Covert bullying behaviours mostly inflict harm by damaging another's social reputation, peer relationships and self-esteem.
  - Covert bullying can include repeatedly:
    - using hand gestures and odd or threatening looks
    - whispering, excluding, turning your back on a person
    - blackmailing, spreading rumours, threatening, stealing friends
    - breaking secrets, gossiping, criticising clothes and personalities.

- **Cyberbullying** – Cyberbullying can be conducted in many ways, using different media including:
  - the sending of abusive texts or emails;
  - taking and sharing unflattering or private images, including naked or sexual images;
  - posting unkind messages or inappropriate images on social networking sites;
  - excluding individuals from online chats or other communication;
  - assuming the identity of the victim online and representing them in a negative manner or manner that may damage their relationship with others;
  - repeatedly, and for no strategic reason, attacking players in online gaming.

Like other forms of bullying such as verbal abuse, social exclusion and physical aggression, cyberbullying has the potential to result in the target of bullying developing social, psychological and educational issues.

While cyberbullying is similar to real life bullying it also differs in the following ways:

- it can be difficult to escape and invasive—it can occur 24/7 and a person can be targeted while at home
- it can involve harmful material being widely and rapidly disseminated to a large audience, for example, rumours and images can be posted on public forums or sent to many people at once
- it can provide the bully with a sense of relative anonymity and distance from the victim, so there is a lack of immediate feedback or consequences.
Bullying is not:

- Mutual arguments or disagreements
- Not liking someone or a single act of social rejection;
- One off acts of meanness or spite;
- Single random acts of nastiness, aggression or intimidation.

RATIONALE

- Bullying is a universal problem in schools and can occur amongst people at any level or stage of life.
- The college will provide a positive culture where bullying is not ever accepted, endeavouring to ensure that all have the right of respect from others, the right to learn or to teach and work, and a right to feel safe and secure in the College environment.
- School bullying provides challenges, but properly managed, also provides valuable opportunities for students to learn social skills and to get along with others.

AIMS

- To create and maintain a culture whereby all forms of bullying are unacceptable.
- To empower all members of the College community with the knowledge, skills and practical help to respond appropriately in any circumstance involving bullying.
- To ensure that all reported incidents of bullying are followed up appropriately and that support is offered to both victims and perpetrators.
- To involve parental and peer-group support and co-operation as appropriate.
- To end the bullying and to ensure students involved learn the necessary skills to get along with other students, and to minimise the chance of reoccurrence.
- To restore the relationship between students and for them to learn from new skills in accordance with the College’s underlying Restorative Practices.
- To approach bullying using best practice strategies.
- To reinforce within the College community what constitutes bullying.

IMPLEMENTATION

- Everyone within the College community has a responsibility to be alert to signs and evidence of bullying and to report it, whether as observer or victim.
- Parents, teachers and community will be made aware of the College’s position on bullying.

A: Primary Prevention

- Professional development for staff relating to bullying, harassment and the strategies for counteracting them.
- Ensure community awareness and seek input relating to bullying, its characteristics and the College’s programs and responses.
- To provide programs that promote resilience, life and social skills, assertiveness, conflict resolution and problem solving across the College.
- The College’s policy on bullying will be clarified and communicated to the College community at the beginning of each year.

B: Early Intervention

- Encourage the reporting of all bullying incidents that occur within the college community and programs.
- Encourage Parents to contact the College if they become aware of a problem.
- Publicly recognise and reward for positive behaviour and resolution of problems.
C: Intervention

- Once identified; perpetrator, victim and witnesses will be spoken with, and all incidents or allegations of bullying will be investigated and documented.
- Consequences or punishment should not interfere with the stated aims. In effect, the College’s primary objective is that interventions should follow best practice and may include traditional disciplinary approaches, victim strengthening, restorative practice and circle time, The Support Group Method, The Method of Shared Concern and other strategies.
- Both perpetrator and victim will be offered pastoral care support.
- Intervention needs to be timely.
- If bullying is ongoing, parents will be contacted and consequences implemented consistent with the College’s Student Code of Conduct.

D: Post Violation

- The College favours restorative practices, and at its discretion may suspend consequences for the bully if they fully engage in a restorative processes.
- Should students refuse to engage in restorative practices or other interventions and/or there have been significant breaches of the College rules such as physical violence, consequences may involve:
  - exclusion from class
  - exclusion from yard
  - College suspension
  - withdrawal of privileges
  - ongoing counselling from appropriate agency for both victim and perpetrator
  - ongoing monitoring of identified perpetrators and victims

BUS TRAVEL

Geelong Lutheran College operates buses which are used for transport to and from school, and also for class excursions, camps etc. The routes for these buses are determined according to needs of families each year. For full details of the bus routes and costs for this service, please contact the Facilities Co-ordinator, Mr Brent Balboni, at the school office.

Email: buses@glc.vic.edu.au

CAMPS & EXCURSIONS

Every effort is made to keep camps and excursions to a reasonable and affordable cost.

- Parents are notified of camp costs as soon as practical, with the amount owing charged on the following term’s fee statement.
- The cost of excursions is covered within the tuition fees.

CHANGES TO FAMILY DETAILS

Please contact the school office immediately if there are any changes to the details we have on our records for your family.

CO-CURRICULAR ACTIVITIES

From time to time co-curricular activities such as excursions, tours, 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**

**Who to Contact:**

| General concerns about your child | Class Teacher (Primary school)  
|                                  | Home Group Teacher (Middle and Senior School) |
| Your child’s progress in a particular subject | Class teacher or specialist teacher (Primary School)  
|                                  | Subject Teacher (Middle and Senior School) |
| Questions about a particular activity | Teacher in charge of the activity |
| Spiritual matters, devotions, family support and counselling | Pastor Care Worker (Mr Jonny Hedt) |
| Curriculum and Routines | **Senior School (Years 10-12)**  
|                                  | Senior School Co-ordinator (Mrs Sharlene Tattersall) |
|                                  | **Middle School (Years 7-9)**  
|                                  | Middle School Co-ordinator (Mrs Georgia Quirk) |
| Curriculum, Routines and Behaviour Management | **Primary School (Years Prep to 6)**  
|                                  | Primary School Co-ordinator (Mrs Jane Hollett) |
| Curriculum | **Middle and Senior School (Years 7-12)**  
|                                  | Team Leader – Curriculum (Mr Trent Reuben) |
| Behaviour Management | **Middle and Senior School (Years 7-12)**  
|                                  | Team Leader – Students (Mrs Samantha Welker) |
| Enrolments | Office Receptionist (Mrs Deb Skurrie) |
| Fee Accounts | Finance Officer (Mrs Tina Adam) |
| General day-to-day matters and unresolved concerns | Head of School (Mr Barry Krueger) |
| Policy, College development and strategic directions | Principal (Mr Gary Jewson) |
| Financial matters | Business Manager (Mr John Aras) |

**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. Students will need to buy another diary if theirs is lost or defaced.

| PRIMARY SCHOOL | Students should:  
|                | • Hand in your diary each morning  
|                | • Get the diary signed each day |
|                | Parents should:  
|                | • Read and sign notes from teachers  
|                | • Use the diary to write notes to teachers  
|                | • Sign the diary each day |
| MIDDLE and SENIOR SCHOOL | Students should:  
|                        | • 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 |
|                        | Parents should:  
|                        | • 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 |
DIGITAL CITIZENSHIP (IT 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.

Principles of Digital Citizenship

PRIMARY SCHOOL

Looking after me
- I will only go on the computer assigned to me when I have permission.
- I will only access my personal folders and USB.
- I will give appropriate names to files.
- I will only go to internet pages I am allowed to go to.
- I will only share pictures and information about myself when my teacher tells me to.
- I will tell my parents or my teacher if anyone is unkind to me on the computer.

Looking after others
- I will only say nice things about other people.
- I will only view and store content about others that is nice.
- I will ask before I share a picture, story or information about another person.
- I will only go to internet pages that are nice and I will tell my parents or teacher if I go to a place that is nasty, unkind or rude.

Looking after property
- I will be careful with the school’s ICT equipment.
- I will respect network settings and security.
- I will respect other people’s property by not downloading games, images, music or movies or copying from the internet.
- I will only share other people’s work with their permission.

MIDDLE AND SENIOR SCHOOLS

Respecting and Protecting Myself
- I will keep my passwords secret.
- I will make sure that information I post or share does not put me at risk. Therefore, I will not give out personal information about myself, my family or where I live. I will not give out my contact details.
- I will show respect for who I am through my actions. Therefore, I will only choose appropriate online names, visit appropriate websites, as well as only posting/sharing appropriate content.
- I will report any online attacks, bullying or inappropriate suggestions directed toward myself.
- I will talk to trusted adults, like my parents and teachers about my online experiences. This includes both the good and the bad experiences.

Respecting and Protecting Others
- I will respect others’ privacy. Therefore, I will not try to get into their online spaces or stalk them. I will not share information or pictures about them without their permission.
- I will show respect for others by avoiding websites that show people behaving inappropriately or saying inappropriate or hateful things.
- I will only view, store and share content about others that is respectful. Therefore, for example, I will not forward messages that are hurtful to others, get involved in conversations that are unkind or bullying or put others down. Instead, I will seek to build others up and understand their actions in the kindest ways.
- I will report any conversations or content that is unkind and offensive.
Respecting and Protecting Property

- I will be careful with the school’s ICT equipment
- I will respect network settings and security.
- I will respect ownership of digital content. This means, for example, that I will use free and open source software if I do not have software licensed for my use, I will not distribute music, software, images, games and movies I own with others, I will purchase music and other media, and I will not copy digital content.
- I will acknowledge digital content that I have used when doing my work.
- I will only share other people’s work with their permission.

EMERGENCY PROCEDURES FOR STUDENTS

<table>
<thead>
<tr>
<th>EVACUATION</th>
<th>LOCKDOWN</th>
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</thead>
<tbody>
<tr>
<td><strong>Students will know to evacuate if:</strong></td>
<td><strong>Students will know to lockdown if:</strong></td>
</tr>
<tr>
<td>- They hear message on the PA system</td>
<td>- they hear a message on the PA system</td>
</tr>
<tr>
<td>- A warden tells their teacher to evacuate</td>
<td>- A warden tells their teacher to lockdown</td>
</tr>
<tr>
<td>- they hear the evacuation siren</td>
<td>- they hear “God Save the Queen”</td>
</tr>
</tbody>
</table>

Students should not panic, but follow the directions of the teacher, move to the evacuation area and wait quietly with their class until the evacuation is over.

They should not panic, but go to the homeroom if they are outside, follow the directions of the teacher, sit quietly in a safe part of the room and wait quietly until the lockdown is completed.

FEES PAYMENT
Fees are issued prior to the commencement of each term, and are due within 1 week.
Payment can be made:
- Directly into Geelong Lutheran College Bendigo Bank account: (please include parent account number)
  BSB: 633-000  A/c: 131456188
- Cheque: payable to “Geelong Lutheran College”
- Cash / EFTPOS/Credit card

GRIEVANCES
From time-to-time the action of the school or its failure to act may be seen as either inappropriate or unfair. Geelong Lutheran College values its relationship with its parent body and it 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 or the Head of School. As a general rule, issues brought to the direct attention to the Head of School will be referred back to the staff member so that resolution can be sought at that level.

HEALTH
Should your child have any medical condition that may effect his/her education or be a concern (eg. hearing difficulties, poor sight, nervous disorders, bladder weakness, asthma, diabetes etc) please notify the school as soon as possible. This may be of great assistance to the teacher and save difficulties or embarrassment to the student. This also applies if any stressful situations should arise within the home, eg. discontent between parents, grave illness or the death of a relation or pet.

Should your child be unwell, please keep him/her home for his/her 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 school immediately. The School Nurse visits each year for an examination of Prep students, as well as students in other grades who may have health concerns.
HOMEWORK

PRIMARY SCHOOL STUDENTS
Homework can consist of any of the following:

- Practising reading
- Learning to read and spell words
- Learning number facts
- 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. Written tasks are completed in students’ homework book.

MIDDLE AND SENIOR 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
- Memorisation of information, formulae, vocabulary, etc
- 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 Middle and Senior 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 insure students are keeping their locker tidy and free from damage or vandalism.

LUNCHES and CANTEEN
Our school adheres to a strict nutrition policy and we encourage families to provide lunches for their children that are healthy and include a variety of foods including fruit, and that they are encouraged to drink mainly water. **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 school 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.

**Canteen Service:**
We have contracted “Offshore Café and Catering” to supply us with an online canteen for delivery one day per week. In 2014 the day has been Wednesday. All food items are within healthy eating guidelines and include a variety of food options. A menu showing a range of choices can be found at [http://offshorecafe.com.au/](http://offshorecafe.com.au/), please click on the Geelong Lutheran College tab to order. Ordering and payment MUST be done in advance; the cut off time is 8pm on the evening prior to lunch order day to ensure delivery at 12.40pm the next day. Please clearly indicate your child's name and class.
MOBILE PHONES / iPods
Geelong Lutheran College acknowledges that mobile phones have become an important part of our modern lifestyle. 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 to receive phone calls throughout the course of the day. Staff will endeavour to ensure messages are passed on to students. Students may only contact parents during the day through the Student Services office.

Primary School students are discouraged from bringing mobile phones to school. Any phones brought to school must be given to their classroom teacher during the day.

Middle School and Senior School students are permitted to bring mobile phones to school. However, they must keep their mobile phones switched off and safely secured inside their locker. Teachers will confiscate mobile phones if students use them during the school day.

NEWSLETTER
A school newsletter is produced each Thursday and is distributed to school families via email. The newsletter is also posted to the school website – www.glc.vic.edu.au

PARENTS AND FRIENDS
Parent participation is critical to the effectiveness and success of the Parents and Friends. 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 school 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
Geelong Lutheran College values the active involvement of parents in its programs. Parents are encouraged to help when opportunities arise in such areas as 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 school)

PARKING
Parents are advised that safety is of paramount importance when it comes to student drop off and pick up. The drive through zone in the lower car park is not for short or long term parking. Parents should park in marked bays only when planning to stay for longer than immediate drop off or pick up. Waiting for long periods of time is not permitted in the drive through zone. If your child is not ready for pick up please drive through and rejoin the queue of vehicles to allow those students who are ready to be picked up.

Parents and students must use the designated pedestrian crossing when moving from the car park to the footpath. For the safety of your children and others, certain laws and guidelines have been set down by the State Road Authority, the city of Greater Geelong and by the College Council to ensure the safety of your children and other traffic on the road.

The following laws and rules are in force. It is essential that they be adhered to:

Driving into other parts of the school yard should only take place in exceptional circumstances.

- Be considerate of other road users as you arrive at and leave Geelong Lutheran College.
- The upper car park drive through zone is for buses and deliveries only.
RELIGIOUS OBSERVANCE
Geelong Lutheran College is part of a network of over 80 Lutheran Schools and Colleges educating in excess of 30,000 students. The college has an open enrolment policy, enrolling students from a diverse range of backgrounds. It is expected that students 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.

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, particular work for showing student progress will be recorded in the STARS Journals for primary students.

Reporting & Interview Schedule:

<table>
<thead>
<tr>
<th></th>
<th>Term One</th>
<th>Term Two</th>
<th>Term Three</th>
<th>Term Four</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRIMARY</td>
<td>• Student Profile Meeting</td>
<td>• Reports</td>
<td>• Reports</td>
<td>• Reports</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• STARS Journals</td>
<td>• STARS Journals</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Interviews</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MIDDLE and SENIOR</td>
<td>• Interim Report</td>
<td>• Full Report</td>
<td>• Interim Report</td>
<td>• Full Report</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Interview near start of Term 2</td>
<td></td>
<td>• Interview near start of Term 4</td>
</tr>
</tbody>
</table>

Ongoing individual meetings with parents as needed or requested

Should an interview at another time be deemed necessary 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. The Head of School or Co-ordinator should also be included when there are major concerns.

STUDENT INSURANCE
All GLC 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 Lutheran Schools in Australia, through the Lutheran Church of Australia. Claim forms are available from the school office.

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 Head of School will take part in meetings which involve major concerns.

WITHDRAWAL FROM SCHOOL
If a student is to be withdrawn from Geelong Lutheran College, parents are required to give one term’s notice IN WRITING, or one term’s fees in lieu of such notice.
We are all proud of our school. A correctly worn uniform will present a positive image of our school and our students. Uniform must be clean, neat and in good repair. Full uniform must be correctly worn at all times, including while travelling to and from school. Although the blazer may be removed during the school day it must be worn on all formal outings, opening and closing chapels and formal assemblies. In cooler weather students may wear other clothing under their uniform as long as the clothing does not show.

Students must bring a note to give to their teacher if they are out of uniform.

**BOY’S UNIFORM -- PREP TO YEAR 6**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Blazer</td>
<td>Royal Blue with school logo.</td>
</tr>
<tr>
<td>Pullover</td>
<td>V-neck wool blend pullover (worn under the blazer)</td>
</tr>
<tr>
<td>Summer shirt (Terms 1 &amp; 4)</td>
<td>Short sleeve, open neck style, and stripe design shirt with monogram.</td>
</tr>
<tr>
<td></td>
<td>Designed to be worn out. The College tie is not worn with this shirt.</td>
</tr>
<tr>
<td>Winter shirt (Terms 2 &amp; 3)</td>
<td>Long sleeve striped shirt, collar to suit tie. Designed to be worn tucked in.</td>
</tr>
<tr>
<td></td>
<td>Shirt is worn with the College tie in winter and on formal occasions.</td>
</tr>
<tr>
<td>Shorts (Terms 1 to 4)</td>
<td>Grey melange shorts, fly front with ½ elastic back OR grey melange pull up shorts plain front ½ elastic back</td>
</tr>
<tr>
<td>Trousers (Terms 2 &amp; 3)</td>
<td>Grey melange half elastic back trousers, with reinforced knee <em>(may be worn as an alternative in terms 2 &amp; 3)</em></td>
</tr>
<tr>
<td>Tie (Terms 2 &amp; 3)</td>
<td>Royal blue tie with College logo (Elastic tie Prep-2)</td>
</tr>
<tr>
<td></td>
<td>Royal blue tie with College logo (Non-elastic tie Years 3-6)</td>
</tr>
<tr>
<td>Socks</td>
<td>Grey ankle socks with stripes</td>
</tr>
<tr>
<td></td>
<td>Long grey socks are worn with the shorts option in Terms 2 &amp; 3</td>
</tr>
<tr>
<td>Shoes</td>
<td>Black leather lace up shoes <em>(See information following)</em></td>
</tr>
<tr>
<td>School Bag</td>
<td>Primary Style Omni pack (back pack) with College logo</td>
</tr>
</tbody>
</table>

**GIRL’S UNIFORM - PREP TO YEAR 6**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Blazer</td>
<td>Royal Blue with school logo.</td>
</tr>
<tr>
<td>Pullover</td>
<td>V-neck wool blend pullover (worn under the blazer)</td>
</tr>
<tr>
<td>Summer Dress (Terms 1 &amp; 4)</td>
<td>Poly cotton check design with white cuffs and collar with adjustable tabs.</td>
</tr>
<tr>
<td></td>
<td>Length must be between just below the knee to mid calf.</td>
</tr>
<tr>
<td>Winter Pinafore / Skirt (Terms 2 &amp; 3)</td>
<td>Poly wool check pinafore with detachable bib and adjustable waist. (P-4)</td>
</tr>
<tr>
<td></td>
<td>Poly wool check skirt with adjustable waist. Must be worn on the waist and below the knee to mid-calf. (Yrs 5-6)</td>
</tr>
<tr>
<td>Winter long sleeve blouse (Terms 2 &amp; 3)</td>
<td>White poly rayon long sleeve blouse, collar attached. To be worn underneath pinafore with school tie</td>
</tr>
<tr>
<td>Tie (Terms 2 &amp; 3)</td>
<td>Royal blue tie with College logo (Elastic tie Prep-2)</td>
</tr>
<tr>
<td></td>
<td>Royal blue tie with College logo (Non-elastic tie Years 3-6)</td>
</tr>
<tr>
<td>Tights/Socks (Terms 2 &amp; 3)</td>
<td>Charcoal grey cotton/nylon tights OR White knee high socks with stripes</td>
</tr>
<tr>
<td>Socks (Terms 1 &amp; 4)</td>
<td>White ankle socks with stripes</td>
</tr>
<tr>
<td>Shoes</td>
<td>Black leather lace up shoes. T-Bars are acceptable from Prep to Year 4 <em>(See information following)</em></td>
</tr>
<tr>
<td>School Bag</td>
<td>Primary Style Omni pack (back pack) with College logo</td>
</tr>
</tbody>
</table>
### BOY’S UNIFORM -- YEARS 7 TO 12

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Blazer</td>
<td>Royal Blue with school logo. (Yr 12 Blazers have braiding)</td>
</tr>
<tr>
<td>Pullover</td>
<td>Charcoal V-neck wool blend pullover (Yr 7-9)</td>
</tr>
<tr>
<td></td>
<td>Navy Senior School V-neck wool blend pullover OR Charcoal V-neck wool blend pullover (<em>will be phased out during 2015/2016</em>) (Yr 10-12)</td>
</tr>
<tr>
<td>Summer shirt (Terms 1 &amp; 4)</td>
<td>Short sleeve, open neck style, and stripe design shirt with monogram. Designed to be worn out. The College tie is not worn with this shirt.</td>
</tr>
<tr>
<td>Shorts (Terms 1 &amp; 4)</td>
<td>Grey melange shorts, tab waist longer leg</td>
</tr>
<tr>
<td>Winter shirt (Terms 2 &amp; 3)</td>
<td>Long sleeve striped shirt, collar to suit tie. Designed to be worn tucked in. Shirt is worn with the College tie in winter and on formal occasions.</td>
</tr>
<tr>
<td>Tie (Terms 2 &amp; 3)</td>
<td>Royal blue tie with College logo (Non-elastic)</td>
</tr>
<tr>
<td>Trousers (Terms 2 &amp; 3)</td>
<td>Grey melange belt loop trousers.</td>
</tr>
<tr>
<td>Belt</td>
<td>Black Leather belt with plain silver buckle only. To be worn with trousers.</td>
</tr>
<tr>
<td>Socks</td>
<td>Grey ankle socks with stripes</td>
</tr>
<tr>
<td>Shoes</td>
<td>Charcoal grey cotton/nylon tights</td>
</tr>
<tr>
<td>School Bag</td>
<td>Secondary Style Smart Pack 40Lt (back pack) with College logo.</td>
</tr>
<tr>
<td>School Hat</td>
<td>Royal blue bucket hat with adjustable sides with school logo (Yrs 7-12) (<em>will be phased out during 2015/2016</em>)</td>
</tr>
<tr>
<td></td>
<td>OR Slouch hat- royal blue with white logo (Yrs 7-9)</td>
</tr>
<tr>
<td></td>
<td>OR Navy Boater style hat with Navy Trim (Yrs 10-12)</td>
</tr>
</tbody>
</table>

### GIRL’S UNIFORM -- YEARS 7 TO 12

<table>
<thead>
<tr>
<th>Item</th>
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<tbody>
<tr>
<td>School Blazer</td>
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</tr>
<tr>
<td>Pullover</td>
<td>Charcoal V-neck wool blend pullover (Yr 7-9)</td>
</tr>
<tr>
<td></td>
<td>Navy Senior School V-neck wool blend pullover OR Charcoal V-neck wool blend pullover (<em>will be phased out during 2015/2016</em>) (Yr 10-12)</td>
</tr>
<tr>
<td>Summer Dress (Terms 1 &amp; 4)</td>
<td>Poly cotton check design with white cuffs and collar with adjustable tabs. Length must be between just below the knee to mid calf.</td>
</tr>
<tr>
<td>Winter Skirt (Terms 2 &amp; 3)</td>
<td>Poly wool check skirt with adjustable waist. Must be worn on the waist and below the knee to mid calf.</td>
</tr>
<tr>
<td>Winter long sleeve blouse (Terms 2 &amp; 3)</td>
<td>White poly rayon long sleeve blouse, collar attached. To be worn with school tie</td>
</tr>
<tr>
<td>Tie (Terms 2 &amp; 3)</td>
<td>Royal blue tie with College logo (not elastic)</td>
</tr>
<tr>
<td>Tights (Terms 2 &amp; 3)</td>
<td>Charcoal grey cotton/nylon tights</td>
</tr>
<tr>
<td>Socks (Terms 1 &amp; 4)</td>
<td>White anklet socks with stripes</td>
</tr>
<tr>
<td>Shoes</td>
<td>Black leather lace up shoes (no T-Bars) (<em>See information following</em>)</td>
</tr>
<tr>
<td>School Bag</td>
<td>Secondary Style Smart Pack 40Lt (back pack) with school logo.</td>
</tr>
<tr>
<td>Hat</td>
<td>Royal blue bucket hat with adjustable sides with school logo (Yrs 7-12) (<em>will be phased out during 2015/2016</em>)</td>
</tr>
<tr>
<td></td>
<td>OR Slouch hat- royal blue with white logo (Yrs 7-9)</td>
</tr>
<tr>
<td></td>
<td>OR Cream Boater style hat with Navy Trim (Yrs 10-12)</td>
</tr>
</tbody>
</table>
## UNISEX SPORTS UNIFORM -- PREP TO YEAR 6

[Prep to Year 6 students wear their sports uniforms to and from school on PE days]

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sports Polo</td>
<td>Short sleeve micromesh polo with panel design &amp; school logo</td>
</tr>
<tr>
<td>Sports Shorts</td>
<td>Microfibre shorts with stripe design.</td>
</tr>
</tbody>
</table>
| Track pants           | Grey fleece track pant with reinforced knee, straight leg, stripe design (Prep-4)  
                        Grey microfibre track pant with straight leg, stripe design (Yrs 3-6) |
| Sports Zip Jacket/Royal Blue Windcheater / Rugby Top | Royal blue windcheater panel design and school logo OR College rugby top (P-4)  
                                                      Sports Zip Jacket *(optional until 2017)* OR College rugby top *(will be phased out during 2015/2016)* (Yrs 5-6) |
| Sports Socks          | White sport sock with royal and gold stripe with navy cushion foot |
| Bucket hat            | Royal blue bucket hat with adjustable sides with school logo. Hat to be worn on sports day |
| Runners               | Must be predominantly white, grey or black  
                        Skate shoes, ankle boot styles and soft canvass shoe styles are not suitable *(See information following)* |

## UNISEX SPORTS UNIFORM -- YEARS 7 TO 12

[Students in years 7-12 change for their PE lessons at school. They wear their sports uniform to and from school on Wednesday. This is a temporary arrangement until changing facilities are provided.]

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sports Polo</td>
<td>Short sleeve micromesh polo with panel design &amp; school logo</td>
</tr>
<tr>
<td>Sports Shorts</td>
<td>Microfibre shorts with stripe design.</td>
</tr>
<tr>
<td>Sports Track pants</td>
<td>Grey microfibre track pant with straight leg, stripe design</td>
</tr>
</tbody>
</table>
| Sports Zip Jacket/Rugby Top | Royal Blue zip Jacket with panel design and school logo *(optional until 2017)* OR College rugby top *(will be phased out during 2015/2016 compulsory)*  
                              *Amended Dec 2014 after print – the above is correct, red out, black in* |
| Sports Socks          | White sport sock with royal and gold stripe with navy cushion foot |
| Hat                   | Royal blue bucket hat with adjustable sides with school logo (7-12) *(will be phased out during 2015/2016)*  
                        OR Slouch Hat – Royal Blue with white logo  
                        OR Sports Cap – Royal Blue with white trim and logo |
| Runners               | Must be predominantly white, grey or black *(See information following)*  
                        Skate shoes, ankle boot styles and soft canvass shoe styles are not suitable *(See information following)* |
| Sports Bag            | Sports bag with College logo                     |

## UNIFORMS SUPPLIERS

**NEW UNIFORMS:**  
Bellarine Uniforms  
162 Moorabool St, Geelong 3220  
Phone: 5221-9199

**SECOND-HAND UNIFORMS:**  
Second Hand School Specialists  
21B Fairlie St, Hamlyn Hts 3215  
Phone: 0400 350652
School and Sport Shoe Requirements

Footwear needs to complement the uniform and allow students to safely participate in school activities. The following requirements need to be followed when purchasing new shoes to wear at Geelong Lutheran College. School shoes need to lace up, able to be polished and enclosed beyond Year 4. No zipper or Velcro shoes are permitted. T-Bar styles are permitted for girls up to the end of Year 4.

<table>
<thead>
<tr>
<th>Regulation School Shoes</th>
<th>Non Regulation School Shoes</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Regulation School Shoes" /></td>
<td><img src="image" alt="Non Regulation School Shoes" /></td>
</tr>
</tbody>
</table>

Sports shoes need to be predominately white, grey or black in colour. Soft canvas shoes, sports shoes without laces, skate style shoes and ankle boots are not suitable for sporting activities. Sports shoes must have arch support and be suitable for vigorous physical activity.

<table>
<thead>
<tr>
<th>Regulation Sports Shoes</th>
<th>Non Regulation Sports Shoes</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Regulation Sports Shoes" /></td>
<td><img src="image" alt="Non Regulation Sports Shoes" /></td>
</tr>
</tbody>
</table>

HOUSE T-SHIRTS
House coloured t-shirts are compulsory for all students – and are only to be worn during house events. House colours are as follows:

<table>
<thead>
<tr>
<th>ANGLESEA</th>
<th>Purple</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAIRHAVEN</td>
<td>Green</td>
</tr>
<tr>
<td>TORQUAY</td>
<td>Orange</td>
</tr>
<tr>
<td>BREAMLEA</td>
<td>Red</td>
</tr>
</tbody>
</table>

OPTIONAL UNIFORM ITEMS
Scarf: GLC scarf - grey with royal and yellow bands
Winter Coat: An official royal blue anorak with hood

HAIR
Hair must be a single, natural colour and cut in a conservative style in keeping with the style of the uniform. Girls: Hair longer than shoulder length needs to be tied fully back with elastics, scrunchies or ribbons. Ribbons and scrunchies are to be royal blue, yellow or white. Elastics can be royal blue, yellow, white, black or brown. Small, plain brown or black clips may be worn. House-coloured scrunchies may be worn during house events where the house-coloured t-shirts are worn. Excessive use of hair products is not permitted. Boys: Hair is to be worn neatly off the collar and ears. Hair longer than shoulder length needs to be tied back. Hair must not be shaven. Excessive use of hair products is not permitted.

JEWELLERY
Students are not to wear jewellery. A plain chain with simple cross and watches are permissible. Students with pierced ears may wear no more than one plain sleeper or regular stud in each earlobe. This excludes stones, spacers and expanders.

MAKEUP
Make up and nail polish are not permitted