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FOREWORD

This handbook has been prepared for the parents and students of Good Shepherd Lutheran College to provide them with information about the College’s general operations, practices and expectations.

Should you require further information or additional explanation, please do not hesitate to contact the Principal or relevant staff at the college. It is hoped that both parents and students will use this booklet as a handy guide to the various aspects of the Good Shepherd Lutheran College community.

If you feel there are details that could be added to this handbook to further aid students and parents, please forward your suggestions to the Deputy Principal.

ABOUT GOOD SHEPHERD LUTHERAN COLLEGE

Contact Details

Street Address: 115 Eumundi Road
Noosaville 4566

Postal Address: PO Box 1288
Noosaville DC, 4566

Phone: (07) 5455 8600
When telephoning the College, you will reach an automated voice message through which you can select the section you require.

Fax: (07) 5449 8086

Email: gslc@gslc.qld.edu.au

Web Site: www.gslc.qld.edu.au

Student Absences: Phone: 07 5455 8666
SMS: 0416 906 148
Email: absent@gslc.qld.edu.au

Office Hours

The College Administration & Business Office Hours are 8.00am to 4.00pm Monday to Friday, closed on public holidays.

The Business Office will be open during most school holiday periods. Please refer to the latest edition of the Shepherd’s Pie for office hours during school holiday times.

College and Parish

Our College is part of the ministry of The Lutheran Church in Queensland and has ties to the Good Shepherd Lutheran Church and its congregation. Through this partnership we aim to show the people of Noosa and it’s surrounds a glimpse of God’s amazing love for them. The Good Shepherd Lutheran Church worships each Sunday in the Chapel and Pastor Mark Hansen is involved within the school community. You are welcome to call on the resources of the congregation at any time.

The church office is located on the southern end of the building, with access from the path leading to the Prep classrooms. The Church office phone number is (07) 5449 8856.

There is a Pre-School Playgroup that meets every Tuesday and Thursday (during the school term) at 9.00am to 11.00am in the Church Annex.
Lutheran Church

The Lutheran Church believes that through faith a person is brought into a living relationship with Jesus Christ. The Holy Spirit establishes this grace relationship of love and forgiveness through God’s Word.

The Lutheran Church is a mainstream Christian Church which was established in Northern Europe at the time of the Reformation in the 16th Century. In recent times in Australia significant discussion has occurred between Lutheran, Anglican, Catholic and Uniting Churches. This has resulted in significant understanding, some agreement and cooperation with these churches. Christian teaching and worship are central to the functions of all Lutheran Schools.

More information about what Lutherans believe is available on request from the registrar, and the chaplain is happy to discuss with you any further questions you may have.

History and Development

The College is situated on 4.6 hectares (11 acres) which was previously the site of the Noosa Drive-In. In addition the College has a lease agreement to use Sunshine Coast Council oval space adjacent to its property between Seacove Court and Walter Hay Drive.

In 1985 a temporary demountable building was constructed with the generous support of local members of the Noosa Lutheran Congregation and the Lutheran Church of Australia.

Good Shepherd Lutheran Primary School opened on the 28th January, 1986 with an enrolment of 66 students. In 1992, the Noosa Parish handed over the Primary School to the Lutheran Church of Australia, Queensland District which opened Good Shepherd Lutheran College offering classes from Year 1 to Year 8. In 1996 classes were offered from Prep to Year 12 for the first time.

In 1997, the first cohort of 40 graduating Year 12 students completed their schooling at Good Shepherd. In 2002, agreement was reached with Noosa Shire Council for the acquisition of 1.1 hectares (2.7 acres) of additional land, on which a Health & Physical Education Centre, extra classrooms and a swimming pool were constructed. In 2006, the College purchased the two adjoining properties adjacent to the Eumundi Road entrance and subsequently opened the Little Lambs Early Education Centre on this site in 2010.

The College currently has an enrolment of approximately 1000 students with over 100 staff employed in various educational and supportive roles.

Mission Statement

Good Shepherd Lutheran College exists to provide a…

‘Quality Christian Education in a Caring Environment’

The College Crest


At the very centre of our College is Jesus, The Good Shepherd. The good news of Jesus’ love and acceptance of us, his straying sheep, comes to us through the Bible. The shepherd’s crook reminds us of Jesus’ promise to always be with us, guiding, comforting and protecting us as we ‘follow’ him. No matter what happens in life, we remain in the circle of his love and care.

College Council

The general day-to-day running of the College is in the hands of the College Principal. A College Council of up to ten people, appointed by the Lutheran Church, oversees the College program, building development and College policy.
Teaching Staff

All teachers of the College are registered in the State of Queensland as qualified teachers. Many of them are also approved or accredited according to the requirements of the Lutheran Church of Australia.

Accreditation

Good Shepherd was granted approved status as an accredited Primary School with the Department of Education by the Minister for Education in 1986, and as a registered Secondary School in 1992. This accreditation is reviewed and renewed every 5 years with the last renewal occurring through a panel process in 2017.

The College is a registered provider of Long Day Care and Early Learning Programs through Little Lambs Early Learning Centre with the support of Queensland Lutheran Early Childhood Services (QLECS).

The College also operates an accredited Out of School Hours and Vacation Care Program.

Income

The State and Commonwealth Governments provide per capita grants. The balance for recurrent expenditure is provided by parents through fees.

Campus Map
COMMUNITY RESPONSIBILITIES

Good Shepherd Lutheran College is a P-12 community endeavouring to live out its mission statement on a day-to-day basis.

Good Shepherd Lutheran College exists to provide quality Christian education in a caring environment.

Staff and students are obvious members of our college community, so too are parents and guardians of students. The strength of the partnership between home and school will be a strong determinant of the benefits a student will receive while being a member of our Good Shepherd community. In fact, our community exists for the benefit of our students.

As with any community there is an expectation for members to carry out their responsibilities appropriately and for the good of the community. The following are some responsibilities our community expects of its members: staff, parents and students. The lists are not definitive, but are an attempt to remind us of the roles we have in assisting to achieve our mission.

Staff

Students
- Create trusting relationships with students.
- Regard the education of students as the primary goal of teaching.
- Recognise and promote the worth of each individual as a unique creation of God.
- Provide an environment which promotes the physical, emotional, social, intellectual and spiritual well-being of all students.
- Base teaching on best theoretical and practical knowledge and knowledge of each student's development.
- Encourage students to reach their potential.
- Protect the student's right to privacy and confidentiality.

Parents and Families
- Establish a relationship based on courtesy, mutual trust and open communication.
- Respect family privacy and treat information with an appropriate level of confidentiality.
- Respect parents' and guardians' rights of inquiry, consultation and information with regard to their children.
- Respect the uniqueness and characteristics of each student's family background.
- Seek constructive and positive communication in regard to conflicts and their resolution.

Colleagues
- Support and assist colleagues in the performance of their professional duties and responsibilities.
- Build an atmosphere of trust, respect and candour.
- Create a non-discriminatory work environment.
- Support colleagues in defending their legitimate personal, professional and industrial rights.

Profession
- Act within the educational and wider community in a way which enhances the status of the profession.
- Update and improve effective learning and teaching strategies.
Community and Society

- Develop in students the Christian values of: respect for others, freedom, equality, integrity, participation and the pursuit of truth.
- Promote co-operation among all agencies and professionals working in the best interests of students and families.
- Provide a professional service which is responsive to the needs of the community.
- Develop by precept and example, a respect for laws and policies which protect and promote the wellbeing of students, families and the community.

The Employer

- Be truthful when making statements about qualifications and competencies.
- Observe contractual commitments.
- Promote actively the improvement of school/institutional policies.
- Provide a high standard of professional service.
- Be loyal to the Principal.

Parents

- Provide a caring and supportive home environment so children can reach their full potential.
- Create and maintain supportive relationships with the school based on courtesy, open communication and mutual respect.
- Ensure children are correctly dressed for school and in good health.
- Provide children with the necessities for the school day including a healthy lunch (or its provision).
- Notify the school of a student's absence or illness.
- Be aware of the school's requirements regarding homework, uniform and behaviour.
- Support the school in word and action and as agreed to in the Parent Undertaking section of the Application for Enrolment.
- Assist children to receive maximum benefits through their involvement with the school by:
  - Providing a quiet work area at home;
  - Showing an interest in children's work;
  - Help with developing orderly work habits and time management.
  - Seek constructive and positive communication in regard to conflict resolution.
  - Become involved with P & F and its activities.

Students

- Create and maintain positive relationships with all students, teachers and Non Teaching staff.
- Complete activities and assignments by the required time.
- Follow all policies and procedures as stipulated by the school.
- Care for the property of self, others and school, and the natural environment.
- Share with parents any information provided by the school.
- Wear correct uniform in an appropriate manner at all times.
- Treat others in a polite, respectful and courteous manner.
- Contribute to community life and become involved in school activities and events.

Governing Body

- Ensure the College maintains a strong "Lutheran Education" ethos.
- Determine and clarify policy which will enable the school to fulfil its aims and objectives.
- Provide Gospel centred leadership at all times.
Fostering A Community Of Respect (Behaviour Management Policy)

Good Shepherd Lutheran College aims to provide a safe and orderly environment for students, staff and family. The aim of the policy is to foster a whole-of-school positive climate for learning and personal development that is aligned with our College context, Lutheran ethos and commitment to a restorative approach.

Aims

In order to Foster a Community of Respect to create a Positive Climate for Learning and Personal Development, Good Shepherd Lutheran College aims to:

- provide, as a foundation, an array of learning opportunities to develop personal and social competence to maximise educational opportunities and outcomes for all students
- strategically maintain and develop healthy relationships within the school community at all times
- support processes for maintaining a positive learning environment within the classroom as well as a harmonious, peaceful and safe playground
- encourage students to acknowledge and learn from their mistakes, reconcile and resolve problems
- recognise and learn to manage the underlying causes of behaviour
- facilitate repair processes using restorative processes and language.

Expectations

Within our College community a special relationship exists between administration, teachers, students and their parents or guardians as partners in the whole education process. Each party needs to recognise the rights and responsibilities of being a member of the Good Shepherd community.

Students whose behaviour does not conform to the Behaviour Guidelines should expect to be part of the restorative process used by the College.

College Administration

The College administration should:

- provide an orderly environment for work and play
- provide appropriate personnel to take on stated responsibilities with the student body
- implement, maintain and review policies in the area of Pastoral Care, Behaviour Management, Restorative Practices, Uniform Code, Code of Conduct
- support the policies and the implementation of such policies
- provide a structured referral system to deal with student choices
- be consistent and fair in all undertakings.

Teachers

Classroom teachers should establish a positive learning environment in their classrooms by:

- Set clear expectations for classroom and playground interactions and relationships, and establish clear consequences
- Create positive relationships between students and teachers through a variety of in-class strategies (e.g. ‘circle time’)
- Implement a variety of pro-active, school-wide strategies that enhance the personal and social competencies of students
- Display general school expectations and class-negotiated expectations in the classroom
- Use restorative language (What has happened?, What were you thinking?, Who has been affected?, What can we do to fix things up?) when addressing the choices students make
- Be responsible for tracking and recording an individual child’s classroom actions
- Contact parents when necessary
- Refer and re-direct students needing further reflection on inappropriate interactions or
actions
- Where necessary work with Learning Enrichment Coordinator/s to establish/monitor Individual Support Plans for children who are experiencing difficulty
- Direct any children on Individual Support Plans to the relevant Head of Students and Learning Enrichment Coordinator and inform other teachers as necessary
- Liaise with school leaders and refer students for further support when necessary.

Students

Students of Good Shepherd, will work towards:
- positively supporting and actively upholding the College’s Mission Statement
- making optimum use of educational activities within and outside the classroom by being at the right place, at the right time, with the right materials for productive work
- respecting the rights of others to also derive maximum advantage from the educational opportunities provided by the College by being co-operative and supporting quality learning
- displaying self-respect in terms of appearance and behaviour by following the requirements of the school dress code, displaying good manners and behaving appropriately at all times
- displaying respect for others and building a sense of community by developing positive relationships and striving for appropriate language and behaviour at all times. This includes showing respect to other members of the College and wider community, school facilities and resources
- recognising the need for a safe and healthy environment by following the school’s Anti-Bullying and Harassment Policy and by adhering to Workplace Health and Safety
- affirming and supporting those who are disadvantaged both in our community and the wider community by resolving conflict peacefully.

Parents/Guardians

As parents within our College community, this partnership in education includes:
- providing a supportive environment for work to be done at home
- encouraging a disciplined approach to learning from an early age
- supporting the various policies of Good Shepherd
- discussing matters of concern with the individual(s) directly involved.

Implementation

Between the different sections of the College, variations of Behaviour Management strategies and programs exist which caters for the range of age groups and level of maturity.

STUDENT CODE OF CONDUCT

Good Shepherd Lutheran College is a community based on the values of the Christian faith. The value of each member of our community is exemplified by the way Christ treated all people. The Bible shows Christ as the one who gives dignity, respect and self-worth to all, regardless of our differences. Good Shepherd Lutheran College aims to model this in the way we treat each member of our community.

Main Principles
- Respect For Yourself
- Respect For Others
- Respect For The Community
Respect for Yourself

As a valued member of this community you have unique gifts and abilities. Some of these you already know of and some you are yet to discover. Therefore, take care of yourself personally by:

- looking after your personal hygiene and grooming
- taking care of your physical health
- maintaining a balanced mental well-being
- developing good standards in language and manners
- keeping yourself well organised
- appropriately voicing your convictions.

Respect for Others

Everyone has the right to be loved and respected as valuable members of the community. This includes the need to live and work in a safe environment, where differences are accepted and celebrated. Therefore:

- value the ideas, opinions and efforts of all others, including parents, teachers and College staff
- support and encourage younger and less able members of your community
- protect others from all forms of abuse and bullying
- respect and protect all property
- care for and co-operate with your peers
- show appreciation and respect for those who care for you.

Respect for the Community

A community only functions effectively with the positive input of each member. By working together toward common goals, we can help each other to grow, learn and mature. You are able to constructively contribute to the community by:

- keeping it clean and tidy
- supporting it in conversation
- promoting it through your positive behaviour
- maintaining the facilities in good working order
- being courteous and friendly to teaching, administration and auxiliary staff, other students, parents and visitors
- maintaining good uniform and grooming standards both on and off campus

Code of Conduct

The Code of Conduct is derived from the main principles of respect for yourself, others and the community, and forms the basis of how all students are expected to conduct themselves in their day-to-day activities at the College. As students of Good Shepherd, every opportunity is to be taken to put into practice the Code of Behaviour through:

- Regular daily attendance
- Punctual arrival to College and classes
- Moving promptly between lessons and to lessons after breaks
- Participating in the spiritual, sporting, cultural and academic programmes
- Cooperating with teachers and all other staff, and supporting a positive learning environment
- Caring and being supportive to other students so that they are free of harassment and feel valued in this community
- Completing all homework and set tasks
- Meeting deadlines for assessment
- Developing sound study habits and striving to achieve the highest possible work standards.
In male/female relationships, please avoid:

- obsessive or exclusive behaviour;
- meetings which are not in the open;
- inappropriate physical contact.

For safety reasons, some areas are out of bounds to students:

- anywhere off the College campus during the school day;
- building and works storage areas including new lawns, gardens, muddy patches, dirt mounds & construction areas;
- car parks and roadways;
- rooms or facilities unattended by teachers;
- the dam.

The following items must not be brought to school; some are illegal and/or dangerous:

- chewing gum, bubble gum etc.;
- alcohol, tobacco, drugs, matches / lighters of any kind;
- electronic games;
- unwholesome or pornographic literature or images in any format;
- items for trading or selling;
- large amounts of money;
- weapons of any kind;
- toys, trinkets, charms and dolls etc.

Note: Restrictions apply to the use of mobile phones – refer to General Procedures Section - Mobile Phones & Portable Music Devices.

CHILD PROTECTION POLICY

Child Protection at Good Shepherd Lutheran College recognises that protecting students from harm and the risk of harm is fundamental to maximising their personal and academic potential. For this reason the welfare and best interests of the children within our College will always be a primary consideration.

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

Preventing Harm

What does the College mean by harm?

Recent Queensland legislation defines harm as any detrimental effect of a significant nature on the child’s physical, psychological or emotional well being. It is immaterial how the harm is caused. Harm can be caused by:

- Physical, psychological or emotional abuse or neglect.
- Sexual abuse or exploitation.
- Domestic or family violence.

How does the College protect students from harm?

The College has a comprehensive Child Protection and Anti Sexual Abuse Policy, which covers the actions to be taken if a member of staff or a parent of the College becomes aware or reasonably suspects that harm has been done to a student of the school by other staff, people outside the school or by other students.
What should you do if you become aware or reasonably suspect that harm has been caused to a student of the College by a member of staff, someone outside of the College or by other students?

You should report your concerns to the Principal or relevant Head of School, or to any other member of College staff.

Reporting Harm

What will happen next?

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

What will the Principal or the Chair of the Council do?

If the Principal or Chair of the Council receives a report of harm or suspected harm to a student of the College and he/she becomes aware of the harm having been caused or reasonably suspects the harm to have been caused then it will be reported to police immediately if the harm relates to sexual abuse. Alternatively the report may be handed onto the Department of Child Safety if appropriate; or it may be dealt with internally using other policies and procedures if the matter does not require mandatory reporting to an outside body.

What happens about confidentiality?

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

Each person who has access to information regarding suspected or disclosed harm has an obligation to observe appropriate confidentiality. However, the College is unable to promise absolute in responding to the report, internally and externally. State authorities can require people to give evidence about actions under the Policy and to produce documents. You would be fully informed if information you provided is to be passed on to a third party.

Any action, which needed to be taken under staff disciplinary procedures as a result of an allegation not requiring police intervention, would be handled confidentially within the College.

How will the College help my child?

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

- Ensure that each staff member understands and fulfils their obligations under this Policy and the Policy for reporting abuse.
- Ensure that there is an acceptable reference for each staff member from his or her previous employer engaged following the commencement of this policy.
- Ensure that each staff member and volunteer who has contact with children (and who is not excluded under this Legislation) has a current positive Suitability Notice (Blue Card) issued by the Commissioner for Children and Young People.

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

- Responding rapidly and diligently to the report.
- Reassuring the student.
- Protecting the child’s confidentiality as much as possible.
- Offering continuous support.
- Providing counselling if requested.
What should I do if I require more information?

The College’s complete Child Protection Policy is available on the College website. Parents and students can have access to this policy at any time. You may also make an appointment to discuss the policy with the Principal if you wish to clarify any matters.

CARE@GSLC

Good Shepherd Lutheran College aims to be a caring community in which students interact with other students and staff on many levels. It is each person’s responsibility to ensure that courtesy, co-operation and concern form the basis for all relationships at this school. Every member of our school community has the right to live, learn, work and play in a safe and positive environment. We have a responsibility to treat each other and their property with respect. No one has the right to harass or bully another person. This applies equally to students and staff, whether causing or receiving harassment. Harassment occurs when a person receives unwanted and repeated attention, which leaves that person feeling uncomfortable, embarrassed, frightened or hurt.

Harassment or Bullying Defined

Physical harassment includes tripping, kicking, hitting, pushing, fighting or anything else, which causes physical pain or discomfort. Violent games like “mugby” are sometimes used as an excuse for inflicting pain on other students and are not allowed. Obstructing someone’s movement, making threatening gestures, spitting or getting a gang together to intimidate someone are also examples of physical harassment.

Verbal harassment can include teasing, name-calling, “paying out”, threats, abuse, offensive language, “putting someone down”, rumours or unkind jokes. Speaking loudly enough so that a person will overhear negative comments is just as bad as “paying someone out” in person. Electronic forms of verbal harassment can include emails & SMS.

Intellectual harassment occurs when someone is given a “hard time” because they are doing well with their schoolwork or because they are having difficulties.

Racial harassment is when a person’s culture, background, accent, name or physical appearance is used as an excuse for name-calling, teasing, rude remarks or unkind jokes. Racial discrimination and vilification are against the law.

Sexual harassment can include remarks with sexual overtones, rumours, name calling, offensive jokes, displaying offensive pictures, persistently making unwelcome requests for sexual favours or subjecting another person to an unwelcome and intentional act of physical intimacy. Sexual harassment is against the law. The College has a sexual harassment policy for the protection of students and staff.

Exclusion is when someone is deliberately left out of an activity or group with the intention of making that person feel upset or isolated.

Interfering with another person’s property or locker: Moving, hiding, damaging, or stealing someone else’s property is a form of harassment.

If you are being harassed or bullied you could:

- Show that it doesn’t upset you - ignore it; walk away; laugh it off. If bullies don’t get a reaction, they often stop.
- Be assertive. Talk to the person who is harassing you and ask them to stop. You could take a friend with you for support.
- Seek help. Go to a teacher or your parents for help. Tell them everything. Decide with them what you will do. If they need to take further action they will do so.
- Seek further help. Talk openly about the situation with the person in charge of your class or House, the College Counsellor, the Chaplain, Student Coordinator, Deputy Principal or the Principal.
If you are aware of someone being bullied or harassed, you need to share your concern with a member of the school staff.

**Course of Action**

Any person who suffers harassment that has occurred on the College grounds or in connection with a College activity should report the incident to the College so the appropriate authorities can investigate the matter. It is also important to keep confidential written records of all incidents (events, facts, dates, times, places, witnesses and action taken), access to which is limited to anti-harassment personnel.

**Sexual Harassment**

The Lutheran Church of Australia (LCA) Safe Place committee contacts are:
- Email: report.abuse@safeplace.lca.org.au
- Phone: 1800 644 628
- Website: www.lca.org.au/action/safeplace

Any person who also harasses another for making a report will be liable to strong consequences. In all cases, the scriptural principles of reconciliation in Matthew 18:15 will be followed. No official role in the complaints procedure is assigned to the Chaplain / Pastor. As in all matters the Chaplain / Pastor is able to provide counselling, advice and support, and needs to be equally available to either party in a dispute, both during and after the reported incident. Where the complainant believes that he/she has not received just treatment after the matter has been fully dealt with by the College, a written complaint may be taken to the appropriate external authority.

- Queensland Director for Lutheran Schools
- The President of the Lutheran Church of Australia Queensland District
- The President of the Lutheran Church of Australia

The Lutheran Schools Department and the Lutheran Church of Australia will earnestly endeavour to seek reconciliation and restore relationships following the scriptural principles in Matthew 18:15-17. The goal should be to conclude the matter within the structure of the Lutheran Church. If after exhausting all the avenues mentioned above and the complainant feels the situation has not been addressed satisfactorily, he/she may lodge a “legal case” before these external authorities:

- The Human Rights and Equal Opportunity Commission
- The Queensland Anti-Discrimination Commission
- QATIS for members

**What You Can be Sure About**

- The matter will be handled confidentially.
- Any relation will be dealt with strongly.
- Continued harassment will result in strong disciplinary measures, including suspension or expulsion if necessary.
- The whole aim of the policy is to restore relationships and establish a secure and accepting environment.
- The College administration will actively work to eliminate all forms of harassment from the College.
CURRICULUM

The content of our College curriculum is based on the various curriculum guidelines and syllabus documents produced by the Queensland Curriculum and Assessment Authority and Australian Curriculum, Assessment and Reporting Authority.

P-12 Campus

Good Shepherd Lutheran College is dedicated to providing an education for students which is ‘seamless’ from Prep to Year 12. The College operates with three sections, Junior Years, P-5; Middle Years, 6-9; Senior Years, 10-12.

A Christian Education program exists at the College, involving regular times for school chapels, class devotions and Christian Studies lessons. School chapels are held at various times with a mixture of year levels. This variety allows students to enjoy chapels which share relevant scriptures and messages for their age group. Students and parents should understand that it is an expectation of the College for all students to participate in this important aspect of our College life.

Students experience specialist teaching staff from Prep through to Year 5. These staff include; teachers of Physical Education, Music, Language (Japanese P-5 and Japanese or German 6-8) and Technology. Once students begin Middle Years, they experience an increase in contact with specialist teachers. The College also has a Learning Enrichment team of teachers and teacher aides who assist students with their learning.

From Prep to Year 5 the children follow an inquiry curriculum framework which prepares students to become active, caring, lifelong learners who demonstrate respect for themselves and others and have the capacity to participate in the world around them. It focuses on the development of the whole child as an inquirer, both within and beyond the classroom.

The curriculum in Years P-10 is based on the Australian Curriculum which has been adopted throughout Australia. Courses are set for students in Years P-8. However, in Years 9 and 10, the addition of elective subjects allows students to start to specialise.

This specialisation extends further in Years 11 and 12 with students selecting four elective subjects from many different subjects on offer. All students study English and Mathematics.

Christian Education

A Christian Education program exists at the College, involving regular times for College chapels, class devotions and Christian Studies lessons. Students and parents should understand that all students are expected to participate in each of these activities as they are important aspects of College life. The College asserts its right to teach, with sensitivity, the content of the Christian faith as confessed by the Lutheran Church of Australia. It also recognises the right and responsibility of parents to teach their children in their homes as their conscience dictates.

In Years 11 and 12, the Christian Studies curriculum takes the form of workshops, seminars or excursions which are organised each term, both on and off campus. Christian Studies is a compulsory part of the senior curriculum, and should students be absent for any reason on the date of a scheduled Christian Studies event, they will be required to catch up on work missed.

Sport

Sport and physical education is a strong element in our curricular and co-curricular program.

In the Years P-5 there are specialist classes in Physical Education at all year levels. The emphasis in the younger classes is on developing fitness and skills. More competitive games are introduced in upper year levels.

In the Years 6-10 there are specialist Health and Physical Education classes for all students. Students follow a program that uses team and individual activities to develop each student’s physical abilities and awareness. Use is made of local facilities to allow students to gain
experience in a wide range of activities that may include surf awareness, surfing, rowing, sailing and rock climbing. Theory lessons are also included as part of the curriculum.

Students across the College are involved in house competitions for swimming, athletics and cross country. The College also fields teams in various carnivals in these sports organised by other associations including Queensland Lutheran Schools and Sunshine Coast Independent Schools. Students also compete in zone, regional, state and national competitions where they qualify.

Good Shepherd is a foundation member of SCISSA (Sunshine Coast Independent Schools Sports Association) for our Years 4-6 cohorts of the College. SCISSA allows a large percentage of our students to play in a wide range of sporting events at a relatively high standard. The qualities of teamwork and sportsmanship are encouraged through the competitions. All students are required to participate in the timetabled sporting program.

In Years 7 and 8 students play in a wide range of sports in groups every Friday afternoon. Like SCISSA in the younger years, the qualities of teamwork and sportsmanship are encouraged through games as students further develop skills in specific sports. All students are required to participate in the timetabled sporting program. There are opportunities for students to select activities as part of this program.

In Years 9-12 there is a double sport session once per fortnight where year level based sport options are available.

Prep

It is important for parents to realise that enrolment at the Prep level is a major point of entry to the College. Once enrolled, a student automatically moves through the ensuing Years 1-12, unless of course, parents advise us otherwise.

The Prep Program is a 5-day program and children are required to attend full time.

Education Queensland recommends 15 hours of aide time per week in Prep. At Good Shepherd, we are committed to providing full assistance for teachers and maintaining extensive duty of care considerations. It is for this reason that we employ two full-time teacher aides for Prep. This means one teacher aide per class at all times.

Orientation and First Week Procedures

Family visits (parents/care-givers and the child) will be conducted with the Prep teachers in the Prep rooms on a selected morning during November.

During the first week of school, Prep students will attend for just two full days, in smaller groups. Full time attendance for all children will commence on the Monday of the second week.

Curriculum

The Prep classes are using the “Early Years Curriculum” as developed by the Queensland Curriculum and Assessment Authority.

The focus of the curricula is a play-based, experiential program which builds on the knowledge children bring with them to school and scaffold their learning in a safe environment, which nurtures children academically, spiritually, physically, emotionally and socially. In Prep the focus is on the individual child and their individual stage of development. Each child is encouraged to be actively involved in the learning process - to experience a variety of developmentally and age appropriate activities and materials – and to pursue their own interests.

The foundation for future schooling continues to be established throughout the early childhood education levels (Prep to Year 3, or P-3).

Additional Programs Embedded in Prep:

- Perceptual Motor Program (PMP) – Physical Program that assists in developing children’s muscle tone, balance and strength through fine and gross motor skills
- Music – formal music tuition that teaches solfa, rhythm, beat and intonation, experiences
with percussion instruments, singing, movement and music appreciation

- Physical Education – formal Physical Education lessons that include gymnastics, swimming, fitness, ball skills and athletics
- Japanese – this is taught from Prep to Year 7. In Prep, the Program consists of learning the language through stories, games, songs and finger plays.

**Years 1 – 5 Curriculum**

Teachers in Prep to Year 5 use the Australian National Curriculum as the basic framework for all our Teaching and Learning. The Australian Curriculum makes clear to teachers what is to be taught, it also makes clear to students what they should learn and the quality of learning expected of them. As school we are able to decide how best to deliver the curriculum, drawing on integrated and inquiry approaches where appropriate and using pedagogical approaches that account for students’ needs, interests and the school and community context.

Subject areas covered are:
- Mathematics
- English
- Science
- Technologies
- The Arts
- Humanities and Social Studies
- Health and Physical Education
- Languages Other Than English (LOTE) -Japanese

As a Christian school in the Lutheran tradition, we add a further curriculum area – Christian Studies. As a school we use the Christian Studies Framework set out by Lutheran Education Australia as the basis of what we teach.

Specialist staff of the College also work in Years 1-5 classes throughout the year in the subject areas of:
- Physical Education
- Music
- LOTE (Japanese P-5)

The College also has a Learning Enrichment team of teachers and teacher aides who assist students with their learning.

**Middle Years Curriculum**

Students in the Middle Years’ classes experience classes related to the Australian Curriculum.

**Year 6 Curriculum**

The Year 6 curriculum introduces students to more specialist teaching and learning. All students study the same course.

*The subjects taught in Year 6 are:*

- Art
- Christian Studies
- Design and Manufacturing
- English
- German or Japanese
- Health and Physical Education
- Humanities
- Information Technology
- Mathematics
- Music
- Science
Year 7 Curriculum

The Year 7 curriculum introduces students to more specialist teaching and learning.

The subjects taught in Year 7 are:

- Art
- Christian Studies
- Drama
- English
- Food and Textile Technology
- German or Japanese
- Health and Physical Education
- Humanities
- Information Technology
- Mathematics
- Music
- Science

Year 8 Curriculum

The Year 8 curriculum introduces students to more specialised teaching and learning.

The subjects taught in Year 8 are:

- Art
- Christian Studies
- Drama
- English
- Food and Textile Technology
- German or Japanese
- Health and Physical Education
- Humanities
- Information Technology
- Mathematics
- Music
- Science

Year 9 Curriculum

All students in Year 9 study the following core subjects:

- Christian Studies
- English
- Mathematics
- Science
- Humanities
- Health and Physical Education

The following subjects are offered as electives:

- Art
- Business Studies
- Design and Manufacturing
- Drama
- German
- Graphics
- Japanese
- Food and Textile Technology
- Music
- Information Technology

Year 10 Curriculum

All students in Year 10 study the following core subjects:

- Christian Studies
- English
- Mathematics
- Science
- Humanities
- Health and Physical Education

The following subjects are offered as electives:

- Art
- Business Studies
- Design Technology
- Drama
- German
- Graphics
- Food and Textile Technology
- Japanese
- Music
- Information Technology
Googa Program

During Term 3, Year 10 students spend four weeks at Googa which is an outdoor education camp set in the ranges outside the township of Blackbutt, about two and a half hours from Noosa. This is a compulsory part of the Year 10 curriculum at Good Shepherd.

An information evening for all Year 10 parents will be held with the Director of the Googa Outdoor Education Centre early in the year.

Any queries concerning the Googa experience should be directed to the Googa Coordinator at the College.

Years 11 & 12 Curriculum

All students in Years 11 and 12 are expected to study English or English Communication, and at least one Mathematics subject. All students will participate in Christian Studies and the College sports program. Christian Studies is presented in blocks of time each term, allowing for extended discussion and guest presenters to present specific topics.

Courses in Years 11 and 12 are developed for study over two years. Students may elect to study subjects which will allow them to fulfil requirements for the Queensland Certificate of Education (QCE) and/or an Overall Position (OP). Subject selection is conducted during the year prior to students entering Year 11. Parents and students attend information sessions prior to selecting subjects for the following year. All subjects are offered subject to demand.

Authority Subjects (used in OP and QCE calculations)

- Ancient History
- Biological
- Business Communications Technology
- Chemistry
- Drama
- English
- Film, Television and New Media
- Geography
- German
- Graphics
- Home Economics
- Information Technology Systems
- Japanese
- Legal Studies
- Marine Science
- Mathematics A
- Mathematics B
- Mathematics C
- Modern History
- Music
- Physical Education
- Physics
- Science 21
- Visual Art
- Technology Studies

In Year 12, students may elect to study English Extension and/or Music Extension, if there is sufficient demand. These courses are two semester courses. Students must meet minimum requirements in order to enrol in these subjects.

Authority-Registered Subjects (used in QCE calculation but not in OP calculations)

These subjects do not count towards an OP and may not lead to university studies but do lead to TAFE studies and other post-secondary studies.

- English Communication
- Hospitality
- Industrial Technology Skills
- Pre-Vocational Mathematics
Certificate III in Fitness - Vocational Education and Training Subject (used in QCE calculations)

This subject is based on the nationally accredited and recognised TAFE training package. The completed Certificate III will contribute to the Queensland Certificate of Education. Completed modules and certificates do not contribute to an OP. Students may continue their study of Fitness at TAFE after the completion of senior schooling.

School Based Traineeships and Apprenticeships

Students in senior years may undertake a school-based traineeship or apprenticeship, allowing them to spend one day each week in the workforce where they learn on the job. They also complete the relevant industry certificate course through a Registered Training Organisation. Completion of this program will contribute to the Queensland Certificate of Education.

Tertiary Studies

Students may commence their tertiary studies whilst completing Years 11 and 12 at Good Shepherd.

Each year TAFE offers some courses especially designed for students who are completing senior schooling. Students attend TAFE one day each week and complete a certificate course which can contribute to their Queensland Certificate of Education.

The University of the Sunshine Coast offers the Headstart Program, providing students with the opportunity to study two USC subjects whilst completing their senior studies. Students become university students, attending lectures and tutorials on campus. Successful completion of two subjects will guarantee students entry to USC in most courses, if prerequisites are met. This study can contribute to a Queensland Certificate of Education.

HOMEWORK POLICY

Aims

- To develop a regular study habit.
- To reinforce and/or extend classroom learning.
- To bring some aspects of school life into the home.
- To give parents an opportunity to share in their child’s scholastic interests.
- To teach students to take responsibility for their own learning by developing skills of self-discipline and self-motivation.

Method

It is suggested that a homework study plan is created, coordinating it to fit in with family activities. Parents may help a child if difficulties arise with homework, but should not complete it for them as this does not increase the student’s learning and understanding. Talking with children and giving encouragement are important ways of helping with homework. Providing a quiet and private area is recommended.

If there is a problem or homework cannot be completed, parents are requested to provide a brief note of explanation

  Step 1: Teacher discusses with student to resolve the problem.
  Step 2: Support and encouragement provided by the relevant teacher. The student may be offered catch up time/tutorial help by his/her teacher as a support strategy, not a punishment, to assist students to take responsibility for their own learning.
Guidelines

At our College, every student can be expected to spend some time each Monday to Thursday night on some aspect of schoolwork. This will include written work, required reading and oral tasks. Students in senior years will also need to spend weekend time on schoolwork.

The general guidelines are as follows:

- Years 1 and 2: 5 to 10 minutes maximum per night.
- Years 3 and 4: 15 to 20 minutes maximum per night.
- Years 5 and 6: 30 minutes maximum per night.
- Year 7: 45 minutes maximum per night.
- Year 8: at least 60 minutes per night.
- Years 9 and 10: at least 90 minutes per night.
- Years 11 and 12: at least 120 – 180 minutes per night, plus weekend time.

Students in Years 6-12 have a diary for recording homework. Younger students will have a note from their teacher.

ASSESSMENT

Students at Good Shepherd Lutheran College are required to complete assessment tasks as part of their learning. The College will strive to ensure that all students are treated fairly, and that equitable conditions are maintained, whilst working within directives from the Queensland Curriculum and Assessment Authority and Australian Curriculum, Assessment and Reporting Authority.

Definition

Assessment tasks are set by teachers and the results will be used for diagnostic, formative and summative feedback. Grades will also be used to determine students’ end of semester report results and comments. Assessment tasks may include:

- assignments – an extended task requiring student work out-of class time
- examinations – tasks completed under controlled conditions at College
- practicals – activities of a practical nature administered by the College
- oral presentations – individual or group presentation of material or ideas
- performances – presentation of skills taught during lesson time eg drama, music; can occur in class time or out of school time

Guidelines

Note: Year level appropriateness applies to some of the following assessment guidelines.

To ensure students are treated fairly and equitably, all students must complete assessment tasks under the same conditions eg the same time to complete an assignment, the same time to complete a test. In Year 6-12, Semester Work Plans for each semester in each subject will be available on the College website early in each semester to aid students in planning their work load.

In order to facilitate students’ time management in assignments, all students will be required to submit evidence of work in progress before the due date, at intervals determined by the teachers. Assignment drafts will be submitted electronically, using College authorised programs. In subjects where electronic copies are an unsuitable format, students will show the teacher the work to date. Teachers will provide feedback on completed drafts. Drafts submitted late will not be accepted. If students are unable to produce evidence of work in progress, the subject teacher will make contact with parents, alerting them to this situation.

All students will complete assessment on the due date, as determined by the teacher. Significant non-completion of assessment tasks will be viewed as non-completion of the course and may jeopardise a student being awarded a result in that subject.
Assessment is to be completed / submitted in that subject’s lesson on the due date. Students must be in attendance at College for the full day on the day a piece of assessment is due. Students must submit assignments in both electronic and hard copy. Medical certificates must be provided in Years 11 and 12 if a student is absent for any part of the day that assessment is due. A parental letter explaining the absence is required in Years 6-10.

If a student has failed to complete a set task on the due date, the draft will be marked and the grade recorded. Parents will be notified. If the student is unable to produce a draft or work in progress, the student will be required to complete the task under the supervision of the Middle Years / Senior Years Curriculum Coordinators during the first available break.

As technology is widely used in preparing and completing pieces of assessment, students are strongly advised to back up their documents at all stages of their work.

Plagiarism is a serious academic offence. It involves using the work of others, without acknowledging the source, and then attempting to claim credit for the work as one’s own. Students found plagiarising will receive heavy penalties. On each assessment task, students will be asked to sign a Statement of Authenticity, acknowledging that the work they have submitted is their own. Students must always use referencing and a bibliography to acknowledge ideas of others.

**Special Provisions**

Students may apply for Special Provision in *exceptional circumstances* e.g. illness, bereavement, different learning requirements. Poor time management, holidays or paid work commitments are not legitimate reasons for being granted Special Provision.

Applications for Special Provision must be made, except in exceptional circumstances, before the due date. The form is available from the Middle and Senior Years Curriculum Coordinator and documentary evidence, such as a medical certificate, must be included.

Technology failure is a part of life. Therefore, students must ensure that they keep drafts and backups of their progress during assessment tasks so that they can produce substantial evidence of their work in progress in the event of technology failure. Without substantive documentation, special consideration will not be granted.

**AWARDS**

Annual awards are presented to students at the end of year events; Gold level at the Year 6-12 Presentation night and Maroon Level at a special Year 6-12 assembly. Staff nominate students for the various awards citing how they have fulfilled the criteria. The Deputy Principal, in consultation with relevant staff, prepares the award recipient list. All award recipients should have a positive and supportive attitude to the ethos of the College including participation in Christian Studies classes. All awards are based on the fullest and latest data available (usually determined approximately two weeks before presentation night).

**Individual Awards**

*Best All Rounder Award*

Awarded to the most outstanding student who has participated in a wide range of activities, including academic, leadership, sporting and/or cultural and service areas.

*Christian Life Award*

Awarded to students who have been actively involved in the Christian Life of the College Community (sponsored by Good Shepherd Lutheran Congregation).

*Citizenship Award*

Awarded to the most outstanding student who performs regular and unselfish service to the College community.
**Music Award**
Awarded to a student, enrolled in Music in the curriculum, participates in the instrumental and band programmes and demonstrates excellence in both theory and practical music (sponsored by the Noosa Music Society).

**Trainee of the Year Award**
Awarded to the student who has shown diligence and commitment to their traineeship in the workplace while maintaining the highest standards in related theory, school subjects and attendance (sponsored by CADET - Training and Employment).

**Sportsman of the Year (Middle School and Senior School)**
Awarded to the male student who gains the highest number of points assigned to college and representative sporting competitions.

**Sportswoman of the Year (Middle School and Senior School)**
Awarded to the female student who gains the highest number of points assigned to college and representative sporting competitions.

**Year Level Dux**
Awarded to the student with the highest academic achievement calculated over all assess-able subjects. Semester 1 & 2 results are averaged.

**Subject Award - Most Outstanding Achievement**
Awarded to the student with the highest achievement of at least an A- in each subject in each year level. Semester 1 & 2 results are averaged.

**Academic Excellence Awards**

**Gold Level**
Awarded to students with an outstanding academic achievement over assessable subjects. Semester 1 & 2 results are averaged.

**Maroon Level**
Awarded to students with a high level of academic achievement over assessable subjects. Semester 1 & 2 results are averaged.

**Academic Endeavour Awards**

**Gold Level**
Awarded to students from each year level that have consistently shown extraordinary endeavour in their studies. Students are selected based on Effort and Behaviour as recorded on Semester reports. Semester 1 & 2 data used.

**Maroon Level**
Awarded to students from each year level that have consistently shown very high level of endeavour in their studies. Based Effort and Behaviour as recorded on Semester reports. Semester 1 & 2 data used.

**Sporting Excellence Awards**

**Gold Level**
Awarded to students who have gained representative status at regional or higher level in a school-based sport.
Maroon Level
Awarded to students who have gained representative status at zone level in a school-based sport.

Cultural Excellence Awards
Gold Level
Awarded to students, who have been highly successful in significant interschool competitions or shown outstanding commitment and leadership in extracurricular cultural activities in the College - includes Music, Art, Literary, Drama, Debating, Public Speaking, Excellence programs etc.

Maroon Level
Awarded to students who have achieved in interschool competition or shown significant commitment leadership in extracurricular cultural activities in the College.

Service Awards
Gold Level
Awarded to students who have made an outstanding contribution of unselfish service to the College. Such a student is one who could be viewed as a model to other students.

Maroon Level
Awarded to students who have made a major contribution of unselfish service to the College. Such a student is one who could be viewed as a model to other students.

Mid-Year Awards
The following awards are presented at school assemblies early in Terms 2 and 4.

Semester 1 Academic Award
Awarded to students with a high level of academic achievement over all assessable subjects.

Mid Semester Effort Award
Awarded to students with high level of effort as recorded on the Mid–Semester Report for Classroom Behaviour Effort and Homework. Students who only receive a “Satisfactory” for Homework may also be considered.

INFORMATION TECHNOLOGY
Student Laptop Computers
Students in Years 6 to 12 are issued with a college owned laptop computer as part of our digital literacy program. The terms and conditions agreement signed by parents and students upon receipt of the computer, along with the general computer and information security statements made in this handbook must be adhered to at all times.

Students are also required to follow the general expectations for the use of laptops at College as follows:

- Students are provided with a protective case for their laptop. The Laptop must be carried in this case at all times. The laptop must be used in the case and not be removed during use. Students must not use the laptop case to carry other books or equipment. The charger should be brought to school each day for use when needed.
- Students must bring their laptop to every lesson. Laptops must be kept in a locked locker outside of class time when not in use. Laptops must be taken home each night.
- Laptops must be fully charged each night ready for the next full day at College. Students
must ensure that they have the charger at school at all times.

- To save start up time, students should use the sleep mode by just closing the lid between lessons.
- Students must store all school related files on either the Data Drive or their Network Student Drive - S: Student data is not backed up by the College. You must backup your own work regularly using USB drives.
- Printer access is only available in the Library before or after College or during breaks. Limits apply.
- Student email accounts are the only ones to be used at College. Social networking (e.g. facebook) is not permitted at College.
- Laptops are provided for teacher directed use in class time and for student work directly related to the subject at hand during the College day.
- Laptops must not be used for game playing, listening to music, watching videos etc. while at College.

Student Internet Usage

Good Shepherd Lutheran College is committed to improving student learning outcomes by increasing students’ computing skills and access to world-wide information. The College actively supports access by students to the widest variety of information resources available, accompanied by the development of the skills necessary to filter, analyse, interpret and evaluate information encountered.

Code of Practice

Students are required to use the Internet and email at our College in a responsible manner for purposes stated by their teachers.

- They will not use the internet or networks at school to access web pages, computer files, newsgroups, chat groups or other materials that would be considered offensive in the judgement of the College, or infringe the Student Code of Behaviour.
- They will be courteous and use appropriate language when communicating on the internet, and will report to the teacher any instances of inappropriate communication they receive.
- They will accept responsibility in regard to copyright protected material and plagiarism. They will not download and redistribute software, games, music, graphics, videos or text unless authorised to do so by the copyright owner, and will not attempt to present somebody else’s work as their own.
- They will not reveal personal information including their internet password/s to others, and will not distribute names, addresses, credit card details or telephone numbers of themselves or others via the Internet or College network unless required by the College to do so.
- They will be denied all access to College computers and/ or the Internet for a time to be determined by the College and may face further disciplinary action consistent with the other College Policies, if they violate any of the terms of this agreement.

INFORMATION SECURITY

Policy

The management and staff of Good Shepherd Lutheran College support information security and confidentiality in relation to records of staff, students and parents. These records will be made available under appropriate conditions as determined by the Principal.
Compliance

- The College will at all times comply with legal or statutory requirements regarding security and access to records.
- Software copying will be in accordance with legal requirements,
- and ‘pirated’ software is not permitted on any College owned computer.
- The privacy of staff, student and family records will be maintained through restricted access to records by relevant staff responsible for maintaining same.

College and Staff Responsibility

- Staff will be made aware through this policy and other appropriate forums e.g. staff meetings, of the need to maintain information security.
- Staff are required to maintain confidentiality with reference to student and family records and information, as outlined in privacy legislation.

CO-CURRICULAR ACTIVITIES

Good Shepherd has an extensive co-curricular music program including instrumental lessons and ensembles such as choirs, concert bands, jazz band, string ensembles, orchestra and quartets for those students wishing to extend their talents further.

Instrumental Lessons

Good Shepherd Lutheran College has a thriving and successful instrumental program. College ensembles have become well known for their excellent performances at Eisteddfods and community events. For more information on the Instrumental program, please read below or contact the Music Department. Enrol your child in Instrumental Lessons for 2018 using our easy to use online form found on the college website under the extracurricular tab.

Participating in the College instrumental program will offer your child the opportunity to develop performance skills, musical perception, aesthetic sensitivity and a broad range of personal and social skills and achievements.

At GSLC, we offer the opportunity for all students to learn to play an instrument of their choice in either Group or Private lessons with a Specialist Instrumental Tutor.

Instrumental lessons available are: Piano, Violin, Viola, Cello, Double Bass, Flute, Oboe, Clarinet, Bass Clarinet, Saxophone, Trumpet, Trombone, French Horn, Euphonium, Tuba, Drums / Percussion, Bass Guitar, Guitar, Flamenco Guitar and Singing

Group Lessons, consisting of between 2 and 4 students per group are available for String Instruments including Violin, Viola, Cello, Double Bass; and Band Instruments including Flute, Clarinet, Bass Clarinet, Saxophone, Trumpet, Trombone, French Horn, Euphonium, Tuba and Drums. Group Lessons cost $180 per term, charged to the College Account.

Private Lessons are available for all String, Wind, Brass and Percussion instruments as well as Piano, Voice and Guitar. Fees for these lessons are paid directly to the tutor. Private Lessons cost $35 per half hour lesson, $350 for a 10 week term.

Year 4 Band and String Program Our unique program enables all students in Year 4 to learn a Band or a String instrument as part of their Class Music lessons. The students receive one 45 minute ensemble lesson and one small group tutor lesson per week. There is no cost for the Year 4 program and instruments are provided.
**Hire Instruments** are available for String, Wind and Brass instruments. Pianos, Drums and Guitars are not available to hire. Hire instruments are $45 per term, charged to the college account.

**Band and Strings Program**

The College ensembles have become well known for their excellence and perform regularly at both College and Community functions.

All students learning an instrument are encouraged to be in an Ensemble or Choir. The benefits of ensemble membership are many: developing confidence, team work skills, responsibility, creativity and a positive self-image. There are no costs involved. Please see the Timetable for 2018 ensemble rehearsals below.

**Vocal Groups**

Junior Choir years 1 - 6
Middle School Choir years 6 - 9
Senior Vocal Group Years 10-12
Aurora- Auditioned choir

**Bands** - available for Woodwind, Brass, Percussion and Drum students to join. Piano players may join Maroon and Gold Band as percussionists.

Year 4 Band
Year 5 Band
Band Movie Music group - all levels
Maroon Band - 1+ years playing experience
Gold Band - 3+ years playing experience
Jazz Band - 5+ years playing experience
Orchestra - 5+ years playing experience

**Strings** - Available for Violin, Viola, Cello and Double Bass Students Year 4 Strings
Strings Movie Music - all levels
Little Fiddlers - 1+ years playing, prep - 5
Fiddle Club - Irish style Fiddle group, all levels
Junior Strings - 2+ years playing, years 4 – 6
Pop Strings – Advanced Jnr and Middle school students
Middle School strings - 3+ years playing, years 7 - 10
Orchestra / Senior String Ensemble - 5+ years playing, Audition

**Guitar Ensemble** - all levels
### Ensemble Rehearsals 2018 :-

<table>
<thead>
<tr>
<th>Date &amp; Time</th>
<th>Ensemble</th>
<th>Venue</th>
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</thead>
<tbody>
<tr>
<td>Monday 10.35am</td>
<td>Junior Choir</td>
<td>AR2</td>
</tr>
<tr>
<td>Monday 10.35am</td>
<td>Saxophone Ensemble</td>
<td>TH</td>
</tr>
<tr>
<td>Monday 3.00pm-4.00pm</td>
<td>Fiddle Club</td>
<td>AR2</td>
</tr>
<tr>
<td>Tuesday 7.30am-8.30am</td>
<td>Flute Ensemble</td>
<td>HP2</td>
</tr>
<tr>
<td>Tuesday 7.30am-8.30am</td>
<td>Pop Strings</td>
<td>TH</td>
</tr>
<tr>
<td>Tuesday 10.35am</td>
<td>Movie Music - Strings</td>
<td>TH</td>
</tr>
<tr>
<td>Tuesday 10.35am</td>
<td>Movie Music - Band</td>
<td>HP2</td>
</tr>
<tr>
<td>Tuesday 10.35am</td>
<td>Junior Musical</td>
<td>AR2</td>
</tr>
<tr>
<td>Tuesday 3.00pm-4.30pm</td>
<td>Jazz Band</td>
<td>HP2</td>
</tr>
<tr>
<td>Tuesday 3.00pm-4.00pm</td>
<td>Maroon Band</td>
<td>AR2</td>
</tr>
<tr>
<td>Tuesday 3.30pm-5.00pm</td>
<td>Noosa Mini String Ensemble</td>
<td>TH</td>
</tr>
<tr>
<td>Wednesday 7:30am–8:30am</td>
<td>Year 5/6 Band</td>
<td>HP2</td>
</tr>
<tr>
<td>Wednesday - 8.35am</td>
<td>Year 4 Band &amp; Year 4 Strings</td>
<td>TH/Chapel</td>
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<tr>
<td>Wednesday 10.35am</td>
<td>Junior Musical</td>
<td>AR2</td>
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<tr>
<td>Wednesday 10.35am</td>
<td>Senior Vocal Group</td>
<td>TH</td>
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<tr>
<td>Wednesday 3.00pm-4.00pm</td>
<td>Gold Band</td>
<td>HP2</td>
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<tr>
<td>Wednesday 3.30pm-5.00pm</td>
<td>Noosa String Ensemble</td>
<td>TH</td>
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<tr>
<td>Thursday 7:30am</td>
<td>Middle School Choir</td>
<td>HP2</td>
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<tr>
<td>Thursday 10.35am</td>
<td>Little Fiddlers Years 1-5</td>
<td>TH</td>
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<tr>
<td>Thursday 10.35am</td>
<td>Senior Dance Troupe</td>
<td>HP1</td>
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<tr>
<td>Thursday 10.35am</td>
<td>Junior Musical</td>
<td>AR2</td>
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<tr>
<td>Thursday 10.35am</td>
<td>Guitar Ensemble</td>
<td>HP2</td>
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<tr>
<td>Thursday 10.35am</td>
<td>Percussion Ensemble</td>
<td>Drum Cave</td>
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<tr>
<td>Thursday 3.00pm-4.15pm</td>
<td>GSLC Orchestra</td>
<td>Chapel</td>
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<tr>
<td>Thursday 4.15pm-4.45pm</td>
<td>Senior Chamber Strings</td>
<td>Chapel</td>
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<td>Junior String Ensemble</td>
<td>TH</td>
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<tr>
<td>Friday 7.30am</td>
<td>Aurora</td>
<td>HP2</td>
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<td>Friday 7.50am</td>
<td>Clarinova</td>
<td>TH</td>
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<tr>
<td>Friday 10.45am</td>
<td>Clarinetees</td>
<td>TH</td>
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<tr>
<td>Friday 10.45am</td>
<td>Middle School Strings</td>
<td>AR2</td>
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</tbody>
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Musicals
Good Shepherd Lutheran College stages Musicals in both its Junior and Secondary Schools - alternating between Junior and Secondary performances each year. Being part of a Musical is a fantastic opportunity for students interested in music, singing, performing or stage production. Please refer to our Drama and Dance page for more information on current and past College Musicals.

2013 Secondary students performed ‘The Sound of Music'
2014 Junior students performed ‘The Little Mermaid'
2015 Secondary students performed ‘The Addams Family'
2016 Junior students performed ‘Peter Pan'
2017 Secondary students performed ‘Rock of Ages”
2018 Junior students will perform ‘The Lion King”

Public Speaking
Besides the oral element of language taught in the English curriculum, the College has a program of public speaking. Year 7-11 students are involved in a Queensland Debating Union competition as well as the Sunshine Coast Debating Competition. Good Shepherd has a reputation as one of the strongest debating schools on the Sunshine Coast. Each year senior students compete in the Lions Youth of the Year competition. Rostrum Voice of Youth is another competition in which our students participate.

Tournament of Minds
The College has a fine record of involvement in the Tournament of Minds competition each year, including participation in a national final. Students in the middle years of schooling comprise teams which participate in the areas of language, science and social science each year.

Exchange Programs
The Languages Other Than English (LOTE) taught at Good Shepherd are German and Japanese. As part of their studies students have an opportunity to spend time in those countries. Each year at Easter, visitors to our College come to us from our sister school “Die Schillerschule” in Frankfurt in Germany. In return a group of our students pay a visit there for Christmas. Our sister school in Japan is in the seaside town of Oshimizu. Each August a group of our students visit there or they visit us in turn. A group of Year 6 students also spend some time with us each year from the Aoyama School in Tokyo.

EXTRA-CURRICULAR ACTIVITIES
Students have a wide range of extra-curricular team sports which train after school and are played during the week, evenings or weekends. These may include rugby, netball, water polo, volley ball, basketball, softball, and touch. Students in Years 8-12 may also be involved in rugby union, rugby league and Australian rules.

The College also participates in several carnival days or knock out competitions throughout the year—Girls AFL, Futsal, Tennis, Badminton, All schools Touch, Vicki Wilson and Primary Netball Cup, Sailing, Triathlon, Athletics, Queensland Basketball Championship.

Netball
Good Shepherd Netball Club enters school-based teams into the local Noosa District netball competition which caters for a wide range of ages and abilities. Our College enters teams in the
Primary Saturday morning competition which comprises Net-Set-Go and Netta Programs for the youngest non-competitive players and competition fixtures for the U10, U11 and U12 age groups. At Years 8-12, we also enter school-based teams in the Wednesday night senior competition and girls compete in teams graded on their playing ability.

Good Shepherd Netball Academy is a program of netball excellence. Players from Years 6-12 of the College are eligible to enrol in the Netball Academy squad training sessions which are held from 6.30am to 8am on a weekly basis. For more information please contact the College. Expert coaching from a Level 2 Netball coach is provided.

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<tr>
<th>Term 1</th>
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<td>Sunshine Coast Secondary Schools – Fisherman’s Rd</td>
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<td><strong>Primary Netball</strong></td>
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<td>Sunshine Coast Secondary Schools – Wednesday GR 8 - 12</td>
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**AFL**

Wednesday GR 10-12

**Triathlon**

Wednesday GR 3-9
Swimming

There are a wide range of programmed activities undertaken in the College 25m heated pool. For more information please contact the College.

Activities currently include:
- Learn to swim (babies, 6 months and over to adults)
- Squad training from novice to National level
- Adult stroke correction
- Adult squads

Tennis

Good Shepherd Tennis Academy is a program of tennis excellence. Sessions are available to students from grade 5 to 12. Younger students can apply to attend and will be assessed individually. Students should be able to serve, play consistent ground strokes and score their own game to enter the intermediate level group. The focus will be on developing these players and introducing them to competitive tennis.

Students wishing to learn to play tennis, but are not ready for competition can attend after school lessons on the College courts.

For more information please contact the Sports Department.

Water Polo

Our College participates in the Sunshine Coast schools water polo competition with both male and female teams. For more information please contact the Sports Department.

UNIFORM

The wearing of a uniform is compulsory at GSLC. The College operates a Uniform Shop where all uniform required by students is for sale. This shop is the only stockist of GSLC uniform items. The Uniform Shop trading hours are published regularly in the Shepherd’s Pie newsletter and on the College website.

It is expected that all students adhere strictly to the uniform regulations by wearing the correct uniform with pride at all times, according to the guidelines below. This includes travelling to and from school.

General Uniform Information

- All items must be named with the student’s full name.
- All materials are available for those wishing to make their own uniforms.
- There is also a pool of second hand clothes available.
- All items are available at the Uniform Shop.
- Shoes must comply with the school descriptions.
- All uniform items (including jumpers) must be to the uniform shop standard and contain the school logo – no department store equivalent is acceptable.

Grooming & Uniform Standards: Years P-12

The following guidelines are to be read in conjunction with the following ‘Uniform Requirement Lists’:

- Uniform must be in good condition and of the correct size. It must be worn well and in its entirety at all times – including to and from school and when in public.
- Socks worn up over the ankle.
- College pullovers/jackets are to be worn correctly or carried e.g. not tied around the waist.
- Jewellery or fashion accessories are not permitted except for a watch and a discreet chain with a Christian cross. No body piercing jewellery is permitted.
- Hair is to be neat and tidy, clean, off the face/eyes and conservatively styled and coloured.
- The College does not endorse the wearing of make-up, however tinted moisturiser, concealer and/or very light base can be worn. No other makeup is permitted. This includes eye makeup (i.e. mascara/eyeliner/eye shadow), blush and lipstick.
- Coloured fingernail polish is not permitted.
- A College hat must be worn during all outdoor activities. Students in Yrs 6-12 are to wear their formal hat with their formal uniform to and from school. A College hat must also be worn at all break times, as well as before and after school when students are in the grounds.
- During the winter months (1st June-31st August), students in Yrs 10-12 are required to wear their blazer to and from school with their formal uniform. Once at school, students may remove their blazers if they wish. Students are permitted to wear their College jumper with their blazer if they wish.
- Students are strongly encouraged to take additional protection against the harmful effects of the sun during periods of extended exposure to the sun (slip, slop, slap).

**Boys’ Grooming & Uniform**
- Boys’ dress shirts are to be tucked in – excluding Yrs 1-9 summer shirt.
- Boys’ shorts must be worn high on hips with the correct belt - no visible underwear.
- Boys’ hair should be short (number 3 minimum) and kept off the collar.
- Boys are to be clean shaven - no facial hair.
- Yrs 6-12 boys’ winter uniform – ties, winter shirt and long pants must be worn during the winter months commencing the 1st June each year.
- Ties must be tied correctly, sit neatly under the collar, and be worn with the correct shirt with the top button done up.

**Girls’ Grooming & Uniform**
- Girls’ skirt should be knee length or longer and worn high on the hips – no bare midriff.
- Girls’ hair should be neatly tied up or in a pony tail if long enough to do so using plain hair clips or white, maroon, navy, gold or college checked scrunchie/ribbons. Flowers and other decorative adornments are not permitted.
- Girls may wear a maximum of two plain gold or silver sleeper/stud earrings in the lower lobe of each ear.
- Stockings/tights with ladders/holes are to be removed.

**Sport Uniform**
- The Sports Uniform can be worn as follows: Yrs 1-6 - all day when PE is timetabled; Yrs 7-12 - only during HPE lessons; Yrs 10-12 - all day when sport is timetabled; Yrs 7-9 – In-House Sport all day Friday; Yrs 4-6 - SCISSA all day Thursday.
- Yrs 7-12 Students must change into and out of their sports uniform during the closest break on other days when they have timetabled HPE lessons.
- Students doing HPE in the afternoon may wear their sport uniform home.
- Sport shoes should be ‘running’ style shoe or cross trainer, either made out of synthetic material or leather. The flatter skate shoe, plimsoll or canvas Converse-type shoes are not acceptable sports footwear.
- House shirts are only worn for house competitions and carnivals.

Please note: Additional requirements for hair, clothing and footwear may be required in practical areas.

If, in the rare case, the uniform standard cannot be met on a particular day, the student is to have a letter of explanation signed and dated by their parent or guardian. This letter needs to be presented at the student reception window before the start of the day.
Non Apparel Uniform - All Students P-12

- **College Backpack** Maroon with school crest, ergonomically designed

Prep Girls Uniform

*Summer, Winter and Sport*

- **Culottes** Navy, pull on
- **T Shirt** Yellow with “Lambs” design
- **Hat** College navy bucket hat.
- **House shirt** Polo shirt in individual house colour (blue/gold/green/red)
- **Shoes** Croc style navy shoes and/or sports shoe. Sports shoe must be worn on PE days.
- **Socks** GSLC socks to be worn with sports shoe
- **Jumper** Maroon with College crest available in cotton/polyester
- **Bomber Jacket** Navy jacket with zip front
- **Swimwear** College bathers and College rash shirts (compulsory Prep - Yr 5)

Prep Boys Uniform

*Summer, Winter and Sport*

- **Shorts** Navy, drawstring/pull on
- **T Shirt** Yellow with “Lambs” design
- **Hat** College navy bucket hat.
- **House shirt** Polo shirt in individual house colour (blue/gold/green/red)
- **Shoes** Croc style navy shoes and/or sports shoe. Sports shoe must be worn on PE days.
- **Socks** GSLC socks to be worn with sports shoe
- **Jumper** Maroon with College crest available in cotton/polyester
- **Bomber Jacket** Navy jacket with zip front
- **Swimwear** College bathers and College rash shirts (compulsory Prep - Yr 5)

Years 1-5 Boys Uniform

*Formal - Summer & Winter*

- **Shorts** Grey, drawstring/pull on
- **Shirt** White, maroon & navy pinstripe
- **Socks** Grey, maroon and gold bands
- **Shoes** Must be plain black, polished leather, have black laces. Standard heel and sole.
- **Hat** College navy bucket hat
- **Jumper** Maroon with College crest available in cotton/polyester
- **Bomber Jacket** Navy jacket with zip front (optional)

*Sport - Summer & Winter*

- **Sport Short** Navy, drawstring/pull on
- **Sport Shirt** Polo Shirt maroon, gold & navy
- **House Shirt** Polo shirt in individual house colour (blue/gold/green/red)
• **Sport Socks**  White, maroon bands, College initials
• **Hat**  College navy bucket hat
• **Track Pants**  Navy, elastic-waisted, pull on
• **Swimwear**  College bathers and College rash shirts (compulsory Prep - Yr 5)
• **Shoes**  Runner-type, lace-up. Suede, skate/bike shoes and basketball shoes are not acceptable.

**Years 1-5 Girls Uniform**

**Formal - Summer & Winter**

- **Dress**  College Maroon check (minimum length 5cm above the knee when kneeling) white trim, navy tie
- **Socks**  White, maroon bands, College initials. Worn for sport & with dress
- **Shoes**  Must be plain black, polished leather, have black laces or T-Bar style. No Velcro tabs. Standard heel and sole.
- **Hat**  College navy bucket hat
- **Jumper**  Maroon with College crest available in cotton/polyester
- **Bomber Jacket**  Navy jacket with zip front (optional)

**Sport - Summer & Winter**

- **Sport Culottes**  Navy, side button with elasticised back
- **Sport shirt**  Polo Shirt maroon, gold & navy
- **House shirt**  Polo shirt in individual house colour (blue/gold/green/red)
- **Bike Pants**  Navy (optional)
- **Hat**  College navy bucket hat
- **Track Pants**  Navy, elastic-waisted, pull on
- **Swimwear**  College bathers and College rash shirts (compulsory Prep - Yr 5)
- **Shoes**  Runner-type, lace-up. Suede, skate/bike shoes and basketball shoes are not acceptable.

**Optional Items - Winter**

- **Tights**  Plain black tights (optional with skirt, in place of socks).
- **Scarf**  College navy and maroon scarves (optional).

**Years 6-9 Boys Uniform:**

**Formal - Summer**

- **Shorts**  Grey dress style with black leather belt.
- **Shirt**  White with navy and maroon pin stripe, open neck style worn over shorts.
- **Socks**  Short grey with maroon and gold band at top.
- **Hat**  College formal hat (planned re-introduction in Term 2)
- **Shoes**  Black leather dress shoe, lace-up, low block heel (no suede, runner/sport style, Velcro tabs)
**Formal – Winter**

*Same as summer uniform with the exception of shorts and the addition of...*

- **Jumper**
  Maroon jumper with College crest, the College navy bomber jacket may be worn over the maroon jumper (not in place of)

- **Pants**
  Long grey pants

- **Shirt**
  College winter shirt (swallow tailed, white with navy and maroon pin stripe, worn tucked in)

- **Tie**
  College maroon tie

- **Belt**
  Black leather belt

**Sport - Summer & Winter**

- **Sport Shorts**
  College navy board short.

- **Sport Shirt**
  College polo shirt in maroon, gold and navy.

- **House Shirt**
  Polo shirt in individual house colour (blue/gold/green/red)

- **Tracksuit**
  Optional jacket in place of college jumper, including track pants

- **Socks**
  White ankle sock with maroon band and school initials.

- **Shoes**
  Runner-type, lace-up. Suede, skate/bike shoes and basketball shoes are not acceptable.

- **Hat**
  College navy bucket hat

- **Swimwear**
  College bathers and College rash shirts

**Years 6-9 Girls Uniform:**

**Formal - Summer**

- **Skirt**
  Maroon, white, gold and navy tartan, pleated regulation length below the knee.

- **Blouse**
  White College blouse

- **Socks**
  White ankle sock with maroon band and school initials.

- **Tie**
  Maroon crossover

- **Hat**
  College formal hat

- **Shoes**
  Black leather dress shoe, lace-up, low block heel (optional: buckle T bar style - upper cover offers maximum foot protection) (no suede, runner/sport style, Velcro tabs)

**Formal – Winter**

*Same as summer uniform with the addition of...*

- **Jumper**
  Maroon jumper with College crest, the College navy bomber jacket may be worn over the maroon jumper (not in place of)

- **Pants**
  Long College navy pants (optional)

- **Tights**
  Plain black tights (optional with skirt, in place of socks).

- **Scarf**
  College navy and maroon scarves (optional).

**Sport - Summer & Winter**

- **Skirt or shorts**
  College front pleated navy skirt or navy embroidered shorts.

- **Shirt**
  College polo shirt in maroon, gold and navy.

- **House shirt**
  Polo shirt in individual house colour (blue/gold/green/red)

- **Tracksuit**
  Optional jacket in place of college jumper, including track pants
- **Socks**  White ankle sock with maroon band and school initials.
- **Shoes**  Runner-type, lace-up. Suede, skate/bike shoes and basketball shoes are not acceptable.
- **Bike-pants**  Navy to be worn under the skirt (optional)
- **Hat**  College navy bucket hat
- **Swimwear**  College bathers and College rash shirts

**Years 10-12 Uniform**

Students in Years 10 and 12 have the following variation to their uniform. Shoes, socks, sports uniform and winter uniform requirements are the same as for students in Years 6 to 9. A Senior Jacket for Year 12 students is designed each year and this may be worn with the sports uniform only.

- **Boys’ Shirt**  White with embroidered school logo on pocket detail, to be worn tucked in.
- **Girls’ Blouse**  White to be worn with long maroon, gold and navy tie.
- **Blazer**  Maroon with gold embroidered College crest on pocket.

**TRANSPORT**

The College operates a number of bus routes. Information is available from the Business Office on enquiry. Students using the service must book a daily return seat which is paid by the term (in advance) or by purchase of a ten trip pass if students do not use the bus on a regular basis. The cost of the service per passenger varies per term depending on the distance travelled. The cost is charged to the family account in the same manner as school fees and the same payment options apply. Further details can be obtained from the office.

The school is also serviced by Buslink Queensland (Office Address - 13 Bartlett Street, Noosaville, 4566). For more information contact Buslink on (07) 5474 4733.

A Conveyance Allowance is payable to parents who live more than 3.2 km from the closest state school. Students can be either conveyed by bus or private vehicle. Contact the School Transport Section, Queensland Transport on 5477 8400 for more information (See Bus Users Policy under Transport).

**Bus Users Policy**

Parents who wish to apply for a seat on a GSLC bus for transport to and from school must fill out a College Transport Application Form which is available from the College Administration Office or via the College Website. As seats become available, they will be allocated to the next person on the waiting list. This also applies for additional children of existing families and for people moving house.

As all students use the College buses for either transport to and from school, or transport to a venue during school time, this policy applies to all students.

**Rules**
- Seat belts must be worn.
- Drivers’ instructions should be obeyed at all times.
- Students boarding the bus should stand back from the kerb until the bus stops.
- Students are to sit while the bus is moving and not change seats.
- No part of the body may project outside the windows.
- Nothing is to be thrown from the windows or inside the bus.
- Food or drink is not to be consumed on the bus.
- Students must not call out to the bus driver. Requests to the bus driver are to be made via
senior school students. The driver’s concentration is critical.

- Excessive noise is not permitted.
- Students must remain in full uniform until arrival at home.

The driver has the responsibility for safe transport of students and so has authority over all aspects of behaviour on the bus. Students not complying with these rules will be reported to the College.

**Operational Requirements**

Students are to be at their particular stop at least 5 minutes before the scheduled bus time to allow for variation in traffic conditions as well as to ensure the safety of the children. Parents of very young children are requested to be waiting at the bus stop to collect their children unless a responsible older child accompanies them. In the event of the children not arriving home by the usual time, parents are asked to contact the College receptionist immediately so the matter can be followed up. The office closes at 4.00pm.

**Extreme Weather Conditions**

When extreme weather conditions prevail, and roads become impassable, it may be considered to be in the best interests of all to cease bus operations for the entire day. In this event, a message will be broadcast over the local radio station, 92.7 Mix FM, advising if the buses will be operating on that day.

**WORKPLACE HEALTH AND SAFETY POLICY**

Good Shepherd Lutheran College upholds the legislative obligations of the Workplace Health and Safety Act and Regulations, Advisory Standards and Australian Standards. The College is committed to its responsibility to provide a duty of care and a safe workplace for all persons who work at, study at, or visit the College.

**Purpose**

To inform persons at all levels and areas of their Workplace Health and Safety statutory obligations required under Workplace Health and Safety Legislation.

**Scope**

All staff, contractors, visitors and suppliers of plant, equipment and substances have statutory obligations under Workplace Health and Safety Legislation.

**Reference Documents**

Workplace Health and Safety Act and Regulations, Advisory Standards, Codes of Practice and Australian Standards.

It is the policy of the College to conduct its activities in such a manner that will provide a work environment, which so far as is practicable:

- Places the safety of the staff and the public ahead of the protection of the College equipment and services; and
- Actively encourages safe working practice both at the College and at home.

To achieve a safe and healthy working environment within the College, the commitment and cooperation of every staff member, community member, visitor and contractor is essential.

In order to support this policy the College will:

- Ensure the Risk Management methodology is consistently applied across the College activities and practices with a view to eliminate or otherwise control the identified risks.
- Comply with the spirit and intent of the relevant legislation, Codes of Practice and Industry Standards and make adequate provision of resources to meet these requirements;
• Ensure that each worker is trained not only in the basic principles of work health and safety matters but also matters specific to their area of responsibility;

• Establish measurable objectives and targets aimed at eliminating work-related injury and illness;

• Support each worker in their obligation to be fully responsible and accountable for health and safety issues including repairs and maintenance in each person’s area;

• Establish a Work Health and Safety Committee to provide the School with a forum for consultation on workplace health and safety issues;

• Develop an awareness in the staff, contractors and visitors of health and safety issues through the dissemination of appropriate information;

• Investigate the cause of every incident and take corrective action, irrespective of whether personal or property damage has occurred;

• Encourage the rehabilitation of injured workers; and

• Apply the policy constantly across all College areas and activity locations of the School.

Staff members, contractors and visitors for their part will be expected to:

• Comply with all relevant legislation, Codes of Practice, Industry Standards and College policies and procedures;

• Report and where appropriate, rectify hazards identified throughout the College;

• Accept responsibility for the protection of all persons, the community and the environment that may be affected by their activities.

There is no task so important within the College that health and safety standards will be compromised.

Evacuation Procedure

1. ASSIST anybody in Immediate Danger
2. RAISE the ALARM. Notify Administration Office or listen for the Evacuation Siren.
3. RESTRICT the danger by closing windows and doors.
4. EVACUATE the building by the nearest Safe Exit.
5. Teachers to ensure ALL students and other persons have left the building.
6. MOVE to the nearest safe ASSEMBLY area.
7. ACCOUNT for the students and persons from your building/classroom.
8. REMAIN in the assembly area until ALL CLEAR is given by Warden.

GENERAL PROCEDURES

Absences (also see Late Arrivals & Early Departures)

When students are absent from school, parents are required to contact the College by phone (07 5455 8666); email absent@gslc.qld.edu.au or sending an SMS to 0416 906 148. This is a priority as a roll check is carried out at 8.35am sharp. Parents are asked to contact the College before 9.00am to advise of student absences. If the College has not been advised, a text message will be sent to check the whereabouts of the student. If the College has not been informed of a student absence then parents may be charged a fee per occurrence to cover administration costs. When parents are planning to take their children out of school for a day or more, some advance notice will help class teachers to plan for their absence.
### Bell Times

- **8.35am**: Years P-12 lessons begin
- **10.35am - 11.25am**: Years 1-12 AM break
- **1.00pm - 1.25pm**: Years 1-12 PM break
- **2.45pm**: Prep dismissal (no bell)
- **3.00pm**: Years 1-12 dismissal

Students should arrive at school by 8.25am (first bell 8.30am) but not before 8.00am.

For your child’s safety, please observe the following:

- Parents may drop students off in designated drop-off areas only.
- Parents and students are required to use crossings where provided and exercise due care in all other traffic areas of the campus.
- Please cooperate at all times with Traffic Supervisors.

Teacher supervision is provided in the College grounds from 8:10 am.

Junior Years students may play handball in any of the handball courts before school; however, no bigger ball play or play on the oval is permitted. Junior years may only play in the Junior Years section of the College. Some equipment is available from the junior office until 8:30am.

After being dismissed students should be collected by 3.30pm at the latest. Parents of younger students may prefer to collect them from near their classrooms and walk them to the car park.

Play is not permitted at the conclusion of the school day in any area of the College. An Outside of School Hours Care service is available here at the College.

Parents may only park in designated spaces. To avoid traffic congestion, the dropping off and picking up of children should be done as quickly as possible with no parking in the flow-through lanes.

Any student who has not been collected by 3:30pm will be taken to the Administration Office and efforts will be made to contact parents to arrange transport home. Students will not be permitted to leave the school grounds unless permission has been given by a parent.

### Banking - Lutheran Laypeople’s League (LLL)

There are opportunities for children and parents to operate savings accounts with the Lutheran Laypeople’s League. The LLL is a non-profit financial institution established in 1921 with strict rules of governorship. There are no account fees or taxes and deposits of any amount attract an annual interest rate. Accounts are “at call” accounts.

Deposits can be made through the business office on any school day. Withdrawals are to be forwarded direct to the LLL and can be paid to you by cheque or transferred into a savings or cheque account, usually on the same day.

While it is a matter of personal choice how you organise your finances, we would urge you to consider the LLL Savings Account for the following reason. Our school is able to borrow money needed to finance our building programs at very favourable rates from LLL.

However, we must maintain “matching deposits” earmarked for Good Shepherd Lutheran College. That is, we must have a dollar of savings deposited in the LLL for every dollar we borrow.

### Book Hire

The College operates a book hire scheme for some year levels/subjects. Students are responsible for keeping the text in good condition. If texts are damaged or lost, parents will be billed for the replacement costs.
Subject Changes

Students wishing to change elective subjects must see their Curriculum Coordinator to discuss the change process. If agreed, a subject change form must be completed. Any changes must be completed within the first three weeks of the semester.

Communication with Staff

Pastoral care of each student is highly valued at Good Shepherd. When you have a concern of any nature, we encourage you to contact the appropriate staff member at the earliest possible time in person, by phone or email.

Years 1-5 Students:
- Your student’s teacher.
- Student Coordinator
- Head of Junior School
- Principal.

Years 6-12 Students:
- Your child’s Pastoral Care Teacher or House Leader.
- Subject teacher and/or Head of Subject Department for specific subject matters.
- Relevant Year Level Coordinators or Head of Students: Particular responsibility for student welfare and discipline.
- Relevant Head of Studies: Particular responsibility for curriculum matters.
- Deputy Principal.
- Principal.

Parents may be redirected to a more appropriate member of our staff team in certain circumstances, including our Support Staff, Careers Advisor, Chaplain and College Counsellor.

Matters of routine can be directed to the College Receptionist Staff.

Concerns of a financial nature should be discussed with the Business Manager or the Principal.

Parents need to be thoughtful when contacting Teachers. Teachers are not able to come to the phone during class time. During breaks they are often on playground duty. However, for urgent communication, the College Office is able to pass on a message.

Communication between teachers and parents is encouraged. The partnership we have in educating students is not one-way and encourage parent to initiate contact when needed. Our desire is to have an effective partnership and support all forms of appropriate communication through phone conversations and email, as well as arranged parent meetings. Parents are also encouraged to take advantage of other formal occasions such as Parent Teacher Interview Evenings and Information Nights.

Dangerous Items

Chewing gum, sharp dangerous objects, matches and cigarette lighters are not to be in the possession of students at school. These and others items when misused can be dangerous and also cause damage to building, furniture etc.

Dental Services

The College is visited by the School Dental Van about once every two years. Students from Prep through to Year 10 are able to access this service if their parents require it.
Early Departures

If students need to leave the school during the school day, then they must have a signed note from their parent/guardian explaining the circumstances. This note must be presented at the student reception window in SA block before school starts so that the office staff can verify the absence and prepare the sign-out slip. The slip must be collected before leaving the College.

First Aid

The First Aid room is located in SA block. If a student becomes ill or is injured while at school then they should report to the First Aid officer. In non-urgent cases, students must seek permission from their teacher before going to first aid. Students are NOT to contact home directly on a mobile phone. This poses real risks to the student and hinder the college’s ability to provide the best possible care for the student. The First Aid Officer should be the only person contacting home regarding illness. If parents receive calls from students, please call the first aid room immediately on 5455 8632

Grievances

Good Shepherd Lutheran College is committed to developing an environment which promotes respect for persons, integrity, equitable treatment and natural justice. Having a good complaints procedure reflects positively on the ethos and values of the College, as the College believes that if a concern or complaint is dealt with seriously and sensitively at an early stage, it is likely to have a satisfactory outcome.

House System

The College uses a system of four Houses for organisational and competitive sport purposes. All students enrolling in the College are allocated to a House, and siblings are allocated to the same House.

There are House shields for Swimming, Athletics and Cross Country for both Years 4-6 and Years 7-12 sections. Various other House sport competitions are held for each section during the year.

There are an equal number of evenly sized Pastoral Care (PC) groups for each House at Years 6-12 levels. PC Groups are arranged vertically - that is, a mixture of students from more than one year level in each PC group. Their PC teacher and their House Leader are important links for parent contact with the College, and in issues relating to behaviour management, personal organisation and social issues.
House names and symbols etc. are as follows:

<table>
<thead>
<tr>
<th>Origin</th>
<th>Colour</th>
<th>Mascot</th>
<th>Element</th>
<th>Leader</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donella</td>
<td>Lake</td>
<td>Osprey</td>
<td>Air</td>
<td>David Palmer</td>
</tr>
<tr>
<td>Laguna</td>
<td>Bay</td>
<td>Dolphin</td>
<td>Water</td>
<td>Phil Creek</td>
</tr>
<tr>
<td>Munna</td>
<td>Point</td>
<td>Wombat</td>
<td>Earth</td>
<td>Johanna Foley</td>
</tr>
<tr>
<td>Weyba</td>
<td>Creek</td>
<td>Lizard</td>
<td>Fire</td>
<td>Nicole Drew</td>
</tr>
</tbody>
</table>

**Senior Years PC groups**

- **D1** (Origin: Donella) - Leader: Mr. Bindley SC5
  - Class: W1 - Colour: Creek - Mascot: Lizard - Element: Fire - Leader: Mr. Telleman SC4

- **D2** (Origin: Laguna) - Leader: Mr. Hayes SD4
  - Class: L2 - Colour: Bay - Mascot: Dolphin - Element: Water - Leader: Mr. Hansen L7
  - Class: W2 - Colour: Creek - Mascot: Lizard - Element: Fire - Leader: Mr. Jennings SE1

- **D3** (Origin: Munna) - Leader: Mrs. Perkins L1
  - Class: M3 - Colour: Creek - Mascot: Lizard - Element: Fire - Leader: Mrs. Donovan HP1
  - Class: W3 - Colour: Creek - Mascot: Lizard - Element: Fire - Leader: Mr. Purcell SD5

**Middle Years PC groups**

- **D4** (Origin: Donella) - Leader: Mrs. Mayer L8
  - Class: L4 - Colour: Lake - Mascot: Osprey - Element: Air - Leader: Mrs. White SF2
  - Class: W4 - Colour: Creek - Mascot: Lizard - Element: Fire - Leader: Mrs. Harris SC3

- **D5** (Origin: Laguna) - Leader: Mr. Osborne SC2
  - Class: L5 - Colour: Bay - Mascot: Dolphin - Element: Water - Leader: Miss. Doyle SD1
  - Class: W5 - Colour: Creek - Mascot: Lizard - Element: Fire - Leader: Mrs. Every SG2

- **D6** (Origin: Munna) - Leader: Miss. Berger SD6
  - Class: L6 - Colour: Point - Mascot: Wombat - Element: Earth - Leader: Mr. Moore SB1
  - Class: M6 - Colour: Creek - Mascot: Lizard - Element: Fire - Leader: Mr. Hann SG1
  - Class: W6 - Colour: Creek - Mascot: Lizard - Element: Fire - Leader: Miss. Waites DT1

**Infectious/Communicable Diseases**

For your interest and assistance in maintaining good health in the College, we reprint information obtained from the National Health and Medical Research Council document “Time Out - Recommended minimum exclusion periods for infectious conditions for schools, pre-Schools and child care centres” to prevent the spread of infectious diseases among staff and children. For further advice and information on any of these conditions contact your doctor or the Sunshine Coast Population Health Unit on 5409 6600.

It should be noted that the periods of exclusion given in the table below are MINIMUM PERIODS. The Doctor who is treating the patient may increase them if convalescence is slow, BUT THEY ARE NOT TO BE SHORTENED.

**Condition** | **Exclusion of Case (person with infection)**
---|---
Chickenpox (Varicella) | Exclude until all blisters have dried. This is usually at least 5 days after the rash first appeared in unimmunised people and less in immunised people.
Cold Sores (Herpes Simplex) | Young children unable to comply with good hygiene practices should be excluded while sores are weeping (sores should be covered with a dressing where possible.
Conjunctivitis | Exclude until discharge from eyes has ceased unless non-infectious conjunctivitis.
Diarrhoea | Exclude until there has not been a loose bowel motion for 24 hours.
Diphtheria | Exclude according to Population Health Unit requirements
Enterovirus Neurological Disease | Written medical clearance is required confirming the virus is no longer present in the child's bowel motions.
Haemophilus Influenzae Type B (HIB) | Exclude until appropriate antibiotic treatment completed. Written medical clearance is required to return to school.
Hand, Foot and Mouth Disease | Exclude until all blisters have dried.
<table>
<thead>
<tr>
<th>Disease</th>
<th>Exclusion Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mouth Disease</td>
<td>Exclude until day after effective treatment has started.</td>
</tr>
<tr>
<td>Headlice, Ringworm, Scabies, Tinea</td>
<td>Exclude until at least 7 days after the onset of jaundice or illness. Written medical clearance from doctor is required to return to school confirming child is not infectious.</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Exclude until at least 7 days after the onset of jaundice or illness. Written medical clearance from doctor is required to return to school confirming child is not infectious.</td>
</tr>
<tr>
<td>Influenza and influenza-like illness</td>
<td>Exclude until well.</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude for at least 4 days after onset of rash. Written medical clearance from doctor is required to return to school confirming child is not infectious.</td>
</tr>
<tr>
<td>Meningitis (bacterial)</td>
<td>Exclude until well and has received appropriate antibiotics.</td>
</tr>
<tr>
<td>Meningitis (viral)</td>
<td>Exclude until well.</td>
</tr>
<tr>
<td>Meningococcal infection</td>
<td>Exclude until appropriate antibiotic treatment has been completed. Written medical clearance from doctor is required to return to school confirming child is not infectious.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for 9 days after onset of swelling.</td>
</tr>
<tr>
<td>Norovirus</td>
<td>Exclude until there has not been a loose bowel motion or vomiting for 48 hours.</td>
</tr>
<tr>
<td>Poliomyelitis</td>
<td>Exclude for at least 14 days from onset of symptoms and case is has recovered. Written medical clearance from doctor is required to return to school confirming child is not infectious</td>
</tr>
<tr>
<td>Rubella (German Measles)</td>
<td>Exclude until fully recovered or for at least four days after the onset of rash.</td>
</tr>
<tr>
<td>School Sores (Impetigo)</td>
<td>Exclude until appropriate antibiotic treatment has started for at least 24 hours. (Sores on exposed skin must be covered with a watertight dressing.)</td>
</tr>
<tr>
<td>Streptococcal sore throat (incl. Scarlet Fever)</td>
<td>Exclude until well and child has received antibiotic treatment for at least 24 hours.</td>
</tr>
<tr>
<td>Tuberculosis (TB)</td>
<td>Written medical clearance is required from QLD Tuberculosis control Centre to return to school, confirming child is not infectious.</td>
</tr>
<tr>
<td>Typhoid, Paratyphoid</td>
<td>Exclude from school until, written medical clearance from doctor is required to return to school, confirming child is not infectious.</td>
</tr>
<tr>
<td>Whooping Cough (Pertussis)</td>
<td>Exclude for 5 days after starting appropriate antibiotic treatment or 21 days from the onset of coughing. Written medical clearance from doctor is required to return to school confirming child is not infectious</td>
</tr>
<tr>
<td>Worms</td>
<td>Exclude if loose bowel motion present.</td>
</tr>
</tbody>
</table>

Exclusion not necessary for the following:

- Cytomegalovirus (CMV), Glandular Fever, Hepatitis B & C, Molluscum Contagiosum, Parvovirus, Roseola, Thrush (Candidiasis), Human Immunodeficiency virus (HIV/AIDS virus) unless child has a secondary infection which requires exclusion in its own right.
**Late Arrivals**

If students are late to school/class and miss the roll check in period 1, they must sign in at the Student Reception Kiosk located at the SA building (just in front of First Aid). Students are to hand in their signed note from their parent/guardian explaining why they are late and take the printed 'late to school slip' to their class.

**Library**

The Library is available to students and classes for the purpose of research, quiet reading, study etc. Students are expected to work quietly in the library, and use their time profitably. No bags, food or drink are allowed. The library is open from 7:30am to 5pm (3:30pm closure on Fridays).

**Lockers**

All students in Years 7 -12 will be issued lockers and padlocks at the beginning of the school year. Students are to keep the lockers locked at all times and their surrounds neat and tidy. Locker combinations must not be revealed to other students to ensure locker security. Valuables must not be left in lockers, but handed in to staff at the student reception window for safe-keeping.

How to use locker combination locks:

1. Turn dial clockwise to zero.
2. Turn clockwise to the first number.
3. Turn anticlockwise PAST the first number to the second number.
4. Turn clockwise to the third number.

**Lost Property**

To avoid the large number of items that end up in lost property, it is requested that parents clearly label all clothing and items belonging to students. If something is lost, please check lost property which is kept outside the main staffroom for Years 1-7 students and in the SA Block Teacher Aides’ office for Years 8-12 students.

**Medication**

Medication will be dispensed only by designated College staff. No medication will be dispensed by designated College staff unless:

- the Medical Authority form is completed (available from the Administration Office).
- the prescribed medication is provided in its original medication container provided by the pharmacist at the medical practitioner’s direction.
- the instructions on the medication container indicate specific times at which medication is to be administered.

Non-prescribed oral medication such as analgesics will only be administered when provided by the parent and requested in writing. A separate Medical Authority form is available for parent use.

**Messages for Students**

Please contact the College office with URGENT MESSAGES ONLY. At times we are flooded with messages from parents to children. While we do our best to pass these on, we beg your patience and understanding when we do not get it right. Please refrain from using student mobile phones as a way of contacting students during class time. The office is able to get messages to classrooms quickly, without disturbing the learning process.
Mobile Phones & Portable Music Devices

Students are permitted to bring phones and portable music devices to school for responsible use only. Please note that should students choose to bring these items to school, it is at their own risk. The College will not be held responsible for damage to these devices.

Mobile phones and portable devices are only permitted to be used during class time for educational purposes, and only with a teacher’s permission.

During break time, mobile phones may be used for urgent and important contact. Any such use must be done in the area adjacent to the Student Reception window in SA block. At all other times and places during break time, mobile phones and portable devices must be switched off and kept out of sight.

If students are unwell, they are to report to the Sick Bay. Students are not to contact parents as this will be done by College staff.

Any devices used outside these times may be confiscated and will only be returned at the end of the day unless there are other circumstances.

Newsletter “Shepherd’s Pie”

The College newsletter, the “Shepherd’s Pie”, is produced every fortnight and made available by via our website. We rely on the Shepherd’s Pie to communicate essential information to parents, so for your own benefit, please make sure that you access the “Pie” regularly following our email alert to you of its availability each fortnight.

Parent Support

Good Shepherd Lutheran College encourages the active involvement of ALL parents in its voluntary work program and fund raising efforts such as those organised by the Parents and Friends.

Parental Separation

In cases of parental separation or divorce, it is the responsibility of the parent's to supply administration with any relevant information relating to their child/children.

Progression through the School

If, in the opinion of a class teacher and Principal, a child is not ready to progress, after consultation and agreement with parents, a child may repeat a year. The best interests and care of the child are always to be kept foremost in mind.

Prohibited Substances

Students are not permitted to smoke tobacco, consume or use alcohol or illegal, non-prescribed drugs while at school, in school uniform, engaged in school activities or in association with any school functions. The possession of any of these substances and/or associated equipment at school or school-organised activities is also an offence.

Students who do not comply with these expectations will face serious disciplinary action. This disciplinary action will be complemented with counselling from inside and/or outside the school where that is felt appropriate.

Students who are aware of the use and/or possession of prohibited substances and associated equipment at school or at a school function, and who ignore their responsibility to report such matters, may be included in any disciplinary action.
Reports

Student’s progress and performance is assessed regularly. Reporting to parents occurs in two ways:

- parent/teacher interviews
- printed reports

All parents with children in Years 1-12 are requested to attend individual interviews during the first half of the year. Interviews are held for Years 1-5 students near the end of Term 1 and beginning of Term 3; and for Years 6-12 students, early Term 2 and end of Term 3. Follow-up or even earlier interviews can be arranged with teachers. Informal chats and visits throughout the year can also be arranged as required.

Formal end of Semester reports are emailed to parents for all students on the last day of Terms 2 and 4.

Year 6-12 students receive an interim report at the end of Term 1 and Term 3.

Road Safety

The Safety of your children is our first priority. Whilst parents and students are driving on the College grounds, they must adhere to the following regulations:

- Drop off and collect students only in allocated areas.
- A 10kph speed limit at all times within the College grounds.
- No double parking.
- Use the crossing.
- People on crossing have right of way at all times.
- Vehicle must not be left unattended in the drop off/pick up zone.
- Give way to school buses and watch for student movement.

School Lunches

Good Shepherd encourages parents to provide a healthy lunch for their children while at school. In so doing, parents are supporting the educational aims of our school as well as promoting healthy choices and eating habits with their children. We see the school lunch as having the potential to enhance student behaviour and performance.

Due to health and social concerns, school is not the place for “treats”. Please keep these at home. Foods high in sugar, fat and artificial flavourings and preservatives etc. should not be sent to school. (also see Tuckshop)

Social Conduct Code

For Students and their Families Good Shepherd Lutheran College Parents and Friends representatives have adopted the following guidelines for social conduct to encourage enjoyable and safe social activities. When families of the school are hosting parties or other social activities involving our students, we recommend the following guidelines. We wish to uphold the good name of Good Shepherd Lutheran College in the community and to assist students to develop into responsible and caring citizens, motivated by Christian values.

1. Social functions are expected to finish at a reasonable hour.
2. At social gatherings in the home, at least one of the parents should be in attendance to assist the young host and ensure that entertainment is of a suitable nature.
3. It is important that social functions be kept to a minimum during term, particularly close to exam blocks in terms 2 and 4.
4. It is considered necessary that students be taken to and from evening functions by a responsible adult.
5. Students should invite only those known to them, each guest being invited personally. It is necessary that invitations, written or verbal, nominate the finish time and be answered
6. Open parties are ill advised and it is appropriate that uninvited persons not be admitted.
7. It is essential that the consumption of alcohol, the smoking of tobacco and the use of drugs at student parties be prohibited.
8. Communication between parents, and between students and parents, will prevent many problems.
9. Students and parents are to be aware that our school is judged by our behaviour and appearance in public places. Pride in our school and its uniform is to be encouraged.

**Student Drivers**

Students with a driver’s licence may drive to school according to the following procedures:

- Completed Student Driver Permit Application Form has been approved.
- All drivers wishing to have student passengers must have completed and have an approved Student Driver Passenger Consent Form.
- The above forms must be kept either in the glove box of the car or on the driver’s person and displayed when asked.
- Students must not go to their cars during the day or leave the grounds of the College unless approved.
- Students must adhere to the same rules as any other driver whilst on the College grounds.

Non-compliance of these procedures will result in the permission to drive their own vehicle to school being denied.

**Student Photocopying**

Students may do their own photocopying facilities in the Library before or after school or during their breaks.

**Tuckshop**

The Tuckshop operates five days a week for a light breakfast, morning tea and lunch. Orders must be made on a paper bag and delivered to the Tuckshop at the beginning of the school day. Prep to Year 7 students can place their orders in a basket kept in their classroom for bulk delivery of orders to the tuckshop. Orders are then collected in bulk from the tuckshop and delivered to the classroom. A menu is available from the Administration Office with prices and instructions.

Cashless, online ordering is available via Flexischools. Please use the online link available on the College website to place orders this way.

Volunteering in the tuckshop is very enjoyable and is a great way to become involved in the day-to-day activity of the school and also to meet other parents. To prevent the tuckshop being short staffed more volunteer help is always needed (even a couple of hours helps). Please consider how you can help and contact the Manager to discuss arrangements. The tuckshop’s direct phone number is 5455 8619.

The canteen is able to provide lunch for students who forget to bring lunch or lunch money. The policy is as follows:

- Students are to go the TA Office (or classroom teacher for P-5 students) to ask a staff member to contact a parent to give permission for them to purchase a healthy lunch from the canteen, or to get a note which will entitle them to a cheese/vegemite sandwich and a piece of fruit. Students will not be able to purchase other items from the canteen unless there is parental permission given for them to do so.
- If the student purchases lunch, the amount owing is to be paid back to the canteen the next day. The canteen convenor will email parents that night with details of the amount owing. Please note that students will only be permitted to purchase healthy food.
- If parents are unable to be contacted to give permission for their child to purchase lunch, students will be provided with a note entitling them to a cheese or vegemite sandwich and a
piece of fruit.
• Students with money owing to the canteen will be provided with a cheese or vegemite sandwich and a piece of fruit if they forget their lunch.

Valuable Items
The College strongly discourages students bringing valuable items on campus. The only exception is with the approval of a teacher (for educational purposes) and then these must be handed to the teacher concerned for security throughout the day.

Withdrawal of Students from the College
A parent wishing to withdraw a student from the College must give one term's notice in writing or the bond will be forfeited.