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Message from Principal

Founded in 1996, Bundaberg Christian College (BCC) aims to provide a dynamic and productive learning community for Prep to Year 12 students.

As a College, our goal is to partner with parents to provide excellence in education, inspire Christian Character and empower students to discover their God-given gifts and realise the purpose God has for their lives. Our motto: ‘Education with Wisdom’ highlights the importance we place on delivering an excellent academic education combined with the quality of Godly wisdom, which is essential for living life to the full as God intended.

Colossians 3:23 says: ‘Whatever you do, work at it with all your heart, as working for the Lord’. BCC encourages students to always strive to do their best. Within an innovative and energetic learning environment, BCC offers a holistic approach to education, involving the spiritual, academic, social, emotional and physical development of each student.

The high academic standards and character of our students is reflected in their successful entry into tertiary and further education and employment. We strive to be progressive in our approach to education, offering academic programs which are well-researched, based on a biblical foundation and delivered from a Christian worldview.

At the heart of the College are the RISE values of Respect, Integrity, Servanthood and Excellence. Our programs and our culture foster these values with Christ being our example for life. As students establish an understanding of the Christian faith, they are able to see the purposes and plans that God has for their lives and to then pursue these with vigour and enthusiasm.
Our Bundaberg Christian College

Bundaberg Christian College lies nestled on the rural outskirts of the City of Bundaberg, 10 minutes from the beautiful coastal townships of Burnett Heads, Bargara, Elliott Heads, Innes Park and Coral Cove. With a population of approximately 95,400, the Bundaberg Region resides on Latitude 25°, providing beautiful tropical days and balmy nights almost all year round. We are a farming and industrial community whose main exports include agriculture, timber and fisheries. Our region yields the world’s highest production of macadamia nuts and our chilli manufacturing delivers fresh chilli nationally and aseptic purees throughout the world. Bundaberg also boasts a myriad of producers of fine condiments, spices, sauces and freshly-made chutneys from a wide range of locally grown fresh produce. The tropical grass, known as Sugar Cane is a major crop grown in our region, with the Bundaberg Sugar Company milling, refining, and marketing our produce Australia-wide. Our region’s world class export and tourist destination is Bundaberg Rum, a product distilled from the by-product of sugar production, known as molasses with yeast and water.

The Mon Repos Turtle Rookery is a key tourist destination attracting local, national and international visitors annually and Bundaberg is renowned as the Gateway to the Great Barrier Reef. As you can imagine, our region has so much for you to enjoy and explore during your stay.

Now let’s take a closer look at the essence of Bundaberg Christian College:

Education with Wisdom

Philosophy and Aims

Bundaberg Christian College is a non-denominational Christian School seeking to provide excellence in education within the context of a genuine Biblical framework. The College aims to encourage students to reach their highest academic potential, to fully develop their God-given gifts, to know Jesus Christ as Lord in every aspect of their lives, and to love others as themselves.

Our College aims to partner with parents as the primary educators of their children to provide excellence in education, inspire Christian Character and empower students to discover their God-given gifts and realise the purpose God has for their lives. Our motto: “Education with Wisdom” highlights the importance we place on combining an excellent academic education with the quality of Godly wisdom.

Biblical Foundations

The College aims to provide holistic education through the integration of spiritual, academic, social and physical aspects from a Biblical perspective. The educational philosophy of the College is based on the recognition that each child is unique and created in the image of God and gifted by God with different abilities. Discovering and developing these abilities in order to use them to honour God and serve Him purposefully is fundamental to our approach at Bundaberg Christian College.

Discipleship

The RISE values of the College are built on the Bundaberg Christian College Statement of Faith. Our College programs seek to integrate true Christian faith into every day, contemporary life. We are committed to providing the opportunity for students to develop their understanding of Jesus Christ as described by the Bible, whilst assisting them to explore what it means to be Disciples of Christ and to understand God’s purpose for their lives.
We seek to value each child as a special and unique person, fostering a culture which supports the intellectual, physical, social, moral, spiritual and aesthetic development of each individual. In order to support each child, we aim to come alongside them to identify and encourage the development of their intellect, talents, skills and passions. Bundaberg Christian College seeks to be an agent of change through supporting young peoples’ values, attitudes and beliefs, helping them to build their self-worth and equipping them to develop a sense of social responsibility and stewardship, coupled with a desire to be transformational within their sphere of influence.

**The Role of the Teacher**

At Bundaberg Christian College, we believe that each staff member plays a significant role in establishing the culture within the College. The ‘BCC Way’ is a set of values and guiding principles which articulates the culture we wish to maintain as a staff team. It is critical that every staff member understands the missionary calling of God to lead and disciple the students of the College. We believe the attitudes, values, beliefs, lifestyle choices and character of our staff is a powerful example for all students.

Our teachers are expected to exemplify Christian character and teach from a Christian worldview seeking to implement research-based best practice in teaching and learning in order to prepare students for life beyond school. Teaching staff at the College are committed to life-long learning. They are provided with ongoing professional development, coaching and mentoring which aligns with AITSL Professional Standards for Teachers. Staff are required to develop curriculum, assessment and implement moderation processes in order to promote quality outcomes for students.

**Christian Community**

The development of community at Bundaberg Christian College is key to our philosophy. Working with local Churches, the College Board, College staff, parents and friends of the College and students create a harmonious and stimulating atmosphere ensuring students feel safe and secure as they engage in their learning. The College aims to foster positive relationships with members of the local community, businesses, education and training providers and industry, which in turn assists students to develop an understanding and appreciation of our community, our nation and global citizenship.

At Bundaberg Christian College we value mutual respect, diversity in culture, ethnicity and socio-economic background and believe that students achieve their potential when learning in a strong community that is free of discrimination, bullying, criticism, abuse, and negativity. We are committed to encouraging students in the national values of democracy, equity and justice as well as participating in Australia’s civic life.

**Curriculum and Worldview**

Fundamentally, the curriculum at Bundaberg Christian College is established within the framework of a Christian worldview and based on the Queensland Curriculum Assessment Authority (QCAA) requirements.

A worldview is ultimately the framework through which we look at our universe, our world and our lives and make meaning of the world in which we live. At Bundaberg Christian College we have adopted a Biblical worldview, and this is based on the infallible Word of God. We seek to diligently apply God’s truths into every aspect of our lives: to equip students to recognise the worldviews and philosophical underpinnings of various disciplines of study and compare and contrast these with their own Christian worldview. As a result, students will be equipped to make sense of these philosophies and disciplinary knowledge within a scriptural framework. Christianity is considered more than simply a relationship with Jesus Christ. It must also be a way of looking at our lives, making decisions in our lives and making meaning of the world around us.
Each worldview is characterised by the way it answers three questions:

1. Where do we come from and who are we?
2. What has gone wrong with the world?
3. What can we do to fix it?

The Bible provides three answers to these questions:

1. Creation
2. The Fall
3. Redemption

Our College is committed to the successful transitions from Kindergarten to Prep, Junior School (Prep – Year 6) to our Middle Years Program, (Year 7 – Year 9) to our Senior Years Program (Years 10 – Year 12) and finally to further education, training or work beyond school. In each phase of learning, our goal is to tailor our approach, considering the specific needs of each age and stage in order to ensure student engagement and motivation.

From Prep to Year 12, the College aims to implement programs which develop skills for all students in the areas of numeracy and English literacy. Our goal is that every student will be numerate, able to read, write, spell and communicate at an appropriate level at the completion of their schooling. Students have access to an education necessary to enable the completion of school education to Year 12, or its vocational equivalent, providing clear pathways to employment or further education or training.

Bundaberg Christian College aims to be effective in providing an innovative and dynamic learning environment for students from Prep to Year 12. Students are provided with opportunities to integrate and increase effectiveness in the use of information and communication technologies in order to enhance their learning and prepare them for the future and its complex environmental and social challenges. Assisting them to develop a disposition towards life-long learning is key to our approach at the College.
Statement of Faith

The Doctrinal basis of the College is as follows:
The School accepts, adapts and adheres to the following Doctrinal basis:

**We believe** that the Bible is God’s written word, divinely inspired and infallible in the original autographs of the thirty-nine books of the Old Testament and the twenty-seven books of the New Testament in their entirety, and we therefore believe that the Holy Spirit supernaturally guided the human authors to write authoritative statements of truth that are the supreme basis for Christian belief and conduct.

**We believe** there is one God in whom there are three co-equal and co-eternal persons, revealed as the Father, the Son and the Holy Spirit, and we believe that God, of His own Sovereign Will, created the Universe and all that is contained within it.

**We believe** that the Lord Jesus Christ is the uncreated, eternally-existing, only begotten Son of the Father, and that He became a man, conceived by the Holy Spirit, born of the virgin Mary, lived a sinless human life, offered Himself as the perfect atoning sacrifice upon the cross, was raised bodily from the dead, and ascended to Heaven where He is now seated at the Father’s right hand.

**We believe** that the Holy Spirit, co-equal with the Father and the Son, is present in the world to convince people of their sin and their need for the saviour, to lead them to repentance, and to regenerate and indwell those who believe in Jesus Christ as Lord. We also believe that the indwelling Holy Spirit seeks to enable each believer to live in a manner worthy of his or her calling in Christ by manifesting the fruit of the Spirit in his or her life and bestows at least one spiritual gift upon each believer to prepare him or her for Christian service.

**We believe** that human beings, both male and female, are in the spiritual image of God and the supreme creatures within His Creation. We also believe that, through the rebellion of disobedience of the first human beings, this image was marred and that all people are now in a fallen sinful and lost condition which has separated them from God and caused disharmony between themselves.

**We believe** that human beings can never make up for their sin by self-improvement or good works, and that salvation from the penalty of the consequences of sin is offered as a free gift of God and is found only through a personal acceptance of this substitutionary atoning death and bodily resurrection of the Lord Jesus Christ.

**We believe** that human beings were created to live forever, either existing eternally separated from God in Hell because of sin or living eternally with God because of personal faith in the Lord Jesus Christ.

**We believe** in the actual existence of the Devil, originally created by God in a perfect state, but he chose to rebel against God’s authority and is now the father of all evil and opposed to God and God’s purposes and seeks to tempt God’s people away from the ways of God. We also believe that Satan was defeated through the bodily resurrection of the Lord Jesus Christ, and that he is ultimately subject to the purposes of God and will be confined forever to Hell.

**We believe** that the Church is composed of all believers in the Lord Jesus Christ and finds visible manifestation in each of the local churches.

**We believe** in the future, personal return to earth of the Lord Jesus Christ, at which time will commence the glorious reign of Christ, and then the full realisation of the Eternal Kingdom of God.
Introductions
We would like to introduce some key members of the College to you. They are here to assist you during your stay at Bundaberg Christian College.

PRINCIPAL:
Mr Paul Thompson
Contact: paul.thompson@bcc.net.au
Available through Student Services

HEAD OF MIDDLE AND SENIOR SCHOOL:
Mr Cameron Ivers
Contact: cameron.ivers@bcc.net.au
Available through Student Services

HEAD OF JUNIOR SCHOOL
Mr Brendan Hosking
Contact: brendan.hosking@bcc.net.au
Available through Junior School Reception

DIRECTOR OF TEACHING AND LEARNING:
TBA
Contact:
Available through Student Services
SENIOR STUDIES COORDINATOR:
Mrs Rosalee Morris
Contact: Rosalee.morris@bcc.net.au
Available through Student Services

DIRECTOR OF STUDENT WELLBEING:
Mr James Marsman
Contact: james.marsman@bcc.net.au
Available through Student Services

Other Support Staff

HR AND MARKETING MANAGER (Homestay Coordinator):
Mr Andrew Iles
Contact: andrew.iles@bcc.net.au
Available through Student Services

ENROLMENTS OFFICER:
Mrs Katrina Daniels
Contact: katrina.daniels@bcc.net.au
Available through Student Services
MIDDLE YEARS COORDINATOR:
Mrs Angela Gees
Contact: angela.gees@bcc.net.au
Available through Student Services

SENIOR YEARS COORDINATOR:
Mrs Erin Ramsay
Contact: erin.ramsay@bcc.net.au
Available at The Hub

CHAPLAIN:
Mrs Kelli Ussher
Contact: kelli.ussher@bcc.net.au
Available at Secondary Undercover Area

COUNSELLOR:
Mrs Susan Thomson
Contact: susan.thomson@bcc.net.au
Available through Student Services

ESL Support Staff

JUNIOR SCHOOL
LEARNING ENRICHMENT OFFICER:
Mrs Alanna Black
Contact: alanna.black@bcc.net.au
Available through Junior School Reception

MIDDLE AND SENIOR SCHOOL
LEARNING ENRICHMENT OFFICER:
Mrs Karen Macpherson
Contact: karen.macpherson@bcc.net.au
Available through Student services
Staffing Structure

Junior School Organisational Structure

Middle and Senior School Organisational Structure
Mission

To provide a Christ-centred education within a caring environment equipping students to make a positive impact on the world around them.

Vision

We are committed to developing vibrant young people of Christ-like character, equipped to be transformational within their sphere of influence; by providing excellence through a dynamic and innovative learning environment.

Motto

Education with Wisdom
MIDDLE & SENIOR SCHOOL RISE VALUES

RESPECT
I honour God, others and my College through love, patience and kindness

Luke 6:31: "Do unto others as you would have them do to you"

INTEGRITY
I do the right thing because it's the right thing to do

2 Cor 8:21: "...to do what is right, not only in the eyes of the Lord but also in the eyes of man."

SERVANTHOOD
I use my gifts and talents to serve God and others

Mark 10:43 - 44: "whoever would be great among you must be your servant, and whoever would be first among you must be servant of all"

EXCELLENCE
I give my best always, in everything

Colossians 3:23: "Whatever you do, work at it with all your heart, as working for the Lord."
JUNIOR SCHOOL RISE VALUES

**Respect**
- Your God
- Your Mates
- Your College

Through
- Love
- Patience
- Kindness

Luke 6:31: "Do unto others as you would have them do to you"

**Integrity**
- Truth
- Trust
- Courage

What
- You do when no one is watching

Matthew 6:1: "Be careful not to practice your righteousness in front of others to be seen by them. If you do, you will have no reward from your Father in heaven."

**Servanthood**
- Serve God
- Serve Others

Choose
- To be helpful

Matthew 20:28: "even as the Son of Man came not to be served but to serve, and to give his life as a ransom for many."

**Excellence**
- Your Best
- Your Part
- For God

With
- Perserverance
- Determination

Colossians 3:23: "Whatever you do, work at it with all your heart, as working for the Lord."
Bundaberg Christian College resides at 234 Ashfield Road, Ashfield, Queensland, Australia. Our postcode is 4670. We are situated approximately 12 min (8.4 km) from Bundaberg City Centre via FE Walker Street and 17 min (17.9 km) from Bundaberg Airport via Bundaberg Ring Road.

Map from Bundaberg City Centre
https://tinyurl.com/y56e5exs

Map from Bundaberg Airport
https://tinyurl.com/yxaomue4
Important Student Destinations @ BCC

Middle and Senior School Student Services
Located at the rear of the central Administration Block is Student Services Reception. Students are warmly assisted with all requests at this location by our friendly administration team, including:

- First Aid treatment
- Appointments with teachers
- Timetable and Subject queries
- Sign In and Sign Out Procedures
- Appointments with the Chaplain or Counsellor
- Dropping off documentation
- All other student enquiries

Junior School Reception
Located at the Junior School campus at the rear of the College, our Junior School Reception takes great care in looking after all the needs of the younger members of the College (Prep to Year 6) with:

- First Aid treatment
- Appointments with teachers
- Sign In and Sign Out Procedures
- Appointments with the Chaplain or Counsellor
- Dropping off documentation
- All other student enquiries

Centre for Differentiated Learning:
Junior School and Middle and Senior School
At Bundaberg Christian College, Learning Enrichment is offered to students from Prep to Year 12. The Centre is located in P block with Junior and Middle and Senior being conducted in their own individual rooms.

The vision of the Learning Enrichment staff at Bundaberg Christian College, under Christ, is to partner with classroom teachers to provide students with outstanding support and encouragement to meet the individual needs of each child, equipping them to be confident individuals and to achieve their personal goals and dreams.

The Learning Enrichment Teacher works closely with the class teachers to develop individual programs for students with a Disability, and for students with a significant Learning Difficulty. The Centre for Differentiated Learning offers the following programs:

- Modified or adjusted activities and/or assessment tasks for students who require support (those students with an Individual Education Plan or an Individual Learning Plan)
- A team of outstanding Teacher Aides with specific skills in assisting students in the classroom on an academic and pastoral care level.
- Individual or small group withdrawal sessions with the Learning Enrichment Teacher for students who require significant educational interventions.
- Support programs for students with a Disability such as a weekly social skills program for students with Autistic Spectrum Disorder.
- Modified subjects in English and Maths for students who require significant learning intervention (for those students with an Individual Education Plan or an Individual Learning Plan).
- In the Secondary School, assignment Support is a subject option from Year 9 to 12 (for those students with an Individual Education Plan or an Individual Learning Plan).
- A calm, supportive environment in the Learning Enrichment rooms where students can come at any time, if they need to debrief, or if they need a ‘time out’ from their class.
- If you feel that your child requires additional support with their learning, please contact your child’s Form teacher or the Year Level Coordinator.

**ESL**

All ESL services are supported at the Centre for Differentiated Learning, including:

- English language
- Assignment support
- Tutoring

**ESL Program – English as a Second Language**

- The Head of School will organise, with the overseas students, appropriate lesson times for ESL.
- Classes are held twice a week for the duration of a single 70-minute Session. The ESL teacher assists the overseas student to participate in their subject classes alongside their peers.

**English Language Extension Work**

- The ESL teacher liaises with subject teachers to modify and give assistance with class assignments and homework when necessary. The ESL teacher assists with understanding assignment requirements along with required format, genre and research skills using the library and internet along with general study skills.
- The ESL sessions encourage the students to share their feelings regarding the Australian experiences both at home and at school. This includes discussions on cultural differences, highlights and concerns they may have.

**GATEWAY – Gifted and Talented and Extension Program**

GATEway is an extension program offered to students across the College who exhibit advanced aptitude in one or more domains. The program aims to support students who desire further academic challenge in a rigorous learning environment. Groups of students are withdrawn from their regular classes each week to engage with like-minded peers in challenging activities. Learning in GATEway is designed to deepen their knowledge, application of skills, metacognition and pursuit of excellence. Students are encouraged to reflect on how the development of their gifts and talents can be used to serve and bring glory to our Creator. [https://www.bcc.net.au/student-services/gateway-academy-program](https://www.bcc.net.au/student-services/gateway-academy-program)
The RISE Cafe´

At Bundaberg Christian College we understand that a healthy diet plays an important part in the learning process. We aim to provide healthy diverse options to encourage healthy bodies and healthy minds.

Hours of Operation

Monday, Wednesday and Friday
8:15am (over the counter) - Milks, juices, and water are available to purchase before school.
1st Break and 2nd Break for individual campuses.

FlexiSchools – online ordering procedures are available on the College website, along with the bag ordering system upon which the Café operates.
https://www.bcc.net.au/student-services/ renderedcaf/introducing-flexischools

The Hub

The Bundaberg Christian College Hub provides a stimulating, productive and supportive centre of learning, in harmony with the Christ-centred mission of the College.
The role of the Hub is to facilitate learning in accordance with our Christian philosophy of education. The Hub aims to support the College curriculum by functioning centrally in all disciplines, directing students beyond their immediate and present insights, skills and knowledge, and helping them to learn how to learn, thus equipping them for lifelong learning.

We aim to foster reading for enjoyment, taking into account the needs and interests of users.

Hub Hours:  Monday-Friday  8:00am – 4:00pm

Hub Collections
The Hub houses a large collection of hardcopy and electronic resources which can be found in the online catalogue which is accessible via the Parent Portal and Student Café. Resources are available to parents, staff, and students of the College Community.
https://www.bcc.net.au/student-services/library

BCC Hall

The home of indoor sport, music and performing arts, along with Chapel and School Assemblies, the BCC Hall is a key meeting place for the whole College. We gather to praise God in this space weekly or fortnightly, along with both Year Level and Whole School Assemblies. The Instrumental Music Department and Drama and Performing Arts rooms are located upstairs in the back section of the Hall and each day our many instrumental ensembles use the stage for practice and performance.

The Hall is also the home of the BCC Gymnasium situated at the rear of the Hall on ground level and is also used daily. Timetabled sport and PE activities are conducted daily in the BCC Hall.
The Voiceworx Middle and Senior School Choir who form part of the Music Department practices weekly in the C block music room.
IT Department
Centrally located in the College precinct is our IT Department. The IT Team work tirelessly to keep our networking systems in excellent working order and cater to the needs of individual students in the care and running of their school-issued laptops. Charging stations are conveniently located in the IT Department for students requiring those each day.

Bus Drop Off and Pick Up Zone
Bus services deliver to and from the College each school day mostly at the rear of the College campus.

College Uniform Guidelines and Uniform Days
It is the desire of the College to honour and bring glory to God. We believe that we can contribute to this in our personal presentation, dress and behaviour. Students wear uniforms to build unity and to identify themselves with the College. There are also issues of personal safety, peer group pressure, social background and job preparation since many workplaces require their employees to wear uniforms.

Students are to be in full and correct uniform when on the College grounds, travelling to and from the College and at all College-organised activities unless informed otherwise by the staff responsible for the activity. This includes attendance at such places as shopping centres and doctors’ appointments etc.

Students are advised at the commencement of the school year of the timetabled days for their formal and sports uniforms.
**College Uniforms**
Uniforms are ONLY available for purchase through Shawline Embroidery/Bundaberg Clothing Factory at 17 Walker Street, Bundaberg (Phone 4153 1505).

**College Colours**
The College colours are Pacific Aqua, Teal, Navy Blue and White.

**College Music Performance Uniforms**
Refer to the Music Handbook.

**College Hoof 'n' Hook Uniforms**
Refer to the Hoof ‘n’ Hook Handbook.

**Student Uniform Handbook Policy**

**Student Hair Policy**

**Uniform Price List**

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**Daily School Routines**
Middle and Senior School

**Daily Timetable**

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<tr>
<td>7:30 – 8:30</td>
<td>Music rehearsals, Tutoring, Hoof ‘n’ Hook, etc</td>
<td>45mins – 1hr</td>
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<tr>
<td>8:40 - 9:50</td>
<td>Session 1 – Academic Classes</td>
<td>70 minutes</td>
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<tr>
<td>9:50 - 11:00</td>
<td>Session 2 – Academic Classes</td>
<td>70 minutes</td>
</tr>
<tr>
<td>11:00 - 11:30</td>
<td>1st break</td>
<td>30 minutes</td>
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<tr>
<td>11:30 - 12:40</td>
<td>Session 3 – Academic Classes</td>
<td>70 minutes</td>
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<tr>
<td>12:40 - 1:10</td>
<td>Session 4 – Assembly, Chapel, Life Skills, Christian Living</td>
<td>30 minutes</td>
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<tr>
<td>1:10 - 1:50</td>
<td>2nd break</td>
<td>40 minutes</td>
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<tr>
<td>1:50 - 3:00</td>
<td>Session 5 – Academic Classes</td>
<td>70 minutes</td>
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</table>

**Assembly**
A formal event held 3-4 times each term on Wednesday, Session 4. Assemblies provide students the opportunity to recognise achievements, celebrate student gifts and witness performances. These events reflect the formal nature of end of year celebrations and therefore students are regularly exposed to the expectations of those on stage and in the audience.
**Fullstop.**
Fullstop. is held on a Wednesday during session 4. Fullstop, therefore, occurs approximately 6 – 7 times per term. It is full of fun, music, media, games and the word of God; making it relevant and engaging to our young people and providing an opportunity for students and guest speakers to present practical life skills and guidance from the Word of God. The student led Fullstop. Band provide praise and worship music.

**Life Skills**
Life Skills sessions are held during Session 4 one day each week. This session can occur on different days of the week for different year levels. The Life Skills program involves age-appropriate discussion and activities related to the experiences of students in and out of school. Topics include bullying, identity, safe choices, cyber-safety, careers, dispositions, values and much more.

**Christian Living**
Christian Living classes occur three times each week during Session 4. Christian Living sessions unpack the meaning and purpose of the Bible whilst encouraging students to consider how their understanding of scripture can be observed and applied in their day to day lives.

**Academic Classes**
Academic classes are 70 minutes in duration and occur 4 times per day. Academic classes in the Middle School often include regular breaks from, or changes in, activity. Activities are often hands-on.

**Late to Class**
All students arriving late to school are to collect a 'Late Sign-in docket' from Student Services. Students can use their student ID card barcode to scan in to the computer and must hand their ‘docket’ from the sign-in machine to the class teacher upon arrival at class. Students arriving to class late without good reason will receive a lunchtime detention.

**Daily Routines**
**Junior School**

<table>
<thead>
<tr>
<th>Session Times</th>
<th>Session 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:35am to 11:00am</td>
<td></td>
</tr>
<tr>
<td>11:00am to 11:40am</td>
<td>First Break</td>
</tr>
<tr>
<td>11:40am to 1:40pm</td>
<td>Session 2</td>
</tr>
<tr>
<td>1:40pm to 2:00pm</td>
<td>Second Break</td>
</tr>
<tr>
<td>2:00pm to 3:00pm</td>
<td>Session 3</td>
</tr>
</tbody>
</table>

**Assembly and Chapel**
Junior School Assembly and Chapel are held, alternately, in the Hall from 8:45am until 9:15am each Friday morning. Parents and family are very welcome to attend. Student of the Week Certificates are presented at Assembly.
Teaching, Learning and Curriculum

Junior School

BCC Junior School teaches the National Curriculum from a Christian Worldview. As a result, our students are not only taught the wider systemic expectations but have the privilege of understanding the world in which they live from an eternal and meaningful perspective.

We believe that education should be broad, rigorous, challenging and interesting. Our Student Adjustment Plans for enrichment or support specifically identify gifts and strengths in children, then provide strategies and programs to assist them develop these into lifelong talents.

Throughout their time at BCC each student’s academic progress is individually monitored through a combination of external and school-based assessment. Teachers analyse student results and plan learning experiences, including Reading, Writing and Maths workshops, catering for a broad range of student ability. During each learning experience, teachers employ a wide range of research-based best practice strategies to help all students achieve excellence, at their level, in all areas of the curriculum.

The College engages Speech and Occupational Therapists, a Learning Support teacher, Literacy Coach, Curriculum Coordinator and well-trained teachers’ aides, with the goal of ascertaining any potential issues that may affect a student’s ability to access the curriculum and achieve their best possible learning outcomes. Specific learning, physical or emotional needs are addressed through individualised programs. This process has helped many children improve basic competencies, achieve at higher levels and increase their self-confidence.

Middle School

An effective middle grades curriculum must be challenging, exploratory, integrative, and relevant, from both the student’s perspective and the teacher’s perspective - AMLE 2010 p.17

Based on the principles of Middle Years educational research, the traditional divides between subject areas have necessarily been reconsidered. Whilst traditional names of subjects have remained in some instances, the curriculum is designed around connections between content and authentic, hands-on learning experiences. Every student will experience a breadth and depth of academic subjects that allows them to explore their individual gifts and to determine those subjects that they may choose to pursue in Senior School.

Assessment at any year level must be relevant and developmentally appropriate. Assessment in the Middle Years is designed to encourage students to think creatively, to take academic risks and to respond to contemporary issues.

Given the variety of subjects offered in each year level, students will typically have tasks, assessments, thinking or practice to undertake throughout the year. On the rare occasion that students don’t feel they have any of the afore mentioned, directed homework, we encourage them to review their day’s learning, practice a skill they are learning (music, sport, art, etc), read more widely in a chosen subject area or seek out opportunities to extend their knowledge and understanding on a specific subject.

Middle School Assignment and Assessment Guidelines
Senior School

The Senior Assignment and Assessment Policy provides information for teachers, students and parents/carers about roles, responsibilities, processes and procedures to ensure the integrity of assessment that contributes to the Queensland Certificate of Education (QCE). The framework for the policy is developed from the QCE and QCIA policy and procedures handbook available from The QCAA website, and applies to all Applied, Applied (Essential), General, General (Extension) subjects, and Short Courses across all faculties.

Bundaberg Christian College is committed to an educational philosophy that encourages all students to achieve personal excellence by developing their talents and abilities. This policy is designed to build capacity as students work towards summative assessment completion for the QCE.

Bundaberg Christian College expectations for teaching, learning and assessment are grounded in the principles of academic integrity and excellence. Assessment includes any examination, practical demonstration, performance or product that allows students to demonstrate the objectives as described by the syllabus.

Assessment will be:
- aligned with curriculum and pedagogy
- equitable for all students
- evidence-based, using established standards and continua to make defensible and comparable judgments about students’ learning
- ongoing, with a range and balance of evidence compiled over time to reflect the depth and breadth of students’ learning
- transparent, to enhance professional and public confidence in the processes used, the information obtained, and the decisions made
- informative of where students are in their learning. High-quality assessment is characterised by three attributes:
  - validity, through alignment with what is taught, learnt and assessed
  - accessibility, so that each student is given opportunities to demonstrate what they know and can do
  - reliability, so that assessment results are consistent, dependable or repeatable

Senior School Assignment and Assessment Guidelines  

Co-Curriculum

The College provides opportunities to students across a wide range of co-curriculum offerings, including:

Instrumental Music

In addition to Music as a compulsory subject for students in Prep through to Year 8 and an elective subject for students in Years 9 to 12, BCC has an extensive Instrumental Music Program. Group lessons, large ensembles and private lessons are available in this exciting program. Private and group lessons are available for:

- Strings
- Guitar
- Brass
- Woodwind
- Piano
- Voice – Individuals and Groups
Sport

Carnivals
Three school carnivals are held each year, and all students are encouraged to participate. These carnivals are a House competition between the three College Houses of Bola, Fonu and Kirio.

- Swimming Carnival
- Cross Country Carnival
- Athletics Carnival

Inter-School Sport
In both summer and winter, students have an opportunity to participate in the Bundaberg District Secondary Schools Sport competitions. The teams offered depend on the availability of coaches and student preferences. Most sports competitions are held on Wednesday afternoons, at various venues.

All students who join sporting teams are expected to attend regular training sessions. These are usually held after school or at lunch time. Coaches will contact parents with a letter including what each student will need and game times.

Representative Sport
- Swimming, Cross Country, Athletics
- Team Sports
- BCC Sports Academy

Hoof ‘n’ Hook
Hoof ‘n’ Hook is an extra-curricular club at Bundaberg Christian College that allows students to learn to train, groom and show cattle as well as practice live cattle evaluation and judging.

Equestrian
An enthusiastic contingent of students train a few times annually with their own horses to participate in school Equestrian competitions.

Junior School Co-Curricular Program
https://www.bcc.net.au/our-college/co-curricular-program/co-curricular-junior-school

Middle and Senior School Co-Curricular Program
https://www.bcc.net.au/our-college/co-curricular-program/co-curricular-middle-and-senior-schools
## Pastoral Care Program

### Student Code of Conduct

<table>
<thead>
<tr>
<th>Topic</th>
<th>Description</th>
<th>Scripture Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Respect God</td>
<td>In all you do seek to honour and obey God. The Great Commandment. &quot;Love the Lord your God with all your heart, with all your soul and with all your mind.&quot;</td>
<td>Matthew 22:34-49</td>
</tr>
<tr>
<td>Respect the Staff</td>
<td>Follow their instructions, address them politely, seek their help in learning. &quot;Remind your people to submit to rulers and authorities, to obey them and to be ready to do good in every way.&quot;</td>
<td>Titus 3:1</td>
</tr>
<tr>
<td>Respect your fellow pupils</td>
<td>Be helpful whenever you can. Don't cause fights and don't do anything that might cause injury. Seek to build up and encourage each other. &quot;Therefore encourage one another and build one another up, just as you are doing.&quot;</td>
<td>1 Thessalonians 5:11</td>
</tr>
<tr>
<td>Respect the property of others</td>
<td>Don't steal or damage it and be sure to hand in lost property. &quot;You shall not steal.&quot;</td>
<td>Exodus 20:15</td>
</tr>
<tr>
<td>Respect the truth</td>
<td>Be honest in all situations and never make up lies about others. &quot;Rid yourselves, then, of all evil; no more lying or hypocrisy or jealousy or insulting language.&quot;</td>
<td>1 Peter 2:1</td>
</tr>
<tr>
<td>Learn all you can</td>
<td>Make up your mind to pay attention to your work, join in College activities and develop your skills during your school years. &quot;Pay attention to your teacher and learn all you can.&quot;</td>
<td>Proverbs 23:12</td>
</tr>
<tr>
<td>Look after the College</td>
<td>Take care of the buildings, furniture, grounds, and all the property your parents and the State pay for. Keep everything clean and tidy. &quot;Do what is right and fair, that pleases the Lord more than bringing Him sacrifices.”</td>
<td>Proverbs 21:3</td>
</tr>
<tr>
<td>Earn the College a good name</td>
<td>Dress properly, behave well, respect visitors, play sport fairly, do your best in all College activities. &quot;Do not let anyone look down on you because you are young but be an example for the believers in your speech, your conduct, your love, faith and purity.”</td>
<td>1 Timothy 4:12</td>
</tr>
<tr>
<td>Be in the right place at the right time with the right equipment</td>
<td>Never miss school or any lesson without proper permission, and always be in bounds. Always bring the right equipment to each lesson. &quot;Whoever knows what is right to do and fails to do it, for him it is sin.&quot;</td>
<td>James 4:17</td>
</tr>
<tr>
<td>Have the right attitude</td>
<td>In all you do be gracious and loving, showing Christian qualities. &quot;Your attitude should be the same as that of Christ Jesus.&quot;</td>
<td>Philip 2:5</td>
</tr>
</tbody>
</table>
Junior, Middle and Senior School Wellbeing

Students at BCC have the right to:

**Be honoured as image bearers of God**: Each individual is held in high esteem, respected by others and treated equally.

**Learn**: without interference, to the best of their ability in a conducive learning environment.

**Move**: freedom of movement about the classroom and school in safety.

**Communicate**: express themselves and their individuality, share ideas and ask questions, appropriately challenge the status quo.

**Be Safe**: free from intimidation, persecution or bullying, confident of their personal safety, assured of the safety of all that belongs to them.

**Know the boundaries**: expectations and boundaries are clearly articulated, and role modelled. Consequence for intentionally breaching the boundaries or expectations are evident and unambiguous.

The Junior School practices ongoing strategies to encourage positive student achievement

A Philosophy of Wellbeing

The physical, spiritual, emotional and academic wellbeing of students at Bundaberg Christian College (BCC) is of paramount importance. Research is clear, students who feel valued, safe and included, are more intrinsically motivated, and accelerate in their learning. Therefore, student wellbeing must be prioritised and intentionally embedded within the structures, processes and values of the College and its staff.

BCC’s philosophical approach to pastoral care is based on a pro-active, strategic model that is specifically woven into the fabric of College culture and daily routines. Learning activities are engaging and tailored to individual needs. The development of a strong connection between the student and their teacher is of great importance to the College. Whilst each student is allocated a specific pastoral carer, referred to as a Class Mentor, each year level cohort also has a dedicated Year Level Coordinator responsible for the wellbeing of all students in that year level.

The development, implementation and review of all wellbeing programs is overseen by the Director of Student Wellbeing. The BCC program boasts dedicated support services and personnel, together with special events and speakers which advocate wellbeing in all aspects of life. These support services and personnel make up the Student Wellbeing Network. All classes at BCC are taught within the framework of a Christian Worldview and teachers pride themselves on teaching "Christianly". Opportunities are provided at every year level to explore rich biblical understandings and to relate them to contemporary day-to-day experiences.

Students at BCC are expected to behave respectfully towards all members of the school community. As such, BCC considers bullying to be unacceptable and maintains a zero-tolerance policy towards bullying behaviour under all circumstances. Sustaining and Growing Positive School
The Inspire Initiative

The term ‘Inspire’ means to ‘excite’, ‘encourage’, or ‘breathe life into’. Inspire comes from the Latin word that means: to ‘inflame’ or to ‘blow into’. It is through the ‘Inspire Initiative’ that students are ‘inspired’ to inspire others. It is the College’s desire to acknowledge and celebrate student achievement, growing a culture in pursuit of excellence. The Inspire Initiative credits students, from all walks of life, physical abilities and spiritual conditions, for their achievement within a variety of categories and at various levels.

In addition to celebrating student achievement, it is our desire to recognise and honour the achievements, and contributions to College life, of any member of the BCC community.
https://www.bcc.net.au/community/inspire-initiative

Our Community

Community Connection
Our community connection is of paramount importance to build our partnership between the home and school.
Our digital communications include:

- SMS for emergency situations
- All Social Media Platforms eg BCC website, Instagram, BCC Facebook, Twitter
- Our Parent and Student intranet platforms provide 24-hour access:
  - BCC Parent Portal
  - BCC Student Cafe’
  - Junior School Class Dojo
  - DOJO can be used by:
    - Teachers for communicating upcoming event information, reminders about homework, photos of classroom activities, strategies to support your child;
    - Parents for general questions about homework or class routines or to inform teachers of minor issues which may affect a child that day including friendship issues, tiredness, uniform irregularities.
Bus Travel
Stewart's and Sons, Duffy's Buses, Coast and Country and Scifleet provide bus transport to the College from designated routes surrounding Bundaberg.

Each Bus Contractor fee amounts vary; however, families are in most cases not charged more than the threshold amount set by the Non-Government Schools Bus Fare Assistance Scheme. Claim forms are sent out to qualifying families in February and August each year. Parents need to speak to the individual contractors to arrange transport for their child.

Lost Property
Losing a hat, tie or personal item at school can become a costly imposition on the family. The BCC office regularly receives personal items, hats, and equipment from students and families who find them around the College grounds. A lost property collection is maintained through the year and students can retrieve lost items by contacting the Middle and Senior School Office during the school day. Lost property not collected at the end of the year will be donated or disposed of.
Key Policies
and
Other Information
Living Safely in Australia

The Australian country code is 61. When calling from outside Australia, leave out the leading '0' from the STD area code or from the mobile telephone number. The outgoing IDD access code from within Australia is 0011.

Emergency Contacts

24-hour BCC Emergency Contact Number – 0455 419 509.
Andrew Iles – HR and Marketing Manager

Calling Emergency Services in Life Threatening or Emergency Situations

If you are in immediate danger and require urgent assistance, we encourage you to call ‘000’.

Triple Zero (000) or 112 from your mobile phone – is the quickest way to get the right emergency service to help you. It should be used to contact Fire, Police or Ambulance services in life threatening or emergency situations only. Emergency 000 lines should not be used for general medical assistance.

Police
In Australia police protect people and properties, detect and prevent crime, and preserve peace for everyone. They are not connected to the military or politics. The police can help you feel safe. In a non-emergency situation, you can contact the local police station directly on 07 4153 9111.

Fire
The fire brigade extinguishes fires, rescues people from fires in cars and buildings and helps in situations where gas or chemicals become a danger. As soon as a fire starts call 000 no matter how small or large the fire may be.

Ambulance
Ambulances provide immediate medical attention and emergency transportation to hospital. Dial 000.

Child Protection Policy
The Child Protection Policy addresses instances where students may have suffered harm or been exposed to inappropriate behaviour or sexual abuse or suspected sexual abuse. It is one of several policies formulated to protect students and staff providing the basis whereby the Mission of Bundaberg Christian College is translated into reality.

In line with new government legislation under the Education (Accreditation of Non-State Schools) Act 2001 and Education Act 1988 and 1998 it is now mandatory for staff to report to the Head of College (who will then advise the police) of any actual or suspected sexual abuse or other incidents of significant harm to students.

Our College has in place a Child Protection Policy for the benefit and protection of our students this can be accessed through the College website
https://www.bcc.net.au/about-us/enrolments/international-students

Below is the procedure whereby parents, students and staff can report incidence/s of actual or suspected abuse.
How to Report Harm or Abuse
Should a staff member or student form a suspicion, observe worrisome conduct, have significant harm disclosed to them, that student or staff member must inform the College Protection Officer and the staff member must complete a report immediately.

Confidentiality will be maintained regarding persons disclosing this information. The person submitting the report is not liable, civilly, criminally or under an administrative process, for passing this information through the correct channels.

College Child Protection Officers are

Junior School:  Mrs Kelli Ussher  Chaplain
Secondary School:  Ms Susan Thomson  Counsellor
Whole School:  Mr Andrew Iles  HR and Marketing Manager

Their names and pictures are located in the Student Services Office.

Kelli Ussher – Chaplain  Susan Thomson – Counsellor  Andrew Iles – HR and Marketing Manager

The College Protection Officer will inform the Principal. Where the Principal is the subject of the report of inappropriate behaviour, the staff member must inform the Board Chairperson. Reports will be dealt with under the school’s Complaint Handling Policy.

The following course of action will apply:
The Principal will report the matter to police and submit a copy of the report. The College does not in any way investigate an alleged criminal offence. It will co-operate with the relevant State authority. Criminal misconduct will result in criminal penalties as decided by legal process; a finding or plea of guilty at law will result in termination of employment or expulsion of the offender.

In consultation with the Police, the Principal will contact parents to offer support to parents and child.

In consultation with the Police, the Principal will meet with the alleged offender to inform him/her of the allegation and course of action. The alleged offender will be immediately stood down or suspended. This action is considered necessary in order to meet duty of care responsibilities.

The Principal will offer appropriate support to the child/family along with appropriate support to the alleged offender.
If the matter is not criminal in nature, then the Principal will consult with the parties involved, form a view and respond appropriately. A report of the incident will be filed.

**CRISIS SUPPORT**

Lifeline Australia: 131 114  
Kids Helpline – Phone Counselling Service: 1800 55 1800

**Other Emergency Contacts Listing:**

- Translation & Interpreting services: 13 14 50  
- Dept of Home Affairs: 13 18 81  
- Local hospital: Bundaberg Base: (07) 4150 2222  
- Lifeline – counselling: 13 11 14  
- Police – Bundaberg Station: (07) 4153 9111
Technology Use Policies

Digital Technology
At BCC, we acknowledge that contemporary communities and workplaces are changing rapidly. Therefore, the modern learning environment is required to provide rich and diverse educational experiences to allow our students to engage with the world meaningfully whilst at school and into their future places of study or work.

We believe that the integration of digital technology into the classroom is key to transforming education and better equipping students to succeed in a highly digitized global world. By no means should, or will, digital devices diminish the value and need for quality teaching. However modern information, communication and learning technologies provide an additional environment within which exist rich opportunities for students to generate creative solutions to current and future real-world problems. Digital devices therefore provide an additional platform upon which educational experiences and activities can be conducted. Significantly; digital devices provide opportunities to collaborate in class, locally and across the globe and access information-rich resources like no other time in history. Students can engage, create, communicate and learn anywhere and anytime.

The foundational principles guiding the Digital Technology program at Bundaberg Christian College are to:

1. Prepare and equip positive, proactive and discerning digital citizens
2. Provide increased access to rich, authentic learning experiences
3. Develop global citizens
4. Enhance collaborative learning opportunities
5. Enhance creativity through skill development
6. Develop new, and enhance current, pathways for connecting with families

1-to-1 Laptop Program

Our 1-to-1 Laptop Program places a school owned and managed laptop device in the hands of each student for use throughout the school day as well as after hours for further learning, collaborating with peers and experts, and for homework. Students will be guided closely as they grow in wisdom and skill, to use technology in meaningful and responsible ways to learn from, and contribute to, our local, national and global communities. The 1-to-1 Laptop Program is an outworking of our ongoing commitment to prepare students for homes, organisations and vocations that are depending more and more on digital technology every day. More specific information is provided in the 1-to-1 Laptop User Agreement.

Our Digital Technology Policy addresses:

- Mobile Phone Use
- Social Media
- Procedures for Infractions of the Policy
- Cyber Safety

BCC Digital Technology Policy
Accommodation and Welfare Policy
https://www.bcc.net.au/about-us/enrolments/international-students

What you need to know:
If you are younger than 18 years of age, you must maintain adequate arrangements for your accommodation, support and general welfare for the duration of your stay in Australia.
Welfare and accommodation arrangements for overseas students under 18 years of age enrolled at Bundaberg Christian College include:

- Student lives with parent, legal guardian or relative approved by Department of Home Affairs (Immigration and Citizenship)
- Student’s welfare and accommodation arrangements are approved by Bundaberg Christian College. This includes:
  - Homestay Program operated by Bundaberg Christian College
  - Private accommodation arrangements requested by the parent/legal guardian, but approved by Bundaberg Christian College

You must not change your arrangements without the written approval of your education provider.
If your welfare arrangements are approved by your education provider, you must not travel to Australia until your welfare arrangements start.
It is a requirement to advise Bundaberg Christian College of any changes to the residential address, contact phone number and email contact for students and parent(s)/legal custodian(s).

Key People:
Enrolments Officer: Mrs Katrina Daniels  Katrina.daniels@bcc.net.au
Human Resources and Marketing Manager: Mr Andrew Iles Andrew.iles@bcc.net.au

Homestay

- Homestay Policy
- Homestay Child Risk Management Strategy

All policies and handbooks available at https://www.bcc.net.au/about-us/enrolments/international-students

Homestay Program Information
The procedure for selecting a host (Homestay) family at Bundaberg Christian College is as follows:

1. Interested families are asked to submit an application for Homestay
2. The Human Resources and Marketing Manager will invite the family for an interview (which may occur at the applicant’s residence).
3. The interview will cover –
   - The family’s association with the College
   - Support of the College ethos
   - Requirements of a host family to their students
Homestay families are selected on the basis of the family interview, standard of accommodation and specific facilities for the student. The interview to assess the provider’s suitability includes, as far as possible, all members of the household. The assessment will take into account previous experience as a Homestay provider, cross-cultural knowledge and sensitivity and composition of the permanent household.

New Homestay providers are given an orientation as to the expectations of the College and students. A contract and a Homestay Handbook are given to host families to ensure they are aware of their responsibilities as part of the Homestay Program.

**Host Family Responsibilities**

The host family’s basic responsibility is to welcome the student as a member of their own family and to provide the same care and support that they would give to their own children, supporting the student in all aspects of their educational and personal needs.

During the overseas students stay with the host family, Bundaberg Christian College Ltd and the parents of the overseas student give the host family the supervision and responsibility for:

- Ensure the health and safety of International students under their care for the duration of their stay.
- Provide a stable and caring family environment where International students are accepted and loved.
- Direct International students to the Enrolments Officer they need encouragement, counsel and guidance etc.
- Provide three main meals per day that meet the nutritional needs of the students.
- Provide comfortable and clean-living quarters/bedroom.
- Seek to engage International students in the life of the family, including home responsibilities and social activities that expose student to the Australian culture. It is important however, not to ‘overburden’ students so that they have sufficient time to manage their studies.
- Take a proactive role in helping students to develop good time management practices.
- Monitoring the student’s studies by communicating with teachers and providing a contact point for the school.
- If required by the student’s parents, to control the student’s finances, e.g. pocket money and in agreement with the parents, arrange purchases for such items as clothing, bikes, etc.
- Keeping in contact with the parents of the student and Mrs Katrina Daniels (Enrolments Officer) on a regular basis as to the student’s wellbeing, communicating any information that the family believes the College should know, including any school concerns.
- Ensuring that the student is living within the parameters as set out in the Homestay Handbook.
- Notifying the College of any difficulties or conflict between them and the student so that a resolution can be found.
- To abide by the parameters of the Homestay Parents’ Contract

**Application Procedures**

All families considering hosting an overseas student are to complete a Homestay Provider Application Form. Family members over the age of 18 years must obtain a current Suitability Notice (Blue Card) for hosting student in their home and inform the College of subsequent renewal/expiry dates. These forms can be obtained from the Human Resources and Marketing Manager.
The Human Resources and Marketing Manager will notify the host family that they are accepted and will send:

- Email confirmation of acceptance
- Direct Credit Form
- BCC International Student Homestay Provider Application Form
- BCC International Student Homestay Program Information Pack
- BCC International Student Homestay Handbook
- Advice regarding the timing of Homestay orientation

**Host Family Payments**
Host families are paid $300 per week to cover the costs of board for the student. The host family will be paid fortnightly on a Friday (please contact Cindy Cornelissen to confirm first payment date). Phone and internet use – the payment of $300 per week covers the cost of the overseas student making any local calls and using the internet.

**Textbooks and Uniforms**
The textbooks, stationery and uniforms are included in the school fees of the International Student. Host families will need to contact Bundaberg Clothing Factory to organise a time for fitting the student. Cindy Cornelissen will liaise with Bundaberg Clothing Factory to advise of the maximum expenditure amounts and to organise payment of invoice. Stationery will need to be collected from AASTAT stationery provider, who have copies of Stationery Lists. AASTAT will issue the invoice to Bundaberg Christian College, who will organise payment.

**Key People:**
- Enrolments Officer: Mrs Katrina Daniels Katrina.daniels@bcc.net.au
- Human Resources and Marketing Manager: Mr Andrew Iles Andrew.iles@bcc.net.au
- PA to Business Manager: Mrs Cindy Cornelissen cindy.cornelissen@bcc.net.au
Deferment, Suspension or Cancellation Policy

https://www.bcc.net.au/about-us/enrolments/international-students

What you need to know
Bundaberg Christian College provides information to students about the grounds on which an enrolment can be deferred, suspended or cancelled.

Deferments, suspensions or cancellations can be student initiated or College initiated. For details regarding possible reasons for deferment, suspension or cancellation please refer to the Deferment, Suspension or Cancellation policy.

All student-initiated deferments, suspensions or cancellations must be notified in writing to the Enrolments Officer and will be assessed by the Principal.

If the College initiates exclusion, suspension or cancellation of enrolment, they will inform students (through the parents) in writing.

Bundaberg Christian College may exclude a student from school/class studies on the grounds of misbehaviour by the student. Exclusion will occur as the result of any behaviour identified as resulting in exclusion in Bundaberg Christian College’s Code of Conduct.

Students have 20 working days to access the College’s internal complaints and appeals process. The College will advise students how to access the College’s internal complaints and appeals process.

Deferment, suspension or cancellation of enrolment can have an effect on a student’s visa as a result of changes to enrolment status. Students can visit the Department of Home Affairs (Immigration) website https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-finder/study for further information about their visa conditions and obligations.

Application forms for requesting a deferment of commencement or suspension of studies are available from the Enrolments Officer.

Key People:
Enrolments Officer: Katrina Daniels Katrina.daniels@bcc.net.au
Principal: Paul Thompson paul.thompson@bcc.net.au

Associated Policies
BCC International Student – Code of Conduct
BCC International Student – Complaints and Appeals Policy
All policies available at https://www.bcc.net.au/about-us/enrolments/international-students
Course Progress and Attendance Policy

https://www.bcc.net.au/about-us/enrolments/international-students

What you need to know

Course Progress
To achieve satisfactory course progress at Bundaberg Christian College, Course progress is to be maintained at the acceptable level for their year level.

- Primary and Junior Secondary students (P-10) – course progress requirements: Achieving a pass level or “C” grade or better for the majority of core subjects.
- Senior Secondary (Yr 11-12) – course progress requirements: must remain on track to achieve a QCE.

Student Attendance
To achieve satisfactory attendance at Bundaberg Christian College, a student must

- Have a minimum attendance of 80%
- Absences of more than 2 consecutive days in a given term require a medical certificate or a letter or email from the parents explaining the ‘extenuating circumstances.

Failure to meet course progress and student attendance requirements may have serious consequences for student visa. Students are expected to achieve satisfactory academic performance, which means passing your subjects. Unsatisfactory academic performance must be reported by the College to Department of Home Affairs (Immigration).

If a student is identified as being at risk of not meeting course requirements or attendance requirements, parents will be advised in writing and interventions will be activated.

Interventions
Interventions may include:

- Subject tutorial support in class time
- After hours tutorial support (this will incur an additional cost for parents and will not be provided without approval from parents)
- Mentoring
- Additional ESL support (This may incur an additional cost for parents and will not be provided without approval from parents)
- Consideration of reducing course load (without affecting course duration)
- Counselling for time management, academic skills or personal concerns
- Seeking medical opinion for any health concerns
- Discussions with Homestay provider

If after interventions the student is still not meeting course progress and attendance requirements, they may be in breach of their visa conditions.

Compassionate or Compelling Circumstances
Compassionate or Compelling circumstances can be taken into consideration. For full details please refer to the policy.

*Compassionate or compelling circumstances* - circumstances beyond the control of the student that are having an impact on the student’s progress through a course.

These could include:
• serious illness, where a medical certificate states that the student was unable to attend classes
• bereavement of close family members such as parents or grandparents (with evidence of death a certificate if possible)
• major political upheaval or natural disaster in the home country requiring their emergency travel that has impacted on their studies
• a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists’ reports)
• where the school was unable to offer a pre-requisite unit
• inability to begin studying on the course commencement date due to delay in receiving a student visa.

Any concerns related to course progress or attendance should be discussed as soon as possible with the Enrolments Offer or Head of School.

**Key People:**

**Study Support**
- Junior School: Alanna Black alanna.black@bcc.net.au
- Middle and Senior School: Karen MacPherson Karen.macpherson@bcc.net.au
- Counselling Support: Susan Thomson susan.thomson@bcc.net.au
- Personal/Social Support: James Marsman james.marsman@bcc.net.au

**Medical Support and Absences**
- Enrolments Officer: Katrina Daniels Katrina.daniels@bcc.net.au
- Direct of Wellbeing: James Marsman james.marsman@bcc.net.au

**Subject Difficulties/Course Load**
- Head of Junior School: Brendan Hosking Brendan.hosking@bcc.net.au
- Head of Middle and Senior School: Cameron Ivers Cameron.ivers@bcc.net.au
- Senior Subject Coordinator: Rosalee Morris rosalee.morris@bcc.net.au
- Year Level Coordinator (Yrs 7, 8, 9): Angela Gees angela.gees@bcc.net.au
- Year Level Coordinator (Yrs 10,11, 12): Erin Ramsay erin.ramsay@bcc.net.au
Fees and Refunds Policy
[https://www.bcc.net.au/about-us/enrolments/international-students](https://www.bcc.net.au/about-us/enrolments/international-students)

What you need to know
Bundaberg Christian College Ltd has a fair and clearly explained refund policy. Please see refund Policy. Tuition Fees are invoiced prior to the commencement of each Study Period and must be paid in full prior to the commencement of the Study Period.

Refunds must be requested in writing addressed to the Business Manager or the Enrolments Officer.

**Student Default**

**Student default because of visa refusal**

a) If a student produces evidence of visa refusal (or provides permission for the College to verify visa refusal with the Department of Home Affairs (Immigration)) and fails to start a course on, or withdraws from the course on or before the agreed starting day, the College will refund within four weeks of receiving a written claim from the student the total amount of course fees received by the College before the student’s default day, minus the lesser of

- 5% of the amount of course fees received, or
- AUD 500

If a student whose visa has been refused withdraws from the course after it has commenced, the College will retain the amount of tuition fees proportionate to the amount of the course the student has undertaken and will refund of any unused tuition fees* received by the College with respect to the student within the period of four weeks after the day of student default.

*Calculation of the refund due in this case is prescribed by a legislative instrument (s.10 of Education Services for Overseas Students (Calculation of Refund) Specification 2014).

**Student Default other reasons**

Any amount owing under this section will be paid within 4 weeks of receiving a written claim from the student (or parent(s)/legal guardian if the student is under 18).

a) **Non-Tuition Fees:** Non-tuition fees will be refunded on a pro rata basis proportional to the amount of time the student was studying in the course, except where a non-refundable payment on behalf of the student has been made.

b) **Non-commencement with no notification of withdrawal** If the student, does not provide written notice of withdrawal, and does not start the course on the agreed starting date, up to $500 of tuition fees will be retained from tuition fees received by the College.

c) **Non-Commencement with notification of withdrawal** If tuition fees for up to 1 Semester have been received in advance by the College and the College receives written notification of withdrawal by the student (or parent(s)/legal guardian if the student is under 18), the College will retain an administration fee of $250 and refund the balance of the tuition fees.

d) **Refunds after commencement of a course:** If tuition fees have been received for up to or more than 1 Semester, have been received in advance, and the school receives written notification of withdrawal by the student (or parent(s)/legal guardian if the student is under 18), the school will refund the amount of unused tuition fees less administration fee of $250, provided that at least 10 weeks written notice of withdrawal has been received. Where 10 weeks written notice of withdrawal has not been given, the school will refund the unused tuition fees less administration fee of $500.
e) No refund of tuition fees will be made where a student’s enrolment is cancelled for any of the following reasons:

i) Failure to maintain satisfactory course progress (visa condition 8202).
   Please see Course Progress and Attendance Policy in International Student Handbook

ii) Failure to maintain satisfactory attendance (visa condition 8202).
    Please see Course Progress and Attendance Policy in International Student Handbook

iii) Failure to maintain approved welfare and accommodation arrangements (visa condition 8532).
     Please see Accommodation and Welfare Policy in International Student Handbook

iv) Failure to pay course fees.


f) If Bundaberg Christian College cancels a student’s enrolment for failure to maintain agreed conditions as outlined in the student’s written agreement, including failure to disclose a pre-existing condition requiring a high degree of specialised support or care, any refund of tuition fees will be at the discretion of the school.

Key People
To discuss applying for refunds please contact:

Enrolments Officer: Katrina Daniels Katrina.daniels@bcc.net.au
PA to Business Manager: Cindy Cornelissen cindy.cornelissen@bcc.net.au
Business Manager: Evan Keune evan.keune@bcc.net.au

Student Transfer Request Policy
https://www.bcc.net.au/about-us/enrolments/international-students

What you need to know
Students are able to request a transfer of enrolment between registered providers, however there are restrictions if students request a transfer prior to completing the first six months of their first registered school sector course or if their first registered provider holds welfare responsibility via a CAAW.

Please contact the Enrolments Officer for full details of restrictions.

To apply for a transfer, students need to complete an Application for Student Transfer Request Form. These are available by request from the Enrolments Officer.

Key People
Enrolments Officer: Katrina Daniels katrina.daniels@bcc.net.au
Head of Junior School: Brendan Hosking brendan.hosking@bcc.net.au
Head of Middle and Senior School: Cameron Ivers cameron.ivers@bcc.net.au
Principal: Paul Thompson: paul.thompson@bcc.net.au
Complaints and Appeals Policy

https://www.bcc.net.au/about-us/enrolments/international-students

What you need to know

Bundaberg Christian College has a complaints and appeals process and policy which complies with Commonwealth requirements.

Access to this process is available to an overseas student on at any time, and for any complaint or appeal the student makes regarding Bundaberg Christian College or an education agent or third party contracted to deliver services to an overseas student on behalf of Bundaberg Christian College, having regard to the requirements under Standards 7, 8 and 9.

Where appropriate informal resolution is used to attempt to resolve the complaint. If issues cannot be resolved informally, students will be advised to access the College’s internal complaints and appeals policy. In all cases students can appeal the outcome of any complaints and appeals process.

Enrolment and welfare arrangements are maintained while any informal, internal or external complaints and appeals process is active.

Students and/or the College may be accompanied and assisted by a support person at all relevant meetings. Information regarding lodging an informal complaint, accessing the internal complaints and appeals process or accessing an external complaints and appeals process is available the Human Resources and Marketing Manager or the Enrolments Officer.

Key People

Principal: Paul Thompson paul.thompson@bcc.net.au
Human Resources and Marketing Manager: Andrew Iles Andrew.iles@bcc.net.au
Enrolments Officer: Katrina Daniels Katrina.daniels@bcc.net.au

External Complaints and Appeals via Overseas Student Ombudsman


Associated Policies

BCC Anti-Bullying Policy
BCC Formal Complaints and Appeals Policy
BCC International Student – Code of Conduct
BCC Student Wellbeing Framework (MS & SS)
BCC Digital Policy

All policies available at https://www.bcc.net.au/about-us/enrolments/international-students
Other mandatory information

Enrolment Process
Students who wish to study in Australia who are not Australian residents need to obtain a student visa before being able to study at Bundaberg Christian College Ltd. The Overseas Student Visa requirements of the Department of Home Affairs (Immigration) are extensive. The Department of Home Affairs have information on the process or applying for a visa on their home page, https://immi.homeaffairs.gov.au/. Any visa enquiries should be directed to your nearest Australian Embassy and enrolment queries to the Enrolments Officer at Bundaberg Christian College.

Please note: Applications need to be submitted at least 3 months prior to expected start of study in Australia. The visa application can be a slow process so please allow plenty of time.

How to Apply
Complete the International Student Enrolment Application form and sent attention to the Enrolments Officer including:

- Copy of recent Student Report Cards from the previous year of study including a copy of the latest Student Report;
- A completed Reference Form from the student’s current or most recent school Principal is also required if Student Report Cards do not record student behaviour or commitment to studies;
- Certified copy of Birth Certificate
- Written evidence of proficiency in English as a second language (as per the English Proficiency Assessment Policy);
- Photocopy or scanned copy of passport page with name, photo identification, passport number and expiry date;
- Reports from specialists/professional re: Learning or developmental issues if applicable.

Please include a non-refundable application fee of AU$250. This can be deposited into Bundaberg Christian College’s bank account.

National Australia Bank
Bundaberg Branch, Queensland AUSTRALIA

BSB Number: 084-571
Account Number: 452008177
Swift Code: NATAAU3303M
Reference: Student Surname

Once Application Form is received
Once we have received your application, along with all accompanying documentation, our Principal, Mr Paul Thompson will make a decision to approve or disapprove your enrolment application. If approved, we will contact you to schedule an Enrolment Interview (via Zoom). Upon completion of your Enrolment Interview the Enrolment Panel will assess your application and advise if we have a suitable position available. If your application has been approved and a suitable position is available, we will confirm the availability with you and send a letter requesting the following items to be completed:

- Invoice for 50% of the full year tuition fees
- Invoice for 50% of the full year non-tuition fees (excluding host family payments)
- Invoice for 50% of host family payments
• A Letter of Offer confirming placement
• A written agreement (including conditions of enrolment) for signature
• Subject Choice Form; if applicable (typically required for Year levels 8 to 12)
• BCC Laptop 1-to-1 Hire Agreement Form; if applicable (typically required for Year levels 7 to 12)
• AHM information (student health cover)
• Signed agreement all policies and conditions have been understood and accepted.

When overseas family returns the above forms and payment of fees
The College Enrolments Officer will send:
• A receipt of fees paid
• The electronic Confirmation of Enrolment (needed for Visa application)
• The Student Welfare letter (needed for Visa application)

The overseas family will need to
• Finalise Visa application

Once the visa application is obtained the overseas family needs to send
• A copy of the visa to Bundaberg Christian College for their records
• Details of OSHC to Bundaberg Christian College for their records
• Details of arriving dates and flights

Email Mrs Katrina Daniels – Enrolments Officer at Katrina.daniels@bcc.net.au to confirm transactions have been made. Please include the students name on deposit information at the bank in which you transfer money.
Student Visas
For information about your student visa and visa conditions, see:


If you are under 18 years of age, you must maintain the welfare arrangements approved for you by the Department of Home Affairs. For information on this, see:


Overseas Students Health Cover (OSHC)


Working in Australia


Study in Australia

- http://studyinaustralia.gov.au
- www.studyqueensland.qld.edu

Tourism in Australia
http://www.australia.com

Translating and Interpreting Service (TIS)
Phone: 131 450 (within Australia)


Overseas Student Ombudsman (OSO)


Legal Assistance
Legal Aid Qld Ph: 1300 65 11 88. Youth Legal Advice Hotline – 1800 527 527
131450 Telephone Interpreters

Orientation

During your orientation you will meet KEY PEOPLE and learn THINGS YOU NEED TO KNOW about your school, your community, keeping safe and living and learning in a new environment.

The best way to learn things you need to know is to ask questions.

There are a lot of people who can help you. Don’t be afraid to ask questions!
Student Orientation Program

The Orientation Program is implemented each time a new student or group of students arrive. Ongoing support is given to the overseas students as issues arise. Below is an outline of the orientation program.

The Enrolments Officer will:
- Contact the student/homestay family to organise a time for their orientation program.
- Book a time for uniform fitting.
- Schedule a time to introduce student to important staff members.
- Schedule a time for School Orientation with Year Level Coordinator.
- Give the student a tour of the College.
- Provide student with emergency contact number of staff member.
- Explain to students how to seek assistance on and off campus.
- Organise a time for Homestay Program orientation.
- Organise a time for general orientation to discuss cultural awareness/culture shock/adjusting to life in a new environment, and personal security and safety issues.
- Meet with students fortnightly during the first 12 weeks to check on student adjustment.

The Enrolments Officer will introduce students to various staff members:
- Head of School/Senior Studies Coordinator will discuss subject choices and will determine with each student their course of study.
- Learning Enrichment Co-ordinator, Mrs Karen MacPherson or Mrs Alanna Black will discuss the ESL program with the student and will organise times for ESL lessons.

Year Level Coordinator will:
- Meet with students and outline what to expect on the first day of school.
- Organise collection of Textbooks, timetable and student diary.
- Show the students the classrooms they will be using.
- Introduce student to IT and collect their laptop.
- Discuss Assessment policies and requirements.
- Familiarise students with Student Café online requirements.
- Introduce students to their buddy.

The College Responsibilities
The College has appointed Katrina Daniels (Enrolments Officer) to oversee the overseas student enrolments. Mrs Daniels and Mr Andrew Iles (Human Resources and Compliance Manager) will also monitor the student in their host family home.

Mrs Daniels will contact the student’s parents once a term, (or more frequently) by phone, letter or email. This contact is to ensure that the parents are aware of how their student is progressing and a chance to raise any concerns that they may have. Parents are welcome to contact Mrs Daniels via phone 001167 7 41532859 or email: katrina.daniels@bcc.net.au.

A student report will be sent at the end of each Semester in July and December to parents. Mrs Karen MacPherson or Mrs Alanna Black will meet with students weekly for ESL classes and will use this opportunity to communicate school information and receive feedback from the student on their life at home, school, subjects, church, friends etc.
Student Responsibilities

Government requirements provide constraints and responsibilities on your study in Australia.

- You are expected to achieve satisfactory academic performance, which means passing your subjects. Unsatisfactory academic performance must be reported by the College to the Department of Home Affairs (Immigration).
- Students must remain with the education provider (Bundaberg Christian College Ltd) for the duration of the school year unless they obtain permission from the Department to transfer.
- In accordance with the ESOS Act 2000 students are required to advise the College of any change of address and contact details within 7 days of any change. Failure to notify the College will jeopardise the student’s visa.