Northside
Christian College
Character through Christ

Middle School Handbook

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Section 1 – Welcome to Northside

Welcome from the Principal

Welcome to our Middle School Handbook.

In 1985, a small group of parents entrusted their children to the educational care of Mrs Shirley Mead, our first teacher. She was described as 'dedicated to God and children'. I believe this is still a hallmark of our staff. I firmly agree with the words of Dr Michael Carr-Gregg (Australian Psychologist) who commented that one telling factor for a positive school environment is "the quality of staff and their relationship with their students". I invite you to keep the staff in your prayers this year as they teach and come alongside your children.

Northside is a truly extraordinary school. We have witnessed consistently high academic results, proven pathways to employment through the Vocational Education program and a breadth of co-curricular offerings. However, it has not only been teachers and students who have helped form our College culture. Past and present parents have had the wonderful attitudes of being contributors to a community rather than consumers of a product and this has blessed the College greatly.

Whether you are already a good friend or in fact a brand-new family to Northside, I commend the College Handbooks to you. We trust that the protocols outlined here, which have been revised and improved over the years, will offer you and your family helpful guidelines to ensuring a smooth-running and enjoyable year.

Character through Christ

Mr Leighton Kuss
College Principal

Philosophy and Aims Statement

Based on the Alice Springs (Mparntwe) Education Declaration December 2019

Northside Christian College (the College) is dedicated to the pursuit of excellence, to the development of the individual as a whole and the service of God and others. We aim to develop "Character through Christ" (the College motto) in a caring environment through the cooperation and involvement of staff, students and their families.

The educational philosophy of the College is based on the recognition that the skills and attitudes of the students are to be developed and used to honour God, and to serve Him purposefully and creatively. This involves the development of a Christian worldview that equips students to live authentic Christian lives in the context of Australian society.

This purposeful service of the Creator should ultimately be expressed in the students' lives through life-long participation in, and contribution towards, the use of their giftings for collective, social benefit. Northside Christian College acknowledges that our students can only learn to serve God and others in a true spirit of excellence by experiencing an education set within a school that has a strong learning community as its foundation. In this type of environment, we strive to develop partnerships that extend beyond the scope of immediate family-student-teacher relations into broader partnerships with businesses, community agencies and the wider community.

The College seeks to provide a holistic education, integrating the spiritual, academic, social and physical aspects of training from a Biblical perspective empowering students to reach their potential.

The College works in partnership with parents to assist them in bringing up their children in the Christian faith. Whilst a Board of Directors associated with Nexus Church (a member of the Australian Christian Churches) governs Northside Christian College, it does not seek to promote any one denominational doctrine other than that outlined in the College's Statement of Faith. The College staff and students attend a wide variety of denominations. The College seeks to work in conjunction with them for the benefit of the students.

Further, our College has developed a strong organisational culture based on shared, Godly values. These have the potential to give our students a greater sense of meaning and purpose, a greater sense of belonging and safety, and higher levels of motivation and achievement.

Foundational Values include:

- A living, personal relationship with God through faith in Jesus Christ
- The Scriptures as God's wisdom and revelation for life
- Love of one's neighbour as oneself as evidenced in a servant heart
- A commitment to excellence, doing all to the glory of God
- Self-discipline and the ability to delay gratification
- Worship as a way of life through adoration and giving of ourselves
- Attainment of core academic, vocational and general knowledge
- Developing, as a Christian, self-confidence, a sense of optimism, strong self-esteem and resilience
- A capacity to exercise godly judgments, enact responsible behaviours and to support social justice framed within Christian understandings
- Be active and informed citizens, with sound understandings of civic and prayerful respect for our leaders, legal and government systems and processes
- Grasp the importance of a healthy and balanced lifestyle, which honours all scriptural imperatives

Learning to Learn

- Critical thinking and problem-solving skills
- Good communication and interpersonal skills in working in collaboration with others
- Wise stewardship of our environment, time, finances and all personal and shared, global resources
- Develop basic skills of numeracy and English literacy, enabling students to function within society at an appropriate level
- Foster skills of enterprise, giving students an ability to be flexible and adaptable in their future career pathways
- Cultivate strategies and a passion for life-long learning for all students, especially our students with special needs. These may be either students with impairments or learning disabilities or students demonstrating outstanding giftedness in one or more academic, sporting or leadership areas
- Enable students to obtain high standards of knowledge, skills and an effective positive link to all disciplines covered in the eight National Key Learning Areas

We believe that it is imperative that we proactively teach values to our students in the light of God's command to do so.

Fix these words of mine in your hearts and minds; tie them as symbols on your hands and bind them on your foreheads. Teach them to your children, talking about them when you sit at home and when you walk along the road, when you lie down and when you get up."

Deuteronomy 11:18-19

Teaching from a Christian Worldview

The term 'worldview' is the sum total of our beliefs about the world, the 'big picture' that directs our daily actions and decisions. We believe that our major task in life is to discover what is true and to live in step with that truth. The basis for the Christian worldview is God's revelation in Scripture and stands on the words of Jesus "I am the Way, the Truth and the Life".

Each worldview is characterised by the way it answers three questions:

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

The Bible gives three answers to these:

- Creation
- Fall
- Redemption

Within the framework of Christian Education, it is intended that students will develop a strong Christian worldview. This worldview, based on the truths of scripture, is considered to provide students with an understanding of their role, value and meaning in the physical universe. It is intended that students will become equipped to recognise the worldviews and the philosophical underpinnings of the knowledge and understandings of their various disciplines of study. Students will be taught to understand the origin of these other philosophies and worldviews, appreciate the impact of social and cultural values on their development and then to juxtapose these disciplinary worldviews against their own Christian worldview. In this way, they may seek to make sense of ideas and disciplinary knowledge from within a scriptural framework. The authority of the Christian worldview is deemed absolute and not relative.

God's answers to these fundamental life questions frame a biblical worldview on any subject from family life to education, from politics to science, from art to popular culture. This genuine Christianity is not only a relationship with the Lord Jesus Christ; it is a way of seeing and comprehending all reality. It is a worldview, at the centre of which is Jesus the Christ, the Logos, the rational pattern of the universe. He is "the Way, the Truth and the Life", the origin and end of all things, the Alpha and Omega. Nothing has meaning apart from Him. He is the agent of all creation and the Lord over all creation, from the human soul to the vastness of the cosmos. (John 14:6; Psalms 2, 6,110; Phil. 2:5-11). He is the Arbiter and Repository of absolute truth. Truth is found only in relationship to God and His revelation.

We hold these understandings as paramount and foundational. They underpin our entire curriculum and the way in which we teach it. They enable us to make sense of the world we live in as well as to order our lives more rationally. Further, they enable us to understand forces hostile to our faith, thereby equipping us to evangelise and to defend Christian truth as God's instruments for transforming culture.

In an age of moral relativism and postmodernism, we seek to teach students what our Christian worldview is, why we believe it and how we should defend it. It is our business and privilege to develop each student's unique creative potential in response to the gifts God has placed in them, based on the understanding that His truth is not relative, but is absolute and must be appropriated and applied in our particular historical and socio-cultural context. Since there are absolutes, scientific and religious truth can be integrated into a unified belief system. Our commission is to live out God's truth in the unique historical and cultural conditions of our age.

History of the College

Northside Christian College is an independent (self-governed), co-educational Christian school. The school, which commenced in 1985, was begun to provide a Christ-centred education for Christian families. It was founded on the notion that parents (of the state or the school) are given the responsibility by God of 'training a child' and that the school should be an extension of the home in order to fulfil that responsibility. It was also founded on the belief that the Christian family should be in fellowship with other believers (church) and that the home, the church and the school should work in partnership and in harmony of values to educate the child.

Key ingredients in the make-up of the College are:

- Local church oversight
- Christian staff who view teaching as an opportunity for ministry unto the Lord
- Shared Christian values and shared task between the school and home
- God-honouring curriculum
- The discipleship of children ("growing up into Jesus Christ" Eph 4:15)
- Training children for their futures and callings
- Service to the wider body of Christ and to the wider community
- A commitment to excellence

Associations & Affiliations

Northside Christian College is a member of the Association of Independent Schools in Queensland (ISQ) and Associated Christian Schools (ACS).

The College has inter-school sporting contacts through the North District Primary Sport Association and both the Primary and Secondary Christian Schools Sports Associations (CSSA). Since January 2021, Secondary School has become part of the North West Independent District (NWI) (rather than North West Secondary District (NWS).

College representative sporting teams compete in the Brisbane Outer Schools League (BOSL), a quality sporting competition between local north Brisbane schools.

College/Church Relationship

Nexus Church is a significant congregation with a full program of meetings, missions and outreaches into the community. Northside Christian College is part of its ministry to the wider body of Christ.

A harmonious and supportive relationship between the College and Church is imperative. Effective communication, care and consideration as well as teacher vigilance are the keys to maintaining this relationship.

Statement of Faith

The College is founded upon, and continues in reliance upon, the following statements:

- We believe that the Bible is God's Word. It is accurate, authoritative and applicable to our everyday lives.
- We believe in one eternal God who is the Creator of all things. He exists in three Persons: God the Father, God the Son and God the Holy Spirit. He is totally loving and completely holy.
- We believe that sin has separated each of us from God and His purpose for our lives.
- We believe that the Lord Jesus Christ as both God and man is the only One who can reconcile us to God. He lived a sinless and exemplary life, died on the cross in our place, and rose again to prove His victory and empower us for life.
- We believe that in order to receive forgiveness and the 'new birth' we must repent of our sins, believe in the Lord Jesus Christ, and submit to His will for our lives.
- We believe that in order to live the holy and fruitful lives that God intends for us, we need to be baptised with water and empowered by the Holy Spirit.
- We believe that God has individually equipped us so that we can successfully achieve His purpose for our lives which is to worship God, fulfil our role in the Church and serve the community in which we live.
- We believe that God wants to heal and transform us so that we can live healthy and prosperous lives in order to help others more effectively. We believe that our eternal destination of either Heaven or hell is determined by our response to the Lord Jesus Christ.
- We believe that the Lord Jesus Christ is coming back again as He promised.

Governance

The Directors of Northside Christian College govern the College, appointed by the leadership of Nexus Church.

The College Board is not involved in the day-to-day management of the College. This responsibility is delegated to the Principal, who must manage the College within the board's guidelines.

The College Board of Directors appoints an Audit and Risk Sub-Committee, which monitors the financial performance and financial position of the College. It makes recommendations to the board on matters such as the Annual Budget and fee levels.

Section 2 – Connecting at Northside

Information for Middle School

College Reception and Visitors

Opening hours for all School Receptions are 8:00 am – 4:00 pm

All visitors to the College must sign in and out at College Reception (main office) and display a Visitor's Pass during their visit. Social visits to students (i.e., those visits other than officially recognised or pre-arranged through the appropriate member of staff) are generally discouraged.

Staying in Touch – College Communications to Parents

Email

Important College communication to parents/guardians are generally sent via email and the Parent Portal.

Parent Portal

Northside parent portal includes the desktop version (Parent Lounge) and mobile App (Parent Orbit). Parents receive an email from "helpdesk" with their single login details once their student becomes current. The parent portal gives you access to: academic reports, parent and emergency contact details, College newsletter, planner, parent-teacher interview bookings, student timetable, medical details, attendance, health room visits, extra-curricular activities, events and school links where you will find assessment calendars, College handbooks, policies and forms commonly used. Important parent notifications are sent regularly, so please ensure you have your notifications set to on for the Parent Orbit app. Instructions to download the App and set up notifications are here.

Calendar:

College Planner is available as a download on the calendar page **https://www.northside.qld.edu.au/calendar**

MyNorthside

MyNorthside provides links to all services available at the College -**www.northside.qld.edu.au/mynorthside**

News (Website)/ Newsletter

The College newsletter is issued each month via email, the website and Parent Portal. These newsletters, along with the College website are key sources of information for students and parents of upcoming events and activities. See the 'News' page of the College website - https://www.northside.qld.edu.au/about-us/news

Social Media

The College also communicates through the following social media accounts:

Facebook:	https://www.facebook.com/northsidechristiancollegebrisbane/
Instagram:	https://www.instagram.com/northsidechristiancollege/
	https://www.instagram.com/northside.sport/
	https://www.instagram.com/northside.arts/
Youtube:	https://www.youtube.com/user/NorthsideQldEduAu
Linked in:	https://www.linkedin.com/school/northside-christian-college-brisbane/

Parents are encouraged to download the Parent Orbit App, and visit the College website and Facebook pages to keep in touch with regular updates and additions.

Staying in Touch – Parent Communications to the College

The two-way communication between parents and teachers regarding students is essential, however a teacher's first priority lies with their professional duties, i.e., attending and teaching classes and fulfilling their responsibilities with duty of care.

As staff and teachers need to be ready for class by 8:20 am, please arrange meetings outside this time by contacting Middle School Reception. Brief discussions are possible at the end of the school day, by appointment via Middle School Reception (if your child's teacher does not have a prior duty or commitment).

If important information needs to be conveyed at the beginning of the day, please contact your child's Form Teacher via email or deliver a note via your child.

Contact Details and Medical Information

The College relies on parents to provide accurate contact and emergency details, and medical information for students at the time of enrolment. Please notify the College immediately of any changes, by updating your details on the parent portal (Parent Lounge/Parent Orbit app).

A Change in Parental Situation

If your family circumstances change (e.g., in the event of a separation), please also let us know, by contacting your student's Form Teacher, Year Level Coordinator (YLC) or Middle School Reception. This enables the College to partner with you in fully supporting your student/s.

Volunteering

College parents are an integral part of our school community and their contribution is highly valued. There are many opportunities to assist, such as in class, excursions, sports days, the College Café and on special event days. Regular working bees are held where parents can also assist the grounds staff.

If you would like to volunteer, please visit the College website to register your interest. If you would like to help out with classroom activities, (e.g., reading), please also contact your student's teacher.

For more information contact Kristen Melit (Parent Volunteer Coordinator)

Lost Property

Please ensure your student's school items are clearly named. Lost Property is held at each School Reception. Please check regularly for any lost articles. Unnamed articles will be cleared at the end of each term.

Lockers

All Middle and Senior School students will be issued a locker at the beginning of the year. Lockers may be used for storing books, uniforms and equipment and are to be kept tidy and ready for a visual check. It is expected that lockers are fastened with a school-provided lock when not being accessed to retrieve the contents.

Valuables should not be brought to College or stored in lockers. If this is unavoidable, they may be stored temporarily at Middle School Reception for safe keeping. Valuable items stored in lockers or bags are the responsibility of the student, and are at risk of being stolen and not recovered. Reception opens 8:00 am daily.

Middle School Students will be provided with a lock. At the end of the year students are requested to empty and clean their lockers and will be issued with a new locker for the beginning of the following year.

Student Photos (and media)

Class, co-curricular and sibling photographs are taken annually and made available for order using an online pre-paid ordering system.

The College may take photographs, video footage, or audio of staff, students, parents and volunteers during normal school activities for learning and promotional purposes. These photographs and footage are also often used to

inform parents, the wider community and government bodies for assessment/moderation purposes and promotional or fundraising purposes.

If you do not wish your student to have their photo taken, please ensure you notify the College by contacting the relevant School Reception.

Outside School Hours Care including Vacation Care (OSHC)

All services are based in the College Hall. **Bookings are essential.** For detailed information on booking and fees, visit the College website. Standard operating hours are:

Before School Care:	6:30 am – 8:30 am	Mon - Fri
After School Care:	3:00 pm – 6:00 pm	Mon – Fri
Vacation Care:	7:30 pm – 6:00 pm	Mon – Fri (*selected weeks of the school holidays*)

For more information contact the OHSC Coordinator: P 3353 7340 or ohsc@northside.qld.edu.au

Before and After School Supervision

Before school

Staff supervision of students begins at 8am in the morning and duty-of-care remains with parents until this time. Students should not be playing basketball, handball, soccer etc or using any College facilities unless a staff member is present. We also ask that you accompany your children if using the Alley Café and church pavilion before school.

After school

When the bell goes at the end of the school day, students should make their way home, or to their co-curricular activity or to the library (as per updated guidelines attached) by 3:30pm. Any secondary students on campus at this time, will be asked to move up to the library where they can be safely supervised. The same regulations of using College facilities under staff supervision apply after 3:30pm.

Northside Christian College

Character through Christ

AFTER SCHOOL PROCEDURES

SUPERVISION

Junior School students should be accompanied by and *actively* supervised by their parents on the oval and when crossing/entering the car park.

NO BALL SPORTS

For the consideration of vehicle and pedestrian traffic flow, no social ball sports are permitted on the oval after school.

ROAD SAFETY

Pedestrians: when crossing Flockton St, please make use of the pedestrian crossing. *Drivers:* please adhere to the 10km/h speed limit around campus.

SCHOOL RULES APPLY

All normal school rules apply after school, such as footwear should always be worn, no climbing of trees or fences etc.

OUT OF BOUNDS

The Year 3-6 playground and the bleachers (seating area on the eastern side) are out of bounds.

TRAFFIC FLOW

Car Park 1 (nearest the oval) should be used for short-term parking only until 3.30 pm and may be halted to allow priority exit for the school buses.

RESPECT

Please be respectful and obey the instructions of the staff members on duty, whose job is to ensure the safety of all community members.

Thank you for partnering with us to keep our college community safe.

Student ID Card

At the commencement of a new school year, new students have an ID photo taken. ID photos are used to produce Student ID Cards which are distributed to students within the first few weeks of a new school year. For students who commence during the school year, this process is managed by IT Services. All students in Secondary School are issued with ID Cards upon their entry to Middle and Senior School. The cost of the Student ID Card is included in the General Levy.

The Student ID Card is used in the following ways:

- To identify the student
- To borrow library books
- Purchase food at the College Café (Linked and loaded via Flexischools Account)
- As a bus pass (for College buses)
- Accessing printing/photocopying services
- Sign in and out of school (Middle and Senior School) and instrumental lessons/internal appointments
- To identify the student for public transport, domestic flights, movies etc.

If a replacement ID card is required, a fee of $6 is incurred. Students can purchase this at Student Reception before collecting the replacement card from IT Services.

Helpdesk (IT Services)

Helpdesk operates from 7:30 am - 4:30 pm (during term) + 8:00 am – 4:00 pm (during holidays) Monday - Friday

Helpdesk is located in Library Square (top level of D Block) and is the students' first port of call. Secondary students are asked to visit IT Services outside class time to resolve issues.

For more information https://www.northside.qld.edu.au/student-computer-program

or helpdesk@northside.qld.edu.au

College Café

The College Café **is open to parents, staff and students between 7:30 am and 2:00 pm**, offering breakfast, morning tea and lunch. Secondary Students may order directly from the Café during morning tea and lunch breaks. The current College Café Menu is available from the College website here.

Dietary Restrictions and Allergies

Please ensure you update your child's medical conditions to reflect any food allergies or dietary requirements. This information should be submitted through the parent portal.

Uniform Shop

Open Monday and Friday 7:30 am – 9:30 am, Wednesday 7:30 am – 9:30 am; 2:00 pm - 3:30 pm (Term Time)

Opening times for the start of the school year will be advertised via the College website. Price lists are available from the Uniform Shop and on the College website. New uniforms are available only through the Uniform Shop (ordered via Flexischools). The Uniform Shop is located in J Block between the Junior School Oval and Playground.

Second-Hand Uniforms

Good quality second-hand items are always in demand. Please remember to always include your name and Fee Account ID (for credit purposes) when re-selling.

There is a Facebook page to connect families wishing to buy or sell good quality second-hand uniforms. The site exists only to connect buyers and sellers and there is no official governance.

The link to the group is: https://www.facebook.com/groups/1909534185992674/?ref=share or you can search 'NorthsideCC Everton Park Uniforms'. The page is a closed group administered by volunteer parents, so please be patient as requests for joining the group are processed.

For more information contact P 3353 7352 *or visit* https://www.northside.qld.edu.au/uniform-shop

Student Transport & Road Safety

College Buses

Parents are invited to apply for Bus Services annually (towards the end of the school year). College bus routes are finalised based on parent applications prior to the start of each school year.

For full and part-time bus use, costs are included in the annual school fee account. For casual bus use, fees are billed each term based on usage, and usually during the term breaks.

In signing an application for Bus Services, parents and students agree to the Code of Conduct (Bus Services). This Code of Conduct is available on the College website (https://www.northside.qld.edu.au/bus-services)

Public Transport (bus)

Students may travel to the school via public bus and alight at bus stops located on Old Northern Road, Everton Park. A walk of fewer than 5 minutes will bring students to the College. Please be aware that Old Northern Road is a busy road, especially during peak hours and school pickup and drop off times. For current timetables and information, see the Translink School Service Finder here.

For further information on bus services or government subsidies, visit https://www.northside.qld.edu.au/bus-services and/or Transdev (https://www.transdevbrisbane.com.au/bus/schools/).

Bicycles, Scooters and Skateboards

Students riding bicycles to the College are expected to obey the relevant road rules. This includes the requirement to wear approved helmets. Students must walk with bicycles through the College grounds and they must be stored in the racks provided. Bicycles must be locked in the racks during the day.

Scooters can be locked at the bike racks and skateboards stored in the storage boxes provided outside Middle School Reception.

For more information contact bus@northside.qld.edu.au

Safe Road Usage

Ensuring the safety of our children as they arrive and depart from school is paramount to us. With the increasing number of vehicles on the roads during these times, it becomes crucial for us as a community to work together to maintain a safe environment for everyone.

To facilitate this, we urge all parents and caregivers to adhere to the following guidelines:

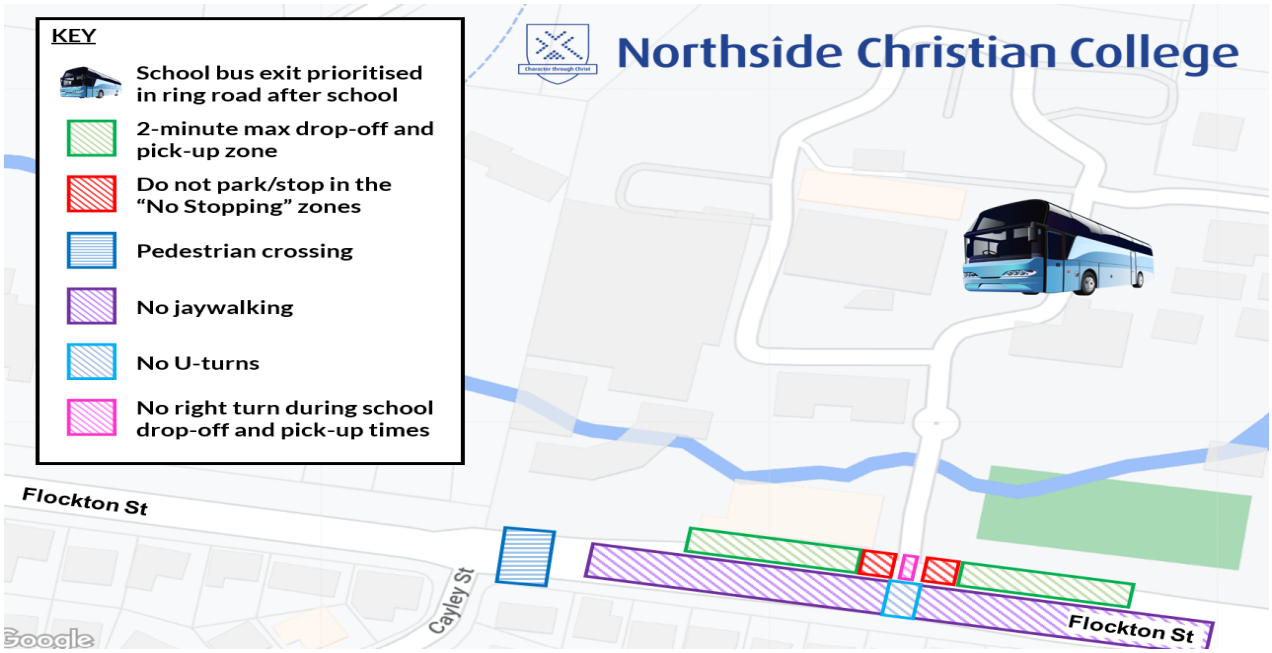
- **Follow Designated Drop-Off and Pick-Up Zones**: Please utilize the designated areas allocated for drop-off and pick-up. These zones are strategically placed to ensure smooth traffic flow and minimize congestion. Avoid stopping or parking in undesignated areas, as this can lead to unnecessary hazards.

- **Exercise Patience and Courtesy**: We understand that mornings and afternoons can be hectic, but exercising patience and courtesy goes a long way in maintaining order and safety. Allow ample time for drop-off and pick-up, and be considerate towards other parents, pedestrians, and school staff. We may have staff members assisting with traffic flow, particularly in allowing the school buses to depart.

- **Obey Traffic Laws and Speed Limits:** Adhere to all traffic laws and school-zone speed limits when driving in and around the school premises. Remember, the safety of our children is non-negotiable, and speeding or reckless driving poses a significant risk to everyone's well-being.

- **Stay Attentive and Vigilant**: Be vigilant of your surroundings at all times. Keep an eye out for pedestrians, especially children, when using the ring road and the drop-off and pick-up zones.

- **Educate Your Child on Road Safety:** Take the time to educate your child on road safety practices. Reinforce the importance of using our designated pedestrian crossings, looking both ways before crossing the street, and never darting out into traffic.



Section 3 – Student Matters

Welcome from the Head of School

The Middle School at Northside is founded on the diverse characteristics and needs of our Year 7, 8 and 9 cohorts. Within only a few short years, young adolescents experience rapid changes and have distinct developmental, intellectual, social, emotional, moral and physical needs. Middle School seeks to provide holistic education that adheres to these developmental changes and supports adolescents through this process.

Middle School is also considerably more involved than simply the physical and administrative structures of this sector of the College. While having a physical area of the College set aside for these students - featuring a purpose-built Middle School building - is both an advantage and a fantastic resource, middle schooling embraces not only these structural features, but also key foundational factors relating to pastoral care, curriculum and assessment. Even taking into consideration a structured Australian Curriculum and NAPLAN testing in Years 7 and 9, the Middle School curriculum takes opportunities to be creative and experiment with innovative programs, technology and other engaging initiatives.

Ultimately, quality relationships are considered paramount to an effective Middle School. It is through relationships with teachers and peers that effective teaching and learning is enacted and pastoral care programs can fulfil their purpose. Year Level Coordinators are assigned to each cohort to oversee, encourage and guide students through the Middle School in conjunction with Form Teachers who work at a more personal level on a daily basis in developing effective relationships with students.

I am looking forward to seeing what God has planned for the Middle School this year.

Yours in Christ

Mrs Fiona Long
Head of Middle School

Middle School Mission

Character through Christ

RELATIONSHIP	RESPECT	RESPONSIBILITY
• Christ • Teachers • Other students • Parents • Community	• Care and compassion • Thoughtful communication • Environment	• Self management • Thoughtful learning • Personal best • Leadership

An Introduction to Middle School

Northside aims to deliver a high-quality education throughout Middle School, with the core curriculum being further developed and students given the opportunity to explore new areas of study in preparation for future pathways in Senior School and beyond. As students journey through the Middle School, we consciously provide a smorgasbord of opportunities to help young people discover their areas of interest. Specialist Middle School teachers aim to develop and deliver effective teaching methods to engage students in the learning process.

Students in Year 7 can be gender streamed or in mixed classes and have a core teacher for several subjects. Most subjects are studied in a homeroom that is similar in many ways to a Junior School classroom.

During Years 8 and 9, students gradually transition towards Senior School as they move regularly to different classrooms, have a number of teachers and take greater personal responsibility for their learning.

We believe that each year level has particular needs and developmental requirements. The focus in Year 7 is on self-management and development of identity, Year 8 on relating to others and working together and Year 9 on leading others through the Year 9 leadership program.

We look forward to you joining with us as part of the Northside community.

College Leadership

Principal	**Mr Leighton Kuss**
Deputy Principal	**Mr Craig Milligan**
Head of Student Life	**Mr Laurie Bell**
Head of Teaching & Learning	**Mrs Linda George**
Head of Senior School	**Mr Stewart Smith**
Head of Middle School	**Mrs Fiona Long**
Head of Junior School	**Mrs Cinaea Dallinger**
Head of Educational Technologies	**Mrs Mandy Downing**

Curriculum Oversight - Secondary

Curriculum Leaders	
English & Languages – Middle School	Mrs Karen Pillinger-Burns
English & Languages – Senior School	Mrs Natalie Kennedy
HASS – Middle School	Mr Tim Heppell
HASS – Senior School	Mrs Joelle Brewer
Mathematics	Mrs Joan Malan
Performing Arts	Mr Maitlohn Drew
Physical Education	Mr Nathan Hambleton

Science – Middle School	Mrs Rosana Niven
Science – Senior School	Mr Alec David
Vocational Education *and* Technologies & Design	Mr Scott Murchie
Visual Arts	Mrs Lyn Smith-Cottrell
Coordinators	
Careers Education Coordinator	Mrs Robyn Harvey
Christian Ministries Coordinator	Mr Andrew Jones
Educational Support Coordinator	Mr Jason Boyce
Instrumental Music Coordinator	Mr Paul O'Brien
Sport Coordinator	Mr Michael O'Neill
2.0 Coordinator	Mr Anthony McLaren

Student Welbeing

College Chaplain	Mr Wayne Knipe
College Counsellors	Mrs Lisa Baker and Mr Josh Morrison

Daily Routine – Secondary School

MON / TUE / FRI			
Period	Start	Finish	Minutes
Roll marking	08:30	08:45	15
5 min to move from Form to P1			
P1	08:50	09:55	65
10 min Snack on the Go			
P2	10:05	11:10	65
MT	11:10	11:35	25
P3	11:35	12:40	65
5 min to move from P3 to PM			
PM	12:45	01:25	40
Lunch	01:25	02:10	45
P4	02:10	03:15	65

WED / THU			
Period	Start	Finish	Minutes
Roll marking	08:30	08:40	10
5 min to move from Form to P1			
P1	08:45	09:50	65
5 min to move from P1 to P2			
P2	09:55	11:00	65
MT	11:00	11:25	25
P3	11:25	12:30	65
Lunch	12:30	01:20	50
PM	01:20	02:05	45
5 min to move from PM to P4			
P4	02:10	03:15	65

Middle School 'PM' Program

PM	Daily Timeslot: 12:45 – 1:25
Monday	Secondary Assembly/MS & SS Assembly/YLAs
Tuesday	Christian Foundations
Wednesday	Yr 7 & 8 Sport, Yr 9 The Rite Journey
Thursday	Yr 7 & 8 Life Skills, Yr 9 Sport
Friday	Chapel

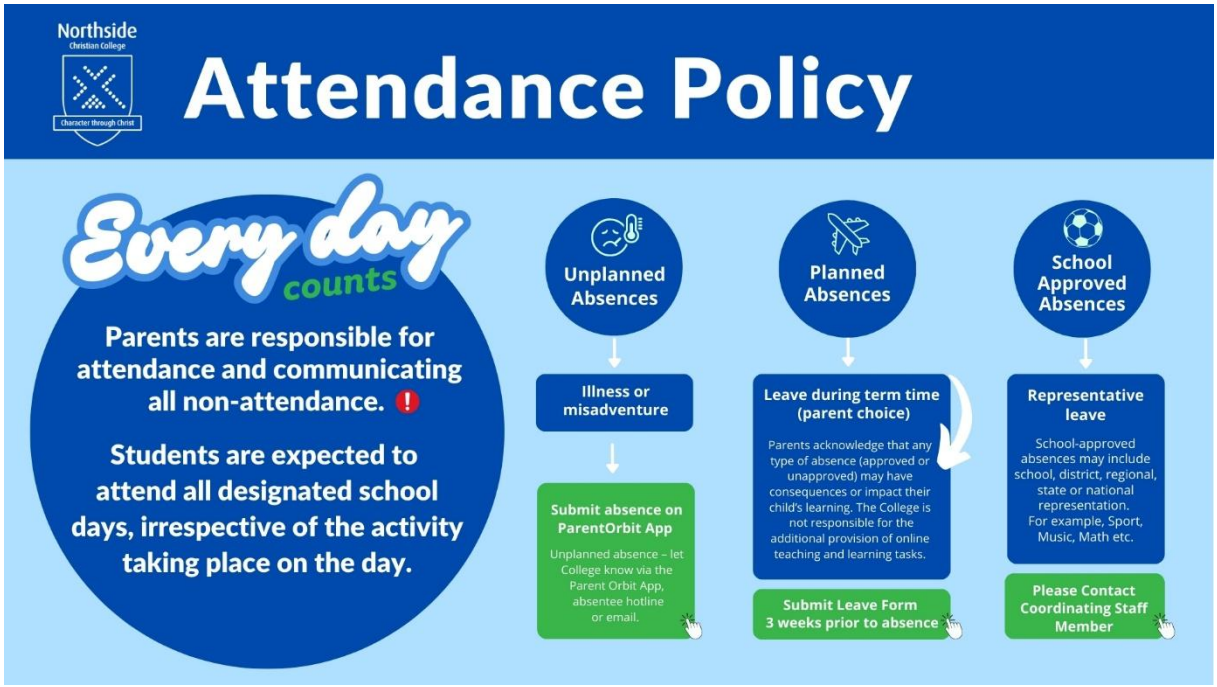
Attendance

Northside Christian College recognises that every day of school attendance contributes to a student's learning and that maximising school attendance enhances academic outcomes.

Parents have a legal responsibility to ensure their school-age child is enrolled and attends school under s176(1) of the *Education General Provisions Act 2006*. (See https://education.qld.gov.au/initiatives-and-strategies/initiatives/every-day-counts/for-parents-and-community) In addition, according to the College's Terms and Conditions of Enrolment, parents agree to make every effort to ensure their child is not absent from school without leave being granted. The College is required to record student attendance and has a responsibility to respond to instances of irregular attendance.

Students at Northside must attend a minimum of 85% of scheduled school days. This attendance requirement includes sporting carnivals and other official College activities such as camps and excursions.

The Attendance Policy effective from 2025 can be found on our website and the Parent Portal.



Extended Absence

Exemptions may be granted by Principals for absences of between 10 and 110 school days in a year (a cumulative total for the year). Such circumstances may include a terminal medical condition diagnosis, sporting representation, illness or hospitalisation for a prolonged period, 'care' responsibilities, mental health condition, extended travel or family reasons. Please note that any exemption granted is subject to the terms of enrolment signed by parents, and fees and placement may be impacted/need to be adjusted. If you are considering a leave of extended absence for your child/ren, please contact the Enrolments Department to discuss the absence and obtain the relevant Application Form.

- Factsheet – Exemption from Attendance

For more information contact **Enrolments Department** (Mrs Jacqui Brown)

Absentee Management

In the event that students are absent, parents are required to notify the College by 8:30 am via:

- Parent portal – Parent Lounge/Parent Orbit app>Student>Absences>+Add Absence
- Phoning the Absentee Hotline – 07 3353 7388

Where possible, advance notice of the absence is greatly appreciated. If the College does not receive notification, an SMS/ push notification will be sent. Please note: A doctor's certificate is required for **three (3) or more** consecutive days' absence.

Arrival and Departure

The College strives to provide a safe environment for students. Supervision commences at 8:00 am and ends at 3:30 pm each school day. Unless a student is taking part in a structured activity under the direct supervision of a staff member, students should not arrive prior to 8:00 am and are to vacate the College campus by 3:30 pm.

For students who have a before or after-school class or activity, they are to go directly to that activity and can be collected at an arranged place by the leader of that activity.

Forgotten Lunch/Late Tuckshop Orders

We understand that there are times when families might miss the 9:00 am Flexischools deadline for ordering tuckshop or a student might forget their lunch at home. To assist you and the College Café, we have put in place the following process for handling these situations.

If a child's lunch is not ordered on time or a student forgets their lunch, they will receive a set $5.00 Meal Deal from the College Café. The Meal Deal includes:

- 1 x Cheese Toastie
- 1 x Piece of Fruit
- 1 x Juice Popper

(For students with dietary needs, suitable alternatives will be provided.)

The cost of the Meal Deal will be automatically added to your College account. You will receive an email from the school reception informing you that your child has been provided with a lunch Meal Deal that day.

If you miss the 9:00 am Flexischools deadline, please call Main Reception at 07 3353 1266 to be directed to the College Café. If your child informs their class teacher or school receptionist at lunchtime that they do not have lunch, they will be directed to the café to receive the Meal Deal.

Nexus Youth

Students wishing to attend Nexus Youth on Friday evenings are to vacate the College campus by 3:30 pm until the commencement of Youth at 6:30 pm. They are discouraged from loitering at the local shopping precinct and along Flockton Street.

Lateness/Leave During the Day

Punctuality is an important life skill. Students who are late can miss important information/notices and directions for the day.

Students must have permission if leaving the College campus during school hours. Parents are required to submit a late for school entry via the app. Students must sign out at their relevant school Reception prior to leaving the College.

Students are also to adhere to their daily timetable at all times unless they have permission from their Year Level Coordinator. Students who fail to do so, or who leave campus without permission (or without signing out) will be regarded as truanting and disciplined accordingly.

What happens if my student is late to school?

- If you know in advance that your student will be late, please submit an absence through the parent portal. Upon arrival at school, your student will still need to sign-in at Middle School Reception to have the entry time-stamped.
- If students arrive after the start of Form class at 8:30 am, they are to attend Middle School Reception to sign-in. Students who arrive at school after 8.30 am will be recorded as late.
- If students do not sign in they will be recorded as absent for the day, and parents will be contacted to verify the absence.
- Students who are repeatedly late to school/class without parental acknowledgement will face disciplinary consequences, and a letter sent home asking parents to explain.

My student has an appointment during school hours. How do I let the College know?

- Routine medical or other health appointments should be avoided during school hours. Where this is not possible, please submit an 'Early Departure' absentee entry via the Parent Portal.
- If parents need to collect their child for part of the day only (e.g., for an appointment) please submit an "Early Departure" absence through the parent portal or email the Middle School Reception. The student must sign out and in at Middle School Reception at the time.

What happens if my student becomes unwell during the day?

- Students who become unwell during the day will be referred to the Health Room by their teacher.
- Parents will be contacted by the Health Room staff if necessary. Students are not permitted to contact their parents directly.
- Students will be signed out from the Health Room upon collection.

Student Code of Conduct

Our College Mission Statement is to "make disciples of Jesus Christ, educated and equipped for any future".

Northside Christian College aims to provide staff and students with a secure, safe and nurturing environment for the growth of Christian character and academic excellence. Developing positive attitudes and perceptions is an essential element in this process, to engage in productive thinking as they feel safe and supported within the school environment, acquiring values supportive of their lifelong wellbeing.

Expectations

The Student Code of Conduct is designed to facilitate high standards of behaviour so that our learning and teaching can be effective and students can participate positively within our school community. In summary, the code of conduct sets out the basis of and the expectations of students at Northside as follows:

We use the Bible to inspire us to strive towards truth and loving relationships, to teach us right and just ways to act, and to show us wrongful actions that need changing.

In order that the College be characterised by respect for God, others and self, students are expected to:

- Seek to honour the name of Christ, participate in the spiritual/devotional activities of the College, show friendship, kindness and courtesy to all, and to be fully informed of school's behavioural expectations.

In order to support effective teaching and learning, students are expected to:

- Participate fully in College activities, show respect for fellow students and teaching staff through their attendance and the ways in which they act and relate.

Peer Relationships

- Group friendships amongst students are encouraged at school. Occasionally, a situation arises where the friendship between two students begins to dominate all other relationships and this would not be encouraged by the College.

- A student should not have any inappropriate physical contact with another student in the College Community. Students should not be encouraged to spend time exclusively with another student at the expense of other relationships. This we consider to be healthy and sensible Biblical wisdom.

Discipline

Our overall purpose is to lead students to know and follow Christ, as we believe that faith in Christ is the foundation for life. The humanist assumes that children will do what is right if they are helped towards "self-discovery" and "determination of their own values". Christ's wisdom says that "above all else, guard your heart, for everything you do flows from it." Proverbs 4:23. In teaching students, we actively seek to develop Christ-like character in all aspects of learning and relating, both in and out of the classroom.

The College's position is that:

- Our College is committed to having a culture that demonstrates order, care and direction.
- Discipline aims to keep/restore students in right relationship with God and others.
- Standards and boundaries need to be established to guide students in their decision-making.
- Discipline involves learning. We learn by example, instruction, practice and correction.
- Discipline involves growth toward self-discipline, submission to authorities and develops a sense of responsibility. Students learn best when acting out of relationship, trust and respect.
- Effective discipline recognises each student as a unique individual. Students are ready for different types of learning at various ages and stages of development, and benefit from discipline procedures that take into account individual needs and responses.
- The teacher is in the position of pastoral carer and takes prime responsibility for consistent discipline.
- Teaching staff aim to be great encouragers, praising what is good and developing potential. Discipline looks forward and punishment looks back.

Detentions

We believe that the most effective correction occurs when it is immediate, easy to understand and in the context of relationship. To this end, effective teachers tend to deal with minor issues appropriately and instantly, referring more serious issues to the Year Level Coordinators.

Detentions sanctioned by the Secondary School will be called 'Formal Detentions' and will be held during lunchtimes, with a more senior member of staff on duty. Students will attend these if their behaviour has been acute (for example a single act of disruption, disobedience or defiance) or more chronic concerns (for example, repeatedly wearing incorrect uniform, failing to complete homework or other Level 1 infringements).

Formal Detentions are twenty to thirty minutes and are designed to reinforce the expected behaviour and provide reflection time. Detentions have a "cumulative effect" and may result in after-school detentions or even in suspensions.

Please refer below for a summary of behaviours and consequences leading to Formal Detentions. For more information, please contact your student's Year Level Coordinator.

Secondary School Discipline at Northside

Level	Student Behaviour	Typical Consequences
1	• Lateness to class/school x 3 • Failure to complete set tasks • Wearing uniform in an incorrect manner x 3 • Body art (including Henna, or drawing/writing on skin) • Mobile phone not in locker (confiscated) • Disobedience towards staff/adults • Disruption to class • Chewing gum • Out of bounds • Failure to complete homework x 3 • Inappropriate social behaviour • Property misuse • Disobedience • Inappropriate language • Horseplay • Inappropriate hair cut or colour (failure to correct) • Lack of materials/Chromebook uncharged x 3 • Unsafe behaviour	• Discussion after class • Retained by teacher at break • Formal lunch detention • Parental contact by teacher/Middle School Administration including a copy of the Student Reflection Sheet following Formal detentions • Community Service (e.g. picking up litter, removing chewing gum)
2	**Repeated Level 1 misdemeanors** OR Any single misdemeanor warranting this level of response eg.: • Defiance of teacher request • Lying to a staff member • Bullying • Second mobile phone misuse • Rude and/or sexual language content shared • Sharing of photos without permission	• Withdrawal of privilege • After-School detention • Internal suspension (less than ½ day) • Parent picks up phone • Interview with Year Level Coordinator • Parents notified
3	**Repeated Level 2 misdemeanors** Any single misdemeanor warranting this level of response eg.: • theft • truancy • smoking, vaping • vandalism • use of technology to threaten, intimidate or slander other members of Northside community • refusal to comply with College Uniform policy e.g. haircut expectations	• Interview with Year Level Coordinator or Head of School; - Parent pick up phone - Internal suspension (at least ½ day) • External suspension • Withdrawal of privileges such as excursions, camps and sporting representation • Parents notified
4	**Repeated Level 3 misdemeanors** • Any single misdemeanor warranting this level of response eg.: - use or possession of drugs/alcohol, - abuse of staff member, - physical, verbal or sexual assault, - dangerous behaviour, - racial or sexual harassment	• External suspension leading to exclusion • Parents notified and interviewed by the Head of School and/or the College Principal • Withdrawal of privileges including excursions, camps and sport representation

Outline of the Secondary Awards System

Awards are a recognition of growth and a celebration of the gifts and talents that God has placed within us. The Vision, Mission and Values of Northside Christian College form the overarching criteria on which to base decisions regarding awards. The system of Secondary Awards is outlined in the table below.

Outline of the Student Awards System for Middle School

		Blue	Bronze	Silver	Gold	Special Awards
Academic Award	Achievement	• One per overall A on an assessment. • Credit for an academic competition • Two Blue awards for representing the school in a curriculum-related competition (art, debating)	• Three blue awards • Distinction on an academic competition.	• Two bronze awards • High distinction in an academic competition.	• Two silver awards.	*Year 9: -* • Dux/Dux Proximate • Academic Excellence 75% "A" over a year. • Top of Subject
	Commitment	• One per assessment where the mark is less than an A. • Consistent and High Standard of Homework/Classwork over a term.	• Four blue awards	• Two bronze awards.	• Two silver awards. • State Rep.	• Spirit of Excellence Award (Yr12)
Sporting Award	Achievement and Commitment	• One blue award per school representation in Athletics, Cross Country, Swimming and team sports (other than 7, 8, 9 and 10 interschool sport, e.g. NISSA)	• One Bronze Award per district representation (i.e. selection in a district team that competes in a Regional Trial) • Accumulation of five Blue Awards.	• Accumulation of three bronze awards. • One Silver for Regional Representation (i.e. selection in a Met North team that competes in a State Championship).	• Accumulation of two Silver Awards. • School Sport State representation. (i.e. selection in a Queensland School Sport team that competes in a National School Championships)	• Sportsman and Sportswoman of the Year (Middle School and Senior School) • Players of the Year • Contribution to School Sport (Middle School and Senior School – based on the highest number of Blue Awards received for multiple sports)
Community	Commitment	• Two blue awards per term commitment. (80% attendance) e.g. Performing Arts Groups, Leadership Groups. • One blue per day help at a College event. • One blue for helping at a leadership event. • Three blue awards for leading a student leadership event.	• Five blue awards • No TASS points for a Semester	• Three bronze awards.	• Two silver awards.	• Character Through Christ Awards • Community Awards • Community Service Award (Sponsored by Neighbourhood Watch)
	Awarded by	By teacher	YLA	YLA/Sporting Awards	WSA/Sporting Awards	Graduation/ Sports Awards Evening

Student Wellbeing

The primary responsibility for the wellness, welfare and medical treatment of students rests with the parent/guardian.

While a student is in the care of the College, the College will act in *loco parentis* (literally, "in the place of the parent"). The College takes this responsibility seriously and considers the welfare of the student of paramount importance.

All teachers and other staff in charge of students are expected to use their best endeavours, particularly in emergencies, to secure the welfare of the students in the same way that parents might be expected to act towards their children. All staff take an active role in caring for students, no matter what their needs are: social, spiritual, family, etc.

The College relies on parents to provide accurate contact and emergency details, and medical information for students at the time of enrolment. Please notify the College immediately of any changes by updating on Parent Lounge. For any changes in your family situation, please contact your Middle School Administration in the first instance.

Form Teachers

In Secondary School, each Form Class has a Form Teacher who is responsible for the direct pastoral oversight of students in that Form.

Form Teachers take on a pastoral role and are available to encourage and assist students, in relation to all areas of life and learning at College. The role of the Form Teacher is not to be punitive but pastoral and administrative and to take concerns to the Year Level Coordinator.

Year Level Coordinators (YLCs)

Year Level Coordinators are responsible for the oversight of the students in a year level (YLCs). These staff members also take an active role in the discipline chain of the School. Secondary YLCs are:

Year 7	Mr Peter McClenaghan & Miss Jessica Walker
Year 8	Mr Ben Seymour & Mrs Aki Hernandez
Year 9	Mr Andrew Peters & Mrs Natalie Kennedy
Year 10	Mr Anthony McLaren & Mrs Elschen Coetzee
Year 11	Mr Clinton Muller & Mrs Angela Smith
Year 12	Mr Maitlohn Drew & MrsThea Eisenmenger

The Year Level Coordinators' role is both administrative and pastoral and includes discipline. Their job is to oversee the smooth running of the particular Year level, (camps, socials etc.), and also to track discipline matters within a year level whose gravity or repetition goes beyond the role of the classroom teacher.

College Counselling and Chaplain

The College employs qualified and registered Counsellors: Mrs Lisa Baker and Mr Josh Morrison who are available to provide short-term and ad hoc counselling support for students during term time in school hours. At Northside students also have access to a Chaplain: Chappy Wayne Knipe who is available to provide spiritual support through conversation and prayer.

Counselling may include a one-off discussion, brief intervention to deal with issues, or gauge a student's needs prior to recommending referral or further assessment, or facilitating social/emotional learning and skill development.

Session duration can vary from up to 1 hour for initial counselling sessions, to 10 minute check-ins. Students can access counselling services by referral from a staff member, parent request, or for Secondary School students by

self-referral by emailing college.counsellor@northside.qld.edu.au or through their relevant School Reception. Details discussed are kept confidential unless of a serious nature or safety concerns which require reporting or further supportive action.

The College Counsellors, in consultation with supervisors, will exercise their professional judgement to prioritise appointments according to need.

Referrals to College Counsellors

Secondary School: Staff and parents can refer students directly to a Counsellor via email or through a Year Level Coordinator or Head of School; or by self-referral for Secondary School students.

1. Students must be referred to a College Counsellor when this is the appropriate step in accordance with our Child Protection Policy.
2. Students should be referred to a College Counsellor when a staff member or parent becomes aware that the student is facing an issue that is *significantly negatively impacting* that child's ability to function effectively *in the school environment* and that a qualified counsellor could be reasonably expected to be able to provide support for.

   Relevant issues would typically be related to:

   - A documented decrease in academic performance or significant underperformance
   - Difficulties with peer relationships
   - Physical or mental health challenges (diagnosed or undiagnosed)
   - Emotional or behavioural self regulation difficulties
   - The child experiencing a traumatic event

Referrals to outside providers

For ongoing longer-term, more complex or specialized counselling needs, it is recommended the student/parent seek support from an external service provider. If a student is receiving external support, the College may also be able to collaborate with the counsellor/psychologist to support the student at school.

When the counsellor believes the student is suffering from an undiagnosed condition or a diagnosed condition which they are not receiving support for, the counsellor should contact the student's parent or caregiver to recommend they seek further support.

The counsellor should contact a parent to recommend that a student seek outside professional support, when a student is seeking ongoing/frequent counselling support beyond the capacity that the College can reasonably provide or that which is appropriate to effectively support that child's wellbeing, consistent with the Australian Counselling Association's code of ethics.

Further supportive resources and contact details for the counselling team can be found on the College Counselling webpage: https://www.northside.qld.edu.au/learning/student-wellbeing/counselling

First-Aid, Medication and Health Matters

Health Room at Student Reception

Student Reception operates from 8:00 am – 3.30 pm, Monday to Friday

Student Health operates between 8:00 am - 3:30 pm daily (except in case of emergencies)

First-aid, medication and health matters are primarily handled by Student Health, located at the Health Room (behind College Reception near the entrance to the Lecture Theatre). At least one First-Aid Officer is assigned to the Health Room during ordinary school hours.

First-aid kits are located in the Health Room at Student Reception and in various locations throughout the College campus, and are made available for off-site activities such as sport, excursions and camps.

As a general rule, if a student is unwell enough to need antibiotics or other such medication, the student should not be sent to school.

Medical Permissions and Authorisations

Parents authorise the College to arrange at their expenses, for necessary urgent medical treatment for a student including, as the case may be, on camps, excursions and overseas trips.

Medication

- No medication (whether prescription or non-prescription) may be kept by a student or in his/her school bag except with consent of the College. In special circumstances, the College may consent to students carrying emergency medication.
- All unused medication is to be collected by the parent/carer of the student at the end of term otherwise it will be thoughtfully disposed of.
- It is the parents' responsibility to ensure that medication is not past its expiry date.

Non-Prescription Medication

The College will generally not administer any non-prescribed medications (such as analgesics and over-the-counter medications) to students.

The College may administer Paracetamol to those students where the parent/guardian has given approval on the completed Student Enrolment application.

Prescription Medication

Should medication be prescribed for a student by a medical practitioner during school or school-approved activities, parents must make a written request to the Principal and complete the necessary Administer Medication Authority Form (available on the Parent Portal or from the Health Room).

Emergency Medication

Emergency medication is kept at Student Reception and is administered by designated First-Aid Officers.

Asthma 'puffers' may be kept on the student's person from Years 3 to 12. Emergency Ventolin is also kept at the Health Room and included in the College First Aid Kits.

The College may also consent to a student with serious medical conditions carrying necessary medication, such as inhalers, Epipens and glucose testers.

Action Plans

Student Health will liaise with parents of students with serious medical conditions regarding the development of an Action Plan. An Action Plan is an individualised outline ordinarily prepared by the student's medical practitioner setting out the serious medical condition, matters for the College to consider to minimise risk of harm to the student, and appropriate steps for the College in the event of emergency.

Contagious Conditions

A table showing the exclusion periods ("Prescribed Periods") for contagious conditions is included at the end of this Handbook and also via the following Queensland Health Department link:

Queensland Health - Timeout Poster

Parents and students must observe all of the prescribed periods for contagious conditions shown in the table.

The College will notify parents where it suspects the student has contracted a contagious condition. The College may exclude the student from College activities, pending determination of whether or not the student has a contagious condition.

Head Lice

The College undertakes the responsibility to minimise the risk of students contracting head lice while at school. Parents are responsible to inspect hair of household members and notify the College if their student is affected.

Parents are advised through an Alert Notice of any outbreak in classrooms and the College expects immediate follow-up action and treatment if necessary. Should your student be identified as having head lice at school, you will be notified. The College requests that students do not return to school until suitable treatment has begun.

Procedures for Secondary Students – Minor Injuries

If a Secondary student becomes unwell or sustains a minor injury while at school, (and feels unable to continue with normal school activities), the student should notify the class teacher, or the relevant School Reception (if during a break) before attending the Health Room at Student Reception.

Students are to follow the direction of the supervising staff member to attend the Health Room at Student Reception. On presentation, the First-Aid Officer will make an initial assessment as to whether:

- a medical emergency response is required
- to contact the nominated parent or contact person and request that the student be collected; or
- to admit the student to the Health Room for a period of rest and recuperation (20 mins only)

If it is thought that the student may recuperate after resting, the student will be admitted to the Health Room for 20 minutes (approx.). The First-Aid Officer will then assess whether the student is well enough to return to school activities, or be placed into the care of the parent. Student Reception will contact parents. Students are not permitted to contact parents directly. Upon collection, parents must sign the student out of school.

Common Questions

What if I want to take my student to my family doctor or to the hospital myself?

We understand that the care and attention of a family GP is often highly valued, and that in some instances the required medical care may not be of an urgent nature. In these cases, the College is more than happy to offer parents/guardians the option of collecting the student so that you can attend to the situation personally. In situations requiring more serious or urgent medical attention, the College reserves the right to call for emergency medical care if deemed necessary.

If an ambulance is called for my student, what will it cost?

The College pays annual membership fees to Queensland Ambulance, which means that all students receive automatic ambulance cover for any school-related activities.

Where do I go to pick up my student if I have received a phone call informing that he/she is unwell, or if an ambulance has been called?

Please proceed directly to Student Reception (Health Room), unless advised otherwise.

What happens if my student requires further medical treatment?

If your student requires further medical treatment following a school-related incident, please let us know by contacting Student Reception and your student's Form Teacher.

My student cannot walk up the stairs

The College may provide students with a temporary lift pass in times of need, e.g. they are unable to climb stairs due to injuries. Please contact your student's YLC if there is a need to have a lift pass issued. This can be arranged via Student Reception.

When the student no longer requires the lift pass, please return it so that it can be recoded and used by others. In some cases, lift passes that have been issued to students have not been returned. When this occurs, there is an administrative cost incurred as these are specifically designed encoded cards. Lost cards will incur a replacement charge of $10 for which parents will be charged. We ask you to reinforce with your student to take care of the card and to return it, so you don't incur an additional cost.

Immunisations

Northside Christian College recognises the decision to immunise your child is a personal one. We recommend parents speak with their general practitioner and review the Queensland Government's publications on the benefits of immunisation.

OzCare currently performs immunisations according to the Immunisation Schedule issued for Queensland. These immunisations are conducted on-campus and are relevant for Year 7 and Year 10 students. They are generally held in July each year (depending on Term 2 holidays). For more information on the Immunisation Schedule for Queensland visit Immunisation Schedule Queensland

What if my student is unwell on the day of immunisation?

If your student will not be attending school on the day, please let us know by contacting the Absentee Hotline, your student's Form teacher, and Middle School Administration. If you wish to reschedule your student's immunisation, please contact OzCare directly.

Student Names – Official Documentation

Northside Christian College reports to several bodies and as such must ensure that student data including names, is correct. Whilst the College understands that family situations may change and that this may bring some difficulties in terms of using a surname or given name, we are unable to use informal or preferred names for students on official or formal documents. Parents can access the full *Student Names Policy* on the Parent Portal (Parent Lounge).

For further information, please contact your School Reception.

Uniform

The appearance of students reflects on the College's reputation and sets a tone that aligns with College attitudes and behaviours that aspire for excellence.

Students in the Secondary School are expected to always meet College expectations in wearing the full and correct uniform as set out in the School Uniform Guidelines located in the Uniform Shop Catalogue on the College website.

In Middle School, students who arrive at school out of uniform (e.g. without hat, incorrect socks, etc.) will be required to see their Form Teacher to obtain a Uniform Slip (known as a 'pink slip') prior to Period One. Senior students who arrive out of uniform are required to attend Senior School Reception before Form class to obtain a pink slip. On excursion days, students not in full correct uniform will not be allowed to attend the excursion.

Middle School Expectations - General

- The uniform is to be worn neatly. Oversized (and undersized) clothing cannot be worn neatly and hence is not permitted. Students must wear a uniform of the correct size and in good condition. Students wearing damaged uniforms will be requested to undertake appropriate repairs or replacement in a set period of time.
- Boys are to have shirts tucked in and socks up
- Girls' formal skirts are to sit below the knee-cap when standing
- Girls' and boys' traditional school shoes are expected to be clean and polished.

Hats

Northside believes very strongly in the importance of wearing hats. The school hat is to be worn by the student throughout the day, when outside of a building. During lessons, the hat is to be placed under the student's chair. A student found not wearing a hat outside a classroom will be issued a warning. Repeated warnings will accumulate to formal detentions.

The "Wonderhat" is the ONLY acceptable hat to be worn with the Day Uniform in Secondary School. NCC Sport caps and bucket hats should NOT be worn with this uniform unless undertaking 'active sport'; students dressed like this will be regarded as "out of uniform". The sport cap and bucket hat are designed to be more comfortable and practical hats to be worn when involved in sporting activities and are ONLY part of the sport uniform. Alternatively, students MAY wear the "Wonderhat" with the sport uniform as it offers superior shading.

Sports Uniform

Middle School students are allocated two days a week to wear the sport uniform. Students also attend one PE lesson per week (a practical lesson). As much as possible, YLCs align the timetable so that the majority of PE classes align with the second day of sport. If the student is required to wear their sport uniform outside these allocated sport days, students are required to come to school in day uniform and change in the break time preceding the PE lesson and then change back into day uniform at the next break after the lesson, if applicable.

If a T-shirt needs to be worn under the sport shirt, it must be white and should not be visible below the sleeve or waistband. It should not have any logos or designs.

Secondary School Uniform Guidelines - Free Dress Days, Excursions and Camps

On occasion, the Secondary School organises free dress days. The proceeds are dedicated to a range of different needs and charities; in more recent times targeting our College overseas mission's focus. The below list represents the College's expectations for students during free dress days, camps and similar events:

- Students may wear clothing of a moderate style, including jeans
- Students are not to wear too tight, too short or too revealing clothing
- Backless tops, off the shoulder, spaghetti straps and low necklines are not acceptable
- For girls, midriffs should be covered
- Singlets are not permitted
- Hats will be required for EVERY outdoor activity
- Make-up is not to be worn by students
- Any equipment needed for the normal running of classes should be brought to school on these days
- Closed-in shoes must be worn for safety reasons on free dress days.
- Flipflops/thongs are not acceptable

If a student is inappropriately dressed on any such occasion, they will be sent to the relevant Year Level Coordinator. Below are photos of acceptable footwear:

Footwear - Formal Uniform

Traditional school shoe - Black leather lace-up, polishable with medium heel.

Footwear - Sport Uniform

Sport shoes are considered to be part of the College sport uniform, and as such are required to be predominantly white in colour. Sports shoes need to provide protective support (e.g. running shoe or cross trainer with white laces); therefore, casual shoes are not permitted.

Hair Standards

If the Form Teacher, Year Level Coordinator or a member of Senior Staff considers that a student needs a haircut, they will be given ONE warning and will have one week to comply. Students who turn up to school with an unacceptable cut or colour, or who persistently choose to wear their hair in an unacceptable manner, will be suspended. Below are the standards for hair.

Boys

- Hair is to be well-groomed and cut in a moderate style.
- Hair should be no longer than the collar, should not cover the ears and should not extend below the top of the eyebrows.

- The head is not to be shaven or closely shaven in part or whole, no undercuts.
- Boy's hair is to be a natural colour.
- Boys' hair is not to be tied back, pushed back behind the ears and gel or any equivalent is not to be used to disguise a hairstyle which would otherwise be unacceptable.
- Male students are to be clean-shaven (no beards or moustaches).
- Sideburns are to be no lower than the bottom of the ear.
- Hair must be evenly blended between the back, sides and the top.
- No lines, tracks, patterns or shaved designs are permitted in the hair or eyebrows.

The College reserves the right to determine whether the haircut meets these expectations. Students may be asked to have their hair corrected if it doesn't meet the standard.

The following hairstyles are **not** permitted.

- Mullets or extended length at the back.
- Undercuts.
- Skin fades, zero fades, or taper fades, burst fades shorter than a three-blade.
- Extreme contrasts between length on top and sides.
- Buzz cuts under blade three.

Girls Hair

- Hair is to be well-groomed and cut in a moderate style;
- Shoulder-length or longer hair should be tied back using College tartan, navy blue, white or bottle green hair accessories. The Uniform Shop offers a selection of suitable hair accessories.
- Coloured clips are not permitted in the hair except for the Northside hair accessories available at the uniform shop. Navy headbands obtained from Uniform Shop are acceptable.
- Girls' hair should be groomed as not to fall across the eyes and face.
- The hairstyle should be such that it does not interfere with the wearing of the school hat.
- Girls' hair should be a natural colour.

Jewellery & Make-up Standards

- One ring (rub-over style).
- One watch (not to be a smartwatch)
- One pair of earrings (girls), plain thin silver or gold sleepers or ball studs (less than 5mm diameter) in the earlobe only (no hoops).

- Boys are not permitted to wear earrings.
- Necklaces, bracelets and other jewellery are not permitted

- Makeup is not permitted while wearing the College uniform or on student free-dress days, including cosmetic enhancements.
- Pigmented sunscreens are not to be used with the College uniform.
- Lip gloss is not permitted—only clear lip balm may be used.
- Students with diagnosed facial skin conditions are encouraged to speak with their Year Level Coordinator to discuss any necessary accommodations and share relevant medical treatment details if needed.
- Coloured/gel/acrylic nails are not be worn at school
- Teachers and staff have the authority to request students remove makeup if necessary.

Secondary Uniform Standards at Northside

General Expectations

GIRLS

Day Uniform

- Girls Secondary Blouse
- Girls School Tie
- Girls Tartan Skirt or Formal Grey Trousers
- Girls White Formal Socks
- Traditional school shoe – Black leather lace-up, polishable with medium heel (no boots, ballet flats, joggers, buckles or casual shoes)
- Wonder Hat
- Northside School Bag
- Optional Hair Accessories: (College tartan, navy, white or green)

Sport Uniform

- Sport Shirt
- Sport Shorts
- Northside Sport Socks
- Predominantly white sports shoe that has a protective and supportive sole and heel (e.g. running shoe or cross trainer), white laces, no boots, no high tops and no casual shoes
- Northside Bucket Hat / Sports Cap
- Inter-house T-shirt or polo shirt (optional)
- NCC swimwear for interschool competition

BOYS

Day Uniform

- Boys Secondary Shirt
- Boys School Tie (Term 2 and 3 only)
- Boys Belted Shorts or Grey Trousers
- Black Leather (not woven) Belt with plain silver buckle
- Boys Formal Socks
- Traditional school shoe – Black leather lace-up, polishable with medium heel (no boots, ballet flats, joggers, buckles or casual shoes)
- Wonder Hat
- Northside School Bag

Sport Uniform

- Sport Shirt
- Sport Shorts
- Northside Sport Socks
- Predominantly white sports shoe that has a protective and supportive sole and heel (e.g. running shoe or cross trainer), white laces, no boots, no high tops and no casual shoes
- Northside Bucket Hat / Sports Cap
- Inter-house T-shirt or polo shirt (optional)
- NCC swimwear for interschool competition

Cold weather additions/alternatives

Day Uniform

- Cotton Jumper
- Navy knitted tights or Navy Lycra Stockings (optional – replaces socks)
- Northside Track jacket may be worn over (but not instead of) jumper
- Navy Scarf

Sport Uniform

- Cotton Jumper or Northside Track jacket and Track Pants can be worn over Sport Uniform
- Navy Scarf

Day Uniform

- Cotton Jumper
- Boys Grey Trousers
- Northside Track jumper may be worn over (but not instead of) jumper
- Navy Scarf

Sport Uniform

- Cotton Jumper or Northside Track Jacket and Track Pants can be worn over Sport Uniform
- Navy Scarf

Please Note: All Uniform items must be purchased through the College Uniform shop via Flexischools, with the exception of footwear

Section 4 – Curricular

Moving through Middle School

In Years 7 and 8, the College will continue to maintain a focus on core learning. The intention is that these years will dovetail into Year 9, where students can start to nominate their first major elective study choices.

Within this core learning, students are to be exposed to all the elements of effective learning experiences, which are considered to be important to students in this age group. These include the development of information and research skills, effective use of technology, problem solving skills and exposure to learner-centred and open-ended, negotiated tasks.

Middle schooling also opens the opportunity for integration across subjects in the curriculum. The core teacher can use common threads or themes to bring subject areas together to make them more meaningful to the students. This also means they can prevent some of the curriculum overlap that can occur in the Secondary School setting.

The Middle School curriculum is structured to gradually progress students from a broad, core curriculum in Year 7 towards their first exposure to subject choices by Year 9.

Year 7

- Core Program
- All Students study all subjects to gain a broad introduction to the Secondary curriculum.

Year 8

- Core Program
- All students continue to study all subjects with the exception of choosing one language, to build on those elements of the Secondary curriculum considered core for a well-rounded education.

Year 9

- Core (5) and Elective (6)Program
- Students study the 5 core subjects and 6 out of 12 electives (3 per semester) as they begin to identify their areas of interest.

Subject Offerings

Year 7	Year 8	Year 9
Core: • Digital Technologies • English • Mathematics • Physical Education • Science • Humanities and Social Sciences • Languages (Japanese)	**Core**: • Digital Technologies • English • Languages (Japanese) • Mathematics • Physical Education • Science • Humanities and Social Sciences	**Core**: • English • Mathematics • Science • Humanities and Social Sciences

Rotations:
• Dance
• Design Technologies:
  ○ Engineering & Materials
  ○ Food & Fibre
• Drama
• Music
• Visual Art
	Rotations:
	• Dance
	• Design Technologies:
	  ○ Engineering & Materials
	  ○ Food & Fibre
	• Drama
	• Music
	• Visual Art
		Electives:
		• Business & Economics
		• Dance
		• Design Technologies:
		  ○ Engineering & Materials
		  ○ Food & Fibre
		  ○ Design
		• Digital Technologies
		• Drama
		• Japanese
		• Music
		• Physical Education (6 or 12 month option)
		• Science Extension
		• Visual Art

Students with English as an Additional Language (EAL)

Northside offers students for whom English is an additional language or dialect (EAL/D) require specific support to build the English language skills necessary for effective communication and access to the Australian Curriculum (www.australiancurriculum.edu.au). Whilst following the government guidelines for EAL/D students, this is not an offering of the general syllabus subject of EAL/D.

Qualifying students are those:

- Overseas or Australian-born students whose first language is a language other than English (e.g.: more than 50% of a language other than English is spoken at home)
- Aboriginal and Torres Strait Islander students whose first language is an Indigenous language, including traditional languages, creoles and related varieties, or Aboriginal English.

A qualified TESOL trained teacher assists EAL/D students who are struggling to effectively communicate in English. Such students may have 'not yet' developed the language skills needed for literacy as per the Australian Curriculum.

Non-qualifying students are those:

- Whose English proficiency has been improved to a normal classroom participation level;
- Whose basic requirement is remedial English tuition; and
- Overseas visa students who require EAL assistance.

Northside's aim is to assist struggling EAL students to become proficient in Standard Australian English. The objectives of the Australian Curriculum are the same for all students, including EAL students. There are no longer special considerations in place, more specifically, no extra time on assessments. If you are an overseas visa student the government guidelines deem that private tuition be arranged outside of EAL sessions.

Assessing and identifying the diverse needs of EAL/D students requires strategies that meet the specific needs of the individual and this necessitates additional time and support. The focus may centre on current class work and assignments or on specific language structures, technical aspects of literacy and vocabulary. It is highly recommended that identified EAL students make the most of the provided group or individual sessions.

Christian Foundations

Our program should not be the primary source of spiritual growth for students. It is a supplement to parental nurture and admonition in the Lord (Eph. 6:1-4), and local church discipleship (Acts 2:42). Christian Foundations has three aspects which we are endeavouring to nurture in the students:

- Theological understanding of the Bible with the student's faith worked out in daily living
- Righteousness of God (Worship, Holiness and Prayer)
- Cultural Transformational (Service and Ministry to others)

Students and teachers must realise it is the Holy Spirit's ministry to help them understand and apply scripture.

Imperatives for Northside Christian College Foundations course:

- Ground the students in the Word of God- helping them to understand and access the Scriptures and understanding the tenets of the Christian faith (2 Tim 3:14-16)
- Appreciate and understand the great Redemptive Historical Themes of the Bible (Luke 24:44)
- Help the students to learn to hear from God by reading the scriptures. Students will be encouraged to share their own insights from scripture.
- Develop a lifestyle of prayer (Col. 4:2)
- Develop a lifestyle of discipleship (Mk. 8: 34-38)
- Be involved in "The Great Commission" (Matt. 28:16-20)
- Emphasise that faith is lived through works (James 2:14-26)
- Encourage an open and non-judgmental discussion of the student's faith (i.e. fears, worries, concerns, doubts)
- Serve the Lord in their local church
- Appreciate differences and similarities in the various churches represented at Northside.
- Defend your faith - know what you believe and why you believe it.

Life Skills

Life Skills comprise a set of personal and social skills required by young men and women to function with confidence and competence at school and beyond. These skills apply to a student's inner life, equipping them with resilience, coping, optimism and balance. Similarly, life skills facilitate adept interactions with others in various social spheres. Life Skills generally enhance the quality of life and reduce the risk of dysfunctional behaviour.

Current research shows, programs that affect social–emotional learning by creating environments and mindsets that help adolescents cope more effectively with the challenges they face have a significant positive impact on student well-being (Yeager, 2017).

Social-emotional learning programs have furthermore shown to be an effective factor in bullying and substance abuse prevention. Lastly, evidence shows these programs improve student skills, reduce problem behaviours, and increase academic achievement (Smith & Low, 2013).

The Life Skills program at Northside runs for 40 minutes once a week. The curriculum covers the following themes:

Year 7

- Study Skills & Technology Use
- Cyber Safety
- Emotions & Resilience
- Harmonious Relationships
- Health & Wellbeing
- John Maxwell's iLead Program: iChoose and iDo

Year 8

- Study Skills and Technology Use
- Cyber Safety
- Healthy Relationships
- John Maxwell's iLead Program

Year 9

- The Rite Journey https://theritejourney.com/

Subject Changes (Year 9 only)

Students may wish to change subjects after having studied one for a period of time. It is important for students to realise that any change must be thought through carefully, since changes can affect performance and, therefore, results in that subject. Parents are expected to be involved in this process.

Changes can only be made within the first two weeks of each semester

Process for Changes to Subject Selection

- The student obtains a Change of Subject Form from Middle School Reception to complete and obtain parental permission.
- The student returns the Change of Subject Form to Middle School Reception for review by the Head of Middle School. The Head of School will grant permission if the change is viable or request a meeting with the student if alternatives need to be considered.
- The subject change is approved by:
    - The teacher of the **current** subject; and then
    - The teacher of the **new** subject.
- Necessary adjustments on the School administration system will be made and class lists updated.
- The student will be notified when he/she is able to change into the new subject.

Homework

Why study?

During the day in a normal classroom lesson, the teacher will have introduced and discussed new concepts. At night, it is the student's job to process that information by:

- Practicing other examples of problems covered;
- Summarising information in a meaningful way to the student;
- Relating new information to that previously learned (i.e. contextualising learning).

How much?

Yrs 7 and 8	**1 – 1.5 hrs** Monday - Friday
Yr 9	**1.5 – 2 hrs** Monday – Friday

The Homework room

A 'Homework' room is situated in D1 and is open before school each day from 8:00 am – 8:25 am and during lunch. The room is supervised by Education Support staff. Students are welcome to bring their lunch and work on any pending assessment or homework with staff or independently.

Excursions

Excursions are an important part of College life in Secondary School. They often seek to provide relevant and real-life experiences to students to enhance or reinforce classroom activities. Attendance on excursions is therefore

compulsory. If a student needs to be excused from an excursion for any reason, parents are asked to provide a note of explanation in advance to the appropriate class or subject teacher.

Learning and Technology at Northside

Engagement with technology for learning is a vital part of education in the 21st century. Northside is committed to a culture that provides a framework with the Christian worldview around acceptable and appropriate use of technology.

Students should ideally be able to access digital information, tools and resources from anywhere at any time as they learn and as a teacher determines appropriate – in ways that lead to greater engagement and understanding.

While it is genuinely beneficial for a student to have access to electronic devices within the school environment, the inappropriate use of some devices may jeopardise the well-being of students. All students must be aware of College expectations for acceptable and appropriate use whilst at school. This is outlined in the College's *Digital Policy – Student Responsible Use* (all students) available via the Parent Portal (*Parent Lounge*).

Personal Technology and Devices

Mobile phones and other electronic devices are not a requirement of the College, and accordingly, contact during the school day between students and parents should be made through the College or school office.

In Secondary School, students are to leave their mobile phones off and in their bags while at school. If it is necessary to contact parents during school hours, Middle School administration will contact parents on behalf of the student.

Student Calendar (Electronic Diary) Procedures for Use

The correct use of *Student Café* is a vital part of the development of whole-life student self-management.

Accordingly, students are to adhere to the following procedures in Middle School:

- Timetables and Homework - *Student Café* is an important location for accessing timetables and homework details.
- Teachers will enter homework at their discretion for students onto *Student Café* and *Parent Lounge*. Students are ultimately responsible for ensuring their homework is completed.
- Assessment Calendars, Daily Notices and School Calendar event information – are available in *Parent Lounge* and *Student Café*. All students must have their Chromebooks as they enter Form Class each morning so that they can record any significant information or notices for parent/s.

Absent students: It is the student's responsibility to contact their subject teacher for special 'catch-up' help. Concessions for homework may be able to be made during the 'catch-up' period. Form Teachers will monitor the student's use of *Student Café* regularly to encourage effective use.

Helpful Hints

Make a study timetable. This should include:

- Times for subjects (approximately 20 minutes each per night)
- Meals (family time)
- Relaxation
- Play time including TV or computer games, etc.
- Other interests (Sporting and work commitments, Youth and Church commitments)

Don't make this too rigid. Be realistic. If planned at the beginning of each week, it could incorporate specific upcoming events in your home life and any other changes of routine.

When designing this timetable, remember after approximately one hour of work, have a short break (some physical activity is good! Don't try to overdo it – just try to do it!)

Do "set" homework before study. Parents can assist by helping students construct realistic planners. If your student is a slow worker, perfectionist or learning-impaired student, the homework program is open to negotiation by liaising with the Subject teacher or Year Level Coordinator.

Secondary Assessment Policy

The purpose of assessment:

- Students demonstrate development of knowledge and skills in response to learning
- Students develop higher order thinking skills
- Students develop time, self management and organisational skills
- Students receive feedback to inform learning and growth
- Teachers gather information to inform future instruction

It is appropriate to assist students to develop the necessary skills for future success in relation to assessment processes. In the middle years, the focus is on supporting student skill development. Year 10 transitions students towards the more formal requirements of senior schooling. In Years 11 and 12, assessment policy complies with QCAA requirements, as the government body that awards students' qualifications at the completion of Year 12.

This policy outlines the progression of responsibilities and expectations through students' secondary schooling journey. Equity and fairness are core foundational principles.

Communication about assessment

- Assessment Calendars detailing all assessment due dates are published for each year level by no later than end of Week 1 of each school term. These are published in Parent Orbit app, Student Café and publication advised to students via email/notices/year level Google classroom.
- Task Sheets for assignments are provided by the classroom teacher with oversight from the Curriculum Leader with appropriate notice. Tasks sheets include information about task requirements, due dates, conditions and marking criteria. In Years 7-10 they will often include scaffolding.
- In Years 7-10, teachers will contact parents/carer giver via email if they are concerned about a student's assessment progress.
- Teachers will contact the relevant parent/carer giver as soon as practical regarding instances of academic misconduct.

Academic Integrity – student responsibilities for assessment completion:

- Produce work that is their own (unless indicated by using in-text referencing, bibliography or other acceptable forms of acknowledgement as indicated on the task sheet).
- Use class time provided in the relevant subject for assessment preparation.
- Meet checkpoints and due dates on time, which could include plans, drafts, progress checks, rehearsals and final copies.
- Complete draft work in the required format as directed by their teacher, eg Google document provided via the relevant Google Classroom.
- Attend exams and deliver spoken presentations or performances on the scheduled due date.
- Use task sheets and scaffolds provided in class to guide them in producing work that meets task requirements.
- Ensure their conduct in assessment preparation lessons, presentations and exams allows other students and the teacher to meet their responsibilities.
- Students are not to use class time to complete assessment work for other subjects.
- Avoid academic misconduct. A full list is available on the QCAA website via this link: 8.1 Understanding academic integrity | Queensland Curriculum and Assessment Authority

Drafting

Students: Hand in a draft response that is nearly good enough to submit for assessment.

Teachers:

- Provide adequate class time for drafting to allow students to complete the task to a satisfactory standard. Teachers will advise students in advance of drafting lessons to support their planning via the task sheet conditions or class planning resources. In Years 11 and 12, teachers provide the number of weeks or hours for drafting/assessment preparation as specified in the relevant QCAA syllabus.
- Provide feedback on one draft (conditional on the draft being submitted by the due date).
- Provide feedback that draws student attention to the aspects of the response which most need to be improved or developed in order to meet the criteria more effectively.
- Provide equitable feedback for students within the same class/year level subject.

While teachers are expected to provide feedback on student drafts, methods of feedback vary and may include one or more of the following:

- Summary feedback and advice to the whole class (eg via a slides presentation)
- Task specific draft feedback sheet for individual responses
- Typed, handwritten or audio feedback on individual responses in note form

Submission requirements

All Students

- Meet submission requirements by submitting the required documents in the format specified (ie electronic, hard copy or both, as indicated on the task sheet).
- Apply for an extension using the relevant form in advance of the due date, or as soon as practical, when there are extenuating circumstances preventing a student from submitting on time.

Years 7-10

- Submit assignments during class time in their specific subject class on the due date as directed by their teacher.
- If the relevant subject is not scheduled on the due date, students will submit an electronic copy by no later than 4:00 pm on the due date and/or submit hard copy by signing these in at the relevant school reception by no later than 4:00pm.

Years 11 and 12

- Submit word processed/typed assignments electronically and/or sign in hard copies to the Senior School Reception by no later than 8:30am on the due date.
- Follow submission requirements indicated in tasks conditions or as directed by teachers by the time indicated for other types of assessment.

Unplanned absence on a due date

Parents

- Notify the College of the student's absence via usual process.
- Assist students to complete and submit relevant forms and obtain required evidence eg medical information, in a timely manner (as outlined below). All forms may be accessed in the Parent Orbit app via "School Links" then under the relevant MS/SS heading.

Students

Years 7-10

- Submit the assignment electronically on the due date.
- Submit the hard copy by signing into the MS/SS Reception by 8:30am on the day of their return to school.
- For spoken presentations or performances, students will be required to present to their classroom teacher as soon as practical on their return, as directed by their teacher.
- For missed exams, students will be withdrawn from class to sit the exam in the next lesson they are in attendance at school for that subject or as directed by their teacher.
- For longer absences, submit a *Years 7-9 Application for Extension of Assignment Work* form to their classroom teacher. The relevant Curriculum Leader considers these applications in consultation with the classroom teacher. Medical evidence may be requested.

Years 11-12

Students must apply for extension or rescheduling in accordance with QCAA AARA policy. The required forms must be submitted to the Head of Teaching and Learning as soon as practical either electronically via email Students.Services@Northside.qld.edu.au or in hard copy at Senior Secondary Reception.

- Complete and submit the form *Years 10-12 Application for Rescheduling of Assessment* along with the required evidence (see below).
- For illness, students must obtain medical evidence to justify their absence. A medical certificate may suffice, however it is recommended that the *QCAA AARA Medical Form* be presented to the student's doctor or an equivalent detailed medical letter be requested at the time of the medical appointment. The form is available via this web address, NCC Parent Orbit app and the 11/12 Year Level Google Classroom.
  https://www.qcaa.qld.edu.au/senior/assessment/aara/resources
  Navigate to Confidential Medical Report Template
- If the circumstances are not related to illness, the parent/care giver should contact the Head of Teaching and Learning to discuss what appropriate third party evidence will be required.

Absence known in advance (planned absence)

If a student is absent for more than 10 consecutive school days, parents/ care givers are required by the *Education (General Provisions) Regulation 2006 QLD (Education Act)* to formally seek permission for a *School Attendance Exemption* from the Principal. This is to meet obligations relating to child protection. The relevant form is available by contacting the Principal's Executive Assistant. If approved, this does not change student assessment responsibilities in accordance with this policy.

School approved absence

Students attending an excursion or sporting competition organised by the College on a due date must submit assessment by 8:30am prior to their departure as per submission requirements.

Years 7-10

For exams or presentations, students should notify their teacher as soon as practical of the clash and complete the assessment at a time directed by their teacher.

Years 11 and 12

As per QCAA policy, all assessment must be completed "on or before the due date". Students who know in advance of an absence for an exam or presentation must complete an *Application for Rescheduling of Assessment* Form two weeks in advance of their absence as they will be required to sit their exam or present prior to departure. NB Teachers are typically required to write a comparable exam to comply with QCAA academic integrity requirements.

Students attending approved activities such as study (eg TAFE) or work placement offsite with an external provider must complete school assessment "on or before the due date". Students who have exams scheduled on a day they would typically attend external study/work must sit the exam at the College at the same time as their peers.

Non approved absence

Circumstances that result from parent or student choice are not acceptable reasons for assessment extension. These include, but are not limited to:

- family holidays
- sporting events (eg individual National sporting representation)
- visiting family and friends or looking after other children
- minor medical check ups or appointments, such as driver's test

(QCE and QCIA policy and procedures Handbook v6.0 and *Regular School Attendance QLD Government)*

Northside Christian College is registered as an education provider of face to face delivery of curriculum and assessment. It is unreasonable and inappropriate for teachers to do extra work, provide additional or different resources or models of learning or assessment preparation or organise alternative exams to accommodate individual students who are absent for non approved reasons.

It is unethical to assess students who have not had the opportunity to engage with the relevant learning and assessment preparation. If students are unable to engage sufficiently with learning for a unit due to unapproved absences, they will not be assessed or reported on for tasks missed.

Consequences for Academic Misconduct

All instances of misconduct will negatively impact student results for that task and they may also face behavioural consequences when the misconduct also represents dishonest and/or unethical behaviour.

Late submission

If students do not submit a final copy on time, teachers will use the student's draft or most recent evidence available to determine a mark. Anything submitted after the due date/time cannot be marked. Where there is no evidence that meets the assessment criteria, students will not receive a task mark or semester result for that subject.

Year 7-10

If a student has not made a reasonable attempt at meeting the task requirements, the student will be withdrawn from class and/or issued with a lunchtime detention to produce an acceptable response so that they acquire learning benefit. The student will receive feedback on the response but it will not be awarded marks.

Year 11-12

- In Year 11 (formative assessment), students will not receive semester credit if they have not completed the assessment requirements for that subject. This will impact their accrual of QCE points.
- In Year 12 (summative assessment) a result of NR (Not-Rated) will be allocated if a student does not submit any evidence for assessment on or before the due date. When a Year 12 student receives NR for any one assessment task, QCAA will not award a result for that subject at exit.

Excessive length

Students must be encouraged to complete tasks within the word, time and submission requirement limits. When submitted tasks are over the maximum limit, the following processes will be applied:

Years 7-9

Students will be marked accordingly, that is, most tasks include criteria such as "communication" or "synthesising" so they will be marked at a lower standard on relevant criteria.

Years 10-12

Only the parts of the assessment submission that are within the required length will be marked. The teacher will indicate which part of the response is not able to be marked (that is, the part that is beyond the point at which the maximum limit was exceeded).

Cheating

Cheating is accessing help unfairly for any assessment that means the work is not the student's own work or they have breached assessment conditions. Examples include taking notes into an exam, plagiarising, copying or enabling another student to copy their work, using AI tools inappropriately or excessive help from a tutor or family member.

Only the work/parts of the work the teacher is confident is the student's own work will be marked. It is the student's responsibility to demonstrate authorship by meeting their responsibilities in the assessment preparation process (as previously listed) relating to Academic Integrity. Therefore, for drafted tasks, a teacher does not have to prove a student has cheated, only that the student has not demonstrated authorship (such as not producing work during assessment preparation lessons).

Disruptive behaviour

There is a no tolerance policy for students who do anything that distracts other students during an assessment lesson. Disruptive students will be removed from the classroom. If this occurs during an exam, the student will be made to sit the exam at an alternative venue and/or as part of a detention at the discretion of the Curriculum Leader. Repeated instances will result in more serious consequences.

Parent access to completed assessment

Parents wanting to view their student's completed assessment may do so by making an appointment with the relevant teacher (only after class feedback has been provided). Copies of assessment documents (task sheets or student responses) will not be provided to students or parents and remain the property of Northside Christian College.

Appeal process

Where there is concern regarding student results, the following understandings should be demonstrated:

- Respectful conversations.
- Depersonalising results. Marking is a professional process whereby teachers mark work by matching evidence to criteria and standards.
- As part of professional practice, teachers are involved in formal training, as well as internal and external moderation processes, in relation to all aspects of assessment including marking.
- In Year 12, all results are confirmed externally by QCAA.

Should a student/parent/care giver have concerns regarding a student's result on an individual task, the following communication process should be followed in the order outlined below:

1. The student should arrange an appropriate time to meet individually with their teacher and ask questions that assist them to understand the feedback provided.
2. The parent/carer should contact the subject teacher to request more information.
3. If after speaking with the subject teacher, the student/parent/care giver feels the matter is unresolved, they should contact the relevant Curriculum Leader, via email in the first instance, to explain their concerns.
4. Should the parent/care giver feel the matter has not been resolved after following the first three communication steps and believe the teacher has acted unprofessionally, they should contact the Head of Teaching and Learning.

Reporting and Parent/Teacher Interviews

Term 1 and 3

A brief report is issued at the end of Terms 1 and 3 to provide parents with an indication of their student's progress. Parents are welcome to request an interview with their student's teachers at this stage, however they are no longer compulsory after Term 1. Teachers will issue interview requests at their discretion and parents are encouraged to attend these. Parents can also request an interview with their student's teachers.

Terms 2 and 4

A detailed report is issued at the end of each Semester. Parents may, in early Term 3, may elect to have an interview (Year 12 students are not reported on in Term 4). In the case where a student is not making progress, the teacher will request an interview with the parents.

Extension

Teachers will make attempts to extend and develop high-ability students by creating opportunities within the curriculum. Teachers may also direct students towards competitions related to key subject / learning areas/ fields. For examples of opportunities, see *Section 5 Co-Curricular*.

Education Support

Location

The Education Support Centre is located within the Middle School precinct. The support team offer before school and lunchtime assistance to all students who need help with homework, class work or assessment. This support is not restricted to students with diagnosed disabilities. Students who just need a quiet place to do independent study are also welcome to use these rooms or the Secondary Library.

General

Education Support in Secondary School currently comprises three teachers and 19 teacher aides who support teaching and learning for students with diverse learning needs and/or disabilities. The role of the Education Support team is to support teachers in helping students with disability to access classes, learning experiences and assessments on the same basis as their peers through relevant adjustments.

Students are identified for support for a variety of reasons and through several channels: teacher identification, parent-provided information, diagnostic and summative assessment, report card inconsistencies and general observation.

Identified students may be assisted by:

- Classroom teachers
- Education support teachers
- Teacher Aides
- Advisory Visiting teachers

The level of support varies for each student but may include:

- In-class accommodations, e.g. preferential seating, use of laptop
- Special consideration in exams/assessment
- Withdrawn support for small group and individual instruction
- Reduced subject load for access to tutorial support
- Individual Education Plans (IEP) and Education Adjustment Program (EAP) for students with high support needs
- Individual testing and profiling in Literacy and Numeracy
- Screening for Dyslexia
- Modified or alternative programs and assessment as negotiated through IEP/EAP process
- Regular programmed support or incidental support where needs arise

Reasonable Adjustment Plan (RAP)

Any adjustments to teaching/learning or for exams (Special Provision/AARA), requires parental consultation and consent. From 2020, this has been formalised in the student's individual RAP. Where there is a known or new diagnosis that impacts a student's ability to access or engage in curriculum, parents are asked to contact Education Support Staff to arrange a time to meet so that a RAP will have an IEP instead of a RAP.

For more information...	
Education Support Coordinator	Jason Boyce (Middle School)
Head of Teaching and Learning	Linda George (Senior School)

Secondary Library

The Secondary School Library is situated on the top level of D Block in Library Square (*between College Reception and the College Hall*). Staff and students are encouraged to use the Library facilities regularly and to familiarise themselves with the collection and services:

Secondary Library Opening Hours	**Monday – Friday 8:00 am – 3:30 pm (during term)**
Library Resources	The dynamic collection of books, magazines and online resources is constantly being updated and expanded to suit current curriculum, student and teacher needs
Secondary Library Homepage	• Bookmarked on Student Chromebook • Catalogue: find, reserve and write reviews. Track your Loans • Latest highlights, events, book trailers, photos • Information and video databases, eBooks and research sources • Assignment tools

	• Textbook web links • MyConnect – location for digital textbooks

General Library Policy

Library staff are entrusted with the care and distribution of resources purchased by the College. Consequently, the Library does have rules and guidelines to enable resources to be fairly distributed and ultimately retrieved for future use by others.

Issuing of Textbooks

Textbooks are issued from the Library on Family Administration Day (held the week prior to the new school year commencing) and during the year at the discretion of the teaching staff. Once issued, textbooks are the sole responsibility of the student. Students are to record their details in their loan copy. The Library database enables both staff and students to monitor their loans. A procedure of emailed notices and teacher direction assists students to return their loans when required.

Returns

All loans are to be returned to the Returns Box in the Secondary Library. Textbooks and other items are borrowed from the Library with no associated costs; however, a replacement fee is incurred for non-returns or items returned in an unacceptable condition. Parents will be contacted via email if a fee is to be charged to the next invoice issued by the College Finance Department.

Section 5 – Co-Curricular

Campus Life

Activities, Clubs and Teams

Northside constantly endeavours to provide a wide range of co-curricular activities in four areas - Christian Service, Sporting, Cultural and Academically oriented activities.

Opportunities include:

- QDU Debating/Public Speaking Competitions
- Chess Clubs and Challenges
- Choir competitions and performances – Northside United Voices
- Sporting Competitions (District and Regional)
- College Musicals
- Mathematics, Science and Engineering challenges and competitions
- Representative sporting/athletics competitions – e.g. Basketball, Netball, Rugby, Volleyball
- Year 9 Leadership and Middle School Student Voice Council
- Chapel Team - musicians, sound crew and worship leaders
- Language Club
- Environment Club
- Instrumental music groups (see below)
- Prayer and Discipleship

Activities are a vital part of the College and students are encouraged to participate in these, as they bring richness outside the curriculum of study. They do, however, require commitment and we generally expect at least 70% attendance in registered activities for the student to be credited with involvement on school reports. This is an important part of building responsibility and being part of a larger team as students progress from Junior School into the Secondary School.

Musicals, Instrumental Music, Choirs and Chapel

Musicals

A College musical is held every two years. Auditions usually take place in Term 4 of the preceding year.

Instrumental Music

The College runs a wide instrumental music / speech and drama program. Lessons are offered in:

- Speech and Drama
- Piano
- Keyboard
- Voice
- Guitar
- Drums
- Strings
- Brass
- Woodwind (flute, clarinet, saxophone)

Ensembles

A large range of musical ensembles are available for students to participate in. Multiple string groups, concert bands, guitar and jazz groups rehearse before and after school and during lunch breaks. All musical students are

welcome to participate in these ensembles, even those not having weekly lessons through the school. Middle School students may participate in the following instrumental ensembles:

- Stradivarius Strings Ensemble
- Northside Orchestra
- Concert Band
- Stage Band
- Flute Ensemble
- Guitar Ensemble
- Strung Out (entry by audition only)

For more information contact **Paul O'Brien** (Instrumental Music Coordinator)

Northside United Voices

Choir rehearsals are held weekly and open to anyone with an interest in singing. This group performs at College events, competitions and community events.

The Middle School Chapel Band

The Middle School Chapel Band is a growing ministry opportunity for Middle School musicians. The band rehearses weekly and leads worship during the weekly Middle School Chapels.

Chapel

Chapel services have long been a feature of Northside, with some input from guest speakers and presenters, as well as lively worship times led by teacher/student bands and worship teams.

In the Middle School, students become involved in running and presenting the Chapel services. Often drama, dance, multimedia, sharing of scripture, testimonies and other strategies are used in presenting the message. The students themselves do most of the music, worship leading, technical oversight and backing singing. The theme of each chapel service is often taken from the weekly scripture reading, which is read in Form class.

Camps

The College's Secondary Camping program will take the following format:

YEAR 7 CANBERRA/SNOW

- Relates to numerous curriculum areas, notably Social Science, Science and Physical Education
- Development of self-confidence/independence/self-identity
- Team building skills

YEAR 8 CAMP LAURENCE AT MOOGERAH DAM

- Psycho motor skill development
- Socialisation of new students into the Year level
- Problem solving and decision making
- Engender understanding of group actions

YEAR 9 CAMP NOOSA NORTHSHORE RETREAT: TOTAL ADVENTURES

- Development of leadership skills
- Promotion of personal responsibility
- Awareness of the needs of others
- Adventure-based challenges

In all the camp settings, there are three underlying purposes:

- To allow for reflection on the student's relationship with God
- To enhance teacher-student relationships in an informal setting
- To widen the breadth of wholesome leisure pursuits.

Sport

All Middle School students are involved in weekly sport on Wednesday afternoons (Yrs 7 & 8) and Thursday afternoons (Yr 9) from lunch time until the end of the school day. During this time, students will either be involved in sport-specific College Academy training, or a campus-based sports program aimed at improving fitness, speed and conditioning, as well as sport-specific skills and techniques.

Interhouse Carnivals

Each year the College runs inter-house carnivals for:

- Swimming
- Cross Country
- Track and Field

Participation and house spirit are the essence of these carnivals, and it is expected that all students attend and get involved. These events are the pathway to school representation for their respective sports.

Interschool Sport

Students have the opportunity to trial to represent the College in the Brisbane Outer Schools League (BOSL) and Christian Schools Sports Association of Queensland (CSSAQ) gala days, as well as various sport-specific tournaments and competitions, regular fitness training and lunch time competitions. BOSL offers quality interschool competition in a variety of sports against other schools in the local North Brisbane area. The sports offered through this program are touch football (term 1), futsal (term 1), basketball (term 2), volleyball (term 2), netball (term 3) and soccer (term 3). CSSAQ gala days are offered in various sports and for various age divisions. These carnivals see teams competing against a variety of teams from other Christian Schools in Queensland, and generally require students to be out of school for the entire day.

Throughout the year there may be other opportunities for students to represent the school in various sports, at one day tournaments, one-off matches or a series of matches. In the past, we have been invited to play in Rugby 7's, Team Tennis, Touch, AFL, Table Tennis, Futsal and Soccer tournaments. The timing of these tournaments, and availability of coaches, will be a major determining factor in whether or not we are able to enter teams. Students will be notified of these opportunities via Student Notices.

Representative Opportunities

Through North West Independent District (NWI), students have the opportunity to progress through district, regional and state representation.

Northside Knights Academy Program

The Northside Knights Academy Program is a bespoke training program for Secondary Students at Northside, featuring:

- Specific training with highly qualified coaches
- Access to the Northside Knight Performance Centre (and dedicated Personal Trainers)
- All Fields sports training at Darien St Park, Bridgeman Downs
- All Court sports – training at Zillmere Indoor Sports Complex

This program has a broad, but clear focus on our keystone sports:

- Athletics
- Basketball
- Cross-Country
- Futsal
- Netball
- Touch Football
- Soccer
- Swimming
- Volleyball

Missions

“We live to serve He who has saved us, the saviour”. L. Akita

At Northside we believe a Missions focus is a vital component in fulfilling our Mission Statement *"… to make disciples of Jesus Christ – educated and equipped for any future*.”

As students mature into adults, we believe it is important that they reflect on who they are and the role they can play in meeting the needs of those around them, either in the school or local community or by service in an overseas environment.

Through the College's Missions Programs, there are opportunities for the development of character qualities, which will help students contribute positively in society. Empathy, humility, resilience, teamwork and a servant heart are some of the many qualities that can develop through a Missions emphasis. One of the greatest outcomes is the personal spiritual growth for students, and an opportunity to share the gospel with others.

In the College this is outworked locally including through Chaplaincy in other Primary Schools, volunteering in Soup Kitchens for the Homeless, visiting aged care homes.

For even as the son of man came not to be served but to serve, and to give his life as a ransom for many". Mark 10:45 ESV

Section 6 – Appendices

Appendices

- Campus Map
- Queensland Health –Timeout Poster

Policies Referenced in this Handbook, which are available on the Parent Portal>School Links or the College Website - Privacy & Policies | Northside Christian College

- Child Protection Policy & Procedure
- Uniform Guidelines
- Bus Services – Code of Conduct
- Student Names Policy
- Digital – Student Responsible Use Policy
- Attendance Policy

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