

Parent Handbook

2022

BELONGING.

BELIEVING.

BECOMING.

This is our **CHARACTER.**

This is *Who we are.*

FOREWORD

Developing young people of character who embody the Christ-centred values of the community is our purpose, as we strive to be leaders in inspirational and innovative learning.

At The Lakes College we understand learning as a lifelong pursuit and that everyone - students, staff and parents - are all 'Lakes Learners'. As a community of learners there will be times of success and celebration and times where we need to face challenges, sitting a little in the 'muddiness' of life as we learn and grow together. It is often through the 'muddiness' where courage and grit build character and the pathway to excellence becomes clear.

The learner journey at The Lakes College is truly about growing young people of character. A Lakes Learner feels a sense of **Belonging**; connected to and safe in a community where relationships matter every day!

The Lakes College is a place of **Believing**; an inclusive Christian community that understands Faith and welcomes diversity. Growing learners with agency who are confident in what they value and how they can serve community locally and globally.

The Lakes College is a place for **Becoming**; committed to the journey of growing young adults who graduate with qualifications, global understanding and the interpersonal skills that will establish them as FUTURE ready.

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Moving into our adulthood we continue to grow as an organisation, encouraging staff to be on the forefront of innovation in education. We strive to deliver dynamic and rich programs designed to empower learners to face challenge, to build resilience and grow in integrity as they engage in a global world now and into the future.

We hope that this Handbook will assist you to develop a shared understanding of 'The Lakes Way'. We encourage you to read and discuss relevant elements of the Handbook with your children to assist in continuity of purpose between your family and us.

As we work in partnership with you to grow young people of character, we genuinely invite you to share your feedback with us as we aspire to achieve excellence in education.

Blessings



Nicole Gregory
Principal

College Vision

Leaders in inspirational and innovative learning.

College Mission

The Lakes College is a school of choice that provides exceptional student-centred education, developing young people of character, who embody Christ-centred values in the community.

College Values

The College is engaged in the fundamental task of forming and informing young minds and hearts. In promoting the good news of Jesus Christ among students, families and staff members, gospel values are central to all that we seek to do:

Faith	Faith is a place of mystery, where we wrestle with uncertainty. In letting go of the fear of that which is unknown, faith gives us the strength to believe in what we cannot see.
Hope	Hope is a gift from God to humanity; thought underpinned by emotion to support humankind through the realities of life. Hope empowers us to survive, endure and seek the next horizon.
Love	Love is having a deep respect and selfless care for all humanity and creation, nurtured by giving without expecting anything in return. 1 John 4:19 'We love because God first loved us'
Courage	Courage lives in the heart where our vulnerability and new-found bravery meet. It is where we dare to be honest and open about who we are and what we believe. Courage is about standing for what is right, even when it's uncomfortable.
Community	Community is about celebrating the authenticity of self and others, a place of true belonging, where uniqueness and diversity are accepted and embraced.
Justice	Justice calls us to stand alongside the voiceless, the marginalised, the oppressed. Through a commitment to creating a more caring and just world - where people are empowered, where people are heard - we work towards reconciliation.

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ABSENCE

It is the College's legal responsibility to ensure that student absences are accounted for and valid. Parents should note that students are required by law to attend the College on all designated school days.

To ensure the smooth functioning of the College, the protection of our students and to meet legal requirements, absences from the College are recorded at 8:30am each day. Therefore, if students are absent for any reason, parents/carers need to contact the College Absentee Line on 07 3491 5550 or email absences@thelakes.qld.edu.au prior to 8:30am on the day of absence. The College will not accept notifications of absences by students.

Students arriving after 8:30am are required to sign in at Reception located in the Administration Centre or at the Primary Office and obtain a late pass prior to proceeding to class. Students in Prep to Year 3 must be accompanied by a parent/carer if arriving after 8:30am. Upon arrival at class, students must present their late pass to their teacher.

In the interests of safety, students will not be allowed to leave the College during the day without parental/carer accompaniment. Parents/Carers are required to sign their child out at Reception in the Administration Centre or Primary Office, prior to the student departing the College. Any student who leaves the College grounds without specific written permission will be deemed to have truanted. Truancy will be dealt with very seriously.

Students are expected to attend school every day of term and all College special events. Absence from College events without prior approval by the Head of Primary/Head of Secondary or provision of a medical certificate may have future leadership ramifications. College special events include Awards Night, Foundation Day, all Interhouse Sports Carnivals, Camps and other events at the discretion of the Principal.

Medical appointments

Wherever possible, medical or dental appointments should be made outside College hours.

Short leave of absence – one day or less

Should a student be required to leave the College for part of or a whole day, a written request to the class/subject teacher is required. Early departures from College grounds for any period of the College day also require the student to be signed out at Reception or the Primary Office by a parent/carer. If the student drives themselves to and from school an email from the parent/carer must be sent to the Deputy Head of Secondary, Madonna Potter (mpotter@thelakes.qld.edu.au) and copied to Absences (absences@thelakes.qld.edu.au) prior to the student departing the College.

Long leave of absence – more than one day

Parents must apply in writing to the Principal through the Head of Primary or Head of Secondary, for a long leave of absence from the College. Only in special circumstances will this be granted, as students may be academically disadvantaged by a prolonged absence from school. Whilst it is possible to arrange for work to be given when students have extended absence because of illness, this will need to be decided on a case by case basis and may not always be possible or appropriate. Such requests should be made through the class teacher (Primary) and/or Year Level Coordinator (Secondary) and copied to the Principal and Head of Primary/Head of Secondary.

Leave during term time may involve academic consequences where assessment is compromised.

ACADEMIC AWARDS

The academic achievement of Year 4 - 12 students is recognised at two key stages in the school year by academic awards. The final decision of award allocation is at the discretion of the Head of Primary /Head of Secondary or Principal.

SEMESTER 1 AWARDS

SECONDARY SCHOOL (Academic Awards are consistent across Semester 1 and Semester 2)

Academic Award with Honours

- **Year 7 - 9:** Students obtaining a Grade Point Average of 13.01 and above based on a student's best 5 core subject results.
- **Year 10 - 12:** Achieves an overall percentage average of 90% based on a student's best 5 general/applied subjects.

Academic Award with Distinction

- **Year 7 - 9:** Students obtaining a Grade Point Average of 12.51 and above based on a student's best 5 core subject results.
- **Year 10 - 12:** Achieves an overall percentage average of 85% based on a student's best 5 general/applied subjects.

Academic Award

- **Year 7 - 9:** Students obtaining a Grade Point Average of 12.00 and above based on a student's best 5 core subject results.
- **Year 10 - 12:** Achieves an overall percentage average of 80% based on a student's best 5 general/applied subjects.

Learning Habits Award

- Students are able to receive a Learning Habits Award when they demonstrate a commitment to exemplary learning behaviours in the classroom. Teachers consider the following learning habits when they make their decisions; safe and respectful behaviour, resilience, application, participation, concentration and organisation. Students achieve this award when the weighted average of their learning habits score is 3.9 across all subjects. Any student is eligible to receive a Learning Habits Award. The criteria for a Learning Habits Award is grounded in the TLC values of Be Safe, Be Respectful and Be a Learner and will use the following key words to reflect each criteria: Safe Behaviour, Respectful Behaviour, Resilience and Persistence, Application, Active Listening, Participation, Organisation and Concentration. The learning habits criteria are applied 'on the whole' or 'on balance' to reflect the student's learning habits through the year.

Results	Learning Habits Criteria
Highly developed Learning Habits (4)	<p>The student applies exemplary learning behaviours in the classroom, demonstrated by:</p> <ul style="list-style-type: none"> • Consistently demonstrating safe behaviour when using class materials and technology. • Displaying highly respectful behaviour when interacting with peers. • Displaying a high level of resilience and persistence in challenging learning situations. • Applying independent learning strategies in all instances. • Actively listening, whereby the student demonstrates respect for teacher and peers, tracking lesson details, taking notes and using empathy when responding. • Participating in lessons, whereby the student consistently asks and answers questions in class and / or after class. • Being organised, whereby the student consistently attends to homework in an exemplary manner; and consistently brings materials required for learning. • Concentrating during teacher led and peer focused activities
Developed Learning Habits (3)	<p>The student applies good learning behaviours in the classroom, demonstrated by:</p> <ul style="list-style-type: none"> • Generally demonstrated safe behaviour when using class materials and technology. • Displaying respectful behaviour when interacting with peers. • Displaying resilience and persistence in challenging learning situations. • Applying independent learning strategies in most instances. • Actively listening, whereby the student mostly demonstrates respect for teacher and peers, tracking lesson details and using empathy when responding. • Participating in class activities, whereby the student offers some responses to questions. • Being organised, whereby the student mostly attends to homework and brings materials required for learning. • Concentrating in most teacher and peer focused activities.
Learning Habits are still being developed (2)	<p>The student demonstrates the learning behaviours in the classroom by:</p> <ul style="list-style-type: none"> • Sometimes demonstrating safe behaviour when using class materials and technology. • Demonstrating they are still developing respectful behavioural choices. • Demonstrating they are still developing the skills of resilience and persistence in challenging learning situations. • Needing support or redirection in some independent learning activities. • Actively listening, whereby the student does not always demonstrate an ability to stay engaged, keep track of the lesson or listen to other students' contributions to the class discussion. • Participating in class activities, whereby the student rarely offers responses to questions, unless called upon. • Not always being organised for lessons / or has missed some homework / or only does bare minimum of homework with some incomplete work. Student generally brings equipment required for learning. • Requiring some redirection in teacher and peer focused activities to ensure that they concentrate.
Learning Habits need attention (1)	<p>Learning behaviours need attention and it is highly recommended that the student contacts their subject teacher to discuss their progress, and that parents/carers email the subject teacher. If a student's learning habits are at Level 1 for more than two subjects, it is recommended that the parents/carers email their child's pastoral care teacher to discuss the learning habits criteria and strategies for next steps.</p>

NB:

- Special considerations apply for students studying through Brisbane School of Distance Education, TAFE or an RTO and for those students on a flexible learning plan.
- The Principal or Head of School reserves the right to amend the criteria due to special circumstances.

Determining Grade Point Averages for Awards in Years 7-9

In Years 7-9, the College uses a 15 point scale for each core subject (e.g. A+-E-), and then the College works out the average result of a student's BEST 5 CORE subjects. The point system and what is defined as a core subject are both outlined below:

Year 7	Year 8	Year 9
English	English	English
Maths	Maths	Maths
Humanities	Humanities	Humanities
Science	Science	Science
PE	PE	PE
Chinese	Chinese	

Points	Result
15	A+
14	A
13	A-
12	B+
11	B
10	B-
9	C+
8	C
7	C-
6	D+
5	D
4	D-
3	E+
2	E
1	E-

In Years 7-9, the College uses the following GPA boundaries to determine academic prizes:

- Academic Award = GPA of 12.00 and above on best 5 core
- Academic Award with Distinction = GPA of 12.51 and above on best 5 core
- Academic Award with Honours = GPA of 13.01 and above on best 5 core

In the following table, Student 1 would receive an Academic Award with Honours.

Year 7	English		Maths		Humanities		Science		PE		Chinese		GPA
Student 1	A	14	A	14	A+	15	A+	15	B+	12	A	14	14.4
Student 2	A-	13	B	12	B-	10	B+	12	A	14	C+	9	12.2
Student 3	B	11	B	11	B	11	C	8	A	14	C	8	11.0

Determining Grade Point Averages for Awards in Years 10-12

In Years 10-12, the College uses percentage cut-offs to determine academic awardees. The College works out the average result of a student's BEST FIVE subjects. Although at exit, QTAC will scale subjects to determine ATAR results, at a school level we do not. The cut-offs and student examples are outlined below:

Points	Result
80 - 85	Award
85 - 90	Distinction
90+	Honours

STUDENT 1					
English	82.0	Mathematics Methods	78.7	Physical Education	80.3
Legal Studies	78.6	Biology	65.0	Specialist Mathematics	76.8
Average 79.3					

STUDENT 2					
English	65.5	General Mathematics	92.5	Music	85.2
Business	88.4	Visual Art	83.7	Biology	86.7
Average 87.3					

STUDENT 3					
English	75.1	Essential Mathematics	95	Modern History	82.5
Psychology	63.2	Drama	82	Subject 6	68.9
Average 80.7					

PRIMARY SCHOOL (Year 4 – 6)

(Most Academic Awards are consistent across Semester 1 and Semester 2)

Academic Award with Honours

- An overall “Extending” grading in English, Mathematics, HaSS and Science
- At least an overall “Advancing” in all other subjects

Academic Award with Distinction

- An overall “Extending” grading in English and Mathematics and at least an overall “Advancing” grading in HaSS and Science
- At least an overall “Demonstrating” grading in all other subjects

Academic Award

- An overall “Extending” grading in English or Mathematics, achieving no less than an overall “Advancing” grading in the alternate subject
- At least an overall “Advancing” grading in Hass and Science
- At least an overall “Demonstrating” grading in all other subjects

Academic Effort Award

Students can receive this award if they have displayed a consistently high level of effort during Semester 1. The receipt of this award is not determined by academic achievement.

NB: The Principal or Head of School reserves the right to amend the criteria due to special circumstances.

END OF YEAR AWARDS

SECONDARY SCHOOL

(Academic Awards are consistent across Semester 1 and Semester 2, please refer to Semester 1)

Special Awards – Secondary School:

TLC Character Awards are awarded to a student in each year level (7-11) who embody the virtues that are embedded in the College Values of Community, Faith, Love, Hope, Courage and Justice that combine to make a student of authentic character.

Year Level Dux awards are the top ranked student in each Year level as determined by the cumulative rank orders of eligible subjects where results are available at the time (usually at the commencement of Term 4). One student from each year level across Year 7 - 11 will be presented with this award.

The **House Cup** is presented to The Lakes College House receiving the most cumulative House points each year. House points are awarded to students in each House throughout the year for good behaviour, exceptional effort and achievements in class. The House with the most cumulative points for the year wins the House Cup.

The **House Spirit Award** is awarded to a student from Years 10-12, in each House, who displays outstanding leadership within their House; participating in all House activities with great energy, and being a catalyst for others in support of their House. The student is nominated by their House peers and cannot already be a House Captain. The House Spirit Award is sponsored by The Lakes College Community Association

TLC STEAM Award is presented to the Year 7-12 student who makes a significant contribution to the STEAM field outside of the classroom, or the top-ranked Year 12 student across four of the six Senior STEAM subjects. This award is sponsored by the Aitken family.

The Beyond Awards are a series of awards which acknowledge the talent and commitment of students who excel in the various creative and performance pursuits through the College extra-curricular program.

- **Beyond Award – Most Outstanding Contribution - Music**
 - Outstanding individual contribution to Music Ensembles
 - Commitment to rehearsals
 - Embodiment of a performance artist
 - Works positively with other members of the group
 - Year 7 – 9

- Year 10 – 11
 - Year 12
- **Beyond Award – Most Outstanding Contribution - Drama**
 - Embodiment of a performing artist
 - Displays technical and expressive excellence
 - Contributes to the growth of the team
 - Demonstrates an exceptional performance presence
 - Year 7 – 9
 - Year 10 – 11
 - Year 12
- **Beyond Award – Most Outstanding Contribution - Dance**
 - Embodiment of a performing artist
 - Displays technical and expressive excellence
 - Contributes to the growth of the team
 - Demonstrates an exceptional performance presence
 - Year 7 – 9
 - Year 10 – 11
 - Year 12
- **Beyond Award – Most Outstanding Contribution - Visual Art**
 - Year 7 – 9
 - Year 10 – 11
 - Year 12
- **Beyond Award – Most Outstanding Contribution - Sport**
 - This award is based on a points system where students are awarded points for their achievement in Interhouse carnivals, along with representation at district, regional, state and national level. Students with the most cumulative points for the year are selected for the award.
 - Year 7 – 11
 - Year 12

The **North Lakes Uniting Church Bursary** is awarded to a graduating student who has, throughout their school life, shown consistent commitment to their studies, and by diligence and determination, has persevered to overcome a variety of difficulties. This award is donated by **North Lakes Uniting Church**.

TLC Service Award is awarded to one student in Years 7 – 11 who has a philosophy of serving others in a way that reflects the ethos of the College.

The **UCA Faith and Mission Award** is presented to a Senior student in Year 11 or 12, who has demonstrated an active commitment to the Christian faith. The award recognises that this student has put their faith into action through participating in service opportunities which have sought to improve the lives of others. The award is sponsored by the Uniting Church in Queensland.

The **Ampol Best All Rounder Award** acknowledges the all-round contribution of a Year 12 student to their school and community. The recipient of this award achieves academically across a range of subjects, willingly helps others, displays exemplary personal conduct, is a role model for other students and participates fully in school and community activities.

The **Petrie Shield** is named after Andrew Petrie, a local builder, explorer and pioneer. It is awarded to a Year 12 student who approaches their schoolwork in a dedicated and hardworking manner, is innovative, displays generosity to people in need, is enthusiastically involved in the extracurricular program at the College and is a role model to their peers. This student is nominated by their peers. The Petrie Shield has been donated by Mr Luke Howarth MP, Federal Member for Petrie.

The **Magna Cum Laude** recognises Year 12 students who have received a subject prize and/or Academic Excellence Award in every semester since Year 7 at The Lakes College.

The **Armstrong Cup** is donated by, and named after College Principal, Mr Simon Armstrong (2012-2020). This prestigious award recognises a student in Year 12 who consistently upholds the College values of Faith, Hope, Love, Courage, Community and Justice, and who displays personal qualities of integrity, authenticity, humility and empathy. The recipient is selected by the Year 12 students.

The **VET Student of the Year** recognises both the outstanding work ethic and achievement in one or more Vocational Educational and Training Programs a Year 12 student undertakes while at the College.

The **ATAR Dux** is awarded to the Year 12 student with the highest consented ATAR Score.

The **College Dux** is awarded to the Year 12 student with the highest combined subject score from their best five general subjects. The College Dux Perpetual Cup and trophy are donated by the North Lakes Lions Club.

NB: The Principal reserves the right to amend the criteria due to special circumstances.

PRIMARY SCHOOL (YEAR 4 – 6)

Academic Excellence

Students can receive this award if they have achieved outstanding results in both Semester 1 and 2 including:

- An overall “Extending” grading in English, Mathematics, HaSS and Science in both semesters.
- At least an overall “Advancing” grading in all other subjects in both semesters.

(All other Academic Awards are consistent across Semester 1 and Semester 2, please refer to Semester 1 information)

Special Awards – Primary School:

Primary Citizenship Awards

Citizenship Awards are awarded to students in Years 4 to 6 who are actively involved in the College community and who exhibit qualities reflective of the College ethos. These students are role models for others. There are three categories of Citizenship Awards. There will be one recipient in each category.

- **Service** - Presented to a student who demonstrates voluntary service to others, within our College community and in the wider community.
- **Christian Values** - Presented to a student who demonstrates the Christian values of kindness, tolerance, compassion and respect for others.
- **Integrity** - Presented to a student who demonstrates honesty, reliability and ethical behaviour.

The **Beyond Awards** are a series of awards which acknowledge the talent and commitment of students who excel in the various creative and performance pursuits through the College extra-curricular program.

- **Beyond Award – Most Outstanding Contribution - Instrumental Music**
 - The Primary Instrumental Music Awards are presented to students, who have achieved outstanding results in Instrumental Music for the year and who have:
 - Demonstrated excellent technique on their instrument
 - Very good music theory knowledge

- Shown commitment to home practice
 - Become a member of extra-curricular performance group and have shown commitment to rehearsal and performance attendance
 - Worked positively with other members of the group
- Primary Instrumental Awards will be presented to one student in:
 - Strings
 - Percussion
 - Woodwind
 - Brass
- **Beyond Award – Most Outstanding Contribution - Visual Art**
 - This award is presented to a student in Year 4 to 6 in recognition of their contribution to and excellence in Visual Art.
- **Beyond Award – Most Outstanding Contribution - Dance**
 - Embodiment of a performing artist
 - Displays technical and expressive excellence
 - Contributes to the growth of the team
 - Demonstrates an exceptional performance presence
- **Beyond Award – Most Outstanding Contribution - Sport**
 - This award is based on a points system where students are awarded points for their achievement in Interhouse carnivals, along with representation at district, regional, state and national level. Students in Year 4 – 6 with the most cumulative points for the year are selected for the award.

You Xiu Award – Excellence in Chinese

This award is presented to the student in Years 4 to 6 who has achieved the highest level of competency in Chinese reading, writing, speaking and listening.

Primary Technology Award

This award is presented to a Year 6 student who shows initiative and creativity in their use of technology along with highly developed technological skills.

The Year 6 Science Award

The Year 6 Science Award recognises a Year 6 student who has achieved excellence and contributed significantly in the school year for Science. This award is donated by the Thaker family.

Pro Diligentia Awards

These awards are presented to one student in each year level who has demonstrated consistent diligence throughout the year and as a result has made impressive improvements in their academic work.

The Petrie Shield

The Petrie Shield has been donated by Mr Luke Howarth MP, Federal Member for Petrie. Named after Andrew Petrie, a local builder, explorer and pioneer, the Petrie Shield is awarded to a Year 6 student who approaches schoolwork in a dedicated and hardworking manner, is innovative, displays generosity to people in need, is enthusiastically involved in the extracurricular program at the College and is a role model to their peers. This student is nominated by their peers.

The Jacaranda Award

This award recognises the student in Year 6 who has achieved the highest academic results in the school year, including outstanding results in the four core subjects of Mathematics, English, Science and HaSS. The Jacaranda Award is donated by the Heath Family.

NB: The Principal or Head of School reserves the right to amend the criteria due to special circumstances.

ACADEMIC HONESTY AND INTEGRITY

The qualities of respect, responsibility, character and honesty underpin the concept of academic integrity and parents/carers play a pivotal role in supporting these virtues.

All students across Year 3 to Year 12 must be:

- Honest and responsible about their own work
- Able to acknowledge all references
- Able to use their own words and ideas

Plagiarism refers to representing the ideas or work of another as your own. Students normally plagiarise because they have:

- A lack of confidence in their own abilities
- Trouble planning and using their own time
- Competing demands such as work, sport and school
- Work avoidance
- A desire for an academic advantage over other students

The College can often assist students with the first three of the above situations. Should a student realise that their commitments will preclude them from having adequate time to complete the upcoming assessment, they need to speak to their class/subject teacher **before** their work is due. Special consideration will be considered and if deemed appropriate, the student will be given an extension of time to complete the task.

However, where a student chooses to use the work of another person, consequences will apply.

Collusion refers to supporting malpractice by another candidate, for example allowing work to be copied. In the case of collusion both parties are involved: one person knowingly supplies work to another student who decides to present the work as their own. The student who colludes is as much in the wrong as the student who relies on the work of others. Penalties apply to students who are involved in collusion. Students need to understand their own responsibility in relation to assessment and demonstrate honesty and integrity at all times.

N.B. The Principal reserves the right to exclude students from eligibility for Academic Awards due to serious breaches of academic honesty and integrity.

ACADEMIC PROGRESS

Parents/Carers with concerns regarding the academic progress of their child should contact the class or subject teacher in the first instance. Should the issue not be resolved to the parent's/carers satisfaction, the concern should then be brought to the attention of the Head of Faculty (Secondary), Head of Teaching and Learning (P-6) or Dean of Studies (Year 7-9) or (Year 10-12) and finally the Head of Secondary or Head of Primary.

ACCIDENT AND ILLNESS

All students who are involved in an accident and/or who are not medically able to continue normal lessons will be directed to the College Wellness Centre.

Students are not permitted to contact parents/carers to ask to be picked up from school due to accident or illness without first consulting the College Nurse. All staff members at the College have

appropriate first aid qualifications. In the event of a student becoming ill or being injured, the following procedure is adopted:

- Minor injuries/illnesses are treated at the College.
- Sickness is assessed and if necessary, parents/carers are contacted to take the student home.
- In more serious cases, the College will attempt to contact the parents/carers, who may then arrange to take the child to their own doctor. If the parents/carers or an emergency contact cannot be contacted, the College will call an ambulance.
- In emergencies, the College will call an ambulance. The parents/carers will be contacted as soon as possible. Students travelling in an ambulance will be accompanied by a member of staff if a parent/carer is unavailable.

A student who has attended the Wellness Centre due to accident or illness may return to class, only after receiving permission from the College Nurse.

ACCOUNTS AND ADMINISTRATION

Over the years, many parents/carers have participated in the College's Direct Debit arrangement which has assisted in incorporating fee payments into the family budget. Direct Debit is the only payment method the College will accept unless payments are paid in advance.

Tuition fees and levies will be charged to parent/carer accounts annually. Any specific term or semester subject specific costs will be charged as incurred. This includes charges for bus, instrumental music, dance and other extra-curricular activities. Additional charges, if any, are payable by the applicable due date for each term. Updated statements will be issued each term via email, and account details can be viewed via Parent Lounge.

Direct Debit Arrangement from Bank Account or Credit Card

Direct debit arrangements will remain in place for the duration of the family's continued enrolment at the College, unless the arrangement is cancelled.

- Weekly, fortnightly or monthly payment deductions only
- Parents opt to pay fees in advance

Cancellation of Enrolment

Please refer to your Student Enrolment Contract, completed during the admissions process, for the contract terms relating to Cancellation of Enrolment.

Fees (absence)

A parent/carers obligation to pay fees is not altered by the absence of the student from the College for any reason. There is no reduction of fees in any circumstances where the student is absent for part of a term. However, if a student will be absent for one or more full terms, a term's advance notice is required and a meeting should be organised with the Finance Department to discuss possible financial arrangements.

Full details regarding methods of payment are detailed in the fee letter issued at the end of each school year.

Sibling Discount

Where more than one child from a family is enrolled in Prep to Year 12, a tuition discount is applied to the younger children's fees.

2nd child 12%

3rd child 30%

4th and subsequent child 100%

E.g. A family with four or more children currently enrolled in the College (Prep to Year 12) would receive a 12% sibling discount on the second child, a 30% discount on the third child and a 100% discount for the fourth and any subsequent child.

ARRIVAL AND DEPARTURE TIMES

Morning

No student should be at the College before 8:00am with the exception of those students attending College Care (CC) or for a specifically organised College event or activity, including use of the Library by Secondary students. Playground supervision is not provided before 8:00am. Primary classrooms open at 8:27am.

Afternoon

Students who ride or walk home should leave the College grounds promptly. Students catching buses will be supervised until their bus departs. It is expected that all students will be picked up by 3:20pm with the exception of those students involved in College events, activities or attending College Care. Primary students not collected by 3:20pm will be taken to the Primary Office and parents/carers contacted.

The playgrounds are closed to all students after school unless attending College Care. There is no staff supervision of the playground after school.

ASSEMBLIES

Primary assemblies are held on most Friday mornings at 8:45am in the College Hall. Due to capacity restrictions, Primary students attend assembly fortnightly.

Secondary assemblies are held every alternate Wednesday at 12:15pm.

Parents/Carers are most welcome to attend Assemblies.

ASSESSMENT CALENDAR – SECONDARY SCHOOL

Please refer to the Documents section of SEQTA and under Policies on the College website for details regarding the Secondary School Assessment Policy. [Click here for a copy of this policy on our website.](#)

Each Secondary student receives a Secondary Assessment Calendar early in each semester. Parents are encouraged to review these Calendars and help their child in planning the semester's work. These documents are also available on the College Learning Management System, SEQTA.

Due dates for tests, assignments and projects are set out in the Assessment Calendar. This allows students to have adequate notice of assessment to help in their planning.

ASSESSMENT GUIDELINES – PRIMARY SCHOOL

At the College we believe assessment for learning, of learning and as learning is integral to the achievement of high-quality learning outcomes.

Purpose of Assessment

The purpose of assessment is to:

- Facilitate student learning

- Inform the planning process
- Provide data on the achievements of individual students/groups.

Assessment aims to:

- Improve students' learning
- Assist with identification of students at educational risk
- Allow students to set goals for their learning
- Improve the effectiveness of teachers planning, teaching, monitoring and reporting to parents/carers
- Allow planning for improvement by determining realistic priorities
- Broaden home/school links that will enable parents/carers to further assist with their children's learning.

Implementation at The Lakes College

- Teachers are responsible for accurately assessing student achievement against the ACARA Achievement Standards.
- Assessment requires a mix of summative assessment of learning to determine and report what the student has learned, formative assessment to guide future learning, and ongoing assessment to focus teacher feedback alongside student self-assessment and reflection.
- Fundamentally, assessment will be used primarily to guide future teaching and learning, rather than simply a prelude to reporting achievement.
- Teachers should use a variety of assessment strategies providing multiple sources of information about student achievement. These may include tests and assignments, projects, portfolios, performance observations, discussions and involvement in standardised testing processes and school entry assessment tests.
- Teachers will participate in moderation, professional development involving assessment maps and annotated work samples so that staff can apply consistent judgements of student progress across the College.
- The College will progressively develop individual learning improvement plans for students with needs, in consultation with students and parents/carers.
- Students will engage in reflection and goal setting with the assistance of teacher feedback to improve outcomes.
- The College will provide information to parents/carers on assessment, curriculum and national testing.
- The College will assess the achievement of students with disabilities and impairments in the context of the curriculum. Class teachers will help to develop individual education plans containing learning goals for each student. Progress towards learning goals will be assessed and reported by teachers.
- Students for whom English is a second language will have their progress in English monitored and reported against the EALD Bandscales.
- Every assignment/ project must state the associated Learning Goal and Assessment Criteria.
- Assessment tasks will only be issued during term time and students are not expected to work on assessment tasks at home or on weekends.

BEHAVIOUR SUPPORT

[The Lakes College Behaviour Support Policy – click here to view this Policy.](#)

The Lakes College is committed to providing a safe, supportive and self-managed environment where:

- All community members feel safe and valued
- All students are encouraged and supported to become self-managed learners

- School practices are pro-active and supportive
- Appropriate, positive language and behaviours are defined, modelled and reinforced.

The Lakes College behaviour support approach recognises that the beliefs, practices and behaviours of all members of the College community influence student behaviour and learning.

At The Lakes College we believe that:

- Behaviour is internally motivated
- We are responsible for our own behaviour
- Every action has a consequence whether it be positive or negative
- Behaviour is educative therefore it needs to be taught
- Quality relationships between all College community members is paramount
- Self-management can be developed through supportive co-management.

Our three guiding expectations at TLC are:

- Be Safe
- Be a Learner
- Be Respectful

At The Lakes College, a well-defined process is in place across all settings via a matrix of expectations and consequences. Every student is aware of the consequence regarding their choice to not follow the expectations of Safety, Respect and Learning. Prior to the commencement of this process staff have utilised proactive strategies and those related to the Essential Skills of Classroom Management. All College staff are expected to use a least intrusive to most intrusive approach to classroom management.

Communication concerning Behaviour Issues

The Lakes College staff are committed to communicating effectively with parents/carers concerning behaviour related issues. Parents/carers are asked to read all such notes/emails sent home and to discuss the contents with their children. Such notes/emails usually require a signature and/or response from parents/carers and students are required to return any notes within the required time frames.

The Lakes College Behaviour Expectations Matrix – Primary

	SAFETY	RESPECT	LEARNING
Classroom (All settings) Including Library and College Care	<ul style="list-style-type: none"> I keep my hands, feet and objects to myself. I am responsible for my own self management. I name all personal belongings and look after them. I wear my shoes. I keep my hands clean. I only go into classrooms when a teacher is there. I follow the Behaviour Policy. I keep valuable items at home. I walk on all walkways and concrete areas. 	<ul style="list-style-type: none"> I am kind and considerate. I listen to the speaker. I use polite language. I use manners. I am honest. I always look clean and tidy. I wear my school uniform correctly. I show pride in self and school. I respect the environment. I am tolerant of others differences/opinions. 	<ul style="list-style-type: none"> I GET ALONG with others. I ORGANISE myself for the school day by 8:30am. I PERSIST to be the best I can be. I am CONFIDENT in all tasks. I am RESILIENT when things go wrong.
Play Areas Undercover Area	<ul style="list-style-type: none"> I wear a TLC hat outside. I play school approved games – not swear. I stay in bounds. I play on the correct year level equipment in correct areas. I walk on concrete. I use equipment safely. I sit on and walk around seats. I keep my hands and feet to myself. 	<ul style="list-style-type: none"> I show good sportsmanship. I share equipment. I look after equipment. I include others in my game. 	<ul style="list-style-type: none"> I learn new games and activities. I use positive social skills. Eg taking turns, sharing, playing by the rules.
Computers	<ul style="list-style-type: none"> I report bullying or inappropriate messages I do not share my password. I do not reveal personal information to others. 	<ul style="list-style-type: none"> I send appropriate messages and pictures. I respect the privacy of others. 	<ul style="list-style-type: none"> I follow the school internet policy. I stay focused on my task when I'm using school computers.
Eating Areas	<ul style="list-style-type: none"> I sit while eating. I eat my own food. I use my own drink bottle. I am aware that some students have food allergies eg. Allergies to nuts and eggs I walk to pack my lunch box away. 	<ul style="list-style-type: none"> I sit and wait for permission to leave. I keep eating area clean and tidy. 	<ul style="list-style-type: none"> I make healthy food choices.
Toilets	<ul style="list-style-type: none"> I wash hands. I use toilets for the proper use. I return to class straight away. 	<ul style="list-style-type: none"> I respect privacy of others. I use the toilet paper, soap and paper towels properly. I use the correct toilets. 	<ul style="list-style-type: none"> I use water responsibly.
Transition Lining Up	<ul style="list-style-type: none"> I wait quietly for my teacher. I walk quietly past other classrooms. 	<ul style="list-style-type: none"> I walk quietly and appropriately around all the buildings. I line up quietly. 	<ul style="list-style-type: none"> I return to class after the bell rings. I have a drink, visit the toilet and wash my hands during break times.
Tuckshop	<ul style="list-style-type: none"> I wait my turn. I only buy food for myself. I sit and eat my tuckshop in my area. 	<ul style="list-style-type: none"> I put my rubbish in the bin. I treat equipment with respect. 	<ul style="list-style-type: none"> I order lunch before school. I return equipment.
Off Site Excursions Bus Lines	<ul style="list-style-type: none"> I follow the Bus Code of Conduct. I stay with the group or in designated lanes. 	<ul style="list-style-type: none"> I show pride in myself and my school. I show respect and courtesy to others in the community. 	<ul style="list-style-type: none"> I listen and participate to the best of my ability to the teacher or bus duty teacher.

The Lakes College Behaviour Expectations Matrix – Secondary

	SAFETY	RESPECT	LEARNING
Within the classroom	<ul style="list-style-type: none"> I keep my hands, feet and objects to myself. I am responsible for my own self-control and behaviour. I use all equipment responsibly. I only go into classrooms when a teacher is present. 	<ul style="list-style-type: none"> I follow the instructions given to me. I use polite language. I listen to what others have to say, raise my hand if I would like to contribute and patiently wait for my turn to speak. I am always well presented, in my correct uniform, looking neat and tidy. 	<ul style="list-style-type: none"> I organise myself for my classes so that I have the correct equipment. I always complete my homework. I attempt every task set for me. I ask for help when I am having difficulty.
During lunch breaks	<ul style="list-style-type: none"> I wear a hat if I am in the sun. I keep my hands, feet and objects to myself. I dispose of my rubbish properly in a rubbish bin. I use equipment safely. 	<ul style="list-style-type: none"> I abide by the TLC hands-off expectation. I show good sportsmanship to others. I share the College's equipment. I return any equipment that I have borrowed. 	<ul style="list-style-type: none"> I learn new games and activities with a sense of fair play. I engage positively with my peers. I teach others appropriate social behaviours by modelling responsible behaviour around the tuckshop, resource centre and secondary facilities.
Engaging with technology	<ul style="list-style-type: none"> I turn my phone off as soon as I am on campus. I keep my username and password information private. I respect that others have a right to be safe online and am cautious about revealing their personal details online. 	<ul style="list-style-type: none"> I only use my mobile phone outside school hours or with permission. I follow the College Acceptable Use of Technology Policy. I only send appropriate messages and pictures to others. I respect the privacy of others online. 	<ul style="list-style-type: none"> I stay focused on my classwork when using my laptop and technology. I only access appropriate websites or programs when I am at the College. I only use my laptop when I have been asked to. I make sure that I charge my laptop when overnight.
Off campus	<ul style="list-style-type: none"> I listen to the instructions of my teacher in relation to safe behaviour expected. I follow the rules put in place in venues and the wider community to guarantee my safety and that of others. 	<ul style="list-style-type: none"> I model the College values when representing the College. I ensure that I am always well presented, in my correct uniform, looking neat and tidy when off-campus. 	<ul style="list-style-type: none"> I listen to the instructions from supervisors while off-campus. I engage fully in all activities. I keep an open-mind to all new learning experiences.

Consequence Flow Charts

	PRIMARY		SECONDARY
Step 1.	Re-direction – reminder of expectations	Step 1.	Re-direction
Step 2.	Warning	Step 2.	Warning
Step 3.	Move to thinking chair / reflection area Restorative chat to occur prior to re-engagement with class	Step 3.	Reflection area Restorative chat to occur prior to re-engagement with class
Step 4.	Exit to another designated classroom Restorative chat to occur Parents/Carers notified by Classroom teacher of this exit via diary or phone call	Step 4.	Exit to another designated classroom Restorative chat to occur Parents/Carers to be notified by classroom teacher of this exit via diary or phone call
Step 5.	Exit to Deputy Head of Primary or Head of Primary. Parents/Carers to be contacted by the Deputy Head of Primary or Head of Primary	Step 5.	Exit to Deputy Head of Secondary or Head of Secondary. Parents/Carers to be contacted by the Deputy Head of Secondary or Head of Secondary
		Step 6.	Exit to Deputy Principal/Principal Parents/Carers to be contacted by Deputy Principal/Principal

*** Please note that physical violence or serious inappropriate behaviour will result in immediate withdrawal to either the Deputies/Heads of appropriate Subschool or Deputy Principal/Principal. For more information on what the College deems to be serious behaviours, or how this is dealt with, please see p.10 of the Behaviour Support Policy.**

BICYCLES/SCOOTERS

Students are permitted to ride bicycles/scooters to and from the College if they live within riding distance. Approval may be withdrawn by the College if the student fails to:

1. Obey the usual road rules
2. Ride in a safe manner
3. Wear an appropriate safety helmet*
4. Park the bicycle/scooter in the appropriate place at the College.

Access to the bicycle/scooter is **only** permitted before and after school each day.

* Whilst the wearing of a helmet when riding a scooter is not required by law it is a requirement of the College.

BLAZERS

Blazers are compulsory for students in the Secondary School. Blazers must be worn to Chapel and Assembly and are a compulsory item of the College uniform to and from school in Term 2 and 3. The College blazer must be worn on formal occasions, including assemblies. See [UNIFORM POLICY](#)

BOOK HIRE SCHEME (SECONDARY STUDENTS ONLY)

The Library operates a Book Hire scheme whereby all the core texts required at Secondary School level are provided by the College.

Student responsibility:

1. All books on loan from the Library are the sole responsibility of the borrower. The student's name is recorded in each book for each year. Students must ensure they keep this exact copy in their care at all times.
2. A book that goes missing or is not returned (regardless of condition) will be charged at replacement cost to the parent/carers account.
3. The student must return all books as soon as that subject or unit of work is completed. This may be mid-term, end of semester, or end of year. They must check that they return the copy with their own name recorded in it, or they risk a fee being charged to the parent/carers account for an unreturned item.
4. Students with overdue books will be unable to borrow either Book Hire or general texts.

BULLYING

The Lakes College does not tolerate bullying of any kind. Every person has the right to be treated with dignity and respect and to enjoy positive relationships with all members of the College community.

All students of the College have the right to learn, and all teachers have the right to teach in a safe and caring environment that promotes self-worth and personal growth. It is the responsibility of all members of the College community to play an active part in ensuring that everyone is treated with respect.

A copy of the Anti-Bullying Policy and Procedures is available on the College website [here](#).

BUS CONDUCT AND BEHAVIOUR

At all times, students who travel on buses must behave in a manner that demonstrates mutual respect and care for others.

The following examples of unacceptable behaviours will not be tolerated:

- Walking on the bus
- Throwing objects
- Yelling, screaming, swearing or unacceptable remarks
- Rude gestures
- Bullying of any kind
- Use of mobile phones/electronic devices in an inappropriate manner

The consequences of unacceptable behaviour on the bus may include an immediate suspension from bus travel for a specified period of time, suspension from school or any other consequence deemed appropriate by the College.

Any changes to bus arrangements for students in Prep to Year 3 must be communicated in writing or by a phone call to Reception prior to the day of travel.

Bus Charges

The College uses a 'pay as you use' system with students using their student card for payment each time they travel on the bus. Funds must be preloaded onto student cards via Flexi-schools at www.flexischools.com.au. Students pay \$3.00 per trip. It is the responsibility of the student and/or parent/carer to ensure adequate funds are available at the time of travel.

Students using the bus in Prep - Year 3 will need to obtain a student card through the College IT department.

Transport Assistance Options

Government Conveyance Allowance

Parents/Carers, who drive their children directly to school, or to meet a bus service, may be eligible to receive a conveyance allowance. This allowance is paid on a per vehicle basis and is subject to distance eligibility. All enquiries should be directed to **Queensland Transport** on 07 5477 8400.

Non-Government Schools Transport Assistance Scheme

Parents/Carers whose children use an approved bus service to and/or from school may be entitled to Bus Fare Assistance. Application is via the Non-State Schools Transport Assistance Scheme website and <https://www.schooltransport.com.au/> must be made in May (Semester 1) and October (Semester 2).

CAMPS

Camps are an important part of the College program, and compulsory attendance on camps is expected. The planned camp experiences are appropriate to the age of the group attending.

Dates appear in the College calendar for each year level camp. Postponements due to adverse weather etc. will be considered if necessary.

Locations are dependent on the needs of student groups and the availability of appropriate venues. Other details about each camp relating to equipment, times, activities and educational objectives together with consent and medical forms are sent to parents/carers prior to each camp.

If a student is unable to attend camp for medical or other reasons, a written request for exemption must be submitted to the Head of Primary or Deputy Head of Secondary as soon as possible before the camp. Attendance at school for students granted exemption cannot be guaranteed and will be determined on a case by case basis.

N.B. The College will be charged by camp providers for all students attending camp. Late notice exemption applications received may still incur a minimum 50% camp charge if the College has been billed by the provider.

Consent and Medical Information

Current and accurate medical information about each camp participant is very important to camp planning. To ensure adequate preparations for student safety and welfare can be made, consent and medical forms need to be returned to the College by the nominated date before each camp. Up to date information about medications carried, medical conditions and after-hours contact phone numbers are essential.

Camp Costs

The cost of compulsory camps is referenced in the [Schedule of Fees \(2022\)](#). Subject specific camps will be billed separately on Parent Lounge. [Please see Tours & Excursions](#).

Student Behaviour

Student behaviour on camps attracts the same expectations as for normal College activities. Students who, in the opinion of camp leaders, and/or College staff jeopardise the safety of themselves and others may be excluded from the camp and parents/carers will be asked to collect their child from the camp venue. Students are reminded of these expectations before each camp proceeds.

Equity

The Camp program aims at equity for all students with respect to mental, physical and social abilities. Students (and staff) with particular needs will not be excluded from participating in activities, provided these special needs are made known to camp/excursion leaders or other staff prior to the commencement of camp. All such information is treated with confidentiality. In exceptional circumstances, a decision may be made for a student not to participate in some activities due to the student's safety and wellbeing. This decision will be made in collaboration with the parent/carer, Head of Primary or Deputy Head of Secondary, and when appropriate, the student.

CAR PARKING

Limited parking is available for parents/carers in the College car park. Parents/carers are asked to drive cautiously and park only in designated parking bays, as other stoppages cause traffic congestion. Parents/Carers are reminded to be alert for children using the carpark and be vigilant in their safe driving habits.

Parents are able to drop students off and pick students up in the appropriate drop-off area but for safety reasons are not allowed to leave their vehicle. A two minute drop off/pick up limit is enforced in these areas.

Please note that parking in all College car parks is **reverse parking** only and drivers park at their own risk.

CHAPEL

All students attend Chapel services as part of their personal faith journey at The Lakes College. Primary Chapel services are held each Monday and Secondary Chapel services are held fortnightly on Wednesdays. Student involvement in all Chapel services is encouraged. Primary classroom teachers and timetabled Secondary teachers attend Chapel services with the students.

CHILD PROTECTION POLICY

See the College website for a copy of the complete Child Protection Policy.

CHRISTIAN ETHOS

Of prime importance is the Christian ethos of the College as expressed in the Uniting Church in Australia. It is our desire that this is demonstrated through every College program and activity. The timeless nature of these Christian values and teachings provides a firm foundation for our students to develop a sound understanding of the world in which they live, enabling them to live purposeful lives and to make wise judgements in a rapidly changing and complex society.

The teaching staff will seek to develop the Christian ethos of the College in a variety of ways:

- the exposure of the students to the teachings of the Bible

- the curriculum, which is developed within a broad framework of Christian attitudes, values and teachings
- daily devotion times in class
- Chapel Services, and
- the teachers themselves, as they model the values and attitudes which they profess.

CLASS PARENT REPRESENTATIVES

The Class Parent Representative program commenced in 2015 and has developed according to the needs of our families several times since. Collaboration and positive relationships between the College staff and CPRs is also integral for the success of this program and ultimately the success of the College. Parents/carers rely on other parents/carers for honest feedback and CPRs play an enormously influential role in this area. In most classes/year levels, a CPR helper is also allocated. This role is extremely important as a support to the CPR, especially in busy times and times when the CPR may not be available.

CPRs endeavour to:

- Promote the friendly atmosphere and close community we have at TLC
- Encourage connections between parents/carers in a class/year level
- Welcome new parents to TLC
- Try to keep interactions with/between parents/carers positive and supportive
- Support, promote and uphold College policies and procedures
- Support College/Class/Year level/teacher initiatives i.e costume items for performances, requests for helpers or resources etc
- Support and communicate TLCCA events/services to class/year level i.e Second Hand Uniform Shop notices, requests for help or meeting reminders etc
- Attend TLCCA meetings whenever possible
- Adhere to the College Community Code of Conduct and remind other parents/carers to do so if the need arises
- Discuss any concerns with the correct person i.e CPR coordinator, class teacher, Year Level Coordinator, Head of Primary/Secondary, Deputy Principal etc in a timely manner.

Cultural CPR's

In 2022 we are very excited to be able to introduce Cultural Parent Representatives at TLC. Initially the role may include:

- Being the first point of contact for new families who need some support with language /culture as they settle into TLC
- Helping with the understanding of school processes and procedures
- Assisting with translation if necessary
- Helping with any multicultural events at the College
- Assisting at Open Days
- Organising group morning teas

COLLEGE BADGE

The various elements of The Lakes College crest and motto were carefully and deliberately chosen. The College crest is a powerful emblem laden with symbolism and meaning.



The Crest

The crest is in the shape of a shield. Roman shields were round in shape, and the shield represents the “shield of faith”. The centrality of the shield is symbolic of the role of Faith in the life of both the College and the Christian person.

The Book

The book is symbolic of two key facets of The Lakes College. It is the Book of Knowledge, representing the diverse range of learning experiences and knowledge the students will be exposed to during their time at the College. The Book also represents the Bible, which is the Word of God, also occupying a central place in the life of our College.

The Wreath

The wreath is known as a symbol of excellence, representing the high standards which the College will stand for. The wreath also identifies the College with the local area, depicting a Hoop Pine branch, an endemic local native pine species.

The Light

There is a light shining down from above the book. This light represents Christ's light of love, mercy and guidance. The light also represents the illumination that learning, and knowledge brings to our lives.

The Ripples

The ripples represent water, associating the College with the North Lakes area. Water is also a very powerful Christian symbol, representing the new life that is found in knowing and loving God. The three ripples also represent the three persons of the Christian Godhead – God the Father, God the Son, and God the Holy Spirit.

The College Motto – “To your faith add knowledge”

Tying the deep symbolism of the College Crest together is the College Motto, “To your faith add knowledge”. This is a verse taken from 2 Peter 1:5-7 in the Bible, where the Apostle Paul is encouraging Christian people to live lives which are honouring to God. The full text is:

“...make every effort to add integrity to your faith; and to integrity, add knowledge; to knowledge, add self-control; to self-control, add endurance; to endurance, add godliness; to godliness, add Christian affection; and to Christian affection, add love. If you have these qualities in increasing measure it demonstrates that your knowledge about our Lord Jesus Christ is living and productive...”

COLLEGE CAFÉ “WUNYA CAFÉ”

The Café provides fresh, nutritious food for the College community, predominantly serving local ingredients. College Café facilities are available each school day. Orders may be placed online via Flexischools (www.flexischools.com.au). All orders must be in by 9:00am. Further details and menus are available on the College website.

If a Prep student has ordered lunch, parents/carers are requested to place a note in their diary for reference by classroom staff as required.

COLLEGE CARE (BEFORE AND AFTER SCHOOL CARE)

Our College Care (CC) service operates to provide a safe and happy environment for students of The Lakes College before and after school hours and during vacation periods. In partnership with Uniting Education and Early Learning (UEEL), The Lakes College families enjoy a seamless transition between College Care, the school day and Extra-Curricular activities on offer to our students.

We recognise and value the importance of learning through play to foster children's curiosity, personality and uniqueness. We aim to provide a holistic programme reflecting all areas of development in an indirect way guided by the National Quality Framework 'My Time Our Place'. The service encourages input and involvement by collaborating with children, families, staff and the local community to help foster a sense of belonging for all.

During school terms, College Care is open from 6:30am until 8:20am for Before College Care (BCC) and from 3:00pm until 6:30pm for After College Care (ACC). During Vacation Care (VC) we are open from 7:00am to 6:00pm.

For more information on College Care please refer to the College Care Handbook [here](#).

COLLEGE COMMUNITY CODE OF CONDUCT

All members of The Lakes College Community are requested to abide by the College Code of Conduct. All students, parents/carers, teachers and staff have the right to be safe and feel safe in their school community. With this right comes the responsibility to be respectful citizens and to be accountable for actions that put at risk the safety or wellbeing of others.

The College Community Code of Conduct provides members of the College community with guidelines for the effective development of positive relationships within the community and assists in promoting the College values.

INTENT

The College Community Code of Conduct sets clear standards of behaviour which are expected of all members of the College community in the College environment or when attending a College related function or activity at any other location.

Please click [here](#) to access The Lakes College Community Code of Conduct.

COMMUNICATION

At The Lakes College an integral part of the College program is communication with parents/carers. Parents/Carers and teachers should work together to enlighten students about the lifelong value of education. We value fostering positive relationships with our student/s and their parents/carers through open, honest and respectful communication.

Parents/carers should contact an appropriate staff member to make an appointment to meet to discuss any issues or concerns they may have. This will ensure that the staff member who they wish to speak to is available, has the appropriate material at hand and is aware of the issues that are to be discussed. Normally, at least one day's notice is required to set up an appointment to allow staff to adjust their schedules. The diary is a valuable method of communication between home and school.

Phone Messages or Missed Calls

Parents are asked to listen to any voice message left by a staff member before ringing the College following a missed call. It is very difficult for Reception to identify the caller as all calls from the College display the main College phone number.

CONCERN	PERSON TO CONTACT
PRIMARY	
<ul style="list-style-type: none"> A concern or question relating to student wellbeing, classroom procedures, behaviour, attendance, uniform 	Classroom / Homeroom Teacher
<ul style="list-style-type: none"> A concern or question relating to learning including progress, learning needs, assessment, learning habits, homework, subject content 	Classroom / Subject Teacher
<ul style="list-style-type: none"> A concern which has not been resolved after speaking with the Classroom / Homeroom Teacher 	Deputy Head of Primary
<ul style="list-style-type: none"> Policy matters Approval for Approval for absence from compulsory school and extended leave of absence Serious student behaviour and wellbeing concerns 	Head of Primary

CONCERN	PERSON TO CONTACT
SECONDARY SCHOOL	
<p>PASTORAL CARE</p> <ul style="list-style-type: none"> Family contact Wellbeing concerns - short term concerns, minor health concerns, friendships/peer concerns (isolated incidences), changes in family circumstance Learning habits in general/across subjects - mindset, organisation, study skills. (Years 7-9 Academic coaching, Years 10-12 Academic Mentor) Goal setting and learning strategies Overall student progress and tracking Learning habits in general/across subjects - mindset, organisation, study skills Student procedures Uniform concerns Student behaviour Absences/lateness/early departures/unable to participate in sport Parent/Carer must also contact Absentee Line on 07 3491 5550 is student is absent Technology concerns - laptop, smart devices (phones and watches) 	Pastoral Care Teacher
<ul style="list-style-type: none"> New student induction Year level issues - positive relationships across the year level, school culture concerns, bullying Student wellbeing - long term concerns, at risk behaviour, family concerns that impact learning, learning habits passport, restorative processes, cohort behaviours Year level Wellbeing Program Camps Year level activities Student drivers and agreement forms (Years 11-12) 	Year Level Coordinator

<ul style="list-style-type: none"> • IEP students regarding social/emotional and learning concerns • IEP student's school related incident 	Class Teacher / Case Manager
<ul style="list-style-type: none"> • A concern or question relating to learning habits, learning needs, subject content and assessment, progress/achievement level, homework 	Class / Subject Teacher
<ul style="list-style-type: none"> • A concern which has not been resolved after speaking with the appropriate staff members • Student driver - early departures/change of circumstances • Approval for absence from compulsory school events and extended absences • Serious student behaviour and wellbeing concerns - critical incidences, major health concerns/ suspensions/expulsions 	Deputy Head of Secondary /Head of Secondary

<p>LEARNING/CURRICULUM</p> <ul style="list-style-type: none"> • Student Learning Journey specific to a subject • Learning habits - mindset, organisation, study skills • Learning needs • Subject content and assessment • Progress/achievement level • Homework concerns • Issues relating to teacher (in the first instance) • Missed assessment: Prior notification via email (Year 11 and 12 also require medical certificate) • AARA (Access arrangements and reasonable adjustments) before due date if already legible 	Class Teacher
<ul style="list-style-type: none"> • Careers Program • SET Planning & subject selection (Years 9-12) • Career mapping • QTAC planning and applications 	Careers Coordinator
<ul style="list-style-type: none"> • Vocational Education and Training (VET) inquiries 	VET Coordinator
<ul style="list-style-type: none"> • Years 7-9 subject changes • Subject assessment extensions if across multiple subjects • NAPLAN inquiries 	Dean of Studies (Years 7-9)
<ul style="list-style-type: none"> • Year 10-12 subject changes • Subject assessment extensions if across multiple subjects • Application for AARA (Access arrangements and responsible adjustments) • Queensland Certificate of Education (QCE) eligibility • SATE/ATAR inquiries 	Dean of Studies (Years 10-12)

COMMUNITY SERVICE

Throughout the course of the year, the College supports various charities (internationally, nationally and locally) in their fundraising ventures. Although such activities are voluntary, we believe that these experiences teach children about values and assisting those less fortunate than ourselves. Students will be involved in Community service initiatives as part of the Chaplaincy Program, Faith and Values Education Program, Primary Student Council, Secondary Community Service Committee and Secondary year level initiatives.

CONTACT DETAILS

Address:	College Street, North Lakes QLD 4509
Postal address:	PO Box 888, North Lakes QLD 4509
Phone:	07 3491 5555
Email:	info@thelakes.qld.edu.au
Website:	www.thelakescollege.com.au
Absences:	07 3491 5550 or absences@thelakes.qld.edu.au
Primary Reception:	07 3491 5510
Secondary Reception:	07 3491 5522
College Care:	0429 093 815
College Café:	07 3491 5520
Finance Office:	07 3491 5508
Enrolments:	07 3491 5502

College Office Hours

Monday - Thursday 8:00am to 4:00pm and Friday 8:00am to 3:30pm

Important Contacts

- Principal - Mrs Nicole Gregory principal@thelakes.qld.edu.au
- Deputy Principal - Mrs Sharon Lollback slollback@thelakes.qld.edu.au
- Head of Primary - Mr Bill Garland bgarland@thelakes.qld.edu.au
- Head of Secondary - Mr Mathew Stein mstein@thelakes.qld.edu.au
- Deputy Head of Primary - Mr John Richardson jrichardson@thelakes.qld.edu.au
- Deputy Head of Secondary - Ms Madonna Potter mpotter@thelakes.qld.edu.au
- Director of Corporate Services - Ms Kate Hands khands@thelakes.qld.edu.au
- Business & Operations Officer - Mr Josiah Navarro jnavarro@thelakes.qld.edu.au
- Senior Finance Officer (Fees) - Mrs Tanya Georganos finance@thelakes.qld.edu.au
- Executive Assistant to Principal - Mrs Julie Parianos jparianos@thelakes.qld.edu.au
- Marketing & Engagement Manager - Mrs Tracey Williamson twilliamson@thelakes.qld.edu.au
- Enrolments & Engagement Manager - Mrs Lisa Curtis lcurtis@thelakes.qld.edu.au
- HR Advisor - Mrs Katrina Holmes employment@thelakes.qld.edu.au
- IT Manager - Mr William Hickson servicedesk@thelakes.qld.edu.au
- Director of Sport & Activities - Mr Freddie Wood fwood@thelakes.qld.edu.au
- Director of Performing Arts - Mr Eddie Whiting ewhiting@thelakes.qld.edu.au
- College Library -
 - Head of Library & Research - Mrs Therese Stafford tstafford@thelakes.qld.edu.au
 - Teacher Librarian - Mrs Suzanne Coffey scoffey@thelakes.qld.edu.au

CORRESPONDENCE

Newsletter – Tidings

In 2022, The Lakes College newsletter “Tidings” will be published once a month and uploaded on the College website.

Communication Day – every Friday

Correspondence from the College is emailed to families every Friday during term time. The email contains communication from each sub-school. It is the parents/carers responsibility to ensure emails are checked regularly. Occasionally communication is emailed to parents during vacation period also.

CYBER BULLYING & CYBER SAFETY

Cyber bullying has become a leading form of bullying within schools and society and is a crime in Australia. Cyber bullying is the use of any digital device to publicly humiliate another person. It includes:

- abusive texts and emails
- hurtful messages, images or videos
- excluding others online
- nasty online gossip and chat
- dangerous suggestions.

Children deserve strong, well-informed parenting to help them navigate the digital world. It is imperative that all parents/carers know what is going on in their child's life (online or otherwise) and take action accordingly.

Things parents/carers can do to help their child prevent cyber-bullying:

- Know their passwords and passcodes
- Manage their digital reputation
- Monitor what they post online including photos
- Monitor their privacy settings
- Check Apps they have on their devices
- Ensure they have sought permission before posting photos or videos of other people
- Find out who they are communicating with online

NB. If a parent/carer or student sees or knows cyber bullying is happening to another member of the College community, they are asked to *support* them and *report* the bullying.

The College Cyber Safety Support Policy is available on SEQTA and the College Website or by clicking [here](#).

DETENTIONS & FINISHING OFF CLASS

Secondary students and parents are advised that failure to comply with the College regulations and policies, uniform requirements or code of behaviour may result in College sanctioned detentions. These will vary according to circumstance and, ultimately, the discretion of the Deputy Head of Secondary.

Detentions may occur at lunchtime or after school. Holiday detentions may be imposed for students who incur sanctions in the final weeks of term. Students attending such detentions must do so in full Formal uniform, unless advised to the contrary. Parents/Carers will be informed if their child receives a detention for failing to comply with College regulations and academic expectations.

Year 2 – 6 students may be sent to lunchtime finishing off classes if they fail to complete satisfactory work during lesson time or if homework is not completed.

DIARIES

College diaries are supplied to students in Prep – Year 12 for daily use. It is expected that these diaries remain in good condition and entries are appropriate. Students will be asked to replace diaries which are not in a satisfactory condition or that are misplaced at a cost of \$15 each. The diary

remains one of the main forms of communication between staff and parents/carers. Diaries are checked weekly (Year 7 - 12 students) and daily (Prep – Year 6 students).

DISEASES – EXCLUSION PERIODS

Information on the recommended minimum exclusion periods for infectious conditions can be found [here](#). For more information please visit www.health.qld.gov.au.

DRIVING TO SCHOOL

Students who hold a driver's licence and wish to drive to and from the College must complete the Permission to Drive application and follow associated guidelines. This application can be found on [The Lakes College Student Intranet](#) under Online Resources.

Students given permission to drive to school must not transport other students in their cars unless written permission has been obtained from both the parents/carers of the driver and the students travelling as passengers in the car.

Students given permission to drive to the College do so on the understanding that cars are not to be used during the day.

EMERGENCY PROCEDURES

In an emergency situation, students may be ushered to a safe haven on the College grounds or kept indoors. College staff will check attendance records and parents/carers will be contacted if necessary. The College will shut down on advice from Emergency Services and should that situation arise, all efforts will be made to keep families informed.

[Click here for a complete copy of The Lakes College Lockdown procedure / Evacuation procedure.](#)

ENROLMENT PROCEDURE

[Click here for a complete copy of The Lakes College Enrolment Procedure.](#)

EXCURSIONS

During the year, the College arranges excursions for classes and student groups. These are usually organised in conjunction with topics being studied in class.

Excursions are a vital part of the teaching program. Students will only be granted permission to miss excursions in exceptional circumstances and must catch up on work missed if permission is granted. [Please see Tours & Excursions.](#)

The cost of many excursions are included in the Resource and Activity Levy. Parents should ensure that teachers are informed of medical conditions which may affect the student's capacity to participate in the given excursion.

Please note that students departing the College on a curriculum-related excursion will be required to wear full College uniform unless advised otherwise. Students not in the correct uniform will not be permitted to attend the excursion.

FAMILY INFORMATION DATABASE

The College operates a computer database which consists of data relevant within our College community. For each family, the information required includes:

- Parents/Carers details
- Children's names and ages
- Family address and telephone number
- Emergency contact names and telephone number
- Student medical history
- A forwarding address or telephone number when a family or student leaves.

Information generated from the database is used by the administrative and teaching staff to assist in determining what resources are needed in the College and to contact parents/carers in emergencies. Parents/Carers therefore are requested to notify the College in writing as soon as any of their database information changes to make sure that they are sent information from the College as needed. Change of contact details are to be updated using Parent Lounge (*see Parent Lounge*). Some data gathered is used for mandatory government reporting.

The Lakes College takes its responsibility seriously in maintaining and protecting the confidentiality of this database information. [Please click here to see the College's Privacy Statement.](#)

FOUNDATION DAY AWARD

The Foundation Day award is presented at the annual Foundation Day Assembly. All students in Year 4-12 are eligible for the Foundation Day Award, irrespective of how long they have been a student at the College. Students are nominated by staff who, in their opinion, exemplify the ideals, ethos and philosophy of The Lakes College.

The recipients of this award display respect for others at all times, demonstrating support, encouragement and compassion within the College community. They act with integrity, embracing all opportunities presented to them and are wonderful ambassadors of The Lakes College and role models to their peers.

GOVERNANCE AND MANAGEMENT

The Lakes College Board is responsible to the Queensland Synod of the Uniting Church in Australia. The Board conducts its own affairs based on the College constitution and the standing rules of the College Board. The College Board comprises no fewer than five and not more than nine voting members appointed by the Synod.

The College Board determines the strategic direction of the College and approves an annual budget overseen by the Principal. The implementation of Board policy and the overall management of the College (Prep – Year 12) are the responsibility of the Principal. The Principal is assisted by the Senior Executive team consisting of: Deputy Principal, Head of Primary School, Head of Secondary School, Director of Corporate Services and Chaplain.

HAIR POLICY

In general terms hair should be kept **clean and tidy and not be of such a style as to bring undue attention to the student within the College.**

The following guidelines are pertinent:

- the shortest possible cut for a student is a ‘number 2’
- undercuts, tracks, shaved lines and noticeable layering are **not** permitted
- hair should not be in the eyes or over the collar or of a length/bulk that compromises the appropriate wearing of the College hat
- hair for girls that reaches the shoulders or below must be tied back off the face with a ribbon or scrunchie that is in neutral or College colours
- a haircut, hair colouring or hair style that is in any way extreme or draws undue attention to the student is **expressly forbidden**. A student who presents with a hairstyle that does not comply with College Policy may be sent home and asked not return until it meets College guidelines.
- any sideburns are not to extend beyond the ear lobe
- beards are not permitted – **boys must be clean shaven on a daily basis**. Boys with unacceptable beard growth will be required to shave at College or return home for shaving purposes.

HOMEWORK

The complete Primary School and Secondary School Homework Policy can be found on SEQTA. An outline is provided below:

As lifelong learners we understand that learning takes on a variety of forms and occurs in a range of settings. Home is one such setting. Homework communicates to students that learning takes place at home as well as at school and that learning should not be confined to school hours. The opportunity to extend learning beyond the classroom can be extremely valuable; however, the type of homework a student is required to complete must be purposeful. Homework has the ability to help students retain what they have learnt throughout the school day and ensure they are primed to learn more in future lessons. Homework has the potential to be used as a formative assessment tool which can then promote and enhance student learning. At The Lakes College, homework is viewed as a technique to further enrich the deep learning that occurs at school.





General Guidelines:

1. Homework must have intent. Students should be aware of the purpose of each Homework task. Most tasks fall into 2 categories: 1) Practice 2) Preparation
2. Homework must be aligned with a current Learning Goal/Learning Intention
3. Homework must be differentiated to ensure each student is able to independently complete tasks
4. Homework should include revision of concepts/skills/strategies
5. Homework can include pre-learning for future lessons
6. Homework should be fostering family relationships not stretching them
7. Homework should be shared not ‘marked’. This provides immediate feedback to the students
8. Homework cannot be given a time allocation as all students work at different rates

HOUSE SYSTEMS

The Lakes College has a House System. All students and staff are allocated to a House. Children in the same family will be in the same House.

The College Houses are derived from the aboriginal words from the Turrbal dialect of the Brisbane area for shield, water, hoop pine, light and book/learning which are dominant in our College crest. The names and colours of the Houses are as follows;

Nyani		To see or understand, representing learning – the book.	Red
Kumbarchu		Representing the hoop pine	Green
Kittabilla		Representing light	Gold
Tabbil		Representing water	Blue

ICT SAFE & ACCEPTABLE USE POLICY

[Click here for complete ICT, Email, Internet and Cybersafety Policy and Procedures.](#)

IMMUNISATION

The recommendation is that children now receive immunisations against diphtheria, tetanus and whooping cough on their fourth (4th) birthday which means that they should be immunised prior to starting Prep. As a consequence, Child Health Services no longer offer a Prep based service.

A Queensland Health Services immunisation program for HPV, Varicella, Hepatitis B and Boostrix, is offered to students in Year 7.

JEWELLERY & MAKEUP (STUDENTS)

Jewellery has both safety and security implications when worn to College. A simple wristwatch may be worn. Watches must be in unobtrusive colours. Girls are allowed to wear **one** pair of simple earrings, e.g. small studs or sleepers. Earrings must be in the lobe of the ear only.

Except for a wristwatch, boys are not allowed to wear any jewellery, e.g. necklaces, earrings, rings, etc. Jewellery may in some cases be confiscated until the end of term for repeat offenders.

It is essential that the spirit of the College's Jewellery Policy is not compromised through visible body piercings and quite specifically, tongue and eyebrow attachments. These draw undue attention to the student thus compromising uniform standards and expectations. The wearing of makeup, false eye lashes, nail polish and fake nails with College uniform is not appropriate.

Definition of an approved style of Stud:

Single post earring, of gold or silver appearance only. Maximum diameter of stud should be 3mm.

Definition of an approved style of Sleeper:

Single hoop earring able to be turned entirely through the hole in the earlobe, of gold or silver appearance only. Maximum diameter of hoop should be 12mm.

The final decision on these matters and subsequent suitability of appearance and hence ongoing attendance at the College rests with the Deputy Principal.

LEARNING MANAGEMENT SYSTEM (LMS)

The College employs the use of the SEQTA Learning Management System (LMS) to manage all aspects of its teaching, learning, reporting and administration. This LMS has been tailored to meet the requirements of both the College in delivering the very best Teaching and Learning practices, and the needs of the parents/carers and students within the TLC community.

The use of an effective LMS is considered paramount when strengthening the College-Parent-Community relationship. It enables parents/carers to access information about their child, whether it be academic or pastoral, immediately. Dependent on the year level of the student, parents/carers may be able to monitor all work undertaken within the classroom, whilst also accessing important information regarding key dates, assessment, policies, reporting, homework and all College information relevant to their child. The use of SEQTA differs between the Primary and Secondary schools.

Teachers are able to view all academic and pastoral information relevant to students they are teaching so they are able to tailor their teaching programmes to best cater for each individual child. It provides a medium to deliver classwork that is both exciting and innovative.

LESSON TIMES

Primary School

Period	Time
Homeroom	8:30am – 8:55am
Period 1	8:55am – 9:40am
Period 2	9:40am – 10:25am
First Break	10:25am – 10:55am
Period 3	10:55am – 11:40am
Period 4	11:40am – 12:25pm
Period 5	12:25pm – 1:10pm
Second Break	1:10pm – 1:40pm
Period 6	1:40pm – 2:20pm
Period 7	2:20pm – 3:00pm
End of School Day	3:00pm

Secondary School

Monday, Tuesday & Wednesday	
Period	Time
Period 1	8:30am – 9:15am
Period 2	9:15am – 10:00am
Pastoral Care	10:00am – 10:25am
First Break	10:25am – 10:55am
Period 3	10:55am – 11:40am
Period 4	11:40am – 12:25pm
Period 5	12:25pm – 1:10pm
Second Break	1:10pm – 1:40pm
Period 6	1:40pm – 2:25pm
Period 7	2:25pm – 3:10pm
End of School Day	3:10pm

Thursday & Friday	
Period	Time
Period 1	8:55am – 9:40am
Period 2	9:40am – 10:25am
First Break	10:25am – 10:55am
Period 3	10:55am – 11:40am
Period 4	11:40am – 12:25pm
Period 5	12:25pm – 1:10pm
Second Break	1:10pm – 1:40pm
Period 6	1:40pm – 2:25pm
Period 7	2:25pm – 3:10pm
End of School Day	3:10pm

LIBRARY

Library opening hours:

- Monday to Thursday: 7:30am – 5:00pm and Friday 7:30am – 3.30pm

- Primary students must be supervised by a parent/carer if attending the library prior to 8:00am and after 3:00pm
- Open at second break after eating for students in Year 1 - 12
- The Library will be closed for the last two days of each term to allow sorting and cataloguing.

Expectations within the library:

- The library is a place for study, book borrowing or browsing, quiet reading and board game playing. Sensible noise levels are acceptable
- The library is not a play area
- Running is not permitted at any time
- All furniture in the library should be used appropriately and replaced if moved
- Manners and respectful behaviour is expected by all
- Shelf markers must be used when browsing and borrowing.

Student loans:

Primary school students visit the library weekly in class time to borrow. All students require a waterproof TLC library bag that is available from the College Uniform shop to protect the books. They should be placed in the “library box” in their classroom the morning of their allocated library day.

Students may borrow on other days in their own time. Parents/Carers are welcome to accompany their children to the library before or after school.

Secondary students may borrow in class time at the discretion of their teacher.

Loan guidelines:

- Prep – 1 book
- Year 1 – 1 book
- Year 2 – 2 books
- Year 3 – 3 books
- Year 4 – 4 books
- Year 5 – 5 books
- Year 6 – 6 books
- Year 7 to 12 – as required up to 15 within reason for study purposes

Loan Period:

Two weeks and may be extended for a further two weeks upon presentation of the book/s. Students are unable to borrow while they have overdue books.

Overdue notices:

These are sent to class/homeroom teachers every week. Parents/Carers are usually contacted after the book is overdue by more than five weeks. If the book cannot be found, the replacement cost will be added to the next term’s fees. If subsequently the book is found the book will be given to the student if a replacement book has been already purchased by the Library.

Damaged books:

Any damage to books should be reported to library staff as soon as possible. If the borrower (or their family) is responsible for the damage, then they will be responsible for the replacement cost of the book.

Library Catalogue:

The Library catalogue is accessible via the College website, the intranet or SEQTA within the College and from home. Students can search and reserve any items they require. The library staff will notify the student via email when the item is available.

Library Lovers Support Group:

The library welcomes any volunteers to assist with the many tasks required to keep our library functioning efficiently. Please make yourself known to the friendly and supportive library staff anytime and they can find tasks that suit your interests and abilities.

Email: tlclibstaff@thelakes.qld.edu.au.

LOCKERS AND BAGS

Care of Locker Area

Secondary students have a responsibility to look after the locker which has been allocated to them. Inspections will be made regularly, and the student may be required to pay the cost of any necessary repairs or to replace lost locker padlocks.

Students:

1. Must keep to the locker allocated to them.
2. Need to keep their locker locked at all times. This is for the security of their belongings as well as for tidiness.
3. There must be no graffiti or stickers inside or outside the locker.
4. Food must not be left in lockers overnight – this is a health issue. Leaving litter in the locker area attracts vermin.
5. Must not open another student's locker. Pastoral Care teachers should be notified if this is a problem.
6. Bags or other personal possessions should not be left on the floor of the locker area. Offenders will have their item(s) confiscated.

Students found vandalising their own or other people's lockers will be required to pay for the damage and be subject to disciplinary procedures.

Students are always encouraged to store valuable items with the Pastoral Care teacher or Deputy Head of Secondary.

Parents/Carers who regularly inspect the contents of their children's College bags contribute towards the training of habits of care and tidiness. As all bags look similar, an identifying key tag is useful to assist Primary students to collect the correct bag. Under no circumstance are students to touch another student's bag.

LOST PROPERTY

Parents/Carers should label and mark all items of clothing. Personal items of value such as calculators should be engraved with the student's name. Misplaced possessions found around the College are

MOBILE DEVICES

- Use of a mobile phone between 8:00am - 3:00pm (Primary students) and 8:00am - 3:15pm (Secondary) is strictly prohibited unless authorised by the Deputy Principal, Head of Primary,

Deputy Head of Primary, Head of Secondary or Deputy Head of Secondary. This applies to both incoming and outgoing calls and text messages.

- Mobile phones must be switched off from 8:00am and handed to Pastoral Care teachers (Secondary) or Classroom teachers (Primary) or kept in bags or lockers.
- Unauthorised use of a mobile phone will result in confiscation of the phone and it will be held by the Deputy Head of Primary / Deputy Head of Secondary. Parents/Carers will be asked to collect the phone from the Deputy Head of Primary / Deputy Head of Secondary in person. Subsequent breaches of this policy will result in the student's mobile phone being held by the Deputy Principal until a parent/carer formally requests it return. The right to bring a mobile phone to the College will be revoked for a time determined by the Deputy Principal.
- The use of mobile phones to menace, harass or offend another person is a criminal offence. Students who use their phones to engage in personal attacks to harass another person or take unauthorised photos or video footage or post private information about another person will have their mobile phone confiscated and their right to have a phone at College will be revoked. The Deputy Principal may involve the Police should the mobile phone be used inappropriately.
- Students are not to bring mobile phones or any other device capable of receiving and/or sending information into classrooms while undergoing assessment or examinations. Phones / smart watches must be handed in and declared or students risk loss of marks and/or cancellation of results pertaining to that item of assessment.
- If parents/carers have to make contact with their children during the day, this is to be done through the College Reception.
- Smart watches are not to be worn during school hours, even if connectivity has been disabled.
- Students are not permitted to use blue tooth headphones or earpods while on campus or during lessons. Any headphones used for learning must have a cord.

A complete copy of the *Mobile Communication Devices Policy* can be found [here](#).

The College takes no responsibility for lost or damaged mobile phones.

NUT ALLERGY FRIENDLY SCHOOL

The Lakes College has students who are allergic to nuts. To minimise the risks to these children, we are a 'nut allergy friendly' school and request that food containing nuts are not sent to the College.

Food products that are labeled 'may contain traces of nuts' are acceptable and can be brought to the College.

OFFICE HOURS

The College offices are open from 8:00am to 4:00pm on Monday to Thursday and 8:00am to 3:30pm on Friday. The College switchboard is also in operation during these hours and messages may be left on the answering machine outside of these times. The office is closed each year for a two-week period over Christmas and early January.

PARENT/CARER HELP

Parents/Carers are encouraged to participate in many activities at the College. Parental involvement results in many benefits for all concerned including:

- A closer contact with, and a deeper understanding of, the functions of the College

- Getting to know other parents/carers, teachers, students, and what goes on in the classroom
- A closer relationship between parents/carers and their children through the child's enjoyment of the involvement and interest of their parent/carer in the College.

Parents/Carers can be involved in helping in a range of ways including craft, art, library work, transport, sports activities, helping with numeracy and literacy. Parents will not be required to act as officials at interhouse events unless invited by the Director of Sport and Activities. All staff at The Lakes College greatly appreciate the voluntary help of parents/carers.

All Primary classroom helpers are required to attend a Volunteer Training session prior to commencing to help in the classroom. These sessions are advertised at the commencement of each school year.

PARENT/CARER PORTALS – PARENT LOUNGE and SEQTA ENGAGE

Parent Lounge is an online facility where parents/carers can pay their school fees, accept excursions, update their contact details and their child's medical details.

SEQTA Engage is an online facility where parents/carers can see their child's academic reports, upcoming assessments and homework (Yr 4-12), timetables and subject outlines.

[Click here to view the Parent Portal Training Video.](#)

PARENT TEACHER INTERVIEWS

Parent Teacher Interviews are conducted twice a year and are listed in the College Calendar. Details regarding the online booking procedures are forwarded to parents/carers prior to these interviews.

PASTORAL CARE

Pastoral Care is a very important part of what we do at The Lakes College.

The College's pastoral care structure aims to provide individualised care for students, opportunities for developing student leadership, peer support and a real sense of belonging and community. Each of these factors contributes to producing well-rounded, positive young adults and good citizens for the wider community. All members of the student body should feel valued and important so that they are happy and therefore able to strive for academic excellence, to progress in all areas of personal growth and to reach their potential in all respects.

The Christian foundation of the College underpins the way we care for our students, and it also provides a philosophical framework that encourages the students to care for each other, thereby promoting student leadership, citizenship and community awareness. The pastoral care structures and programs cater for all students, not just those experiencing difficulties for a time, and provides students with avenues for self-expression and success outside the classroom.

Communication between parents/carers and teachers through the student diary is a vital component of our pastoral care. Teachers check the student diaries regularly and we ask parents/carers to show that they are regularly monitoring their child's progress by signing them at the end of each week.

Parents/Carers are asked to contact classroom teachers/pastoral care teachers in the first instance with any concerns about their child. After communicating with the teacher, it may be appropriate to

discuss more serious areas of concern with the Deputy Head of Primary or Deputy Head of Secondary.

Pastoral Care – Secondary School

The Pastoral Care System is an integral part of the formational, spiritual and academic development of students at The Lakes College and it caters for students from Years 7-12. Each Pastoral Care group is made up of 20-25 students and aims to provide outstanding personal care for all its members.

The Pastoral Care System aims to:

1. Integrate the formational, spiritual and academic dimensions of the College so that students experience a total sense of care.
2. Constantly seek and affirm each student's worth, dignity and identity, and encourage them to strive for excellence in every dimension of their life.
3. Develop the leadership capabilities and opportunities of all students.
4. Provide a sense of community within the larger TLC community.

Each group is led by a Pastoral Care teacher who is directly responsible for the pastoral care of all the students in the group. Pastoral Care teachers have several other responsibilities including:

- Ensuring consistent maintenance of the ethos and standards of the College.
- Being the first point of contact with the College for any pastoral/personal matters.
- Proactively monitoring and managing student behaviour, attitude and standards (uniform, jewellery, hair) within the Pastoral Care group and contact parents/carers where appropriate.
- Communicate regularly, effectively and in a timely manner with parents/carers.
- Monitor the academic progress of students in the Pastoral Care group
- Monitor Pastoral Care group absences and contact parents/carers if required.
- Carefully monitor students at College assemblies and other College events to ensure appropriate behaviour and decorum.

Parents/Carers with academic concerns should contact the child's subject teacher in the first instance.

PHOTOCOPYING

Students from Years 7 to 12 can access photocopying and printing services in the College Library. Students are provided with print credit each term accessed via their student card. A print allowance of \$10 for students in Years 4-6, \$40 for students in Years 7 – 12 is included in the 2022 Resource and Student Levy.

Additional print credit is available to be purchased at Reception.

PHOTOGRAPHY, VIDEO AND AUDIO FOOTAGE OF STUDENTS

The Lakes College documents student achievements and College events through images, video footage and audio in a range of publications such as our website, newspapers, advertising (including billboards, magazines, newspapers, local directories etc.) school newsletters, social media, television and other promotional materials to illustrate and inform the wider community of the activities, achievements and values of the College.

Images of students may include the first name of the student and may be used in any manner without notification. Images of students may be used to promote The Lakes College even after a

student has left the College, particularly if a student has been included in a professional photo shoot and remains the property of The Lakes College.

Parents/Carers can photograph or film their own child at College presentations and events but cannot publish these recordings on social media if other students from The Lakes College can be identified.

If parents/carers do not wish any images or recordings of their child to be used by The Lakes College, please advise us by emailing info@thelakes.qld.edu.au.

PLAYGROUND BEHAVIOUR

What happens in the playground is as much a learning experience as what happens in the classroom; therefore, the staff of The Lakes College place a high priority upon actively supervising playground activities. Inappropriate behaviour occurring in the playground area will be dealt with using the same approach as classroom behaviour issues.

POLICIES

College policies can be obtained on request from the Main Reception. The following policies are available on the College website - www.thelakes.qld.edu.au/our-college/policies

- Anti-Bullying Policy and Procedures
- Behaviour Support Policy
- Child Protection Policy
- College Community Code of Conduct
- Cyber Safety Policy
- Alcohol, Tobacco and Illicit Drugs Policy
- Complaints Policy and Procedures
- Mobile Communication Device Policy
- Privacy Policy and Procedures
- Sun Safety Policy
- Social Media Policy
- ICT Safe and Acceptable Use Policy for Students

REPORTING

The College has a clear commitment to sustained academic monitoring of student performance to ensure students are reaching their potential.

All teaching staff are expected to:

- demonstrate consistent monitoring of student performance
- provide supporting documentation of student performance
- involve students in feedback and follow-up action plans
- communicate regularly with parents/carers about student performance

Formal reporting includes:

- Semester Reports at the end of Semester 1 (P-12) and Semester 2 (P-11)
- Parent Teacher Interviews twice yearly

- At the end of Semester 2, Year 12 students receive a Queensland Certificate of Education (QCE) from the Queensland Curriculum & Assessment Authority. No Semester 2 school report is issued for Year 12.

Secondary School:

SEQTA provides the College with a means of communicating more effective feedback to parents/carers regarding student performance. When some assessment pieces are marked, detailed feedback will be uploaded to SEQTA, accompanied by the marked assessment piece. This feedback should highlight strengths and areas for improvement. Parents/Carers and students have access to this information, thus providing them with timely and updated performance data regarding academic progress and the agreed focus for improvement. Research suggests the provision of immediate, specific feedback has the greatest impact on student learning (Hattie, 2008).

Parents/Carers are encouraged to use this feedback to stimulate discussion with their child about their academic progress.

Hattie, John (2008). Visible Learning: A Synthesis of Over 800 Meta-Analyses Relating to Achievement. NY: Routledge.

SAFETY

Items deemed dangerous and/or illegal are not to be brought onto the campus under any circumstances. These items include, but are not limited to alcohol, tobacco, illicit drugs, aerosols and laser torches.

SCHOLARSHIPS

Our TLC Scholarship program is designed to identify and celebrate students in Years 7-11 who have strengths and expertise in a variety of areas, giving opportunity for young people to be part of a learning community that fosters Belonging, Believing and Becoming.

The Lakes College offers a discreet number of scholarships for students entering the College in Year 7 to 11, affording a partial remission of tuition fees to students who meet the standards set out for each individual scholarship category. The Lakes College has a strong commitment to assisting young people who would greatly benefit from education at the College, but who, without financial assistance would be unable to attend. Except for Academic Scholarships, other scholarships for 2023 are currently under review.

Please note:

- Registrations for Academic Scholarships for 2022 have now closed
- All scholarships are subject to annual review
- Scholarships are subject to year level availability

Academic Scholarships

- Academic Scholarships are awarded based on outstanding results achieved in scholarship testing, previous academic records and an interview with the Principal or Head of School.
- For students who have demonstrated a high level of achievement in academics and possess qualities compatible with the values and characteristics of a Lakes Learner.
- Applicants for an Academic Scholarship are required to sit the ACER scholarship exam and submit a completed Academic Scholarship Application form.
- Applicants are shortlisted according to their academic performance in the ACER Exam.

- Preference will be given to applicants who would greatly benefit from an education at The Lakes College but who, without financial assistance would be unable to attend.

Academic Scholarship testing for 2023 scholarships will be held at The Lakes College on Saturday 5 March 2022. Registration can be made via the College website.

SECOND HAND UNIFORMS

TLCCA Second Hand Uniform Shop is located in the upper car park off College Street (Car Park 1). The Second Hand Uniform Shop is open at the following times:

- Monday – Friday 8:00am – 9:00am
- Tuesday 2:30pm – 3:45pm

Email tlcca2ndhanduniform@thelakes.qld.edu.au for further information or visit the [College website](#).

SEXUAL HARASSMENT

The Lakes College is committed to providing all staff and students with a working and learning environment free from any type of harassment. All staff, parents/carers and students are required to honour and support this commitment.

Sexual harassment is unacceptable and will not be tolerated at The Lakes College under any circumstances. Appropriate disciplinary action will be taken in any proven instance of harassment. All reported cases of harassment will be investigated.

SMS MESSAGING

At times, SMS messaging will be used to inform parents of changes in extra-curricular activities, College excursion information and changes to College routine as a result of bad weather. SMS messaging will also be used to inform parents/carers of students of any unexplained absences. It is therefore essential that contact details are accurate. Should there be any change to your contact details, please update in Parent Lounge.

STUDENT ID CARDS

Students in Years 4 – 12 will be issued with a student ID card each year. Students in Prep – Year 3 are issued with a card on request. On campus, these cards are to be used for photocopying, bus travel and Café purchases. Replacement ID cards can be purchased from Reception at a cost of \$5.00 each.

Students are to retain their ID cards for use for the whole year including Term 1 of the following year.

STUDENT MESSAGES AND TRAVEL ARRANGEMENTS

If unavoidable transport changes occur, **these must be communicated to Reception by 2:00pm** at the latest. Reception cannot guarantee that messages will reach the student after this time. Emails may not be checked so please phone the College in the case of an emergency or late change. We ask parents/carers to minimise requests for student messages to be passed on during the day.

STUDENT RECORDS

Student records such as parent/carer contact details, emergency contact details, medical details and mailing addresses must be kept up to date and parents/carers are requested to update all details on Parent Lounge at the beginning of each semester.

Change to Home Routines

In cases of accident, illness, bereavement or separation, teachers can adjust expectations and make allowances for changes in student behaviour and performance. This information should be passed on to the Head of Primary, Head of Secondary or other appropriate staff members. Confidentiality will be respected.

SUN SAFETY

[Click here for the complete Sun Safety Policy.](#)

TERM DATES

Semester 1

- Term 1 - Monday 24 January – Thursday 31 March
- Term 2 - Tuesday 19 April – Thursday 16 June

Semester 2

- Term 3 - Tuesday 12 July – Friday 16 September
- Term 4 - Tuesday 4 October – Thursday 1 December
(Year 12 last day 18 November)

Please refer to our website, Tidings, College calendar and College app for term and special event dates.

TEXTBOOK & RESOURCE ALLOWANCE

- The College will supply some of the textbooks and novels required by students for their learning.
- All textbooks provided by the College remain the property of the College and are to be returned at the end of each year/semester if requested/change of subject.
- Students must not write in or mark in any way the textbooks that have been issued to them or cleaning/replacement charges may be applied.
- Payment must be made for lost books before further books are issued.
- Charges for damaged/lost textbooks will be charged to Term Fee Statements.

Textbook Allowance

The College receives funding to purchase textbooks and resources for Students in Year 7 -12 as part of the State Government Textbook and Resource Allowance (TRA) visit <https://education.qld.gov.au/about-us/budgets-funding-grants/grants/parents-and-students/textbook-resource-allowance> for more information.

THE LAKES COLLEGE COMMUNITY ASSOCIATION (TLCCA)

The Lakes College Community Association (TLCCA) is committed to the development of a school community that supports our children to achieve and learn in a safe and supportive environment.

The members of The Lakes College Community Association believe that one of the best ways we can provide support to our children's learning is by being actively involved in College activities. The association facilitates a range of events, which gives a chance for every parent to be involved in the College community.

To bring parents/carers together for sharing friendship and good times, TLCCA organises a number of social events each year. TLCCA also provides funding for the College by holding various fundraising activities each year.

Community members can be involved by volunteering to support or organise a fundraising activity and actively participating in monthly general meetings, contribute to a sub-committee or holding an office bearer position within the TLCCA Executive committee. For more information regarding becoming a part of The Lakes College Community Association Committee, please contact the Secretary by emailing tlccasecretary@thelakes.qld.edu.au or attend one of TLCCA's monthly General Meetings.

TLC BEYOND - EXTRA-CURRICULAR PROGRAM

Each year we offer a range of extra-curricular activities for our students. A full list of extra-curricular activities will be provided before the beginning of each term.

The aim of the College's extra-curricular program is to encourage all students to develop their interests and talents to the fullest. We encourage excellence through high quality tuition and coaching. Participation in the extra-curricular program also serves as a valuable pastoral experience or opportunity, developing positive relationships between students, adults and parents/carers. The Director of Sport and Activities coordinates the extra-curricular program.

Administration and staffing

Most activities are administered by a Teacher-In-Charge (TIC) who reports to the Director of Sport and Activities/Head of Secondary or Head of Primary, apart from some activities which are organised by external providers. Coaches and team managers report to the various TICs. Parents/Carers with questions or concerns should contact coaches/managers in the first instance and TICs or the Director of Sport and Activities for more important issues.

Student Participation

Extra-curricular participation at The Lakes College is not compulsory; however, all students are strongly encouraged to participate in the program offered by the College. If students enrol in an activity, it is expected that they will commit themselves to training and playing for the entire season/term.

Attendance

Students are expected to attend all performances, practice sessions and matches. The coach or TIC of the activity must be notified by a parent/carer if a student is ill or unable to attend on any occasion. As much notice as possible should be given so that a suitable replacement can be organised. If this is not possible, the student should present a note on the first school day after the performance, match or practice session. All participants in the extra-curricular program need to be aware of what is expected of them in terms of dress and appearance. This includes travelling to and from a venue and while on tours away from the College. Details of the correct uniform for each activity are available from TICs and coaches.

Costs

A \$20 administration fee per child per term will apply for students wishing to participate in extra-curricular activities. Some activities also attract an additional cost for materials and/or service

providers. These costs are charged to parent/carer accounts upon confirmation of registration and prior to commencement in the activity.

Compulsory College Care Registration

Prep-Year 6 students must be registered with College Care to access extra-curricular activities. Enrolment is at no cost to parents/carers, but parents/carers will be liable for a late pick up fee if students are not collected within 10 minutes of the end of the activity. Students can be picked up from CC after this time.

College Care enrolment is to be completed online via the website. Students with a pre-existing CC enrolment do not need to re-enrol. **No student will be added to an extra-curricular activity until their CC enrolment is complete.**

Extra-curricular student supervision procedure – Primary students

- All Primary students must meet the teacher in charge (TIC) of their extra-curricular activity in the undercover area once they have been dismissed from class. Prep and Year 1 students will be escorted to this area.
- The activity roll will be marked by the TIC before leaving the undercover area and a list of students who will need to go to College Care following the activity will be given to each TIC at this time. All teachers will also receive a list of absent students prior to the commencement of the activity so they can mark any students on their activity roll as absent.
- After the extra-curricular activity is finished, students are to be picked up by their parents from the activity location. The students who are to go to College Care will be escorted there by the teacher in charge. At no time will any Primary student be allowed to leave the school campus after the activity is finished without the written permission of a parent via the student diary. There must be a new diary entry for each occasion a parent wishes to change the pick-up arrangements i.e. your child is to walk or ride home, your child is to be picked up by another adult etc. This diary must be shown to the TIC by your child.

(Please note: This only applies to students in Year 4 and above. All Prep to Year 3 students must be collected from the activity location)

- If a student hasn't been collected from the activity within 10 minutes after the activity has finished a phone call to the parents/carers will be made. If a further delay occurs, the student will be taken to CC. A cost will be incurred by parents/carers.
- The library is open for Secondary students who are studying and to Primary students who are with their parents/carers. No Primary student is to go to the library after the activity is finished unless they are accompanied by their parents/carers.

Parents/Carers are asked to let the College know if:

- A child no longer wishes to participate in an extra-curricular activity as these places can be offered to students who may have missed out previously.
- A child is taken home and they have an activity on that afternoon. Please ensure the Office is advised, by phoning 3491 5555 or email activities@thelakes.qld.edu.au.

TLC BEYOND - PERFORMING ARTS

TLC Beyond – Performing Arts offers students from Prep to Year 12 opportunities for developing and sharing their love of performing arts to the school and broader community. We offer programs to suit a wide range of interest and ability levels, all of which foster *Belonging, Believing and Becoming* in our students.

Music

Students can participate in extra-curricular music in several ways, through our performance ensembles and choirs, or through instrumental and vocal tuition. Please refer to the Music Handbook for full details of the Music program which can be found on the College website.

Our performance ensembles are the most visible aspect of our program, and include string ensembles, concert bands, choirs and specialist ensembles. Our ensembles perform regularly at College assemblies and events, as well as festivals and competitions.

All Year 3 and 4 students participate in Instrumental Music Immersion classes where they learn to play classical strings (Year 3 & 4), and woodwind, brass and percussion instruments (Year 4). For many students this is their first exposure to learning an instrument and is a wonderful way to open this world up to them.

Private and Small Group instrumental and vocal tuition is available through our Music Studio. Students can learn from our highly qualified specialist music tutors in a rigorous and flexible learning environment. Music Studio supports and compliments ensemble, immersion and classroom programs by enhancing learning, progressing technique and providing extension pathways such as AMEB examination.

Dance

TLC has a proud tradition of excellence in extracurricular Dance and we are pleased to offer performance troupe (KIAH) to students in all year levels. Our KIAH Dance Troupes work towards performance opportunities throughout the year, including competitions and eisteddfods. Students audition for a place in a KIAH troupe, where they can learn to perform to a high standard, in a supportive and encouraging team environment. Our KIAH troupes are sequential in nature, and students progress according to age or by special invitation. For young students who are new to dance, or just not quite ready for the high level of commitment we also offer places in our developmental ASPIRE troupes, which focus on the development of skills and culture with the aim of joining a KIAH troupe when they are ready.

Drama

Strike Theatre is an auditioned performing theatre troupe for Secondary students. Students prepare a number of plays throughout the year and perform at various competitions and school performances.

TLC BEYOND - SPORT

It is our intention to provide students with the opportunity to play a variety of sports in a healthy, respectful, safe and competitive environment. At times, there may also exist the opportunity to be involved in a participation-based model of sport.

In all situations it is our aim to involve students at a level of sport which is challenging, whilst also enabling students to experience enjoyment and success.

The College provides a sporting program within the constraints of staffing and expertise. Sport is provided at an Interhouse, Interschool and representative level throughout the year.

Interhouse Carnivals

Interhouse carnivals provide an opportunity to foster the values of the College and build College spirit. As such, it is compulsory for all students to attend and participate in these carnivals. Parents are welcome to attend and lend support to their child and other students.

Students who participate in interhouse competitions do so with the understanding that these also serve as a selection tool for interschool carnivals. It is the College's expectation, that if selected, students will represent the College at the relevant interschool carnivals.

Dates for all Interhouse carnivals (Swimming, Cross Country and Athletics) are in the College calendar.

Interschool Carnivals

Students who are selected for Interschool carnivals are expected to participate in a training program leading up to the Interschool carnivals.

Sport - Representative Sport

For chosen sports, students have the opportunity to compete for selection in representative teams.

1. District – Pine Rivers
2. Region – Metropolitan Brisbane North
3. State - Queensland
4. National - Australia.

Further details regarding the sport program are available on the College website or by contacting the Mr Freddie Wood, Director of Sport fwood@thelakes.qld.edu.au.

TOURS & EXCURSIONS

It is College policy that no student of the College be permitted to participate in any domestic or overseas tour or excursion if the College fees payable for that student are outstanding. This policy applies notwithstanding an offer made by a third party to pay for the tour costs.

In addition to this, students are to have met all academic requirements and demonstrated consistent appropriate behaviour and dress standards.

The policy relating to overseas educational sports, music and cultural tours requires that all group members will travel together as one unit. This means the use of frequent flyer points and discount schemes is generally not possible.

UNIFORM POLICY

The reputation and standards of The Lakes College will be reflected in the standards and presentation of its students. Therefore, students will be strongly encouraged to wear their uniform with pride.

The wearing of the correct uniform is important for a number of reasons:

1. It encourages self-discipline within the students
2. It helps the College, and therefore the students, to develop a unique sense of identity
3. It enables the College to develop an appropriate image within the wider community, especially when students are on excursions and in the public view

Whilst it is a parental responsibility to ensure that students are sent to the College in uniform, teachers will follow up uniform issues immediately. Parents/Carers may be notified of any uniform problems by the class teacher / Pastoral Care teacher in the first instance.

After such notification it may be necessary that the item be supplied from the Uniform Shop, with the cost of the item charged to the parents/carers. This should only occur with the approval of the Head of Primary / Head of Secondary.

Out of Uniform Requests

Students coming to school with incorrect uniform items should bring a note of explanation from a parent/carer. The note should be presented to the class teacher / Pastoral Care teacher at the start of the day.

Dress Code

The College has a standard uniform, which should be worn at all times in accordance with the following guidelines:

1. It is the parent's responsibility to ensure that students are in correct College uniform at all times. All clothing should be neat, clean and in good repair.
2. All clothing and accessories other than shoes should be purchased from The School Locker and is required to meet the following uniform specifications;
 - All clothing should be of an appropriate fit.
 - Shirts are to be buttoned (except for the top button in Prep – Year 3).
 - Student pinafores and skirts should sit on the knee.
 - Ties in Years 4 – 12 must be worn to and from school every day. Boys ties can be removed once at school and top button undone.
 - Socks are to be College uniform socks. Formal socks will be worn with the formal uniform and sports socks will be worn with the sports uniform.
 - Shoes should be black leather (not suede or boot), lace up College shoe (Prep students are permitted to wear Velcro straps) with a flat heel. Black leather joggers are not acceptable.
 - Sport shoes should only be worn on sport days.
 - All students must purchase and use the approved College School Bag and College Excursion Bag.
3. All clothing should be clearly labelled.
4. Swimwear:
 - I. Primary School - Wearing of the College togs and College rash shirt are compulsory for swimming lessons, activities and carnivals.
 - II. Secondary School – Wearing of the College togs are compulsory for all representative swimming events. Navy or black togs can be worn for swimming lessons and Interhouse Carnivals.
5. On certain days (e.g. some camps and excursions) students are permitted to wear non-uniform clothing and will be given clear guidelines regarding appropriate attire.
6. We encourage all students to maintain high standards of personal hygiene. Please note that aerosols are not to be brought into the College.

Blazers

Blazers are compulsory for students in the Secondary School. Blazers must be worn to Chapel and Assembly and are a compulsory item of the College uniform to be worn to and from school in Term 2 and 3. The College blazer must be worn on formal occasions.

Hats

Formal hats must be worn by students when they travel to and from the College and when off campus, unless the students are directed otherwise by a teacher. Sports hats must be worn during sport activities and lunch breaks and on the days when the Sports uniform is worn to school. Hats which are not in good condition will need to be replaced.

The staff of the College will enforce strict sun protection rules, with a “No Hat, No Play” policy. Students are required to bring their sports hat on non-sports days for playing in the playground.

School Shoes

All students should wear black, leather, lace-up school shoes, which should be regularly cleaned and polished. Student in the Preparatory year are permitted to wear Velcro leather school shoes. Black leather joggers, high heels and other variations are not acceptable.

Sports Shoes

Sports shoes must be predominantly white, with as little colour as possible and with white laces. Please note that the final decision on shoe suitability rests with the Head of Primary / Head of Secondary or Principal.

Sports Uniform – Primary School

Students in Prep – Year 6 are permitted to wear their sports uniform to and from College on their scheduled PE / Sport days.

Sports Uniform – Secondary School

The Sports Uniform must be brought to school on the specified sport day. Students in Years 7 – 12 must wear their formal uniform to College and change into their sports uniform. Students training for teams and other activities on other days will need to wear their formal uniform and bring their sports uniform to College with them. Secondary students are to leave the College in formal uniform unless with the express permission of the Head of Secondary.

Sunglasses

The College is aware of the need for eye sun protection, therefore students will be allowed and encouraged to wear sunglasses as an option. Whilst students will be initially be able to wear sunglasses from other suppliers, as the College grows, specified sunglasses will be made available. Sunglasses should be navy or black and should be of a style which does not attract undue attention.

Winter Uniform Details

The wearing of winter uniform is optional during Term 2 and 3. All winter uniform items and accessories other than shoes should be purchased from The School Locker to meet uniform specifications. The wearing of turtleneck skivvies or long sleeve shirts under College uniform is not permitted. College Jumpers and tracksuits are available for purchase. Tracksuit tops are not to be worn with the formal uniform. It is compulsory for boys in Secondary School to wear long grey trousers in Term 2 and 3 and for all formal occasions. Ties must remain on when blazer is on.

Free Dress Day – Dress Code

The basic principles are:

- Be sun-smart
- Be safe
- Dress in a manner consistent with the ethos of the College. This means:
 - Enclosed footwear only- flat-heeled shoes, sneakers, boots or sandals are acceptable
 - Clothing must be clean, neat and in good repair
 - Shorts, dresses and skirts must be of a reasonable length
 - No exposed shoulders
 - No low necklines or exposed midriffs

FULL COLLEGE UNIFORM:

GIRLS FORMAL: Prep - Year 3

- Formal pinafore
- Formal blouse
- Formal jumper
- Formal dress hat

- Black leather lace-up school shoes, flat heel (Velcro black leather school shoes allowed in Prep only)
- Specified ribbed navy tights or College socks
- Specified navy or white ribbons, College scrunchies or hair accessories.

GIRLS FORMAL: Years 4 - 12

- Formal skirt
- Formal blouse
- Formal girls tie
- Formal jumper
- Formal dress hat
- Black leather lace-up school shoes
- Specified ribbed navy tights or College socks
- Specified navy or white ribbons, College scrunchies or hair accessories
- Formal blazer is compulsory in Term 2 and 3 and special occasions for Years 7 – 12
- Formal trousers (from Term 2, 2022)
- Formal dress shorts

SPORT: Prep - Year 12

- Unisex sports polo shirt
- Unisex sports shorts
- Unisex sports tracksuit
- College sports ankle socks
- White sport shoes with white laces
- Sports hat
- College swimming togs / rashie / swim cap
 - Primary School - Wearing of the College togs and College rash shirt are compulsory for swimming lessons, activities and carnivals.
 - Secondary School – Wearing of the College togs are compulsory for all representative swimming events. Navy or black togs can be worn for swimming lessons and Interhouse Carnivals.
- Specified navy or white ribbons, College scrunchies or hair accessories.
- College House shirt is required for all House activities.

BOYS FORMAL: Prep - Year 3

- Formal shirt
- Formal jumper
- Formal navy shorts / navy trousers
- Formal dress hat
- Black leather lace-up school shoes
- Formal navy short socks

BOYS FORMAL: Years 4 – 12

- Formal shirt (to be tucked in)
- Formal tie (Maroon TLC tie Year 4 – 6, Navy TLC tie Year 7 – 11, Seniors tie - Year 12)
- Formal jumper
- Formal charcoal shorts / trousers
 - N.B. Trousers are compulsory in Term 2 and 3 and special occasions for Year 7 – 12
- Formal blazer is compulsory in Term 2 and 3 and special occasions for Year 7 – 12
- Formal dress hat
- Black leather school belt
- Black leather lace-up school shoes
- Formal charcoal socks specific to shorts / trousers

SECONDARY SCIENCE STUDENTS

- Year 7-10 students: TLC apron and safety glasses
- Year 11-12 Chemistry and Biology students: TLC Lab coat and safety glasses.
- Year 11 -12 Science in Practise students: TLC apron and safety glasses
- Year 11-12 Physics students: safety glasses

TLC Aprons, Lab Coats and approved safety glasses are available at The School Locker – see [UNIFORM SHOP](#).

COLLEGE BAG

Navy Blue specified College bag with Crest and Motto

EXCURSION BAG

Navy Blue with Crest and Motto. Students of The Lakes College are required to purchase the College Excursion Bag which is used for all off campus activities and excursions.

SPORTS BAG

Navy Blue with Crest and Motto. Students in Year 7 – 12 are required to purchase the College Sports bag which is to be used for all sporting activities both on and off campus. The Sports bag is an optional uniform item for Year 4 to 6 students.

UNIFORM SHOP

All uniform items and accessories should be purchased from The School Locker. Uniforms are available from The School Locker's retail store and online. The School Locker is local and located at Shop 9A, 4-6 Burke Street, North Lakes and operates 6 days per week;

- Monday to Friday 8:30am to 5:00pm
- Saturday 9:00am to 3:00pm

Visit www.theschoollocker.com.au for further details.

Second Hand Uniforms – refer to [SECOND HAND UNIFORMS](#)

WEBSITE

The College website address is www.thelakescollege.com.au and is a useful resource for parents and students.

WELLNESS CENTRE

The Lakes College has an established Wellness Centre staffed by a qualified Nurse. The Wellness Centre is located in the Year 1 – 3 undercover area and provides medication and assistance to students feeling unwell.

Administering of student medication

Many medications can be harmful and even lethal if administered incorrectly. A clear and consistent set of procedures is necessary to help ensure an appropriate level of care for students with respect to the administering of medication during College hours.

Prescription Medication

Parents/Carers wishing students to take prescription medication during College hours must inform the College Nurse at the Wellness Centre in writing via an 'Administration of Medication Form'. The notification must include instructions about:

- The student's name and class.
- Any possible adverse effects (if appropriate).
- Administering times/duration and precise dispensing instructions.

Prescription medication will not be dispensed by the College Nurse if this information is not provided. Medication will not be dispensed unless clearly labelled with Doctor's name, Chemist's Details, Student's Name and Dosage required. The College Nurse will keep all prescribed student medication in a secure place.

All prescription medications to be administered must be included on *Administration of Medication form*, which will be reviewed at the end of the 'allocated duration' on the form. All discontinued medication must be collected immediately by a parent/carer. All unclaimed medication will be destroyed the end of the semester. Parents/Carers are requested to notify the Wellness Centre immediately if there are changes to a student's medical information, especially in the case of medical alerts.

Non-Prescription/Over the Counter Medication

The College Nurse will not administer any over the counter / no prescription medication that is not clearly labelled with Chemist details, student name and recommended dosage. This includes Panadol and Nurofen.

Generally speaking, it is the student's responsibility to come to the Wellness Centre at the appropriate time to be given prescription medication. If a student forgets to come to the Wellness Centre, the College Nurse will endeavour to arrange for the student to take their medication at a time that is convenient.

Administration of Medication forms are available for collection from the Wellness Centre or by emailing wellnesscentre@thelakes.qld.edu.au.

Keeping records of student medication

The College Nurse will keep an accurate record of medication dispensed on the College database which includes:

- The student's name
- The time of dispensing
- The dosage dispensed

Self-administering of medication

Under no circumstances are students permitted to self-administer medication. The only exception to this is for asthma 'puffers', in which case students must have a letter of authorisation signed by the College Nurse. They then may carry the medication on their person or in their bag.

Administration of Emergency medications

Any College staff member may administer emergency medication (EpiPen, Glucagon, Ventolin) as directed by Emergency services personnel as an emergency response.

N.B. It is a requirement that all College staff hold a current first aid and CPR certificate.

The Lakes College

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