



# College Guide



Purpose with integrity

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# Living in community

values for Lutheran schools

*love*

JUSTICE

*compassion*

f o r g i v e n e s s

service service **service**

**COURAGE**

*humility*

hope

**quality**

appreciation

# **1. INTRODUCTION TO THE COLLEGE**

## **Welcome from Mr Francois Pienaar – Principal**

My staff and I look forward to working with you and your child and hope that your family finds our College a happy, friendly and secure place to be; one that will stimulate the desire to learn, create and discover. **Please see our statement of commitment to child safety on the following page.** We commit to providing an environment with the care of children as the key focus.

We hope that through your interest, personal involvement and co-operation, you will come to feel very much a part of the College community.

The Living Waters Lutheran College Guide has been compiled for the benefit of the school community. Its contents provide a comprehensive guide to the daily life and organisation of the College as well as expectations of the College from all its members. The College Guide will be updated on the website [www.livingwaters.wa.edu.au](http://www.livingwaters.wa.edu.au) as changes occur. Please visit the website regularly for the most up to date information.

Communication between the home and the school is essential to help your child get the most out of their time at Living Waters. Your participation in College life is greatly appreciated, whether it is through your ongoing support for your child as they learn and grow; assistance in classrooms, service on committees, encouragement to College staff or prayer for the College and its students and staff. It all makes a difference. Thank you for being our partners in education.



## **Living Waters Lutheran College**

### **Statement of Commitment to Child Safety**

**As a Lutheran School with a mission to share the love of Jesus as we educate and care for children we are committed to the safety and wellbeing of all children and young people in the Living Waters Lutheran College community.**

This public statement from the Board and Executive of the College confirms our commitment to the protection of children from abuse and grooming is designed to be a demonstration of our resolve to champion child safety in all College environments.

The Statement is communicated through our public website and staff intranet, as well as through the College's annual report and in induction and welcome packs.

Safety and wellbeing of all children and young people will be the primary focus of our care and decision-making.

**Living Waters Lutheran College has zero tolerance for child abuse.**

Living Waters Lutheran College is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

Every person involved in the College community has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

In its planning, decision-making and operations Living Waters Lutheran College will:

1. Take a preventative, proactive and participatory approach to child safety;
2. Value and empower children to participate in decisions which affect their lives;
3. Foster a culture of openness that supports all persons to safely disclose risks of harm to children;
4. Respect diversity in cultures and child rearing practices while keeping child safety paramount;
5. Provide written guidance on appropriate conduct and behaviour towards children;
6. Engage only the most suitable people to work with children and have high quality staff and volunteer supervision and professional development;
7. Ensure children know who to talk with if they are worried or are feeling unsafe, and that they are comfortable and encouraged to raise such issues;
8. Report suspected abuse, neglect or mistreatment promptly to the appropriate authorities;
9. Share information appropriately and lawfully with other organisations where the safety and wellbeing of children is at risk; and
10. Value the input of and communicate regularly with families and carers.

## **Lutheran Education Australia**

Living Waters Lutheran College is a school belonging to Lutheran Education Australia (LEA). LEA is committed to the mission and ministry of the Lutheran Church of Australia (LCA) through supporting quality, Christ centred education. It operates on behalf of the LCA in partnership with early childhood centres (ECCs), schools and regions in pursuit of this vision.

Accordingly, LEA will:

- operate as early childhood centres and schools of the LCA as outlined in the LCA Constitution, the LEA Ltd Constitution and the LCA and its schools statement, and aligned with the *Framework for Lutheran Schools* in A vision for learners and learning in Lutheran schools
- operate early childhood centres and schools where the word of God with the gospel of Christ at its heart informs all learning and teaching, all human relationships, and all activities of the school as outlined in the LCA statement The Lutheran school as a place of ministry and mission
- work collaboratively with all stakeholder groups
- be an organisation that is agile and comfortable with change
- be strategically aligned with the regions applying a seamless approach and ensuring collaborative use of resources
- model excellent leadership at management level, supported by a high performing, functional Board
- be a national system of schools and ECCs
- maintain and strengthen its Lutheran distinctiveness, celebrating its achievements and heritage
- establish and maintain meaningful partnerships to promote Lutheran education
- provide leadership and be the accountable body for Lutheran education to LCA, General Church Council and the Districts

Today the LEA is a leading provider of early childhood and school education across Australia. In 2016 around 40,000 students were enrolled in 140 early childhood centres and schools, supported by more than 4,000 staff members

### **Responsibilities**

The College acknowledges that child protection is everyone's responsibility. At Living Waters Lutheran College all Members of the College Board, staff members, Volunteers, Third Party Contractors and External Education Providers have a shared responsibility for contributing to the safety and protection of children.

### **Review**

The College Board and executive staff commit to review child protection policies annually to ensure compliance with all relevant child protection laws and regulations allowing the College to maintain a safe environment conducive to the promotion of child wellbeing.

## About Our School

Australia has had Lutheran schools ever since the first Lutheran settlers arrived in 1839. Even before the government became formally involved in education, Lutheran communities established their own schools because they were concerned about the future of their children. They wanted to provide for their growth spiritually, intellectually, socially and physically.

Toward the end of 1994 a group of people interested in Christian education, and in particular Lutheran schooling, gathered at St. John's Lutheran Church in Perth to learn more about the steps to be taken in order to establish a Lutheran school in Western Australia. They enlisted the assistance of a leader in Lutheran Schools in South Australia, Mr. Colin Schulz. The chairperson and driving force behind the WA group was Dr Len Vlahov (father to Andrew, a previous owner and player for the Perth Wildcats), a committed Christian.

At the 1994 Convention of the Western Australia District of the Lutheran Church, a School Task Force was appointed to carry out a feasibility study and present findings to the District Church Council. As a result of their studies it was recommended that the first Lutheran school in Western Australia be established in the fast growing area of Rockingham, to commence in 1997. Initially it was to be a single stream primary school, with the aim of expanding to double stream and catering for some 450 students in the future.

Sixty three students began at Living Waters in January 1997. The College grew at a rate that exceeded expectations. The growth encouraged the School Board to pursue the request of our parents to provide education from kindergarten through to year 12. By the end of 1998 we were granted approval and began work to make this a reality. A Secondary School was first established in 1999 and enabled students to enjoy uninterrupted learning on one campus. In 2003 our first Year 12 students graduated. Living Waters now provides education for almost 800 students. We are proud to be a school of Lutheran Education Australia and an integral part of the Rockingham community.

## Our Emblem

Our name **"Living Waters"** points us to Jesus Christ who gives us eternal life and satisfies our deepest needs. Our **motto** comes from Revelations 7:17 and reminds us that Jesus Christ leads and inspires us in all we do. The **cross** reminds us that Jesus Christ loved the world so much He gave His life for us all. The **water** refers to Baptism through which God welcomes us into His family. It also reminds us of our geographical location close to the ocean. The **circle** symbolises unity and eternity. We live and act as a unified body, which celebrates eternal life and pursues eternal values.



## Our Mission Statement

**At Living Waters Lutheran College we share the love of Jesus as we educate those in our care, enabling them to realise their God-given potential for a life of service.**

Living Waters Lutheran College strives to inspire a love of learning in its students and encourages them to lead lives of purpose and integrity.

The College develops students who are lifelong learners that live with integrity and act with love and purpose.

Love of learning lies at the heart of Living Waters Lutheran College. It is a place where students aspire to live lives of integrity and purpose. It is encapsulated in one simple and short phrase:

**- Purpose with integrity -**

## 2. AIMS OF THE COLLEGE

**At Living Waters Lutheran College we share the love of Jesus as we educate those in our care, enabling them to realise their God-given potential for a life of service.**

Consequently, we are committed to providing our students with an opportunity to develop in all components of Life Long Qualities for Learners outlined in **The Framework for Lutheran Schools** (LEA, 2005) as below.

### **Identity**

As central to its mission and ministry Living Waters Lutheran College seeks to nurture individuals, who are aware of their humanity, open to the influence of the Holy Spirit, and growing and living according to a cohesive world-wide view.

### ***while***

#### **Living In Community**

Reflecting characteristics of God through the core values of:

**Love**

**Justice**

**Compassion**

**Forgiveness**

**Service**

**Humility**

**Courage**

**Hope**

**Quality**

**Appreciation**

### ***and***

#### **Contributing to the Community**

By being;

- Self-directed and insightful investigators and learners
- Discerning, resourceful problem solvers and implementers
- Adept, creative producers and consumers
- Open, responsive communicators and facilitators
- Principled, resilient leaders and collaborators
- Caring, steadfast supporters and advocates

For full details on the Lifelong Qualities for Learners which is the foundation vision of Lutheran Schools please see the pamphlet [A Vision For Learners and Learning in Lutheran Schools, A Framework for Lutheran Schools.](#)

#### **To provide quality Christian education for our children we:**

- strive to be a means of support to parents who seek to raise their children as Christians living in the wider community
- give opportunities for students to explore God's love for them in Jesus Christ and His relevance for their own lives
- provide students with an education in a caring, Christian environment
- maintain a high standard of education which caters for the spiritual, intellectual, physical, emotional and social needs of each student
- provide students with a foundation for their future education and personal growth

**We will fulfill these aims by providing:**

- instruction in the Christian Faith as taught by the Lutheran Church of Australia, in a genuine and open learning environment where views are shared, discussed and respected
- opportunities to participate in worship and prayer through class devotions and chapel services in a way that is relevant and meaningful to them
- the employment of staff members who are committed to the aims of the College
- instruction in all curriculum areas, as required by the Department of Education Services, Western Australia for a well-rounded education
- the establishment of appropriate channels which enable open communication between staff and parents
- the adoption of an effective code of discipline which places an emphasis on self-discipline and positive reinforcement of good behaviours, while recognising that all students have a right to learn in a well-ordered, well-disciplined environment



### **3. ORGANISATION OF THE COLLEGE**

#### **Executive Staff**



**FRANCOIS PIENAAR**

College Principal



**WAYNE BURMAN**

Business Manager



**JOHAN DAVIES**

Head of Primary



**DEBORAH KLUCZNIAK**

Head of Secondary



**CRAIG GOUGH**

Head of Christian Studies/Chaplain

## College Structure

**The College Board is charged with the responsibility for the strategic direction of the College. Operational matters are the responsibility of the Principal.**

### College Board

The College Board is the governing body of the College. The Board is comprised of six voting members from WA Lutheran Church Congregations and three voting members from the Community, who may be school parents/friends or other community members with the skills required by Board. The Principal and Business Manager are ex officio members.

#### College Board:

- acts as a steward of the school, taking care and concern for the school, and ensuring the school continues to grow and prosper
- sets the mission and values of the school (its identity)
- discerns the vision for the school • approves the strategic priorities (direction) for the school
- must be future focussed: to be 'architects of the future' (J Carver)
- ensures there is a culture of ongoing improvement for the school, the principal, and for itself
- celebrates and values diversity of opinions and views during decision making processes
- engages in oversight of risks in operating the school
- approves policies that provide the principal with permission to act
- is focussed on the big picture and avoids engaging in the day to day operations of the school

**The following representatives comprise the Board for 2020. The College Board Chairperson may be contacted in writing through the College Office or at [board@livingwaters.wa.edu.au](mailto:board@livingwaters.wa.edu.au)**

<b>Board Member (Church) - Chair</b>	<b>Dr Elizabeth McKinnon</b>
<b>Board Member (Church) - Vice</b>	<b>Mr Frank Wittwer</b>
<b>Board Member (Church)</b>	<b>Mr Andrew Swift</b>
<b>Board Member (Church)</b>	<b>Mrs Rebecca Lamont</b>
<b>Board Member (Church)</b>	<b>Mrs Wendy Wittwer</b>
<b>Board Member (Church) – Congregational Pastor</b>	<b>Ps Steve Liersch</b>
<b>Board Member (Community)</b>	<b>Mr Stuart McDougall</b>
<b>Board Member (Community)</b>	<b>Mrs Jenny-Lee Fussell</b>
<b>Board Member (Community)</b>	<b>Mrs May-Lisa Baldwin</b>
College Principal (ex officio)	Mr Francois Pienaar
Business Manager (ex officio)	Mr Wayne Burman
College Pastor (ex officio)	Vacant
Minutes Secretary (Admin Support)	Mrs Danae Callister

## Principal, Executive and Senior Staff

The Principal is responsible for the general direction and management of the College and for appointment of staff. Authority may be delegated to the following Executive or Senior Staff:

### Executive Staff at Warnbro

- College Principal
- Business Manager
- Deputy Principal (Vacant)
- Head of Primary
- Head of Secondary
- Head of Christian Studies/College Chaplain

### Teaching and Learning Leaders

- Heads of Learning Areas
- Year Level Coordinators

### College Houses

The College uses a system of house groupings to encourage a sense of pride (and a little competition) between students, staff and families. House points are accrued over the year and a final tally determines the overall House Shield winner. House points can be earned in a number of ways, including academic achievement, sporting achievement and service to others. There are four houses named for nearby rivers, appropriate for the Living Waters name and theme. There is also a bird emblem for each house.

<b>CANNING</b>	Green	Kingfisher
<b>MURRAY</b>	Blue	Pelican
<b>SERPENTINE</b>	Red	Twenty-Eight Parrot
<b>SWAN</b>	Yellow	Black Swan

### Student Leaders

At the beginning of Term 4 nominations from Senior Secondary students for College Captains, House Captains and other senior student leadership roles are invited for the following year. Based on the staff and student votes, an interview process and taking into consideration input from the Executive team, Senior Secondary staff, the student leaders for the following year are appointed.

College and House Captains and other senior student leader are expected to set an excellent personal example in all facets of College life and encourage students to maintain College standards. They are also expected to support the Principal and staff in all College activities and enhance relationships between the students and staff and wider community.

In the Primary School and Lower Secondary there are also opportunities for student leadership, including Student Representative Councillors and House Captains.

## 4. SPIRITUAL LIFE

### About Lutheran Schools

#### Our Foundation

##### The Lutheran lens

The foundation of Lutheran education is the gospel of Jesus Christ (which) informs all learning and teaching, all human relationships, and all activities [*The LCA and its schools, 2001*]. The Lutheran lens identifies key theological concepts that underpin Lutheran education. The lens provides a way of seeing and being in Lutheran education.

- **Lutheran schools and early childhood services**, as part of the mission of the Lutheran church, **are communities** of worship and service, sharing and living the good news of Jesus Christ.
- **Lutheran schools and early childhood services are communities** which acknowledge God as creator and join in the ongoing creation and care of the world and all people. *To find out more...*
- **Lutheran schools and early childhood services are communities** that recognise that God has intentionally created each person and that each person is uniquely gifted to live in relationship with God and others.
- **Lutheran schools and early childhood services are communities** where grace abounds. While recognising the brokenness of humanity, they reflect the unconditional love of the Father, revealed through the saving work of his Son, Jesus.
- **Lutheran schools and early childhood services are communities** open to the influence of the Holy Spirit, who invites and equips for a life of worship, learning and service.
- **Lutheran schools and early childhood services are communities** that value learning as God's gift to people for their wonder, growth, and to inspire them to respond to the needs of the world.
- **Lutheran schools and early childhood services are communities** of hope, nurtured by the promises of God's word, love and forgiveness which empower staff and students to embrace the future with confidence.

*Each Lutheran school belongs to a well organised system with a long and distinctive tradition.*

Lutherans were the first Protestants and trace their origins back to the Reformation of western Christendom in the sixteenth century. With some seventy million members, the Lutheran church is still the largest Protestant denomination in the world. As a church with an emphasis on biblical literacy and Christian education it has supported the provision of Christian schools from its beginnings.

The long tradition of Lutheran schooling has been part of this country's history too. Lutherans have operated schools in Australia since 1839. Currently there are Lutheran schools located in every state and territory of Australia except the ACT. The church operates early childhood centres as well. All these schools and centres are owned by the Lutheran church and are incorporated into a system with support structures at national and regional levels.

The Lutheran church also has its own tertiary institution, Australian Lutheran College, which provides special training for Lutheran teachers in order to promote a distinctive ethos in its schools.

*A Lutheran school is based on some solid understandings about people and life.*

God's word, as revealed in the Bible, is the authority for living and learning in each Lutheran school. Its central message is that of the gospel, the good news that our acceptance by God does not depend on our own worth or achievements but on his unconditional commitment to us as evidenced in the life and death of Jesus. Lutherans believe that through the process of Christian schooling God's Spirit is active in the lives of the community leading children and families to know and trust God.

In a Lutheran school each student is seen as a unique person created by God. He made them and loves them and provides each of them with dignity and worth. All of them have their own talents and needs as well as the potential to live useful and fulfilled lives in the world.

Lutherans believe that all positive knowledge and learning is a great gift of God for the growth and welfare of human beings. Each school considers it important to develop a spirit of service in its students so that their lives, studies, relationships, ambitions, values and attitudes they reflect a commitment to living useful lives for the good of others.

*A Lutheran school provides a caring environment.*

While there is a major focus on teaching and learning, each school strives to offer far more than that. When a family joins a Lutheran School they become part of a community which strives to be a secure place which offers warm, caring relationships and a safe environment. A Lutheran school sees each student as being unique with their own particular gifts and needs. The approach is not to ask what students and their families can do for the school, but what the school can do for them.

Lutheran schools have developed a special vision which is based on teachings of the Bible. As a Christian learning community each school aspires to provide a culture and ethos permeated by the core values of love, justice, compassion, forgiveness, service, humility, courage, hope, quality and appreciation.

*A Lutheran school embraces high standards of teaching and learning.*

Each school strives to provide an education of excellence.

It recruits and hires well qualified, professional teachers.

It incorporates into the learning program the curriculum requirements and guidelines set in place by the relevant state authority. It caters for a wide range of abilities, including gifted and talented students and those with learning difficulties. The teaching program emphasises key competencies, stimulates thinking skills and integrates technology into the curriculum. Each Lutheran school strives to provide a quality learning experience for all its students.

A Lutheran school is also committed to a wide range of quality co-curricular activities in areas like sports and the arts.

*A Lutheran school promotes Christian growth and development.*

Each school integrates Christian understandings into all its teaching. The Lutheran system has developed its own Christian Studies curriculum to provide students with a knowledge of Christian beliefs and teachings. Each school intentionally employs teachers who are able and active in supporting students in a Christian approach to life.

A Lutheran school provides regular worship including daily devotions. There are opportunities to encourage and nurture the Christian faith in each individual student.

*A Lutheran school works as a team with parents.*

Lutherans believe that God has given parents and caregivers the prime responsibility for the education of their children. Lutherans provide schools to assist parents in promoting their educational and spiritual growth. It is vital that each home and the school work together for the welfare of students on the basis of shared aims and values.

A Lutheran school holds itself accountable to parents for the progress and welfare of students. It provides structures for constant communication between the home and the school. It encourages parents to get involved in their children's schooling and to participate in school life in the variety of ways that are available.

*A Lutheran school is part of the greater community.*

Lutherans understand that their schools operate in a larger system where they make their own special contribution and offer choice and diversity.

Lutherans accept the responsibility they have to comply with government regulations pertaining to the schools. They appreciate and accept financial assistance from governments for the establishment, maintenance and operation of the schools, provided that it does not compromise their distinctive nature. The church commends government assistance that enables more families to use the schools and which helps them to provide programs for those with special needs.



## **Spiritual Life at Living Waters**

The College is a community of worship and service, sharing and living the good news of Jesus Christ. The College accepts students from all religious backgrounds as well as those who have none. The College provides opportunities for spiritual formation to students appropriate to their faith journey. All students attend Chapel services, experience class devotions and participate in Christian Studies classes.

The College Pastor serves as worship leader of the College supported by the Principal and senior staff. The College Pastor is also available as spiritual counsellor to all members of the College community.

### **Chapel Services**

Chapel services are held weekly for the Primary and Secondary Schools. Chapel services can involve any or all of the following:

- Bible reading
- telling Bible stories
- relevant Gospel message based on the biblical narrative
- prayers of request and thanks - for students, school and the world
- a blessing
- singing - in a context of optional involvement
- group silence for meditation and contemplation
- appropriate ritual acts (e.g. candles, signing of the cross for blessing)

Parents and friends are welcome to attend Chapel services. See **School Routines** for Chapel and Assembly times.

### **The Teaching of Christian Studies**

Christian Studies is part of the curriculum for all year levels within the College. Christian Studies introduces students to the world of religion and spirituality. Students are encouraged to understand the Christian response to social justice, ethical issues and the importance of service within modern society. Christian Studies provides students the opportunity, if they wish, to grow and express their faith.

## 5. CODE OF CONDUCT

### Expectations of Behaviour

Students and College community members must abide by rules and regulations. Rules and regulations serve a number of functions for students. Adherence to rules and regulations:

- ensures the safety and security of other students, staff and community members
- prepares students for the laws of society
- maintains the College's good standing in the community
- facilitates efficient organisation and administration of the College

In accepting a place at the College for your child you agree to support the College ethos and the aims of the College, abide by College policies and support the teachers and staff of the College. You also agree to encourage students to support College policies, including the full and correct wearing of the College uniform.

### School Regulations (From the College Diary)

1. Students must obey instructions and adhere to all classroom rules set by each teacher.
2. Students are **to respect the person, property and good name of others at all times**.
3. Students should be courteous to all members of staff, visitors and each other.
4. Students should not be on the school premises before 8.00am each day unless specifically authorised and supervised by a teacher.
5. Students arriving after 8.35am (Secondary School) or 8.45am (Primary School) should report to Student Services and sign-in before going to class.
6. Inform the College of your child's absence by 8.45 on the day of absence. All absences from school must be covered by a written explanation from parents either by email (preferred) or SMS. The written explanation must give the date(s) of absence and the reason for the absence.
7. If a student needs to leave the school grounds prior to the scheduled conclusion of the day, a note or email from parents, requesting permission for such leave, must be sighted by the relevant teachers and office personnel prior to departure. Students must report to Student Services to sign-out prior to leaving school grounds.
8. Complete school uniform should be worn during school hours, travelling to and from school and at official functions. Hats are compulsory all year round for all students.
9. Students are expected to wear correct sports uniform for Physical Education.
10. The school buildings must not be entered before school or during recess or lunch breaks unless authorised by a teacher.
11. Students must be punctual in their attendance at lessons.
12. Students are to eat only in designated areas. Classrooms and playgrounds should be kept clean. All rubbish is to be placed in the bins provided. No eating or drinking on school ovals (other than for special events, e.g. carnivals).
13. Students will move between classrooms in an orderly manner and line up quietly. They will not run in or around buildings.
14. Students are permitted to carry mobile phones to and from school, however they are not permitted to use a mobile phone while at school.
15. Chewing gum, smoking and consuming intoxicating substances are all forbidden.

## Statement on Bullying and Harassment

The following statement on bullying and harassment emphasises the intention of Living Waters Lutheran College to make our community a safe place to be. The College is concerned with relationships and continues to develop practical measures to develop and preserve positive relationships.

Through this statement we provide a common understanding of what the school considers as bullying and harassment to enable us to work with students who are bullied or harassed and those who are bullying or harassing.

### Making Our Community a Safe Place - Statement on Harassment

Living Waters strives to be a community where each person is valued and cared for as God values and cares for us. We strive to care, encourage, support and forgive each other as Jesus does us. Our community cares for, encourages, supports and forgives each other in the way Jesus showed us. All members of our community- teachers, students, parents, ancillary staff, voluntary workers and student teachers - have the right to feel safe and protected and free from bullying, harassment and discrimination.

We all have a responsibility to build and maintain a community in which we:

- are treated fairly by fellow students and staff (*and therefore show respect for each other*)
- feel safe and secure (*and therefore treat each other with kindness and support*)
- learn and grow to our full potential (*and therefore support, encourage and serve each other in our work*)
- feel valued, accepted and cared for as unique individuals (*and therefore listen to each other, encouraging sensitive self-expression and acceptance of each other as we are*)
- have our own property (*and therefore respect and protect the property of others*)

### Bullying

Bullying is repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons. Cyberbullying refers to bullying through information and communication technologies.

Conflict or fights between equals and single incidents are not defined as bullying.

### Harassment

Harassment is behaviour that targets an individual or group due to their identity, race, culture or ethnic origin; religion; physical characteristics; gender; sexual orientation; marital, parenting or economic status; age; ability or disability and that offends, humiliates, intimidates or creates a hostile environment.

Harassment may be an ongoing pattern of behaviour, or it may be a single act. It may be directed randomly or towards the same person/s. It may be intentional or unintentional (i.e. words or actions that offend and distress one person may be genuinely regarded by the person doing them as minor or harmless).

Harassment is unacceptable, but it would not be considered bullying if any one or more of the following three features were present.

- It occurred only once and was not part of a repeated pattern.
- It (genuinely) was not intended to offend, demean, annoy, alarm or abuse.
- It was not directed towards the same person/s each time.

(Safe Schools Hub –Commonwealth of Australia, Department of Education)

### Examples of Religious Harassment Includes:

- Belittling another's religion, putting down or ridiculing another's faith and/or practice of their beliefs
- Hindering of others from expressing their faith freely and openly e.g. by subtle intimidation or deliberate distraction in worship, devotions, Quiet Time and discussions
- Using language which shows disrespect of God's name

### Examples of Behavioural Harassment Includes:

- Physical: e.g. pushing, hitting, spitting, damaging the property of others
- Verbal: either spoken or written; e.g. repeated 'put downs', calling names, ridiculing, threatening, spreading rumours or offensive comments

- Exclusion: e.g. deliberately leaving others out of friendship groups, discussions, team situations
- Graphic: e.g. defacing of diaries, pencil cases, school bags, property, graffiti
- Extortion: e.g. demanding money, food or other belongings

**Examples of Racial Harassment Includes:**

- Deliberate or repeated racist comments, gestures, or any other conduct which hurts people, based on their nationality, colour of skin, ancestry or any other related cultural practices.

**Examples of Intellectual Harassment Includes:**

- Discrimination against those of exceptional talents and abilities
- Discrimination against those with limited talents and abilities and those with specific learning difficulties

**Examples of Disability Harassment Includes:**

- Demeaning a person on the basis of physical attributes, e.g. appearance or physical disability
- Treating a person with a disability less favourably merely because they have that particular disability

**Examples of Sex -Based Harassment Includes:**

- Sexist harassment: behaviours which insist that gender stereotypes be maintained and exercised in the school or workplace.
- Sexual harassment: sexual behaviour which is deliberate, uninvited, threatening and which is perceived by the recipient to be embarrassing, offensive, demeaning or compromising e.g. unwelcome touching or closeness.
- Sexual assault: a term which covers a number of criminal offences, such as indecent assault, aggravated sexual assault, sexual intercourse with a young person under 17 years of age (or in specific circumstances under 18 years of age) and rape
- Sexual orientation: harassment based on sexual orientation, gender identity and intersex status

**Bullying and Harassment of any kind is unwanted, unwelcome and unacceptable. It destroys relationships and hurts the community.**

**Outcomes of Bullying and Harassment:**

- The College views bullying and harassment as a serious matter and offenders may ultimately be dealt with as a matter of school discipline.
- The College will treat very seriously any case of retaliation against a person for reporting bullying and harassment.
- Serious repeated acts of bullying and harassment could result in suspension or your enrolment being seriously reviewed.
- By law the College is legally required to be a mandatory reporter. If the school believes on reasonable grounds that a child has suffered, or is likely to suffer significant harm from physical injury or sexual abuse, and the child's parents have not protected or are unlikely to protect the child from such harm, the relevant authorities and in some cases the police must become involved.

**However, the primary aim of any intervention will be to restore positive relationships, to heal hurt and to establish a renewed understanding of our life together as a Christian community.**

**This statement is listed in the student diary and both parent and student must together sign annually to confirm that they understand and agree to abide by the College's Statement on Bullying and Harassment.**

## Student Behaviour Management - The LWLC Way

The College's approach to behaviour management is based on Restorative Practice whereby the aim is to build positive relationships between all members of the community. Restorative Practice seeks to offer solutions to incidents, by offering all people involved opportunities to express their points of view and to have them heard.

We are all equal in God's eyes and he has given each of us unique talents. We are therefore all responsible for:

- Helping to make the College a safe and supportive place.
- Learning to the best of our ability.
- Participating in College activities.
- Enjoying and caring for the facilities offered by the College.

***Doing the Right Thing in Class.*** We want to achieve to the best of our ability and respect others therefore we are responsible for:

- Arriving on time with everything needed for class.
- Standing and greeting the teacher at the beginning of the lesson.
- Following instructions given by the teacher.
- Speak and listen respectfully to everyone.
- Working productively on all tasks.
- Leaving work areas clean and tidy.

***Underpinning Philosophies.*** We work towards the LWLC Way because we want to:

- Build and maintain positive educational relationships.
- Encourage a climate of care where we looking after each other.
- Build mutually supportive relationships that give us strength.
- Support Restorative Practices.
- Work in an environment where students and teachers play a part in maintaining and restoring of relationships, establishing solutions and consequences.
- Acknowledge that our actions have consequences
- Set our own high expectations for learning and behaviour
- Create a good learning environment through collective consistency.



## Attendance

Living Waters Lutheran College is committed to providing a safe and supportive learning environment for all students which address their educational needs. It is important that students, staff and parents/carers have a shared understanding of the importance of attending school.

### The Importance of Regular Attendance

Regular attendance at school is essential to assist students to maximise their potential. The College in partnership with parents is responsible for promoting the regular attendance of students.

Regular attendance enables a child to build on their knowledge and skills each day, each week and each year. School helps children build confidence in areas such as communication, teamwork, organisation and social skills. Children who are regularly absent from school can miss out on basic skills and may experience difficulties later with their learning.

The law says all children must attend school each day from Pre-primary until the end of the year they turn 17 years 6 months or turns 18, whichever happens first. Students must not be kept away from school for minor reasons. It is the responsibility of parents to ensure that their child is enrolled in and attending school every day unless there is an acceptable reason for absence.

### Approved reasons for absence

- if a child is too unwell to attend school
- if a child has an infectious disease
- if a child is afflicted by temporary or permanent infirmity
- if a child is attending a school organised activity e.g. excursion, camp, work experience or cultural event

Other unavoidable and sufficient reasons for absence may include bereavement in the family or of a close friend, or family trauma.

### Unapproved Reasons for Absence:

- family holidays
- truancy
- shopping expeditions with or without a parent
- birthday celebrations or similar
- personal grooming e.g. haircuts
- helping at home or parents place of work
- part time or casual work (including travel to and from such work)
- appointments which could be made out of school hours e.g. driving lessons or tests
- excessive time for appointments which are unavoidable

### What You Should Do If Your Child Has a Genuine Reason for Being Absent

Parents should always provide a reason for their child's absence and should inform the College in writing if a child is to be away for the day. This can be done by emailing [absent@livingwaters.wa.edu.au](mailto:absent@livingwaters.wa.edu.au) or using the LWLC app. If possible, notification should be made prior to 8.45am on the day of absence.

Should an absence for illness extend past 3 days a doctor's certificate should accompany the parental note. Senior Secondary students may require a medical certificate for any days of absence if assessment tasks are affected.

If an approved absence is to be for an extended period parents are asked to make contact with their child's teacher/s to discuss the implications of their expected absence. Where possible, the College will provide details of work for students to go on with if requested to do so.

### **Follow up for Absent Students**

As part of its duty of care to students the College will contact parents of students whose absence has not been explained each morning. The contact method will be by SMS and an immediate reply giving a reason for absence is expected. The response will let us know your child is safe and meet the requirement for written explanation.

The College will also follow up with parents who have not provided written explanation of lateness or absence. Expect an email or letter from the College if no written explanation has been provided for a child's absence or late arrival.

### **Unapproved Absences including Holidays during Term Time**

The College actively discourages parents from withdrawing children for the purpose of family holidays or other non-essential personal reasons, as by law students are expected to attend school every scheduled school day. School attendance is compulsory for all students and a legal requirement upon all parents.

The College requires parents to make holiday arrangements during the twelve weeks made available to students within the scheduled school holiday periods. Parents who take students out of school time for the purposes of a family holiday for longer than two days are required to notify the College Principal in writing via email [admin@livingwaters.wa.edu.au](mailto:admin@livingwaters.wa.edu.au).

Generally teachers are not required to provide work for students who are absent for family holiday reasons. The onus is on the student to get ahead with or catch up on work missed, and the parent/s to monitor progress.

Please note that absence, unless due to illness or another acceptable reason is required to be recorded as unapproved.

### **What if My Child Won't Come to School?**

If your child is reluctant or refuses to go to school help is available. Contact the College as soon as the problem becomes evident.

### **Arrival/Departure of Students**

Students arriving early or awaiting departure must wait in designated areas where a teacher is on duty. These areas are outside kindergarten (Primary Students) or on the Swallowtail Parade entrance (Secondary students).

Only children who are attending the Out of School Care Centre may be at school before 8.00am. Primary School students should not arrive before 8.15am unless escorted by a secondary sibling. Very young children, especially those in Kindy and Pre-primary must be escorted to and from classes by a responsible adult.

Students in Year 7 and above are required to "sign in" if they arrive at school after 8.35am. Students in Years 4, 5 or 6 who arrive after 8.45 must also "sign in". **Late students need to take their diaries to student services**, where their diary will be noted with a late stamp. This stamp should be countersigned by parents when the diary is taken home that evening. Late students will also be asked to show their teacher the late stamp upon arrival in class. It is vital that students remember to "sign in" to avoid confusion when the College contacts the parents of absent children.

If a student in Year 4 or above has to leave the College grounds during school hours a note is required in his/her diary. Upon departure from the school the student must "sign out" at student services and will receive an "Early Departure" stamp in his/her diary. This procedure ensures that we are constantly aware of the whereabouts of our students.

Parents collecting Junior Primary children (K-3) do not need to "sign out" but a note to the class teacher advising of their reason for early departure will be expected.

A parent / guardian of students in Junior Primary (K-3) whose child has arrived late to school is asked to let the College office know of their child's arrival at school. This will avoid the College office ringing parents to enquire why their child is absent. Confusion can arise if these procedures are not adhered to.

## Property

### Lockers (Years 7-12)

All students in Years 7-12 are assigned a locker at the beginning of each year. Padlocks are issued to students for them to use over their 6 years of secondary schooling. A locker/padlock hire fee is added to the school account for the upkeep of student lockers. If a student's padlock goes missing, another must be purchased from the College. Only College provided locks may be used.

### Mobile Phones

The College recognises that there are times when it is genuinely appropriate and useful for students to have access to a mobile phone e.g. to contact parents in emergencies after school hours or to confirm a change of collection time etc. **It is not acceptable however, for mobile phones to be switched on or used at any time during the school day.**

### **Any student who is feeling unwell at school and needs to go home, must arrange this through Student Services.**

Under no circumstances may students use mobile phones to contact home and make arrangements to leave except through Student Services or the Head of Primary or Secondary. Mobile phones that are brought to and kept at school are used entirely at the owner's risk. The College cannot accept any responsibility for theft, loss, damage or health effects (potential or actual) resulting from their use. It should be reinforced to students that mobile phones are a highly prized target for theft and accordingly should be stored in a safe and secure place. (see full policy in the Student Diary)

### Personal Property

Parents are reminded that safeguarding personal property is a student responsibility. Ensure that all uniform items are clearly marked. Jumpers and tracksuit jackets in particular are often misplaced. Any lost property bearing a name will be returned to its owner via the class office box. Expensive items such as calculators and personal ICT devices should be engraved with the owner's name. It is recommended that personal insurance is taken out for items of value that are brought to the College. Items such as cups, drink containers and lunch boxes should also be clearly marked.

Discourage your child from bringing valuable items or large sums of money to the College as no responsibility will be taken for their safekeeping.

Lost property concerns should initially be directed to the class teacher and then the Admin Office. Due to limited space lost property is disposed of at the end of each term regardless of the length of time the property has been held. If it is lost, check for it immediately. Avoid loss by clearly naming all items.

## Study Leave and WACE examinations

Year 12 students are expected to attend all lessons and other College commitments until WACE study leave officially commences. Year 12 students are not expected to attend school during WACE study leave.

The regulations regarding the use of vehicles by students, especially with regard to the giving of lifts, still apply during the Study Leave and Exam period.

## Transport

### Bicycles/Scooters

Students are encouraged to ride bikes or scooters to school. Bike racks are provided at the College. Bikes should be securely locked into the bike racks. Small scooters should be kept in lockers or stowed safely in classrooms in consultation with class teachers. Students riding bicycles must, according to the law, wear securely fastened bike helmets. Bikes or scooters are not to be ridden on the school grounds or across school crossings. Bikes or scooters should not be left on the College grounds after hours. The College takes no responsibility for theft or damage to bikes and scooters

### Designated Car Parks

Only cars displaying a current ACROD sticker may park in the disabled car parks provided.

The College also has some car parks marked with designated staff titles. These staff may have to travel to and from the College during busy periods on College business. Please do not park in designated car parks at any time.

### Dropping Off and Collecting Students – Use of the Car Park

Parents are asked to be courteous in the car park at all times. During peak periods parking can be a problem with children, parents and vehicles making the grounds very congested. We need your cooperation during these busy times to help make picking up and dropping off children as bearable as possible for all concerned. It is expected that users of the car park will park correctly in designated car parks. Do not obstruct the entrance or exit of other drivers. Do not stop in roadways or on the verges of the school grounds. Respect the property of neighbours to the College and do not park on their properties or driveways. **For the safety of our children please always back out of car parks carefully and observe the speed limits.**

Students awaiting parents are to meet in the designated safe areas where a teacher is on duty until 3:40pm. These areas are **outside our kindergarten (Primary Students)** or on the **Swallowtail Parade Entrance to the Chapel (Secondary students)**. Older students with Primary School siblings may choose to wait at either area. Small children should be collected from classrooms by an authorised adult. Children must be collected no later than 3:30pm. The College will attempt to contact parents of children remaining after this time. Please note that children may be sent to Out of School Hours care if unable to be collected and parents billed for the Out of School Hours care session.

‘Kiss and Drop’ Zones are designated areas used before and after school to make the drop-off and pick-up of students as quick and safe as possible. These areas are supervised by staff during the designated times.

How to use the Zone:

- A queue must be formed.
- No passing.
- If your child/ren are not ready to be collected please drive out and queue again so that the queue does not back up too far.
- When children get in and out please assist them to do so as quickly (and safely) as possible.
- Staff on duty may ask you to move on if you are waiting in the zones too long – please comply with staff directions and queue again.

### School Buses/Public Transport

The College contracts private bus operators to provide bus services to outlying regions. We currently offer two free services. One route services Mandurah, Singleton, Golden Bay and Secret Harbour. The second services the Baldivis area Warnbro train station. Enquiries regarding travel on these buses may be directed to the College office. Buses travel along set routes determined by the College. **Seats on these buses must be arranged prior to travel due to limited seating.** Please note that due to limited numbers, these runs cannot pick up students considered to be in the local area.

Buses and or trains may also be used for school excursions and camps as necessary throughout the year. Students may also have the need to travel to or from school on Transperth buses or trains.

It is expected that all students should display the appropriate respect and courtesy to the driver and other travellers. The behaviour of students on public or College transport must be in keeping with the standard of behaviour expected at school. Misbehaviour on transport will be subject to school discipline.

### School Crossings

We have two school crossings in operation. One on Currie Street (just near the entrance to the College) and one on Swallowtail parade (near the Deli). The crossings are manned from 8am-9am each morning and 3pm-4pm each

afternoon. For safety's sake encourage your children to use these crossings. Students crossing with their bicycles are to dismount and push them across the crossing.

### **Student Drivers**

Students who are licensed drivers may park their cars on College grounds provided they have requested and received permission from the Head of Secondary and then abide by the following rules relating to safe driving and the use of cars during the day. Student drivers are not permitted to convey other students either to or from school unless the parents of the proposed passengers have given written permission and it is lodged with the Head of Secondary.

(from the College Diary)

- Students must produce a valid current driver's license along with a permission letter from parents to the Head of Secondary before they are able to drive to school.
- Students must register their vehicle details with the Head of Secondary prior to the vehicle being brought onto the College grounds.
- Students are only permitted to park vehicles in designated areas.
- Under no circumstances, other than for approved early departures following exams and tests, are students to use or access their vehicles during normal school hours.
- Students attending school camps are not permitted to park vehicles in the school grounds during the period of the camp. Students must make other arrangements for transport to and from the College if attending a camp.
- Student vehicles must be driven in a safe and responsible manner at all times around the College, any breaches of this will result in the vehicle being banned from College grounds.
- Only with written permission from parents are students allowed to travel in other students' vehicles.

### **Travelling to and from School**

It is a clear expectation of the College that parents ensure their son/daughter travels directly to and from school in full school or sports uniform without loitering or behaving in unacceptable ways. At all times our students represent their College, especially so when in uniform.

## 6. HEALTH AND WELLBEING

### Allergy Awareness

The number of children with food allergies in Australia is increasing and it is estimated that 1 in 20 have a food allergy and 1 in 50 have a peanut allergy.

The most common food allergies are peanuts, tree nuts (such as walnuts, almonds and cashews), cow's milk, soy, seafood and eggs. Many children will 'outgrow' their food allergies; however, reactions to nuts, seeds and seafood tend to be lifelong.

The symptoms of food allergy range from mild to life-threatening and anaphylaxis is the most severe form of allergic reaction.

#### The Problem with Nuts

- Peanuts and other nuts are the most likely foods to cause anaphylaxis,
- Nuts are hard to avoid due to their widespread use,
- Nut allergies tend to persist. That is, less than 1 in 5 children will 'outgrow' their nut allergy,
- Only a small amount can trigger symptoms (in some cases only as much as the size of a sesame seed).

#### Why Is It Important That Schools Become Allergy Aware and Allergy Friendly?

- In Australia, more than 90% of fatal reactions to food have occurred in children aged 5 years and older.
- Of those who have died from anaphylaxis, 90% have been allergic to nuts, the exposure was accidental and usually away from the home (including at school).

We need to accept that food allergies *are* serious and that food allergies *can* be fatal.

As a result of this situation we are taking steps to become an 'Allergy Aware' school by informing staff, parents and students about the associated risks of these food allergies.

Below are some guidelines, which will assist parents, students and staff to maintain an awareness of these allergies.

The following information is based on guidelines produced by the NSW Department for Education and Training with the NSW Department of Health, the Australian Society for Clinical Immunology and Allergy and Anaphylaxis Australia. They are practical strategies, which require small changes to provide a much safer environment for children with allergies:

#### Sharing Lunches

- Regular discussions with relevant classes about the importance of eating your own food and not sharing.
- Primary classes have lunch in a specified area, which is a focus of supervision (it is not recommended that the allergic child be physically isolated from other children).
- **Ask parents not to send high-risk foods to school in the lunch box.**

#### The School Canteen (Faith Spot Café)

- Inform canteen staff of student/s with allergies and the foods to which they are allergic.
- Identify high-risk foods and replace with other nutritious foods.
- Food preparation personnel (paid and voluntary) should be educated about measures necessary to prevent cross contamination during the handling, preparation and serving of food.

#### Class Parties

- **Advise the parents of the students at risk of food allergies ahead of time so that they can provide suitable food.**
- Inform other class members' parents of high-risk foods so that these foods are avoided.

### **In the classroom**

- Teachers should be asked to avoid bringing high-risk foods to school.
- Be aware that craft items can be risk items (for example, egg cartons, milk containers, peanut butter jars).
- Choose recipes that don't contain high-risk ingredients for cooking lessons.
- Consider non-food rewards.

### **On Camp**

- If students with severe allergy are participating, then high-risk foods should not be taken or supplied (consistent with the risk minimisation policy in the school canteen).

### **General Issues**

- **Ideally lunch for the allergic child should be prepared at home.**
- **Bottles, other drinks and lunch boxes should be clearly labelled with the name of the child for which they are intended.**
- Encourage staff and students to wash their hands after eating.
- The students with severe allergies should wear a medic alert bracelet.

### **Current Living Waters Practices**

- Students with severe food allergies are encouraged to have with them an Epi-pen, contained in a visible, black waist bag. Some Epi-pen bags are stored in the medical room at parents' request.
- Staff are educated on how to administer an Epi-pen.
- Photographs of students with severe food allergies are placed in various locations around the school, so that all members of the College community are able to identify students who are at risk.
- Staff communicate to parents the dangers of students bringing to school high risk foods.
- Frio Wallets (to keep Epi-pens cool during extreme temperature) are available for excursion/camps.
- Spare emergency use Epi-pens are sited around the College in the PE Office, Home Economics room, First Aid Room, Large First Aid Kit Bag and the Primary Art room.

**The school cannot say it is 'free' of allergy causing products, such as nuts, as this is not possible given the size of the school community but it strives to be 'allergy aware'.** For more information on Food and Nut Allergies Anaphylaxis Australia Phone: 1300 728 000 Website: [www.allergyfacts.org.au](http://www.allergyfacts.org.au)

### **First Aid at the College**

The First Aid Officer is onsite daily between 8am and 4pm to offer first aid when children are ill or injured. In addition to this, many classroom teachers and assistants are first aid trained. Contact with our First Aid Officer may be made by phoning the College on 9593 1211 or parents may drop into the College office. Health care of children is the responsibility of parents. If you are seeking advice on any medical matters concerning your child please contact your personal healthcare provider. If changes to your child's health will affect their school experience please ensure they are communicated to staff.

In the event of a student becoming ill or injured at school, immediate first aid attention will be given. If necessary, you will be contacted to take your child home or seek further medical attention. The College does not have the facilities to hold ill children for long periods of time. To prevent the spread of infection/disease it is essential to keep children who are sick at home where they can recover in comfort.

### **Contact Details**

For your child's safety and comfort, it is important to keep contact numbers up to date. We want to be able to contact you if an urgent situation occurs. We ask you to inform the College of any information you feel is important regarding the everyday health of your child.



**Each year to help us keep information up to date you will be asked to complete forms detailing health and contact details.** If details change during the year we ask you to a change of details form (available from the College office or via the website) and return it to the College so we can record the changes.

## **Dogs on Campus**

For the safety of students, dogs are not permitted on College grounds with the exception of Registered Service Dogs. Service Dogs are specially trained to provide assistance to people with disabilities. Service Dogs can include Guide Dogs, Hearing Dogs, Mobility Assistance Dogs or any other assistance dog that assist a person with a disability.

## **Drugs Policy (from the College Diary)**

The sale, purchase and/or possession and/or use of drugs (including tobacco, cigarettes and alcohol) are forbidden.

This policy is based on two main principles, the first being opposition to drug abuse, and second, abstinence from illegal drug use.

### **Rationale**

Living Waters Lutheran College acknowledges that drug use is a serious and complex issue with many contributing factors that affect everyone, and is of particular concern during the transitional period of adolescence to adulthood. Living Waters Lutheran College aims to promote a positive, healthy and caring school environment embracing family, spiritual and community values within our community. We provide support for our students and their families so the students can develop, enabling each to achieve their full potential by making healthy choices in their lives. Our policy promotes zero tolerance and is binding to all members and visitors to the school community.

### **Definition of Drugs**

*“Any substance, with the exception of food and water, which when taken into the body, alters its function physically and psychologically, including all legal and illegal psychoactive drugs which principally alter mood, perception and consciousness.”*

The College’s drug policy provides a framework to address tobacco, alcohol, medicinal and illicit drug related problems in a caring and consistent manner within the Living Waters community.

### **Aims**

- To maintain a health promoting school environment in which the welfare of all school members is paramount.
- To document the Living Waters Lutheran College agreed position on, and accepted procedures for dealing with drug related incidents and problems associated with drug abuse.
- To ensure consistency with state and federal laws.
- This policy will apply to all College activities including social events, camps, excursions and sporting events in which the College may participate.

### **Strategies**

- Provide professional development for staff about youth drug use issues, drug classification and the recognition of individuals under the influence of drugs.
- Provide parents/guardians with the opportunity to participate in drug education programs, enabling them to understand and discuss drug use with their sons and daughters.
- Promote a practice of pastoral care within the school that allows each student to feel valued and develop a sense of self-worth.
- Provide access for students, parents/guardians and staff to the student and family counsellor or the College Pastor for areas of communication and counselling.
- Regularly review this policy.
- Ensure that health and drug education teaching and learning programs are allocated curriculum time and taught within a sequential K-10 program. Other strategies for drug education need to be adopted for Years 11 and 12 students.
- Ensure that health and drug education teaching and learning programs are adequately resourced, including the provision of regular professional development for teachers of health and drug education.
- Linking of studies in health and drug education across all curriculum areas in K-10 on a yearly basis.

- Ensure parents/guardians are responsible for notification in writing of any drugs needed for medicinal purposes detailing when medication is needed, to the First Aid Officer. All medication must be located, issued and dispensed from the College office in the presence of the First Aid Officer or designated assistant.

### **Intervention**

These intervention procedures conform to legal requirements and are designed to address alcohol, tobacco and other drug related problems to ensure the health and wellbeing of all parties concerned. Living Waters Lutheran College does not permit students while on College premises, travelling to and from the College or at any College function, excursion or camp to:

- smoke and/or possess tobacco products
- consume and/or possess alcohol or be under the influence of alcohol
- inhale solvents/volatile substances
- possess and/or use drugs for non-medicinal purposes
- possess and/or use illegal drugs or drug related equipment
- distribute any illegal substance

### **Consequences**

Consequences can include expulsion, suspension, detention, parental notification, demotion from office or loss of privileges i.e. attendance at school functions, excursions, camps. Each instance will be considered individually and independently according to the given set of circumstances. Cases of drug use/supply/possession are serious offences and as such the College Principal/parents/guardians and key agencies work closely to find the best solution for all concerned.

The College Principal or his/her delegate reserves the right to conduct an official bag and or locker search where there is sufficient suspicion that a student is in possession of an illegal substance. This will be in the presence of the student and another adult. Should the Principal deem that a student might be in possession of drugs on their person, the student will be asked to empty his/her pockets. Offending students will be offered counselling and will face disciplinary actions. All contact with outside agencies including the media and the police, in relation to any drug matter will be made only by the Principal or his/her delegate.

### **Communication and Promotion**

Students will be made aware of the Policy through their Pastoral Care class. Parents will be asked to read and sign the policy which will be printed in the College diary on a yearly basis. It will be included in information to prospective parents. Staff will learn about the Policy through professional development sessions during staff meetings. A copy will also be included in the staff information hand book.

### **How Can You Tell if Your Child is Using Drugs?**

The effects of a drug vary from one person to another. Changes in a student's behaviour could indicate an issue in a young person's life that may not be drug related. However, it may indicate drug use. Signs that appear uncharacteristic of your child and require your attention, regardless of whether drugs are involved include:

- |                                       |  |
|---------------------------------------|--|
| • Mood swings                         | • Unexplained need for money           |
| • Lethargy                            | • Declining school performance         |
| • Explosive outbursts                 | • Disappearing money and/or valuables  |
| • Minimal interaction with the family | • Impaired memory                      |
| • Trouble with the police             | • Loss of interest in usual activities |
| • Changes in eating habits            | • Poor concentration                   |
| • Frequent absences from school       | • Reddened eyes                        |
| • Sudden changes of friends           |  |

### **Concerned About Your Child's Drug Use?**

- Don't panic
- Get the facts
- Communicate – listen and be honest about your concerns
- Seek support early

### **Further Contacts**

**Living Waters Lutheran College Health Education Teachers or Counsellor**  
**Community Drug Service Team (Rockingham)**

**08 9593 1211**  
**08 9529 2500**

## **Medication**

All medication must be administered by the First Aid Officer or designated office staff. For safety reasons it is important that students do not store medication in bags or lunchboxes. All prescription medication for your child, which you request be administered at school, must be accompanied by a **written consent note from your doctor**. We are unable to accept just the medication label as proof of your doctor's consent. The College also requires that a **school parent consent authorisation form** is completed. Medication can only be administered if both these notes/forms are completed (available from College office or at the website). The policy on administration of medicine is below.

### **Administration of Medicine to Students**

#### **Parental Guidelines**

Where possible, student medication should be administered by parents prior to, or after school hours. If this is not possible then the following requirements must be met:

The doctor prescribing long term medication must be aware that the school will supervise or carry out the administration of the medication on the instructions provided on the form titled "**Medication Instructions from Prescribing Doctor**".

- Any prescribed medicine must be accompanied by a **written consent note from your doctor**. We are unable to accept just the medication label as proof of your doctor's consent.
- A separate College consent form, allowing the First Aid Officer/Office staff to administer the medication, is to be filled out by the parent/caregiver. These are available from the College offices.
- Students are not permitted to self-medicate. For safety, all medication must be administered by a supervising staff member.
- All medication must be provided to the College in the original container from the chemist/doctor.
- **All medication** is to be handed to the College Offices by the parents or caregiver and not by students. It is the responsibility of the parent to ensure medication such as antibiotics are collected at the end of each school day. Please be aware that the College office closes at 4pm and medication not collected will be locked away and inaccessible after this time.
- **Parents/caregivers are responsible for the re-supply of the medication. It is not the College's responsibility to keep track of when more medication is required. It is also the parent/caregivers responsibility to keep record of the expiry dates of all medications handed in to the College office.**
- The College will endeavour to ensure that students come to the office to receive the medication, but take no responsibility if the student fails to attend.

## **Safety Houses**

The Safety House Association of Western Australia Inc. was set up in October 1983 and is an Incorporated Association with full support and co-operation from the WA Department of Education and the Western Australian Police.

Living Waters is a Safety House School and there are a number of Safety Houses around the local area available to students. They are identified by their yellow letterbox safety house plaque. Safety Houses may change from year to year and information about the program comes home via the College newsletter and is discussed at P&F meetings.

All Safety House WA volunteers (over the age of 10 years) and staff are subject to a mandatory rigorous continuous police check as a pre-condition of being registered to work with the Association. There is no charge to the applicant or to the Safety House Committee for this police check and it is continually reviewed until the applicant leaves the Safety House program. The ideal Safety House will have people home during the busy to and from school periods. Police checking is part of the process of becoming a Safety House. If you are able to offer your home as a Safety House please contact the College Office.

## 7. COMMUNITY INVOLVEMENT

### Care Program

At Living Waters the pastoral care of the College Community is important. Living Waters strives to assist each student to reach his or her potential and support parents in their roles. To this end an active care program is promoted and supported.

Each class from Kindergarten to Year 7 has at least one appointed parent representative who acts as a contact person within that respective class of the College. In consultation with class teachers, carers organise occasional social get-togethers for the families of their class. Class carers may also make contact with all families in their nominated class, inviting them to register their willingness to assist in providing help to other class families should special circumstances arise such as after the birth of a child, illness in the family, bereavement etc. In these ways carers kindly assist our College by helping to provide a caring and supportive environment for families and a network of support.

If you have any concerns related to the needs of your own family or have personal concerns, your class carer may be able to help. Every concern is handled with discernment, confidentiality, respect and Christian love. If you require any information about aspects of the Care Program of our College please contact the College Chaplain, Mr Craig Gough on 9593 1211.

### College Committees

**During the year committee positions may become vacant. The College encourages parents to become part of these committees.**

**If you are interested or have any questions about serving on one of these committees please watch the College newsletter or contact the office to find out about vacancies.**

- **College Board** – The College Board is the governing body of the College comprised of six church members and three community members who may be parents or friends of the school. Members are recruited according to identified skills required by Board. The tenure of service is three years. Vacancies are advertised as they arise.
- **College Care Committee** - An advisory body to the College Board on matters of College ministry. Encourages care programs within the College community. (Incorporates the Class Carers Committee)
- **Parents and Friends Committee** - Forums for the parent body of the College to promote fellowship, exchange information and engage in fundraising activities to benefit our students, families and staff.

### Fire and Emergency Procedures

The College has procedures in place in the event of an emergency. All staff are required to become familiar with the emergency procedures, equipment and facilities specific to their location by participating in both training and evacuation exercises. The College ensures staff and students get opportunities to become familiar with procedures during the school year by conducting simulated exercises. Parents who are on school grounds during an exercise or actual emergency should take instructions from staff who will escort parents and visitors to the designated assembly area.

### Fundraising within the College

The Parents and Friends Committee plays an important role in raising extra funds for our students. Money raised goes toward resources and facilities to benefit as many students as possible. The Parents and Friends Committee also helps to organise other fellowship activities within the College community. Through their many efforts Parents

and Friends have in the past helped to purchase classroom equipment, science equipment, sports gear, outdoor furniture, air conditioning and many other important items.

From time to time groups within the College or church run fundraising events to subsidise their activities, make special purchases or to donate to a worthy cause. The College has given funds to Australian Lutheran World Service charities in the past to further their work in countries such as Sudan and Mozambique. Student groups such as the SRC, Year 12 graduating class and Pedal Prix have raised funds for various projects. These groups welcome your support.

### **Learning Assistance Program (LAP)**

The Learning Assistance Program is an effective way to reach individual children to help them with:

- confidence and self esteem
- social skills
- emotional stability
- learning skills
- problem solving and extension skills

Students who need help are selected by their teachers and matched to an appropriate tutor for one-on-one sessions. To make the program a success the College needs parents, grandparents and other members of the community who would love to volunteer an hour of their time one day each week.

If you or someone you know would like to volunteer to be a LAP tutor please leave your name and contact number at the College Office.

### **Parents and Friends**

The Parents and Friends Committee aims to:

- Foster fellowship within the College and Congregational community;
- Provide a place for the exchange of information regarding our College and education in general;
- Promote parent involvement in College activities;
- Provide a forum for ideas and discussion on topics concerning the school and its community;
- Work to provide additional resources within the school for the benefit of its students.

At the AGM the College calls for parent volunteers to fill the roles within the P&F Executive Committee. These positions include Chairperson, Vice-Chairperson, Secretary, Treasurer and Extra Members. We encourage parents to consider being involved either on the executive and/or in organised events throughout the year.

You are encouraged to attend the Parents and Friends meetings to actively support the committee and find out about happenings at the College. At this meeting the Principal presents up to date information about College policies, educational matters and College events. Meeting times and dates are advised via the College newsletter.

### **Parent Involvement**

Living Waters Lutheran College believes that educating children is a joint responsibility, where both parents and teachers work together to benefit the student. The College encourages all parents to become a part of the school community and we invite all parents into the school. To help maintain the ethos of the College and assist in the smooth operation we ask parents to observe the following:

### **Classroom Participation**

There will be times in each teacher's class timetables when parent involvement is not only welcome but greatly valued. Suitable times and ways you can be involved with your child's class can be arranged in consultation with the teacher. Please respect that there are times when it is beneficial to have no parental presence i.e. settling time at the start of the day, and the time just prior to dismissal.

### **Behaviour Management**

No parent should be directly involved in behaviour management within the school. Any concerns parents have should be directed to the class or subject teacher, Head of School or Principal and not to the child or the child's parents.

### **Role Models**

Students identify staff and parents as role models; therefore, we ask that all your actions reflect this.

### **Enquiries**

The following process should be followed when parents need to provide information, ask questions or raise concerns about their son or daughter. These procedures are in place to ensure confidentiality, effective and timely communication between home and school, and the involvement of the most appropriate people. In most cases the first point of contact will be the class or subject teacher, not the Head of School, Deputy Principal or Principal.

Enquiries should be directed to:

General enquiries	Student Services / Parent Reception
School Procedures & Rules	Class / Subject Teachers
Curriculum General	Class / Subject Teachers
Curriculum Specific	Class / Subject Teachers then Head of Learning Area
Class Matters	Class / Pastoral Care or Subject Teachers
Student Progress	Class / Subject Teachers then Year Level Coordinator/Head of Learning Area
Enrolment	Enrolments Officer / Heads of School/ Principal
Spiritual Matters	College Chaplain
Financial Matters	Bursar / Business Manager

During the teaching day a teacher's priority is to focus on the class rather than on an individual concern. Teachers are always happy to meet with parents at a mutually convenient time. An interview time with a teacher should be arranged beforehand.

### **Areas of Parent Involvement**

There will be regular contact with parents through parent teacher interviews, the student diaries and work folios and by telephone whenever necessary. Parents are encouraged to feel welcome to visit and/or participate in College life.

Participation could be through:

- Parent help in classroom activities
- LAP (Learning Assistance Program) which will operate through the Learning Enrichment Centre.
- Sports coaching out of school hours
- Assistance at sports carnivals
- Attending chapel and assembly
- Involvement on Parents & Friends Committee
- Involvement in other College Committees
- Involvement through the College Care program



## **Staff Availability**

Staff members are always willing to make a mutually convenient time to meet and discuss the progress of their students. Teachers are often unable to meet with parents during the busy morning settling in period so we ask that you make a formal appointment enabling both you and the appropriate teacher to take time to address any matter without distractions. As a general rule, teachers are on site until 3.45pm (except Tuesdays when staff meetings occur), making this an ideal time to book appointments.

Parents/caregivers are asked to follow the communication process and address specific matters to the most appropriate person, usually the class or subject teacher in the first instance. Year Level Coordinators, Heads of Learning Areas are the next people in the process. The Principal and Heads of Primary or Secondary are also available to meet with parents as required. It is always advisable to make a prior appointment to ensure they are available. Appointments with the Principal or Heads of School may be arranged through the College office.

## **Visitors**

All visitors to the College must report to the College office upon arrival where they are required to sign in. They will receive a visitor's pass from the office upon signing in. Visitors must also sign out at the conclusion of their business.

## **Volunteers**

Volunteers are a very important part of any school and the College would not be able to implement its programs so successfully if it wasn't for the many parents that spend time assisting students and staff. The first point of contact should you wish to volunteer your time is with your son's or daughter's class teacher. To view information about the requirement for Working with Children Checks which may be required by volunteers visit [www.checkwwc.wa.gov.au](http://www.checkwwc.wa.gov.au) In almost all cases parents of students are exempt from this requirement. An exception to this is when parents volunteer to stay overnight at camps. Anyone staying overnight on camp must have a Working with Children card prior to attending.

Volunteers should report to the College office to sign in prior to beginning their volunteer work and sign out on completion. This allows the College to account for you in the event of an emergency.

## 8. COLLEGE UNIFORM

### About the Uniform

The wearing of the uniform is an important aspect of our College. It is the outward mark that a student belongs to the College Community. It assists in the development of a sense of unity and purpose, and the development and maintenance of such qualities as self-respect, self-pride and self-discipline.

**Enrolled students are expected to comply with uniform requirements. Their parents are expected to fully support the uniform requirements.**

The uniform at Living Waters Lutheran College helps to identify our students when on campus, out in public and also when participating in interschool events. It is therefore important for ALL students to wear their uniform correctly and neatly when at the College AND also when going to and from the College. Ignorance is not an acceptable reason for not adhering to the uniform policy.

### Students Out of Uniform

**Full uniform details are listed here and in student diaries.**

The official uniform is to be worn at all times whilst at school and when travelling to and from school. A parental note will be expected if a student is temporarily out of uniform for any reason. Parents will be notified of a student's failure to observe the uniform requirements. There are consequences for students who are repeatedly out of uniform. Should a student need to be out of the correct uniform for medical reasons, a note of explanation will be required.

### Correct Seasonal Uniform

<b>Term 1</b>	<b>Summer</b>
<b>Term 2</b>	<b>Winter</b>
<b>Term 3</b>	<b>Winter</b>
<b>Term 4</b>	<b>Summer</b>

### Student Standards of Appearance

Correct uniform, as determined by the College Board, is to be worn at all times and must be kept clean and in good condition. Particular care should be taken to ensure that:

- When ties are worn the collar button is done up
- Shirts are properly tucked in
- Shoes are polished
- Skirts are modest in length

### Hair

- Hair should be a student's natural hair colour. Colouring and streaking are not permitted.
- Hair must be kept clean, neat and tidy.
- Hair shorter than shoulder length may be held back with a plain navy blue headband.
- Hair grips are to be plain bobby pins, silver or dark blue hair clips. Coloured combs and/or decorative clips are not permitted.
- Students with hair longer than the top of the shoulder must have **all** long hair tied back and up from the face using navy elastics and/or navy scrunchie. Long fringes and side bangs must be pinned or tied back. Short fringes (above eyebrow) may be left out.
- Hair sculpturing, dreadlocks and beading of hair or strands of hair are not permitted.
- Shaved heads or number one or two haircuts are not permitted. Hair must be number 3 or longer.

It is to be noted that in all matters of hairstyle, the College remains the final arbiter.

### **Jewellery**

Students may wear their Medic Alert bracelet. The only jewellery that may be worn with the College uniform is a wristwatch and a small silver or gold cross and matching chain.

### **Tattoos**

Visible tattoos on students are not acceptable. Any student that has a tattoo visible will be asked to cover it fully from view.

### **Body Piercing**

Students with pierced ears may wear plain silver or gold studs or sleepers (not hoops) with a maximum of one earring in each earlobe. Piercing of nose, eyebrows, lips, tongue, cheeks, and the wearing of rings, studs or spacers is not permitted.

### **Makeup and Nails**

Makeup, acrylic nails and nail polish are not permitted. Nails are not to be longer than 4 mms.

### **Shoes**

- Plain black lace-up school shoes are required for both boys and girls.
- Heels are to be no more than 3.5cm high and no smaller than 1.5cm.
- Black leather joggers, thin leathered pump style shoes, canvas shoes, elastic sided boots, laced ballet style shoes and skate shoes **are not** acceptable alternatives.
- The shoe must provide sufficient ankle support to ensure the health and well-being of our students.
- The sole must have sufficient tread to be considered sufficiently accountable in terms of Occupational Health and Safety. Pictorial information can be obtained from the College office or the Uniform Shop if parents are in doubt.

**Should a student need to be out of the correct footwear for medical reasons, a note is required showing the reason for the student wearing an alternative to the correct uniform.**

Sports shoes (trainers) are to be white, black or black and white. No coloured trainers or coloured accents on the shoes are permitted. Skate shoes are not acceptable sport shoes. If specialised sport shoes are required (and cannot be purchased in black/white/black & white), e.g. some shoes for basketball, running, etc., they are to be brought to school and changed into for PE only. They are not to be worn to/from school or during school, other than for PE. Ideally any specialist shoes if required should conform to normal sport shoe uniform requirements. Shoes can be purchased at any shoe retailer but must meet the required standards.

### **Variation of Uniform for Special Occasions**

For special occasions, students may be required to wear the more formal winter uniform.

### **Sports Uniform**

In Primary School through to Year 10, sports uniform is to be worn for the whole day including to and from school on the student's designated PE/Sports day. Students in Senior Secondary are required to bring their sports uniform in a separate small bag and change before and after their PE lessons.

### **Rain Jackets/Parkas**

For cold or wet weather a navy coloured wind and showerproof jacket with the College logo may be worn by students in Secondary School to and from school. The rain jacket/parka does not replace the woollen jumper or tracksuit jacket. If it is an exceptionally cold day the students should have their woollen jumper under the rain jacket. Rain jackets/parkas are not to be worn in classes, chapel or assembly. Primary students may wear a plain navy blue parka. Multi coloured parkas and other styles of jacket are not acceptable.

### **Scarves**

Scarves are to be plain navy blue. Only worn outside classrooms.

### **Backpacks**

All students must have a Living Waters backpack. This may be used to carry books and other personal property to and from school.

### **Shaving – Beards/Moustaches**

Male students are to be clean shaven. Sideburns/levers are not to come below the bottom of the ear lobe and hair must not extend on to the cheeks. Beards and moustaches are not acceptable.

### **College Hat**

The College hat is the ONLY acceptable hat and must be worn by ALL students when outdoors. A NO HAT NO PLAY RULE applies and hats are compulsory all year round. Secondary School students can choose to wear either the College wide brim hat or bucket hat. Primary students must wear the wide brim hat

### **Swim Wear**

Swim wear for students needs to be appropriate and modest in design. One piece swim wear is preferred for girls. If girls wish to wear two piece swim wear, the top must be of a T-bar, aerobic style with the bottoms being boy leg shorts. The wearing of rash tops is encouraged for all students to safeguard against sunburn. Specific items may be applicable for interschool swimming or outdoor education classes.

### **Extra and Co-Curricular Jackets (NOT shirts)**

Extra and co-curricular jackets that have been approved by the College Executive may be worn with the sports uniform, as a sport jacket with sports uniform only.

## **The Uniform Shop**

The Uniform Shop is located near the Currie Street entrance gates. They stock a complete range of new Living Waters Lutheran College uniform requirements and a selection of second hand items. Enquiries about the purchase or resale of preloved uniforms should be directed to the Uniform Shop Coordinator. Uniforms must be clean and in good order for resale.

The Uniform Shop does not stock school or sport shoes. Uniform items must be paid for at the time of purchase. There is no facility for the layby of uniform items. Payment may be cash (correct change if possible please) or EFTPOS. Parents who are unable to visit the uniform shop may place a telephone order by credit card through the College office.

Exchanges of items purchased from the Uniform Shop must be within 7 days of purchase and the item must be in its original packaging (if any) with labels attached.

### **Naming of Uniform and Other Personal Items**

Where possible every article belonging to students must be marked with the student's name. Ensure the items are marked with indelible ink in a place where the name can be seen should the item be lost. Any named items will be returned to the owner.

### **Opening Hours during School Terms**

MON	8:00am – 9:00am	2:30-4:00pm
WED	8:00am – 9:00am	2:30-4:00pm
FRI	8:00am – 9:00am	2:30-4:00pm

Parents will be advised separately of school holiday trading hours via the College newsletter

## Uniform Listings

### Kindy and Pre-Primary

#### Summer – Boys and Girls

- Navy blue rugby shorts
- College House sport shirt with College logo
- White school sports socks
- College hat with College logo
- Either white, black or black and white sports shoes are required (no pictures). Navy blue sandals (no socks) are optional in place of white or black shoes and socks (beach sandals are not an acceptable sandal)

#### Winter – Boys and Girls

- College House sport shirt with College logo
- Navy blue tracksuit jacket with College logo
- Navy blue tracksuit pants with College stripes
- White school sports socks
- Either white, black or black and white sports shoes are required (no pictures)

**COLLEGE HATS COMPULSORY ALL YEAR ROUND – NO HAT NO PLAY**

### Primary – Years 1 - 6

**There is to be no mixing of sport and formal dress uniform items.**

#### Summer – Boys

- Navy College shorts (elastic back – no cargo pants)
- White polo shirt with College logo
- Navy socks with College stripes
- College hat with College logo
- Black lace up shoes as per College standards or Navy blue sandals (no socks) are optional in place of black shoes and socks (beach sandals are not an acceptable sandal)

#### Summer – Girls

- Princess style dress in College tartan with the College logo
- White socks with College stripes
- College hat with College logo
- Black lace up shoes as per College standards.
- Navy sandals (no socks) are an alternative to the College socks and black shoes (beach sandals are not an acceptable sandal)

#### Summer Sports – Boys and Girls

- Navy rugby shorts
- College House sport shirt with College logo
- LWLC sport socks (must come above ankle)
- Either white, black or black and white sports shoes are required
- College hat with College logo

#### Winter – Boys

- Plain grey mélange trousers (elastic back)
- White button through shirt (no logo) – long or short sleeve

- Striped College tie
- Teal woollen jumper with College logo
- Navy socks with College stripes
- Black lace up school shoes as per College standards.
- Plain navy blue parka. Older primary students can purchase the showerproof jacket from the Uniform Shop (optional)

#### **Winter – Girls**

- Tartan pinafore
- White button through shirt (no logo) – long or short sleeve
- Striped College tie
- Teal woollen jumper with College logo
- White socks with College stripes
- Black lace-up shoes as per College standards
- Plain navy blue parka. Older primary students can purchase the showerproof jacket from the Uniform Shop (optional)

#### **Winter Sports – Boys & Girls**

- College House sport shirt with College logo
- Navy blue tracksuit pants with College stripes
- Navy blue tracksuit jacket with College logo
- LWLC sport socks (must come above ankle)
- Either white, black or black and white sports shoes are required

**ALL STUDENTS MUST HAVE A COLLEGE BACKPACK TO CARRY BOOKS & PERSONAL BELONGINGS.**

**COLLEGE HATS COMPULSORY ALL YEAR ROUND – NO HAT NO PLAY**

## Secondary - Years 7-12

**There is to be no mixing of sport and formal dress uniform items.**

### **Summer – Boys**

- Navy College shorts with adjustable button sides – NO BELTS or plain grey mélange trousers with belt loops – a black leather belt may be worn if desired
- White short sleeve shirt with embroidered College logo
- Navy blue socks with College stripes
- College hat with logo
- Black lace up school shoes as per College standards.

### **Summer- Girls**

- Princess style dress in College tartan with embroidered College logo (worn knee length or longer)
- White socks with College stripes, to be worn so stripes show
- College hat with logo
- Plain navy hair accessories to tie back long hair
- Black lace up school shoes as per College standards.

### **Summer Sports – Boys & Girls**

- Navy rugby or micro-fibre shorts
- College House sport shirt with College logo
- LWLC white sports socks
- Either white, black or black and white sports shoes are required. For specialised sport shoe requirements see page 32.

### **Winter – Boys**

- Plain Grey mélange trousers with belt loops (a black leather look belt may be worn if desired – webbing and fabric skate belts are not acceptable)
- White button through shirt with embroidered College logo – short or long sleeve
- Lower Secondary School tie Year 7-9 (not elasticised), Upper Secondary School tie Year 10-12.
- Teal woollen jumper with embroidered College logo
- Navy socks with College stripes
- Navy blue wind/showerproof jacket with College logo for wet/windy days
- Black lace up school shoes as per College standards.
- College blazer (optional)

### **Winter – Girls**

- Pleated skirt in College tartan (worn knee length or longer) or tailored navy long pants (not flares or hipsters)
- White button through shirt with embroidered logo – short or long sleeve
- Lower Secondary School tie Year 7-9(not elasticised), Upper Secondary School tie Year 10-12.
- Teal woollen jumper with embroidered College logo
- White socks with College stripes, to be worn so stripes show or navy (not black) stockings
- Navy blue wind/showerproof jacket with College logo for wet/windy days
- Black lace up school shoes as per College standards
- College blazer (optional)

### **Winter Sports – Boys & Girls**

- College House sport shirt with College logo
- Micro-fibre tracksuit pants with side panels - optional
- Micro-fibre tracksuit jacket with College logo
- The College rugby jersey with College logo is also an alternative to the tracksuit jacket
- LWLC white sport socks
- Either white, black or black and white sports shoes are required. For specialised sport shoe requirements see page 32.

**ALL STUDENTS MUST HAVE A COLLEGE BACKPACK TO CARRY BOOKS & PERSONAL BELONGINGS. COLLEGE HATS COMPULSORY ALL YEAR ROUND – NO HAT NO PLAY.**



## **9. ACADEMIC PROGRAM**

### **Curriculum Overview**

For Kindergarten to Year 10, the *Western Australian Curriculum and Assessment Outline* sets out the mandated curriculum. It provides a coherent and comprehensive set of prescribed content and achievement standards which teaching staff use to plan student learning programs, assess student progress and report to parents.

Specific Kindergarten Curriculum Guidelines guide educators to develop kindergarten curriculum for Western Australian children. The guidelines draw from the key ideas and related content from the Early Years Learning Framework to construct curriculum to ensure that all children in Kindergarten experience quality teaching and learning.

For senior secondary (Years 11 and 12), the Western Australian Certificate of Education (WACE) Manual describes the policies and procedures to be followed in relation to achieving the Western Australian Certificate of Education (WACE).

The curriculum promotes equity and excellence in education. The College requires its teachers to adhere to a Whole College Curriculum Plan in accordance with the established curriculum standards of the School Curriculum and Standards Authority (SCSA). The Whole College Curriculum Plan enables staff to provide a continuum of educational programs that flow from sub-school to sub-school, allowing students to make the transition from a Primary to Secondary learning style, as seamlessly and with as much support as possible.

### **Primary School Kindergarten – Year 6**

The Primary School educates children from Kindergarten to Year 6. Our staff aim to provide a caring, positive and safe environment as children begin their education. Within the Christian ethos of the College, children receive a well-rounded education. Daily devotion times and regular community worship nurture the child's spiritual development. An early focus on Literacy and Numeracy, together with a balanced approach to all curriculum areas, provides children with a solid grounding for lifelong learning. Primary School teachers understand the importance of this phase of education for developing a child's character, along with a love of learning. They are experienced in assisting children to develop the social skills needed to grow personally, build a positive self-image and develop healthy interpersonal relationships.

From Pre-primary to Year 6, students participate in specialist programs including Art, Japanese, Music and Physical Education to enhance the classroom program. Integration of technology into all learning areas is also an important part of the learning experience. Extra-Curricular activities such as Inter-house sporting competitions, camps, excursions and lunchtime clubs provide additional opportunities for students to develop personal interests and skills.

#### **Early Learning – Kindergarten through to Year 2**

Through play children begin to be exposed to literacy and numeracy. Play based pedagogy is used to engage and empower children. Their interests are paramount and active and creative play is encouraged. The child owns their own learning and develops at their own pace. Teaching focuses on literacy, numeracy and scientific investigation skills. Learning occurs through shared thinking, active investigation, listening and responding to children. Children are encouraged to question and explore to better understand their world.

Our Early Learning classrooms are welcoming and homely spaces with well-defined areas for children to investigate within. The intentional teaching practice of the Early Learning program acknowledges that not all children are ready to learn at the same time or place. Focus is on the process of learning and skill development.

The Western Australian Curriculum underpins teaching across all Learning Areas including the Early Learning program and incorporates guidelines from the Early Years Learning Framework to best meet the needs of our younger students.

The Early Years Learning Framework is a curriculum introduced by the Australian Government to extend and enrich children's learning from birth to five years. We use the five learning outcomes from the framework to encourage children to:

- have a strong sense of identity
- become connected and contribute to their world
- have a strong sense of well being
- become confident and involved learners
- become effective communicators

In Term One of each year the Kindergarten teachers embark on a program to visit with each new student's family at home (optional). The purpose of this visit is to enable teachers to meet informally with students and their parents as a way of getting to know each other better. The visits are not intended to be interview situations where the student's progress is discussed (formal interviews are held in term one or two) instead they are an important and unique part of College life which we believe helps to establish a positive relationship between home and school.

### **Year 3 through to Year 6**

We believe the classroom should be a happy and stimulating environment where respect between teachers, children and parents creates a safe and encouraging learning space. Learning opportunities are designed to take account of the student's interests, ability and potential.

The Western Australian Curriculum and Assessment Outline sets out the mandated curriculum which is used in Year 3 through to Year 6. Programs are designed for each year level taking into consideration the interests, needs and abilities of students. Classroom and specialist teachers provide our students with a wide range of experiences which ensure they have an opportunity to develop individual skills, work collaboratively, and be challenged.

## Lower Secondary

### Year 7 - Year 9

Lower Secondary aims to provide a smooth and planned transition from a traditional primary structure to a traditional secondary school structure. The Western Australian Curriculum and Assessment Outline sets out the mandated curriculum used in these years.

The timetabling of the majority of Lower Secondary classes are in the same buildings with the students venturing out in a more traditional secondary setting as they approach their Upper Secondary years.

Teachers work with Lower Secondary classes in teams giving them opportunities for collaborative planning. Time is allocated for worship, pastoral care and self-development programs.

In Years 8 and 9 learning is allowing for transition to Upper Secondary as students in Year 9 take part in the Recognition of Student Transition to Adulthood Program (ROSTIA). ROSTIA is dedicated to developing independence and responsibility in our students and sits alongside other learning in Year 9.

Our Lower Secondary curriculum acknowledges that students have a range of different learning styles. To address students' differing needs, a variety of instructional strategies are interwoven through the Curriculum thus enhancing the learning experience for all students. Examples of these strategies include group discussions, role playing, incursions/excursions, computer based learning, research projects, student presentations, games, group activities, videos and brainstorming. The College iPad program assists meaningful integration of Information Technology into all learning areas.

The Lower Secondary curriculum has been developed with the belief that the best preparation for participation in a changing world is to acquire the values, knowledge and fundamental life skills applicable.

Within this context our curriculum concentrates upon the learning outcomes achieved by the students in each learning area. This means that rather than focussing upon the information input and the time allocated to a particular topic of study, emphasis is placed upon what the student learns through that study, for example:

- the skills required to access information and the ability to discern what is relevant
- being able to utilise appropriate technology to achieve a desired result
- being able to arrange information in a logical sequence and present it to an audience
- the ability to think analytically
- the ability to problem-solve

The Lower Secondary curriculum is balanced and engaging, increasing students' knowledge and understanding whilst they continue to grow in their abilities and improve their skills. Students actively engage in activities that will motivate and challenge them.

## Upper Secondary Years 10, 11 and 12

Students begin to develop a strong sense of their own identity during the Upper Secondary years of their schooling and their future directions become increasingly important to them. They start to view themselves as adult members of society and become increasingly self-reliant. Consequently, they begin playing a major role in the decisions that affect their lives and shape their learning. Their personal goals and future directions assume a much greater importance to them.

In these important years the focus is on creating a learning environment that encourages students to be inquiring with an independent perspective on diverse issues. To this end, our learning programs are deliberately constructed to be student-centred, differentiated, challenging, and rigorous. Access to technology is essential to support learning and students are encouraged to bring the most appropriate device to serve their learning needs.

The curriculum is characterised by multiple pathways that prepare students for a range of post-school destinations - from University to Training Colleges, apprenticeships and traineeships and direct entry into the workforce.

More specifically, the Upper Secondary Years focus on:

- Assisting and encouraging each student in their faith journey;
- Engendering positive attitudes toward learning and a willingness to continue learning beyond the senior school years;
- Developing students' knowledge and understanding in their course areas and qualifications;
- Enhancing students' skills for locating and retrieving information; processing ideas and information; and communicating their understanding;
- Developing students' self-confidence, self-reliance and sense of personal responsibility;
- Challenging students to be sensitive to each other, live in community and serve the needs of others;
- Assisting students to establish a pathway, or provide them with the opportunity to maintain a number of options for future pathways.

Student's theoretical learning is complemented by opportunities to participate in On the Job Training and service to others. Students are guided and supported in their program of studies by a wide range of people including their Pastoral Care teacher, course teachers, Heads of Learning Areas, Coordinators and the Careers Counselling team.

Student individual pathways are carefully planned, monitored, and assessed so that the learning needs of each student are met in an environment that is both supportive and affirming. Our staff are firmly committed to helping students achieve their potential.

The pastoral care program which extends throughout the College continues into Upper Secondary. Coordinators and Heads of Learning Areas work together to monitor both student well-being and achievement with awareness that these school years can be a time of stress.

The College offers a wide range of curriculum options to assist students reach their personal academic goals and aspirations. Our curriculum remains focused on engaging and challenging students in a supportive environment.

- Year 10 students continue with a broad range of studies, including year-long electives in preparation for Year 11 and 12.
- In Years 11 and 12 students have the opportunity to study a varied curriculum preparing them for university, TAFE or seeking employment on completion of their studies. The College offers a broad range of university pathway ATAR courses, General courses and a robust and student-focussed VET program with Certificate III qualifications in Business, Sport and Recreation and IT embedded into the curriculum. Successful completion of the accredited School Curriculum and Standards Authority courses will gain credit towards the Western Australian Certificate of Education (WACE).

## **Career Development and Guidance**

The Career Department's main focus is to ensure that our students are exposed to the many options available to them as they contemplate their future and 'Life after Living Waters'. The main initiatives facilitated by the department include:

- Careers counselling
- Vocational Education and Training (VET)
- LINKZ Program (external studies and On the Job Training)
- Work experience

The Careers Department ensures students are provided with informative and up to date careers advice and training opportunities internally and externally.

## **Western Australian Statement of School Achievement and the Western Australian Certificate of Education**

The Western Australian Statement of Student Achievement, also known as the WASSA, is issued to all Year 12 students at the completion of their secondary schooling.

The WASSA provides a formal record of what students leaving in Year 12 have achieved, as a result of their school education in Western Australia.

The Western Australian Certificate of Education (WACE) is awarded to students who satisfy its requirements. It is a senior secondary certificate recognised nationally in the Australian Qualifications Framework (AQF). Generally, students will complete two years of senior secondary study to achieve the WACE, although the Curriculum Council allows students to meet the WACE requirements over a lifetime.

The WACE is recognised by universities, industry and other training providers. Achievement of a WACE signifies that a student has successfully met the breadth and depth standard, the achievement standard and English language competence requirements in their senior secondary schooling. More information about the specifics of achieving WACE Certification will come home to Upper Secondary School students in subject selection handbooks and information from the Schools Curriculum and Standards Authority.

# REPORTING TO PARENTS

## Primary Years

### Reporting of Kindergarten Progress:

In Kindergarten, Christian Studies is covered every term. The other Foundation Learning Areas are covered in the progress folder over three terms through the exploration of themes.

- Parent information session prior to commencement
- Progress folders in Terms 1, 2 and 3
- Parent Teacher Interviews
- End of Year Formal Report. The report format has been modified to suit the developmental level of this age group.

### Reporting of Pre-primary Progress:

- Parent/Teacher Information Sessions are held early in Term 1
- Parent Teacher Interviews
- Progress Folders – students take home progress folders in Terms 1, 2 and 3.
- A formal report is sent home at the end of Semester 2. A grade from A-E for each subject studied will be reported and a judgement on student attitude and effort. Comments are only reported for English, Mathematics and Pastoral Care.

### Reporting of Year 1 to Year 6 Progress:

- Parent/Teacher Information Sessions are held early in Term 1
- Parent Teacher Interviews
- Formal reports are sent home at the Semesters 1 and 2. A grade from A-E for each subject studied will be reported and a judgement on student attitude and effort. Comments are only reported for English, Mathematics, Humanities and Social Sciences, Science and Pastoral Care.

## SECONDARY YEARS

### Reporting of Year 7 to Year 9 Progress:

- Parent/Teacher Information Sessions are held early in Term 1
- Parent Teacher Interviews
- Formal reports are sent home at the end of Semesters 1 and 2. Year 7-9 Formal reports include a grade from A-E for each subject studied will be reported and a judgement on student attitude and effort. Comments are only reported for English, Mathematics, Humanities and Social Sciences, Science and Pastoral Care.

### Reporting of Year 10 to Year 12 Progress:

- Parent/Teacher Information Evening is held early in Term 1
- Letters of concern sent to parents when students are at risk of not achieving required standard
- Parent Teacher Interviews

- Formal reports are sent home in Semesters 1 and 2 for year 10 and 11 and Semester 1 only for Year 12 students
  - Year 10 Formal Reports include a grade from A-E and comment for each subject studied will be reported and a judgement on student attitude and effort.
  - Year 11 & 12 Formal Reports include a course mark out of 100, examination percentage and a grade from A-E will be reported on at the completion of each unit studied. Comments are reported for each course.
- Year 12 Statement of Results in Term 4 (pending final results being sent to students from SCASA (WASSA/WACE))

## Alternative Report Formats

For those students with a disability, diverse learning needs or who are at educational risk, documented Individual Educational Plans with appropriate goals are developed in consultation with parents and the Learning Enrichment Centre.

This does not diminish in any way the responsibility to report student progress in relation to the A - E grades through the formal semester reporting. It is only when parents agree that it is in the best interests of their child's development and self-esteem that the A - E grades can be replaced by alternative reporting formats.

Students involved in alternative programs through the Learning Enrichment Centre should receive an individual report appropriate to the program they have participated in.

## HOMEWORK

The school considers that homework is an important part of the process of education.

Through the use of relevant and well-structured homework, the school aims to:

- Enable students to review, practice and extend concepts learned during the school day.
- Allow students to complete work not finished in class.
- Enable students to develop self-discipline, time management skills and research skills.

### Homework Time Recommendation

Actual time required to complete homework will vary with each student's study habits, academic skills, and selected course load. As a general guide Living Waters Lutheran College recommends the following times for students of various ages.

#### Primary School

Pre-Primary	10 minutes per night 4 nights per week
Year 1	10 minutes per night 4 nights per week
Year 2	15 minutes per night 4 nights per week
Year 3	20 minutes per night 4 nights per week
Year 4	20 - 30 minutes per night 4 nights per week
Year 5	30 minutes per night 4 nights per week
Year 6	40 minutes per night 4 nights per week

#### Secondary School

Year 7	50 minutes per night 4 nights per week
Year 8	60 minutes per night 4 nights per week
Year 9	70 minutes per night 4 nights per week
Year 10	Minimum 90 minutes per night
Year 11	Minimum 2½ hours per night
Year 12	Minimum 2½ hours per night

Note: Year 11 and 12 students should refer to their Course Outlines and Assessment Outlines to produce individual study timetables.



### **Recording Homework in the School Diary**

Students are required to use their school diaries to record their set homework.

- By recording the approximate amount of time spent doing homework, students can indicate to their teachers if they are having difficulties.
- If homework is not completed and a diary note from parents is not presented, then students can expect consequences.

### **Information for Parents**

Parents are asked to assist students to find a suitable place in the home to complete homework without continuous distractions. The school considers that it is the responsibility of the student to ensure that a suitable amount of time is spent on homework.

It is also of greatest benefit to the students if they complete the work themselves. Parents, friends etc. are resources that students can use, but they should not give students the final answer. Parents are, however, encouraged to show interest and offer support to their children while they complete their homework.

Parents are asked to use the diary to communicate with the school about problems relating to homework. Parents are also welcome to contact teachers if they would rather speak to them directly.

**PLEASE CHECK AND SIGN YOUR CHILD'S DIARY DAILY.**

## **ABOUT THE COLLEGE DIARY**

All students from year 1 upward are given a College Diary and should use it daily. The diary must be taken to all classes and taken home each night.

The three aims of the diary are:

- to help you organise your school day, record your work and homework, and remind you of activities
- allow your Class Teacher and other staff to monitor your workload and progress
- assist your parent/carer in being aware of your progress and to allow for communication between parents/caregiver and teachers.

The College diary should be kept in good condition – there should be no graffiti on the cover, damage, soiling, etc. or a new one will need to be purchased.

### **Using the Diary**

In order to use your diary and planner effectively you must develop a system. The following suggestions may help.

- Ensure that you take your diary to every class and also home with you each night.
- Show your diary to your parent/caregiver each night and to your Class Teacher each day at school. Ask your parent to sign the diary each night and to write any comment they wish to communicate to your teachers.
- Plan your time carefully.
- Fill in your class timetable for each semester.
- Work out and fill in a homework timetable.
- Write all important school information e.g. homework, things you need to bring, special school activities etc. into your diary as soon as you can.
- If you are likely to need to change the information you have written in your diary, write it in pencil.
- Check your diary each morning and night.
- Tick off entries as you complete them.
- Trim off the corner of each page as each week is completed.
- The covers of the diary must be kept free of stickers and graffiti.

## **OTHER MATTERS**

### **Appeals Process – Upper Secondary**

A student may request a copy of the appeals policy from the Head of Secondary if the need arises.

### **Cheating, Collusion and Plagiarism**

Students submitting work that is not their own by way of cheating, collusion (working with another person when tasks require individual work) or plagiarism (using someone else's words or ideas without acknowledgement) will receive a zero (or Not Demonstrated) for that task. Where collusion has occurred between students both parties will be penalised.

### **Examination Conduct**

Infringement of examination regulations will result in an appropriate penalty, which could involve removal from the examination and cancellation of the paper.

### **School Library**

The College has an excellent Learning Resource Centre, as well as staff who offer many Library activities throughout the year. The library is open every day during school hours and from 3-4pm Mon-Thurs for students in years 7-12 (no Primary School students). This extra library time is for book borrowing, study and research.

### **Student Recognition**

It is important to recognise students who excel and show progress. Students in Primary and Lower Secondary School are awarded certificates at chapel or assembly each week. Merit certificates and other awards are given to students throughout the year for exceeding the Colleges expectations in a variety of areas. These awards are given out at the assembly of each sub-school.

Each sub-school also has its own end-of-year awards based on academic, sporting, and citizenship achievements.

## 10. INFORMATION TECHNOLOGY

### Computer and Internet Acceptable Conduct and Use Agreement

#### Preamble:

Access to technology and to the Internet at LWLC is provided solely for the purposes of educational research and learning. The purpose of this policy is to outline appropriate use and prohibited activities that will guide students to demonstrate good citizenship and ethical behaviour at all times. Every student is expected to follow the guidelines stated below, as well as those given in writing or orally by staff, in support of these guidelines.

Computer technology is a gift from God to His people. Like any other gift, it is up to us to use the gift wisely to glorify God and advance His Kingdom. LWLC acknowledges the blessings the Lord has bestowed through technology, and we are committed to empowering our students to use this gift in a way that is in keeping with our Lutheran ethos.

#### Account Ownership:

The College network accounts and email accounts (if email accounts are provided) of LWLC students are owned by the College and are not private. LWLC has the right to access the information in any student's account at any time.

#### Legal Use:

Students will use the LWLC computers, including the hardware, software and network access, in conformity with the laws of Australia and the state of Western Australia. Violations include, but are not limited to, the following:

1. **Criminal acts** – I will not engage in illegal activities including, but not limited to, “hacking” or attempting to access computer systems without authorization, harassing email, cyber stalking, child pornography, vandalism, and/or unauthorized tampering with computer systems.
2. **Libel laws** – I will not violate libel laws by publicly defaming people through the published material on the Internet, in emails or any other form of digital communications.
3. **Copyright Violations** – I will not violate copyright laws by copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright) or engaging in plagiarism (using other's words or ideas as your own). I will attribute any electronic source that I do legally use with proper citation including text, graphics, programming code and multimedia.

**Responsible Use:** The use of computers and network services is a privilege, not a right. Inappropriate use will result in a loss of those privileges and/or other disciplinary action. Students will be held responsible for their actions and activities while using technology at LWLC according to the following guidelines:

1. **Account Names and Passwords** - I understand that passwords are private and intended to be a secret shared with no one. I will not allow others to use my account name and password on the LWLC network or for any other login accessed via the LWLC network. I will not make any attempt to use an account name other than my own. Any indiscretions are my responsibility while my account is logged on.
2. **Appropriate Use** - I will use LWLC computer resources responsibly. I will use LWLC computers only within the parameters established by my teacher, and only in support of educational research and learning. I will not retrieve, save, or display hate-based, violent, offensive or sexually explicit material using any of LWLC's computer resources, or any other resources considered inappropriate by the Principals or their delegate. I am responsible for not pursuing such material. Accordingly, I am responsible for monitoring and appropriately rejecting material, links, dialogues and information accessed/received by me. I understand that I am to notify an adult immediately if by accident I encounter materials that violate appropriate use.
3. **Personal Use** - I will not use instant messaging, social networking or shopping sites from LWLC computers at any time. **I will assume that all game playing on LWLC computers at any time is prohibited** without explicit, website/game-specific approval by my teacher in support of academic learning. I will not access my personal email accounts from LWLC computers. I will not use LWLC computers for commercial or political purposes.
4. **Caring for Resources** - I will not damage computers, computer systems or networks. This includes the intentional introduction of viruses and corruption of system and other files. I will not do anything to disrupt the work of another student or teacher including disabling, disconnecting, altering, or prematurely shutting down computer hardware.

5. **Removable Media** - I will not use any removable media or external storage device (including thumb drives) on LWLC computers without authorisation from the IT staff. I will not connect LWLC computers to any such media that contains destructive, illegal or inappropriate content or executable programs (software, portable applications, etc.). I will comply with any directive to have such media scanned or searched by LWLC personnel for such contents.
6. **Storage Space** - I will efficiently manage the storage space allotted to me on the network server. I understand that reasonable efforts are made by the IT staff to backup this storage space, however, anything I store directly on any LWLC computer's own hard drive may not be backed up.
7. **Multimedia and Software** - I will not use any removable media or external storage device (including thumb drives) on LWLC computers without authorisation from the IT staff. I will not connect LWLC computers to any such media that contains destructive, illegal or inappropriate content or executable programs (software, portable applications, etc.). I will comply with any directive to have such media scanned or searched by LWLC personnel for such contents.
8. **Netiquette** - I will be courteous and use appropriate language in my digital communications including, but not limited to, email messages and online postings. I will refrain from using profane, vulgar, sexually explicit, harassing or abusive language and will report any cases of such usage against me to a member of the LWLC staff. I will not use the computer to demean or threaten others (including cyber bullying), whether they are other students, teachers, staff or parents, or to bear false witness or spread rumours about them.
9. **Protecting Privacy** - I will protect the privacy of others and myself at LWLC. I will not reveal personal information online including names, addresses, credit card details and telephone numbers of others or myself. I will not post pictures, video or audio, or any other work or representation of an LWLC student or staff member without their knowledge and consent. These guidelines include, but are not limited to: posts on Facebook, Snapchat, Instagram or other social networking sites; pictures and captions posted to WebShots, Flickr, Photobucket, or other photo sites; videos posted on YouTube or other video sharing sites; or creation of characters or locations in virtual environments or multi-player online games.
10. **Protecting Reputations** - I understand that I am an Ambassador for the College in all my online activities. I understand that what I do on websites and social media sites should not reflect negatively on my fellow students, teachers, or on LWLC. I understand that I will be held responsible for how I represent the College, its community or myself on the Internet.
11. **Respecting Ownership** - I will respect the rights of others by not accessing files, software, or other resources owned by others without the owner's permission. I will use only those college network directories that are designated for my use or for the purpose designated by my teacher.
12. **Accountability** - I understand that masquerading, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending e-mails, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name as a joke. I will not post content anonymously either.
13. **Accessing Information** - I understand the Internet is a source for information that is both true and false, and that the College is not responsible for inaccurate information I obtain from the Internet.
14. **Accessing Other Networks** - I understand that I may be subject to the 'Acceptable Use Policy' of any other network accessed whilst on the Internet.
15. **IT Lab** - I will abide by the rules specific to the Information Technology areas of the College. These rules are clearly displayed in those areas.
16. **Supervision** - I will not use any computer while at LWLC without the direct personal supervision of the classroom teacher or other qualified individual. Direct personal supervision means that the teacher (or other qualified individual) is present in the classroom or computer lab and is actively monitoring the work of the student. I understand that my computer use may be monitored remotely at any time by the College staff.
17. **Security** - I will respect the security of the network by not attempting to discover passwords or override measures the College uses to control access to any resource. This includes the use of web sites that claim to disguise what sites you visit and the use of proxies to bypass blocking mechanisms. If I discover a breach in the network security system, I will report it immediately to the IT staff.

**Consequences of Violations:**

I understand that violations of this agreement that will result in a suspension of computer privileges and network access include:

1. Attempts to breach the security system of the network or to access others' accounts (see Responsible Use #1 and #17 above);
2. Deliberate attempts to damage computers, computer systems or the network, or careless behaviour which results in such damage (see Responsible Use #4 and #7 above);
3. Criminal acts (see Legal Use #1 above);
4. Malicious attempts to damage someone's reputation or violate their privacy using the computers (see Legal Use #2 and Responsible Use #3, #8, #9, or #10 above);
5. Intentional attempts to introduce into the network or seek via the Internet material that is considered inappropriate (see Responsible Use #2 above).

The length of such bans will be determined in consultation with the Head of School and/or the Head of Technology relative to the severity of the violation. I acknowledge that being suspended in such a way may result in alternative work being assigned and/or extra time outside of the academic day being required for completing work, and ultimately may negatively impact my class marks.

When such a ban is deemed appropriate:

1. The supervising teacher will notify the IT staff, the Head of Technology and the Head of School.
2. The IT staff will disable the student account immediately and ensure that privileges are restored when the period of the ban is ended.
3. In cases of a severe breach of policy, parents will be notified.

All other violations will be dealt with according to normal classroom and College disciplinary policies and procedures as found variously in the College diary, parent handbook, official policy documents and on the College website.

***Students and Parents sign the diary to acknowledge the policy and their agreement to it.***

## Mobile Phone Policy

Mobile phones are not permitted to be used on campus during normal school hours.

The College recognises that there are times when it is genuinely appropriate and useful for students to have access to a mobile phone – for example, to contact parents in emergencies, on the way to and from school, and to confirm or change a collection time after an extra-curricular activity. It is not necessary or acceptable however, for mobile phones to be switched on or used at any other time during the school day. College staff reserve the right to confiscate mobile phones if they are being used during these times – it is then the responsibility of the parent/caregivers(s) to collect the confiscated phone from the student's relevant Head of School.

A student, who is feeling unwell at school and needs to go home, must arrange this through their teacher and Student Services. Under no circumstances may students use mobile phones to contact home and make arrangements to leave except through the Student Services or Head of School.

### **The following rules apply with respect to mobile phones:**

1. Mobile phones must be switched off during all school hours even when they are stored in a locker or bag. They should not be used in any manner or place that is disruptive to the normal routines of the College or to other people. Usage includes the sending and receiving of text messages or data.
2. Students are not permitted to use mobile phones during field trips, excursions or other off campus supervised activities. Arrangements will be in place for communication with staff members in the case of an emergency.
3. Mobile phones brought to and kept at school are rely at their owner's risk. The College cannot accept any responsibility for the loss, damage or health effects (potential or actual) resulting from mobile phone use. Students and parents should recognise that mobile phones are a highly prized target for and, accordingly, phones should always be stored in a safe and secure place.
4. Parents and students should ensure that such phones are properly and adequately insured as personal property.
5. Courtesy, consideration of and respect for others are paramount at all times.
6. Non-observance or breaches of these rules may result in the mobile phone being confiscated and privileges restricted or withdrawn. If the mobile phone is confiscated, it will need to be collected from Student Services by the parent/guardian of the student.

## Use of the Internet, E-Mail and Mobile Phones

The College has a school-wide policy on Acceptable Internet Use (See page previous pages in the College Diary) and all students and parents are required to sign a form agreeing to this policy. Although this cannot apply to Internet use at home, parents are urged to be aware of their son/daughter's Internet use and to determine whether it is acceptable – to them as parents/caregivers and by law.

In addition to internet use, inappropriate use of SMS text messaging on mobile phones has also been displayed. Such messaging is against the terms of the College's Anti-Harassment Policy (also signed by students and parents in the College diary, See page 23). Mobile phones have never been permitted to be used on campus during normal school hours. College staff reserves the right to confiscate mobile phones if they are being used during these times – it is then the responsibility of the parent/ caregivers(s) to collect the confiscated phone from the student's relevant Head of School.

When using mobile phones/SMS messages, E-mail or internet chat relays, it is NOT acceptable to:

- Threaten other students
- Use swearing and foul language
- Use defamatory statements
- Spread rumours about other people
- Use racist comments

Some of these behaviours are punishable by law based on the Telecommunications Act. Some infringements of this Act carry a jail term. The College may refer serious incidents onto the police.

The internet is an extremely beneficial resource to students when used correctly, i.e. for assignment research, information gathering and friendly chats. Similarly, mobile phones are a convenience and allow a degree of safety. However, without close supervision or outlining of rules, the internet and mobile phones can easily be misused.

We at the College encourage parents to discuss with their children, correct use of the internet (E-mail, MSN Messenger, My Space, etc.) and mobile phones and agree on what is appropriate. If you or your child suspect or are aware of any misuse of the internet/e-mail or mobile phones as it pertains to the College, it is imperative that you contact the College so that it may be appropriately addressed.

Parents and students seeking advice regarding this issue may wish to contact the College.

## **APPENDIX 1. A GUIDE TO THE INTERNET**

### **What is the Internet?**

The Internet is a large number of computers all over the world linked together. In most cases, each of these computers is also linked locally to a number of other computers, in a local network. It is possible for someone using one of these computers to access information on any of the other computers. This system was established by those working in Universities and Government organisations for the fast and efficient transfer of largely text-based information around the world directly from one computer to another.

It is possible for other people, outside these local networks, to connect to the Internet by using standard telephone lines between their computers and those already connected to the Internet. A number of companies (called Internet Providers) specialise in providing this service for a fee.

### **What is the World Wide Web?**

To make the appearance of information available through the Internet more attractive, and to assist people in finding information more easily, it is now possible for special pages of information to contain text, colours, pictures, sound and even video. These pages, collectively, make up what is known as the World Wide Web. Most of these pages include information on the location of other pages on the World Wide Web, and it is possible to follow up links between pages with similar or related content. Moving from one page to another, regardless of where in the world they might be located, is called browsing, or “surfing the net”. Many of these Web pages contain information that may be useful in the classroom, and it is presented in a way which is often easy to use.

### **What Are The Dangers of The Internet Referred To In The Media?**

It is true that there is some material on the Internet which would be offensive to most people, such as pornography, racist and sexist material, and this can be accessed by children if using the Internet unsupervised. The College ‘filters’ known offensive locations of material of this kind, but there is too much for this filtering to be very effective, and the locations change frequently. The only way to block access to this kind of material is to have a restricted range of pages available, in which case many of the advantages of the global and dynamic nature of the Internet may be lost. Increased restrictions would add to the existing costs. An alternative system is to educate pupils and encourage an acceptable use policy which promotes partnership between home and College in dealing with the less savoury side of Internet use.

### **How Can I Get More Information?**

There are many magazines and books in newsagents and book stores that cater for beginners through to advanced use of the Internet. If you have any specific questions you are invited contact the College’s Librarian, the Information Technology Department, or attend the Parent Information Nights on this subject when they are offered.



## 11. SPORT

### Sporting Code of Conduct

#### **Players Code (from the College Diary)** *It isn't whether you win or lose, but how you play the game!*

- Play for the "fun of it", not just to please your parents or coach.
- Play by the rules.
- Never argue with the officials' decision. Let your captain or coach ask any necessary questions.
- Control your temper – no 'mouthing off', breaking or throwing equipment.
- Work equally hard for yourself and your team – your team's performance will benefit and so will your own.
- Be a good sport. Cheer all good plays, whether your team's or your opponent's.
- Treat all players as you yourself would like to be treated. Don't interfere with, bully or take unfair advantage of any player.
- Remember that the goals of the game are to have fun, improve your skills and feel good. Don't be a 'show-off' or always try to get the most points or penalties.
- Cooperate with your coach, teammates and opponents, for without them you don't have a game.
- Compliment and recognise achievements of your fellow players and encourage them to feel proud of their accomplishments, and encourage all your team members to do the same.
- Feel proud of your own accomplishments, whether it is in skill, effort, or treatment of others.
- Respect and care for all equipment being used, both yours and that of others.

#### **Spectator's Code (Extracted from the Sporting Code of Conduct Handbook)**

- Fans don't play fair when they mistake young people at play, for professional entertainers.
- Remember that young people play organised sport for their own fun. They are not there to entertain you, and they are not miniature pro-athletes.
- Be on your best behaviour. Don't use profane language or harass players, coaches or officials.
- Applaud good plays by your own team and the visiting team.
- Show respect for your team's opponents. Without them, there would be no games.
- Never ridicule or scold a player for making a mistake during a competition.
- Condemn the use of violence in all forms.
- Respect the officials' decisions.
- Encourage players always to play according to the rules.

#### **Parent's Code (Extracted from the Code of Conduct Handbook)**

A young person learns to be a 'good sport' at home. By the time they join a team, a sense of sportsmanship (or lack thereof) is already well established.

- Do not force a young person, who is unwilling, to participate in sports.
- Inform the coach of any physical conditions which your child suffers from, e.g. asthma.
- Provide your child with correct uniform and protective gear if necessary.
- Remember – young people are involved in organised sports for their own enjoyment, not yours.
- Encourage all participants to play by the rules.
- Convey to our young people that honest effort is as important as victory so that the result of each game is accepted without undue disappointment.
- Turn defeat to victory by encouraging participants to work toward skill improvement and good sportsmanship. Never ridicule or yell at players for making a mistake or losing a competition.
- Remember that young people learn best by example. Applaud good plays by your team and by members of the opposing team.
- Do not publicly question the officials' judgement and never their honesty.
- Support all efforts to remove verbal and physical abuse from young people's sporting activities.
- Recognise the value and importance of volunteer coaches. They give their time and resources to provide recreational activities for our young people.
- Compliment and recognise achievement by your own family members as well as other players, and encourage them to feel proud of their accomplishments.
- It is important to direct any major issues regarding coaches to the Coordinator. Some coaches, especially our younger coaches, may not have the experience in dealing with parents' concerns that a Coordinator does.

## 12. SCHOOL ROUTINES

### The School Day - Kindergarten

- (3 days)

Monday	Tuesday	Wednesday
All day 8.40-3.00	All day 8.40-3.00	All day 8.40-3.00

### The School Day - Pre-Primary- Year 12

Primary School (PP-Yr 6)	Secondary School (Yrs 7-12)
PC (8.45am-8.55am)	PC (8.35-8.55)
Lesson 1 8.55am-9.45am	Lesson 1 8.55am-9.45am
Lesson 2 9.45am-10.35am	Lesson 2 9.45am-10.35am
Recess (10.35-10.55)	Recess (10.35-10.55)
Lesson 3 10.55am-11.45am	Lesson 3 10.55am-11.50am
Lesson 4 11.45am-12.35pm	Lesson 4 11.50am-12.40pm
Lunch (12.35-1.20)	Lunch (12.35-1.15)
Lesson 5 1.20-2.10pm	Lesson 5 1.15pm-2.10pm
Lesson 6 2.10pm-3.00pm	Lesson 6 2.10pm-3.00pm
Pastoral Care 3.00pm-3.10pm	

### Messages to Students during the Day

Parents can leave messages for their son/daughter during the school day. However, this should be reserved for the most important messages and should be received before lunchtime to ensure delivery. The administration staff will send a written note to your son or daughter at the end of the day (during the school day for Senior School students). Using phones and public announcements during the day disturbs students as they study so office staff will avoid passing verbal messages in all but the most urgent cases.

### Chapel and Assembly Times

We have an organised program of worship and assemblies that all students are actively involved in and to which all parents and friends are invited.

**Chapel is held on Wednesday mornings at 9am. Chapel rotates between whole school (in the Vlahov Centre) and individual school chapels (Vlahov Centre/Chapel).**

Chapel consists of worship led by the College Chaplain or another senior member of staff. Assemblies are presented by classes on a rotational basis.

**Parents and visitors are invited to stay for morning tea after worship/assembly.**

## 13. ADMINISTRATION

### College Contact Information

**Street Address**

176 Currie Street  
Warnbro WA 6169

**Postal Address**

PO Box 997  
Rockingham DC WA 6968

**Phone Number**

9593 1211

**Absentee Email**

[absent@livingwaters.wa.edu.au](mailto:absent@livingwaters.wa.edu.au)

**College Email**

[admin@livingwaters.wa.edu.au](mailto:admin@livingwaters.wa.edu.au)

### Administration Office Hours

Enquiries and payments may be made at the Administration Office from **8:00am-4:00pm** daily during term time. Holiday opening times will be advised via the College newsletter

### Communication between Parents and College

The College invites parents to meetings and events throughout the year to provide information about the College and allow parents to meet and exchange information with staff and support their children in the education process. The dates and times of meetings and events are published in College newsletters, class newsletters and letters. The meetings and events may be academic, pastoral, sporting or purely social in nature. The College strongly encourages parents to attend them all as a means of staying informed and voicing opinions.

### School publications

**Newsletters**

The College's newsletter is published every three weeks on a Thursday via electronic mail. Back copies of newsletters may be found on the College Website. We encourage parents to take the time to read this informative publication to find out what is happening at the College.

**Website**

General College information can be found on our website as well as the College newsletter. The College calendar and information about events can also be found on the website. Parents are encouraged to check the website regularly for up to date news. [www.livingwaters.wa.edu.au](http://www.livingwaters.wa.edu.au)

**LWLC College App**

Families may download the Living Waters Lutheran College app onto their chosen mobile device from the Apple App Store or Google Play Store searching for Living Waters Lutheran College. The app is free and can be personalised to send you notifications relevant you your child. The App includes a calendar of events and newsletters. Alternatively download at <https://app.appcity.com.au/lwlc>

**Yearbook**

The College Yearbook documents and celebrates the school year. Families will be charged in Term 4 for one copy of the College Yearbook. The Yearbook is supplied to each family at the beginning of the following school year. Additional copies may be purchased from the College.

## **Student Insurance**

All Living Waters students are provided with cover by the College under the Lutheran Church of Australia Student Accident Cover, which is underwritten by Chubb. This Insurance Plan provides cover for students 24 hours 7 days a week on a range of accident or Injury related “Insured Events” including an emergency transport cover. Please note that the Insurance Protection Plan only provides a level of cover for Non-Medicare expenses for school related activities or for any organised sporting activity (i.e. as a member of a sporting club). You will find benefits explained here <https://www.lcainsurance.org.au/policies/schools> As ambulance transport will not always be covered under the policy the College strongly recommends students have some form of private health insurance and/or ambulance cover.

## **Change of Address**

Parents are asked to notify the College immediately if they change address, telephone numbers (work or home), mobile numbers or email address.

## **Changes in Family Circumstances**

Parents must advise the College of any changes in family circumstances that might affect the life of the student at school.

## **Entrance Gates**

At peak periods before and after school entry is through the Currie Street gates (near Kindergarten) or the Swallowtail gates (near the chapel). For safety, entry during the school day is via the Swallowtail gates only.

## **Lost Property**

Items with names are returned via office boxes to students. Unnamed lost property is held at Student Services. Enquire there first if a lost item cannot be located. Lost property is stored in Student Services for a term and put on display at the end of each term. If not claimed, lost property is disposed of after this time.

## **Term Dates**

Living Waters term dates can be accessed via the College website or obtained from the College office.

## **Withdrawal of Students – Period of Notice**

Parents/Guardians may terminate enrolment at any time. However, one full term’s notice is required in writing to the Principal. When less than one full term’s notice is given, one term’s fees will be payable in lieu of notice. Any sibling discount that may have applied to the enrolment will be rescinded and the full term’s fees will be payable.

## Grievance Policy

### Rationale

Living Waters Lutheran College is committed to working with all members of the community (staff, students and parents) in a manner which upholds the importance of building and maintaining positive relationships. These relationships are valued as a gift of God and we aim to provide an environment where each member is recognised and respected as unique individual with rights and responsibilities. We acknowledge that because of our human condition, relationships will at times become strained and disagreements or tensions will exist. In such God's word offers the following principles:

*Love one another as I have loved you (John 15:12)*

*Speak the truth in love (Ephesians 4:15)*

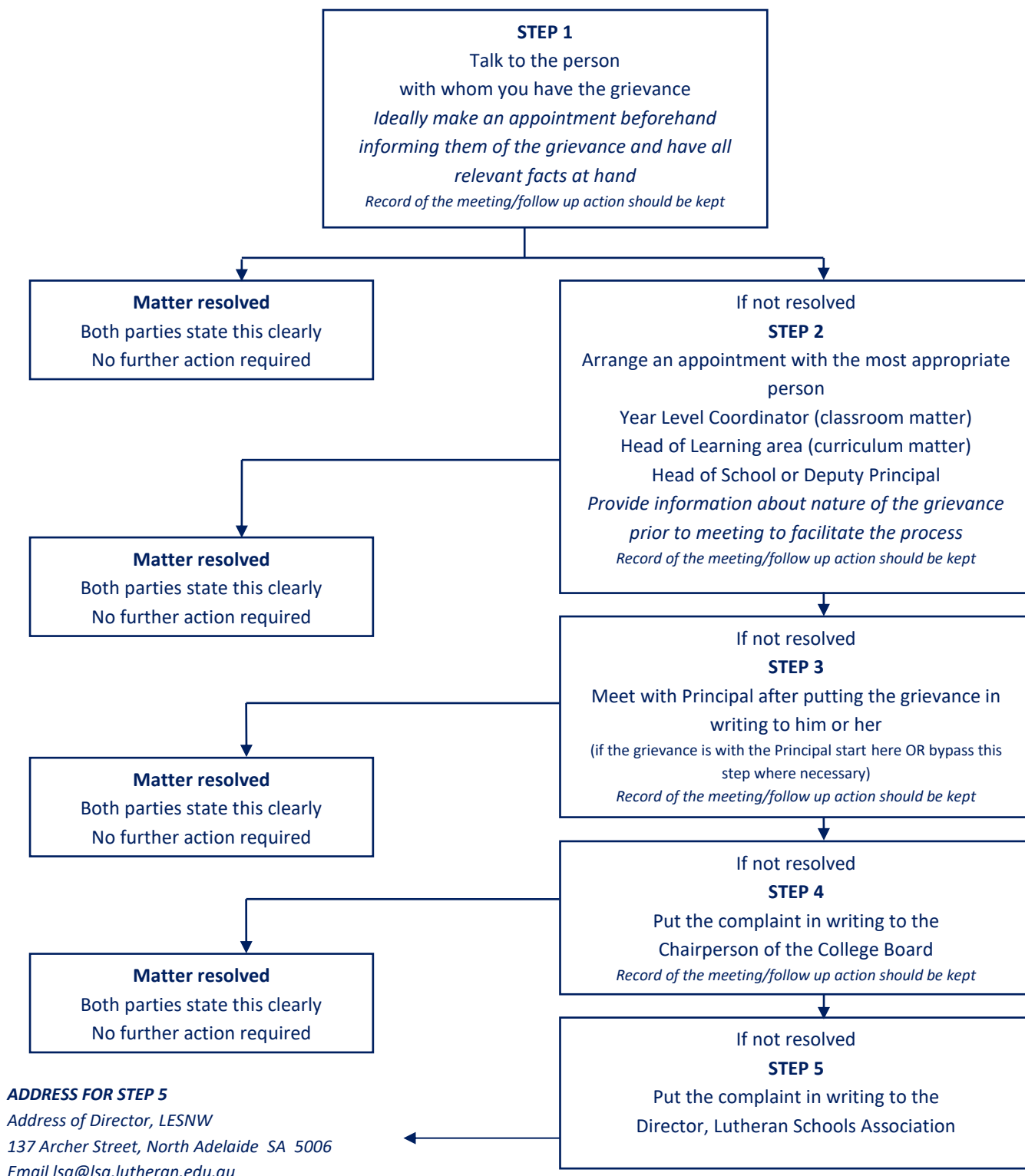
*Go to the person to speak about the concern (Matthew 18:15)*

It is recognised that parents and students have a right to raise concerns they may have and to have them addressed appropriately. Grievances should be handled with sensitivity and not in a reactive or subjective manner. This procedure is to ensure that all grievances are dealt with in a fair and transparent way which gives account to the College's obligation in terms of its duty of care to the students but also guarantees procedural fairness and natural justice to the employee.

When there is a concern and parents or students feel the need to make a complaint, the first response should be to speak to the staff member involved. The biblical principles listed above should guide any approach or discussion. If this initial discussion does not lead to a resolution, then the formal processes outlined should be followed. The aim at all times is to have a fair and just resolution for all parties involved.

### The following guidelines will assist if you have a concern.

1. The preferable first option is to make an appointment to talk to the relevant person, which in most instances will be a particular teacher or other staff member. There may be circumstances where this may not be appropriate but ideally this should be the first step to resolution. Let the person know beforehand what subject you wish to discuss as this will facilitate the process. Setting aside time by making an appointment allows the person to give you and the matter at hand his or her full attention. Check that all the facts are sought before the meeting. The teacher or staff member and parent should act together with an aim to reach a resolution. If either party considers the issue raised unresolved, it is important that that this is stated at the conclusion of the meeting.
2. If the issue is unresolved, make an appointment with the Year Level Coordinator, Head of Learning Area or Head of School/ Deputy Principal as appropriate. Once again inform the senior staff member of the matter you wish to discuss to facilitate the process. Meet with the appropriate person. Results of the meeting may include:
  - Practical changes where appropriate
  - Monitoring of the situation
  - Further discussion with the people involved
  - Outside support offered (e.g. counselling)
3. Should there still be dissatisfaction with the concern at this point a meeting with the Principal is advised. The grievance should at this time be put in writing and sent to the Principal *via the College office* prior to meeting.
4. If after steps 1-3 there is still dissatisfaction, inform the Chairperson of the College Board in writing *via the College office* who will follow up the concern. The expectation of the Chairperson will be that the above steps have been followed.
5. If the grievance is against the Principal, the College believes the first response should be to speak to the Principal but it is understood there are times when this may not be possible or desirable. In this case go to step 4
6. Details of the meetings and their outcomes should be recorded.



**Should the issue be resolved at any point, ensure that this is clearly stated between parties with a stated intent and willingness to continue to work together with mutual trust.**

### Trust and Confidentiality

Grievances are best dealt with when there is a high level of confidentiality and trust between the parties involved. Criticism of teachers and/or the College in the wider community can adversely affect the resolution of the grievance and is something to be guarded against by all parties.

The College is committed to restorative practices in all matters where a breakdown of relationships has occurred. The College will do its best to address and satisfactorily resolve grievances in a mutually acceptable way however, it is not always possible to resolve all problems in a manner where mutually acceptance is the outcome. **The welfare of any students concerned should be paramount throughout any grievance procedure.**

## Privacy Policy

### *Your privacy is important*

This statement outlines the policy on how the College uses and manages personal Information provided to or collected by it. The College is bound by the National Privacy Principles contained in the Commonwealth Privacy Act. The *Privacy Amendment (Private Sector) Act 2000* amends the *Privacy Act 1988*, so as to also regulate the way private sector organisations, including non-government schools and systems, handle ‘personal information’ of individuals.

The College may, from time to time, review and update the Privacy Policy to take account of new laws and technology, changes to College operations and practices and to make sure it remains appropriate to the changing school environment.

### **What kind of personal information does the School collect and how does the School collect it?**

The type of information the College collects and holds includes (but is not limited to) personal information, including sensitive information, about:

- Pupils and parents and /or guardians (“**Parents**”) before, during and after the course of a pupil’s enrolment at the College;
- Job applicants, staff members, volunteers and contractors; and
- Other people who come into contact with the College.

***Personal Information you provide:*** The College will generally collect personal information held about an individual by way of forms filled out by Parents or pupils, face to face meetings and interviews, and telephone calls. On occasions people other than Parents and pupils provide personal information.

***Personal Information provided by other people:*** In some circumstances the College may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another school.

***Exception in relation to employee records:*** As a result, this Privacy Policy does not apply to the School’s treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the College and employee.

### **How will the College use the personal information you provide?**

The College will use personal information it collects from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which you have consented.

***Pupils and Parents:*** In relation to personal information of pupils and parents, the School’s primary purpose of collection is to enable the College to provide schooling for the pupil. This includes satisfying both the needs of Parents and the needs of the pupil throughout the whole period the pupil is enrolled at the College.

The purposes for which the College uses personal information of pupils and parents include:

- To keep parents informed about matters related to their child’s schooling, through correspondence, newsletters and magazines;
- Day-to-day administration;
- Looking after pupil’s educational, social and medical well-being;
- Seeking donations and marketing for the College;
- To satisfy the College’s legal obligation and allow the College to discharge its duty of care.

In some cases where the College requests personal information about a pupil or parent, if the information requested is not obtained, the College may not be able to enrol or continue the enrolment of the pupil.

*Job applicants, staff members and contractors:* In relation to personal information of job applicants, staff members and contractors, the College's primary purpose of collection is to assess and (if successful) to engage the applicant, staff member or contractor, as the case may be.

The purposes for which the College uses personal information of job applicants, staff members and contractors include:

- In administering the individual's employment or contract, as the case may be;
- For insurance purposes;
- Seeing funds and marketing for the College;
- To satisfy the College's legal obligations, for example, in relation to child protection legislation.

**Volunteers:** The College also obtains personal information about volunteers who assist the College in its functions or conduct associated activities, such as (alumni associations), to enable the College and the volunteers to work together.

**Marketing and fundraising:** The College treats marketing and seeking donations for the future growth and development of the College as an important part of ensuring that the College continues to be a quality-learning environment in which both pupils and staff thrive. Personal information held by the College may be disclosed to an organisation that assists in the College's fundraising, for example, the College's Foundation or alumni organisation.

Parents, staff, contractors and other members of the wider College community may from time to time receive fundraising information. College publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

#### **Who might the College disclose personal information to?**

The College may disclose personal information, including sensitive information, held about an individual to:

- Another school;
- Government departments;
- Medical practitioners;
- People providing services to the College, including specialist visiting teachers and sports coaches;
- Recipients of College publications, like newsletters and magazines;
- Parents and guardians; and
- Anyone you authorize the College to disclose information to.

**Sending information overseas:** The College will not send personal information about an individual outside Australia without:

- Obtaining the consent of the individual (in some cases this consent will be implied); or
- Otherwise complying with the National Privacy Principles.

#### **How does the College treat sensitive information?**

In referring to 'sensitive information', the College means: information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual preferences or criminal record, that is also personal information; and health information about an individual.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

#### **Management and security of personal information**

The College's staff are required to respect the confidentiality of pupils' and Parents' personal information and the privacy of individuals.

The College has in place steps to protect the personal information the College holds from misuse, loss, unauthorized access, modification or disclosure by use of various methods including locked storage of paper records and password protected access rights to computerised records.



## **Updating Personal Information**

The College endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information held by the College by contacting the College Registrar at any time.

The National Privacy Principles require the College not to store personal information longer than necessary.

## **You have the right to check what personal information the School holds about you**

Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information that the College holds about them and to advise the College of any perceived inaccuracy. There are some exceptions to this right set out in the Act. Pupils will generally have access to their personal information through their Parents, but older pupils may seek access themselves.

To make a request to access any information the College holds about you or your child, please contact the College Principal in writing.

The College may require you to verify your identity and specify what information you require. The College may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the College will advise the likely cost in advance.

## **Consent and rights of access to the personal information of pupils**

The College respects every parent's right to make decisions concerning their child's education.

Generally, the College will refer any requests for consent and notices in relation to the personal information of a pupil to the pupil's parents. The College will treat consent given by parents as consent given on behalf of the pupil, and notice to Parents will act as notice given to the pupil.

Parents may seek access to personal information held by the College about them or their child by contacting the College Principal. However, there will be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the College's duty of care to the pupil.

The College may, at its discretion, on the request of a pupil grant that pupil access to information held by the College about them, or allow a pupil to give or withhold consent to the use of their personal information, independently of their parents. This would normally be done only when the maturity of the pupil and/or the pupil's personal circumstances so warranted.

## **Enquiries about Privacy Issues**

If you would like further information about the way the College manages the personal information it holds, please contact the College Principal.

## 14. FINANCIAL CONSIDERATIONS

### Booklists

Booklists are sent home to families at the end of the school year for the following year. Parents may order through our current school supplier or seek to purchase identical items independently at other retailers. It is essential that students have all necessary items.

### Enrolment Fee

An enrolment fee of \$500 is applicable when the first child is offered a place at the College and the place is accepted. This is a one-off fee per family. Enrolling families should note that if a place is accepted by payment of the fee and subsequently the enrolled child does not commence at Living Waters the fee will be retained in full to cover the costs associated with enrolment.

### Fees and Charges

It is a firm policy of the College to keep fees as low as possible. College fees are set as an annual fee by the College Board after budgeting for the year's total income and costs.

This annual fee is divided by four so that parents can have the convenience of making instalments at the start of each term. Therefore, the fee to be paid for each term is not that term's fee but is rather a 25% instalment payment towards the annual fee. **This is particularly pertinent in year 12 when school attendance ends early in Term 4 but fees are extended into Term 4 to allow an extra term to finalise the annual account.** Fees and charges are subject to alteration from time to time as decided by the College Board. ***Fees and Charges schedules for the following year are usually sent out during Term 4 or may be obtained from the College Office.***

### Financial Hardship

Families experiencing temporary or longer term financial hardship which affects their ability to meet their financial responsibility to the College should inform the Bursar as soon as possible. All enquiries will be treated in a confidence. In cases of genuine financial hardship application may be made to the College for financial assistance. Financial Assistance Application are available from the office. Applications for assistance are considered on a case by case basis. To ensure the College directs available assistance to those most in need, applications are reviewed annually.

### Payment of Fees

Fee statements are issued within the first two weeks of each term. Fees may be paid:

- Annually (within 14 days of issue of Term 1 statement to take advantage of the 4% discount)
- Four quarterly payments (each term)
- Monthly payment plan (by arrangement with the College Bursar)
- Fortnightly payment plan (by arrangement with the College Bursar)
- Over 10 months via credit card

A tuition option form should be completed if other than annual or quarterly payments are made. Unless other arrangements are made, payment of term fees must be made within 14 days of having received the account.

### Payment Methods

- Visa, Bankcard, Mastercard, EFTPOS in person or by phone (9593 1211)
- Cash in person at the College office
- Direct Debit (arranged through the College) or Periodic Payment (arranged through your own bank)
- Internet Electronic Funds Transfer (through your own internet banking entity)

The College account details are Westpac BSB **036-036** Acct No **462931**

## **Secondary Assistance Scheme**

The State Government provides assistance to families through the Secondary Assistance Scheme which is administered by the Education Department. It is generally available to parents who are holders of current Pensioner Concession or Health Care cards who have children enrolled in Years 8 to 12 up to and including the year the student turns 18.

Applications must be submitted to the Education Department. Application deadlines will be advised in College newsletters. Application forms are available from the College Bursar.

## **Smart Rider Cards**

Smart Rider cards can be ordered at Student Services. There is no charge for the initial issue of Smart Rider cards. Any student ordering a replacement Smart Rider for a lost or damaged card must pay a \$5 administration/replacement charge.

## **Book Hire Fee**

Living Waters Lutheran College is one of a few schools which offer a book hire system for our Secondary School students. In particular senior students at other schools may pay up to \$600 per year for text book purchase. The value of each text book can vary from \$15 to \$80. Students in each year level have different text book requirements and requirements are often subject to change. An annual book hire fee of \$160 is applicable to Years 7, 8, 9, 10, 11 and 12 only (billed in term 1 each year).

## 15. SERVICES

### Banking

Children, parents and friends have the opportunity to bank with the Lutheran Laypeople's League (LLL) through the school. Fees are not charged on these accounts and the interest is currently 1.75% calculated on a daily basis on all balances. Living Waters utilises the LLL for low interest loans to support the College building program. The College benefits from banking by receiving a donation from the LLL for providing a banking service. Student deposits are sent to the class teacher for forwarding to the office on **Tuesday only**. Please ensure that you note the amount enclosed in the bank book on an attached note. You can easily withdraw funds from your LLL Savings Account online with internet banking. For more information on account access and the LLL visit [www.lll.org.au](http://www.lll.org.au) or phone 1800 556 457.

For further information regarding school banking contact the College office.

### Canteen

The Canteen is operated by the Rockingham Lutheran Church. Canteen menus are available from the College offices, on the College website and are also sent out with the newsletter at the beginning of the year or if any changes to the menu occur. Lunch order bags are sold at the office.

- Students in Pre-Primary to Year 6 must pre-order. They are not allowed to visit the canteen in person.
- Students in Years 7-12 may either pre-order or visit the canteen to purchase items at recess or lunch.

Pre-orders should be written on a lunch order bag and state whether they are for recess or lunch. These are then placed in classroom baskets at the beginning of the day. When paying cash correct change is appreciated and EFTPOS is available. Please ensure that pre-orders are carefully folded so that small change does not fall out. Volunteer help is always welcomed by the canteen. Please contact canteen staff on 9593 9581 or call in at the canteen if you are willing to assist. Online orders are also available at <http://ouronlinecanteen.com.au/>.

### Church Services and Church Ministries

In the words of the classic Lutheran summary of faith, we believe that we are saved '**by grace, for Christ's sake, through faith**'. In other words, there is nothing we can do to earn God's favour or to gain eternal life. Through his death and resurrection, Jesus Christ has won all this and more for us. We also believe that **only the Bible** is the source of inspiration and teaching.

Parents and friends of the College are invited and most welcome to attend Rockingham Mandurah Lutheran Church services at the following times/locations.

#### Warnbro

Sunday Morning Worship  
Held at the Warnbro Campus  
176 Currie Street, Warnbro  
At 10:30am (10am morning tea)

#### Mandurah

Sunday Morning Worship  
Held at 95 Park Road, Mandurah  
At 8:30am (8am breakfast)

#### Church Activities/Courses

Family focused worship services in a generally contemporary style are held each Sunday at the above times and locations.

Various church activities and courses run at different times throughout the year, such as home groups, the Alpha course, Parenting Courses, Prayer Groups, Youth and Children's Ministries. Information about church activities can be obtained from Pastor Steve Liersch on 9593 9545 / 0408 827 808 or the church office on 9593 9544. Details are also published in the College newsletter.

## **Little Guppies Playgroup**

Our playgroup meets each Friday morning in the Chapel at Warnbro. For more information please contact the Playgroup Coordinator, Mrs Olivia Benson on 0434 813 179 or Pastor Steve Liersch on 9593 9545 / 0408 827 808.

## **Hire of Facilities**

Living Waters Lutheran College may make its facilities available for hire to like-minded organisations (schools, churches, community groups) as support to the local community and to foster community spirit within and to the College. The College recognises that it owns facilities that are not always fully utilised and would benefit other organisations that do not have such facilities.

The College has the following facilities available for hire, subject to availability:

- Gymnasium/ Multi-purpose Hall
- General Classrooms

Further information about the cost of hire or the application to hire facilities form can be obtained from the College Office or at the College website.

The Chapel is also available for hire outside of school hours. Enquiries regarding bookings should be made to the Rockingham Mandurah Lutheran Church office on 9593 9544.

## **Music Tutors**

Various music tutors use Living Waters as a base for private music tuition. The College encourages students to participate in music tuition. Parent should note that music tutors are not College staff. Parents make a private agreement with their chosen music tutor. If music tuition occurs during class time it is the student's responsibility to ensure lost learning time is made up. Parents/students are asked to work with teaching staff to ensure academic work is kept up to date.

## **Out of School Hours Care Centre**

The Out of School Care Centre is operated independently by OSH Club. They offer before and after school care and during school vacation periods. The Centre is fully licensed and accredited. Qualified staff offer an interesting and stimulating program for school aged children (Pre-primary until the age of 12). Further information about the Centre is available from the Centre or pick up a pamphlet from the College Office. Limited places are available. Bookings must be made prior to students attending. Centre staff may be contacted on 0428 093 706.

### **Centre Hours**

- Before School Care 6.30am-8.30am
- After School Care 3.20pm-6.00pm
- Vacation Care Periods and Pupil Free Days 7.30am-6.00pm

## 16. SCHOLARSHIPS AND BURSARIES

### Scholarships

The College offers various scholarships on an annual basis which currently include Academic and Music. Scholarships are open to any eligible student currently enrolled at Living Waters or to external students. Scholarships are advertised widely in local papers, the newsletter and in letters home to parents of current students. The number of scholarships awarded each year can vary depending upon the calibre of the applicants. Scholarships may range from 25-100% of tuition fees. Scholarship recipients are subject to an annual review to ensure high standards are maintained. Currently scholarships are available for the following years:

#### Year 7/8/9 Academic Scholarships

Year 6 students may apply for a three-year scholarship for Years 7/8/9. Applications are made online under the banner of the Australian Council for Academic Research (ACER) Cooperative Scholarship Testing Program (CSTP). Scholarship exams are held at the College in Term 1 and the results of the exam in conjunction with the student's scholastic record determine the success of the application. Scholarship applications open in October and close early February for the following school year.

#### Year 10/11/12 Academic Scholarships

Year 9 students may apply for a three-year scholarship for Years 10/11/12. Applications are made online under the banner of the Australian Council for Academic Research (ACER) Cooperative Scholarship Testing Program (CSTP). Scholarship exams are held at the College in Term 1. The results of the exam in conjunction with the student's scholastic record determine the success of the application. Scholarship applications open in October and close early February for the following school year.

#### Music Scholarships and Bursaries

Music Scholarships are offered to students with a love of music. Students with excellent ability or potential in the area of Music and a willingness to contribute to the musical life of the school are invited to apply.

Students who receive a music scholarship must commit to continue to study Music and participate in extra-curricular Music activities. This can be through involvement in ensembles (such as bands/choirs), performances at school events, or a mixture of both. Written applications are submitted in Term 3 and shortlisted students are invited to attend an audition. The scholarship covers tuition with a College approved tutor for one year. Recipients of the scholarship are welcome to reapply in subsequent years.

### Bursaries

#### General Information

A bursary is a **needs-based** offer of enrolment awarded to a student who without financial assistance would be otherwise unable to attend. It may also recognise various talents of a student and their capacity to benefit from the nurturing of these gifts at Living Waters Lutheran College. The student gains an opportunity to develop and to contribute to the life of the College. The College believes that students gain much for themselves in the experience of sharing their abilities with and for others.

A Bursary may be offered to students who are all-rounders or with a special contribution to make in the sporting, academic, musical, artistic, citizenship or cultural arenas. They should be willing to become constructive and involved members of the Living Waters community, participating fully in all aspects of school life.

Enquiries regarding Bursaries should be addressed in writing to the Principal, and should include:

- Reason for applying for the bursary (*Bursaries are needs-based and financial need must be established*).
- A statement of potential contribution by the student for example academic, musical or sporting
- Last 2 school reports/latest NAPLAN report (if applicable) if not already submitted to the Registrar with Application forms

All Bursarial applicants should be making sound academic progress in their schooling. Shortlisted applicants (along with parent/s) will attend an interview with the Principal/Head of School.

Bursaries are subject to an annual review. Bursaries are also subject to the commitment of the family to the College and the student's compliance and contribution, educational performance and general participation in College life.

Families are required to meet all other charges related to a student's education at the College. They include the balance of the tuition fees, levies and charges, stationery, uniforms (including uniforms for sport) and other miscellaneous expenses. Students accepting Bursaries are required to meet the other enrolment criteria of the College with regard to philosophical and religious disposition.

The result of a bursary application remains a **confidential matter** between the applicant and the College.

The decision to award a bursary and the level of assistance granted is entirely at the discretion of the Principal. No correspondence will be entered into with regard to such decisions.

## INFECTIOUS DISEASES

### RECOMMENDED MINIMUM EXCLUSION PERIOD FROM SCHOOLS, PRE-SCHOOLS AND CHILD CARE CENTRES OF INFECTIOUS DISEASES CASES AND CONTACTS

#### IMPORTANT NOTES

These guidelines have been drawn up on the premise that children who have been ill with an infectious disease will not return to school until they are fully recovered. The only exception to this rule is that children with certain skin diseases may return once appropriate treatment has commenced.

These recommended periods are issued as a guide to parents, teaching staff and medical practitioners, and may be modified in individual cases as circumstances warrant. Variation in the recommendations may be warranted in the case of local epidemics.

In case of doubt, or for guidance about conditions not mentioned on the list, advice should be sought from the appropriate clinician, school medical officer or medical officer of a health authority.

It is a requirement of the school to have a copy of up-to-date immunisation records. All children should be immunised against diseases according to the NHMRC schedule before entry into school (this includes any immunisation that may be administered during the child's kindergarten year). If you are unsure of your child's immunisation status or have no records of this, please contact the place that your child was immunised or phone the Australian Childhood Immunisation Register (ACIR) on 1800 653 809 (have your Medicare number ready).

Non-immunised students will be contacted either by the school or the Health Department if there is a confirmed case of a notifiable disease. Students are then advised to seek medical advice from a doctor. Please note that if your child has not been immunised for MMR they can be excluded from school for 14 days if there is a confirmed case of measles at school.

Mandatory immunisation schedules occur in the school and parents are notified of these before they take place.

#### ***Statutory rule***

A person in charge of a primary school or children's services centre must not allow a child to attend the primary school or children's services centre for the period or in the circumstances:

- A. specified in column 2 of the Table in Schedule 7 if the person in charge has been informed that the child is infected with an infectious disease listed in column 1 of the Table 7; or
- B. specified in column 3 of the Table if the person in charge has been informed that the child has been in contact with a person who is infected with an infectious disease listed in column 1 of the Table.

The person in charge of a primary school or children's services centre, when directed to do so by the Secretary of Health, must ensure that a child enrolled at the primary school or children's services centre who is not immunised against a vaccine preventable disease (VPD) specified by the Secretary in that direction, does not attend the school or centre until the Secretary directs that such attendance can be resumed. (Note VPDs are marked in the table with an asterisk (\*)).



**Minimum Period of Exclusion from Primary Schools and Children's Services Centres for Infectious Diseases Cases and Contacts (Public Health and Wellbeing Regulations 2009)** *In this Schedule, medical certificate means a certificate of a registered medical practitioner.*

Condition	Exclusion of Cases	Exclusion of Contacts
<b>Amoebiasis (<i>Entamoeba histolytica</i>)</b>	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
<b>Campylobacter</b>	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
<b>Chickenpox</b>	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children.	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.
<b>Conjunctivitis</b>	Exclude until discharge from eyes has ceased.	Not excluded.
<b>Diarrhoea</b>	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
<b>Diphtheria</b>	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.	Exclude family/household contacts until cleared to return by the Secretary.
<b>Hand, Foot and Mouth disease</b>	Exclude until all blisters have dried.	Not excluded.
<b>Haemophilus influenza type b (Hib)</b>	Exclude until at least 4 days of appropriate antibiotic treatment has been completed.	Not excluded.
<b>Hepatitis A</b>	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness.	Not excluded.
<b>Hepatitis B</b>	Exclusion is not necessary.	Not excluded.
<b>Hepatitis C</b>	Exclusion is not necessary.	Not excluded.
<b>Herpes ("cold sores")</b>	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.	Not excluded.
<b>Human immunodeficiency virus infection (HIV/AIDS)</b>	Exclusion is not necessary.	Not excluded.
<b>Impetigo</b>	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.	Not excluded.
<b>Influenza and influenza like illnesses</b>	Exclude until well.	Not excluded unless considered necessary.
<b>Leprosy</b>	Exclude until approval to return has been given by the Secretary.	Not excluded.
<b>Measles*</b>	Exclude for at least 4 days after onset of rash.	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case, or received NHIG within 144 hours of exposure, they may return to the facility.
<b>Meningitis (bacteria - other than meningococcal meningitis)</b>	Exclude until well.	Not excluded.
<b>Meningococcal infection*</b>	Exclude until adequate carrier eradication therapy has been completed.	Not excluded if receiving carrier eradication therapy.

<b>Mumps*</b>	Exclude for 9 days or until swelling goes down (whichever is sooner).	Not excluded.
<b>Pertussis* (whooping cough)</b>	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment.	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment.
<b>Poliomyelitis*</b>	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.	Not excluded.
<b>Ringworm, scabies, pediculosis (head lice)</b>	Exclude until the day after appropriate treatment has commenced.	Not excluded.
<b>Rubella (German measles)</b>	Exclude until fully recovered or for at least four days after the onset of rash.	Not excluded.
<b>Salmonella, Shigella</b>	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
<b>Severe Acute Respiratory Syndrome (SARS)</b>	Exclude until medical certificate of recovery is produced.	Not excluded unless considered necessary by the Secretary.
<b>Streptococcal infection (including scarlet fever)</b>	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well.	Not excluded.
<b>Tuberculosis</b>	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious.	Not excluded.
<b>Typhoid fever (including paratyphoid fever)</b>	Exclude until approval to return has been given by the Secretary.	Not excluded unless considered necessary by the Secretary.
<b>Verotoxin producing Escherichia coli (VTEC)</b>	Exclude if required by the Secretary and only for the period specified by the Secretary.	Not excluded.
<b>Worms (Intestinal)</b>	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.

**These are guidelines only and should not serve as a substitute for informed medical advice in the event of illness.** More information about health in general can be found at the WA Dept of Health website <http://www.health.wa.gov>



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