Treasures from Home

No treasures should be brought from home. Show-and-tell times are included in the program and crafty objects made by the children or special items of interest can be brought to share. No electronic games or expensive toys are to be brought from home.
occuring in Australia could be prevented if children were protected from the sun during their first 15 years. Ultraviolet radiation (UVR) levels are highest during the hours that children are at school.

With this in mind, Emerald Christian College, realises the need to protect children’s skin and educate them about SunSmart behaviour, thus reducing the risk of skin damage from exposure to the sun.

ECC’s SunSmart policy aims to:

- provide ongoing education that promotes personal responsibility for skin cancer prevention and early detection
- provide environments that support SunSmart practices
- create an awareness of the need to reschedule commitments and outdoor activities to support SunSmart practices, wherever practicable.

**Technology Awareness**

All attempts will be made for students to be given time to develop computer awareness skills at the College. Stimulating age appropriate and developmentally appropriate computer activities may be provided to further extend children’s natural enthusiasm for this medium.

**Mobile Phones/Electronic Devices**

The decision to provide a mobile phone to their children should be made by parents or guardians and parents should be aware if their child takes a mobile phone onto school premises. All students up to Year 10 are to submit their mobile phones to student administration on arrival to school and will collect them on their departure. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones. The school accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from school.

Phones should be clearly marked with the name of the owner. All electronic devices e.g. ipods, mp3, gameboys, etc, should also be handed into admin each morning. This is to ensure that these are not a distraction during the day.

Students in Years 11/12 may bring and use such devices for school use. Inappropriate use (see I.T. Policy) will result in action by the College. The College staff may confiscate such items at their discretion. These will be stored in the office for collection from the Principal.
must be excluded from the College for short periods to allow full recovery. Please enquire at Administration for the length of exclusion periods for particular infectious diseases.

At times it is necessary for children to take medication during College hours. We are aware of this need and are willing to assist you in this situation. Medication essential for a child’s well being, can be dispensed by College staff. Parents are asked to complete an Administration of Medication form. The medicine must be in the original chemist dispensing container with the doctor’s / chemist’s instructions clearly marked. At all times parents are welcome to make arrangements to visit the College to administer the medication themselves.

Students involved in a minor accident will be administered First Aid by suitably qualified College staff. Parents will be notified immediately of anything requiring more than minor First Aid. In the event of emergency, the College will use the Ambulance service.

**Reporting to Parents**
The College appreciates the interest and concern of parents and encourages as much communication as possible.

The College uses the following means of communication to parents.

**Progress Reports**
At the end of Term 1 a general progress report on individual social and work habits is sent home. A compulsory parent-teacher interview is called at this time. A more detailed progress report will be sent home after Terms 2 and 4.

**Student Awards**
These are awarded by teachers in recognition of an excellent level of effort by students, and the display of personal qualities which enhance the tone of the College.

**SunSmart Policy**
Emerald Christian College is a registered SunSmart School, with the Queensland Cancer Fund. Queensland has the highest rate of skin cancer in the world. Research suggests that at least two-thirds of all melanomas

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**Welcome to Emerald Christian College**

Emerald Christian College (ECC) exists to support families in the education and training of their children. The College recognises and promotes the concept that learning is a partnership involving students, parents, teachers and the community.

It is the intention of the College to work in partnership with families by supporting them and reinforcing Biblical values, morals, discipline and standards of conduct. College staff are committed to providing individual attention and personal care to ensure all children have the maximum opportunity to achieve their full potential. We recognise that education plays an important role in developing and preparing children as tomorrow’s citizens, to be responsible and positively contribute to society.

The College is committed to continuous improvement in all aspects of its operation, continually striving to provide a caring learning environment that exceeds your expectations. We believe each child is unique and precious in God’s sight and that each member of our College staff must provide a worthy example and model for the children under their care.

In summary, we recognise that education will assist each child to establish a safe secure life and prepare them to contribute to their family, community and nation. It is our firm belief that students attending Emerald Christian College will experience not only academic success, but also spiritual, social, mental and physical blessing.

**College Governance**

**Governing Body of the College**
Emerald Christian College is a company limited by guarantee. The College is sponsored by Christian Covenant Community Inc.

**Administrative Structure**
The Principal is the first in authority and responsibility within the day-to-day running of the College. The Principal will be supported by administrative staff.

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Statement of Purpose
Emerald Christian College is committed to providing a balanced education for the development of the whole person. This is accomplished by creating a learning environment that supports the development of each student in the academic, spiritual, social, personal and sporting aspects of their life. We recognise and promote the concept that learning is a partnership involving students, parents, teachers and the community.

Vision Statement
To provide a Christian education for the students of Emerald.

Mission Statement
To educate individuals in a Christian environment enabling them, through a stimulating and dynamic curriculum, supported by the teachings of Jesus Christ, to participate meaningfully in contemporary society by providing “learning for life”.

College Values
Emerald Christian College values:

G God- His truth, His purposes, His character
E Excellence- In every thought, word and action
M Members- Of the college – relationship, attitude and commitment
S Service -To God, family and Community

The core values, which are the heart of the College ethos, are ‘Gems’. When these ‘gems’ are established in the heart of an individual, the individual students develop ‘facets’ which cause them to shine with brilliance and beauty in the world around them.

Boys Senior School Uniform (11/12)
- Summer uniform – Navy school shorts, college blue shirt, college hat with band, school socks. A plain white t-shirt may be worn under the uniform, no tie in summer.
- Winter Uniform – Black college blazer, black school trousers, black socks, navy tie in term 2 and 3 and formal occasions.
- Sports Uniform – ECC polo shirt, navy basketball shorts, navy track pants for winter (optional), short white socks. School broad brim navy blue soft sports hat.

College polo shirts, college jackets, wide brimmed navy hats and all components of the Middle School and Senior School uniform are all available at the Uniform Shop.

Weekly Chapel/Assembly
Chapel/Assembly will be held on last session Monday. Students attend a weekly chapel/assembly which includes worship, bible lessons, various awards and college expectations. Students’ participation is a feature of these community building times. Parents are welcome to attend.

Working Bees
To assist in keeping fees to a minimum, a parent from each family is asked to attend working bees.

Grievance Policy
Emerald Christian College is committed to providing a fair, safe and productive work environment where grievances are dealt with sensitively and expeditiously. An essential part of developing that environment is ensuring that staff members and parents are encouraged to come forward with their grievances in the knowledge that the Principal will take appropriate action to address those grievances. Grievances that are not addressed have the potential to grow into major problems that can cause tension, low morale and reduced performance and productivity.

Accident/Sickness
Parents are requested not to send children who are unwell to College. Apart from the child feeling miserable in class, the child’s learning capacity is greatly diminished. Children with infectious or communicable diseases
Prep and Primary Uniform (P – 6)
- Dress uniform – Navy school shorts, college polo shirt, wide brimmed navy hat, short black socks.
- Winter Uniform – Navy track suit pants and college jackets, worn over dress uniform. A plain navy pullover is also acceptable.
- The polo shirt is a wear out shirt, not to be tucked in.

Girls Middle School Uniform (7 – 10)
- Summer uniform – Navy school skirt, college blue blouse, girl’s tie, college Panama hat with bank, short navy socks. A plain white t-shirt may be worn under the uniform. Small navy crossover ties worn all year round with badge.
- Winter Uniform – Navy college jacket, dark blue tights at formal occasions and in winter is an option.
- Sports Uniform – ECC polo shirt, navy basketball shorts, and short white sports socks. The track suit (including track pants) is a sports uniform. School broad brim navy blue soft sports hat.

Boys Middle School Uniform (7 – 10)
- Summer uniform – Navy school skirt, college blue shirt, college hat with band, school socks. A plain white t-shirt may be worn under the uniform. No tie.
- Winter uniform – Shorts or long black trousers and red/yellow tie in term 2 and 3. College jacket. School tie to be worn in terms 2 & 3 and special events.
- Sports Uniform – ECC polo shirt, navy basketball shorts, and short white socks. The track suit (including track pants) is a sports uniform. School broad brim navy blue soft sports hat.

Girls Senior School Uniform (11/12)
- Summer uniform – Navy school skirt, college blue blouse, navy tie worn all year round (worn shorter than boys), college Panama hat with bank, short black socks. A plain white t-shirt may be worn under the uniform.
- Winter Uniform – Black college blazer, black tights or stockings at formal occasions and in winter is an option.
- Sports Uniform – ECC polo shirt, navy basketball shorts, navy track pants for winter (optional), short white socks. School broad brim navy blue soft sports hat.

Newsletter
The College chat is emailed every Friday. It contains general news and announcements, items of interest, College news, sporting results, and student achievements. Any member of the College community wishing to have information included in the newsletter should have it at the College administration office by Wednesday morning for Principal approval.

Student Counseling Process
Concerns or difficulties with children are brought to the Principal’s attention by class teachers or concerned parents. The Principal seeks to solve these problems or address the concerns through the avenues available within the Behavior Management Policy.

The Principal, after consultation with the parents, may deem it necessary to advise the need for counseling in the process of helping the child overcome their difficulty.

Admissions Policy
Those students who will enhance the fulfillment of the College’s purpose will be admitted to the College. The College will admit students of any race, gender, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to its students. It does not discriminate on the basis of race, gender, national or ethnic origin, or financial hardship in administration of its educational policies, admissions policies, athletics and other College-administered programs.

Enrolment Procedure
1. Application and Payment:
   Submit a completed Application for Enrolment Form with $50 administration fee.
2. Assessment:
   Assessment of Application to discern whether the College has the resources, programs and personnel to support the student.
3. Interview:
   Interview of successful applicants by the Principal.
4. Notification:
   Notification of outcome by mail as soon after the interview as practicable.
5. **Enrolment Contract:**
Successful applicants will be sent an Enrolment Contract to be signed and then returned to us together with a $100 family bond payment.

6. **Soon after the parents have accepted an offer of a place at the College, their student may be required to attend the College to undertake an assessment of literacy and numeracy.**

8. **Alternatively, where a place is not available, parents will be advised by mail and may be provided with the option of being placed on a waiting list for a place at a future date.**

9. **If application is accepted, a book list is given to parents, uniforms may be purchased and any specific requirements or individual concerns will be addressed at this stage.**

10. **As this is a Private College, fees will be required at least 1 term up front or an Ezidebit form completed to allow the College to debit your bank account on a regular basis.**

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**Curriculum**

Emerald Christian College uses the Australian National Curriculum and QSA for senior secondary approved subjects.

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**Communication**

At ECC we want you to be well informed and here are some of the ways you can do just that!

- **Teachers** are happy to chat with students. Students are welcome to let teachers know if they don’t understand something or feel uncomfortable about something in class. Now of course learning can be uncomfortable and learning involves hard work and even some stress, however, teachers are always there to guide and assist students as needed.

- **The Office** is the place to go if you need information, help, support, first aid appointments, the chaplain etc.

- **Regular e-mails** are sent out to families with important information.

- **ECC Chat** our regular newsletter, is full of useful information, stick it on the fridge! Please ensure your e-mail address is registered at the office to enable you to receive the newsletter via e-mail.

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**College Uniform**

Students are required to wear the College uniform while in attendance at the College. The uniform has been chosen to uphold gender equity, health and safety, and sun safety for students. Uniforms may be worn outside College hours, but they must be complete. Students in incorrect uniform are required to present a signed note from their parent to their teacher, explaining the reason for being out of College uniform.

**Sunscreen**

Sunscreen will be provided at the College and all children will be encouraged to apply it before going outdoors to play.

**Jewellery and Hair**

- No necklaces, bracelets or anklets are to be worn.
- Girls only may have one piercing in each ear lobe, with plain studs or sleepers.
- Students may wear one dress ring.
- Students are encouraged to wear a simple watch.
- Medical bracelets or medical necklaces are permitted.
- No makeup or nail polish is permitted.
- Boys hair is to be neat, short, above the collar, over half the ear and the eyebrows, evenly layered with no extreme styles or colouring. Boys to be clean shaven each day.
- Girls hair is to be neat, simple, above the eyebrows, evenly layered with no extreme styles or colouring. Shoulder length hair is to be drawn back off the face in ponytails or plaits. Hair ribbons, ties or braids must be simple, black, white or in school colours.
- It is best to check with the Principal before changing your child’s hairstyle. When instructing the hairdresser, use words like “boring”, “private school”, and “regulation”.

**Dress Shoes**

Year P – 6 Black plain closed in runners or leather shoes.
Year 7 – 12 Plain black, leather, low heel, lace up shoes in good condition.

**Sports Shoes (7 – 12)**
Simple design plain colour, low cut joggers, mainly white.
parent, must be brought to the teacher.

The College will call parents if a student is absent for an extended period without explanation to ensure the well-being of the student.

**Punctuality**

All students are required to be on time for the start of class. Students who are late to College should bring a note from parents explaining the lateness. Continued lateness will necessitate a conference with parents and the Principal. A late slip must be collected from the office prior to reporting to class.

**Delivery and Collection of Children**

Students must not arrive at the College before 8:20 am and must be collected by 3:30 pm. When collecting your child, if an unavoidable delay is experienced, if possible, let the teacher know when you will be there, or arrange for another responsible adult to collect your child and inform the teacher of this change.

The College cannot assume responsibility for the safety of children in College grounds outside the times specified above. However, if an occasion should arise when it is necessary to request an exception to the requirements, parents/guardians should make prior arrangements with the College.

**Drugs Policy**

Emerald Christian College is a drug and alcohol free environment. The school acknowledges that it shares with parents the responsibility to inform students of the best ways of resisting pressures to become involved in drug use and experiences to build their self esteem to the level where they feel confident to make informed decisions for themselves. The health curriculum is used to instruct students.

**Nut Free Zone**

Emerald Christian College encourages all staff, students and visitors to be nut free in the food they bring to the college. We cannot guarantee that the College is totally nut free.

**The ECC Website** [www.ecc.qld.edu.au](http://www.ecc.qld.edu.au) is regularly updated with dates, upcoming events, information and how we do things at ECC.

**Homework**

At the discretion of the individual teacher, homework may be set. The purposes of homework are basically to complete work commenced in class, to consolidate and revise class work, to extend students’ interests in all key learning areas, to prepare projects and written assignments, and help develop correct study habits. As parents/caregivers encourage their child/children to complete set tasks, the partnership between home and school is established.

**College Days & Times**

The College runs for five days per week.

First bell 8:40am. Classes begin 8:45am. Classes finish 2:45pm.

**Lunch & Afternoon Tea**

We advise that a nutritious lunch be packed to ensure your child is equipped to achieve their full potential. Medical, nutritional and dental advice recommends that no lollies, chips, nuts or roll-ups be included in children's lunch boxes. Your child's lunch box should be clearly named and be a simple rectangular shape so that it stacks easily in the fridge provided.

First break is from 10:25am—10:45am
Second break is from 12.25pm—1.05pm

**Behaviour Management Policy and Principles**

The College values and portrays courtesy and consideration, safety and care of the environment. The purpose of the Behaviour Management Policy is to establish appropriate non violent, non discriminatory and non coercive measures that are necessary for effective teaching and learning to take place. The Behaviour Management Policy will be annually reviewed to maintain relevance. A full copy of the Behaviour Management Policy can be obtained from the College administration. Please call 4982 0977.

The Behaviour Management Policy includes:

- Principles of behaviour
- Definitions and consequences for inappropriate behaviours
• Rights and responsibilities of all members of the College community.

If a student does not comply with any reasonable and clearly communicated instruction of College staff, or infringes College rules, then disciplinary action will be taken. Disciplinary action is graded in severity with the emphasis on students being accountable and learning to take responsibility for their behaviour.

**Principle 1**
Students have the right to feel safe and secure in the College environment, free from intimidation, bullying and harassment, and to be treated with love, justice and equity according to the Scriptures. Students have the responsibility to behave in a considerate and thoughtful manner, and to treat others with love, justice and equity.

**Principle 2**
Students have the right to work and play in an environment free from interference or damage to personal property. Students have the responsibility to respect all property including that of other students, and to do nothing that would harm another’s well-being.

**Principle 3**
Each student has the right to receive Biblical counsel and correction in love when needed from members of Staff. Each student has the responsibility to receive Biblical counsel and correction when needed from members of Staff.

**Principle 4**
Each student has the right to be valued and treated with respect. Courtesy, consideration of others, cooperation and honesty are essential to the proper functioning of a Christian community. Each student has the responsibility to treat others with respect and courtesy, to be honest and cooperative in all aspects of College life, and to respect authority.

**Principle 5**
Each student has the right not to be exposed to harmful substances, influences or immoral behaviour in the College environment. Each student has the responsibility not to behave in a manner that could negatively influence others.

**Principle 6**
Parents have the right to expect that their child will be treated fairly, reasonably and consistently by the Principal and staff in the implementation of the Behaviour Management Policy. Parents also have the right to expect that their children will be educated in a loving and disciplined environment, in which love for God and others is encouraged. Parents have the responsibility to support the College in its efforts to maintain a positive teaching and learning environment, and to provide a loving and disciplined home environment.

**Principle 7**
Each teacher has the right to be able to teach in an orderly and cooperative environment. Students have the right to learn in an orderly and cooperative environment and to be able to develop their God-given talents and abilities. Each teacher has the responsibility to maintain an orderly and cooperative environment. Students have the responsibility to develop their God-given talents and abilities for His glory and to do nothing that would prevent others from learning.

**Principle 8**
Students have the right to participate in responsible relationships between boys and girls which are appropriate to the fact that they are not adults. Students have the responsibility to respect members of the opposite sex and maintain appropriate friendships to facilitate best outcomes at the college.

**Attendance**
Students are encouraged to be in regular attendance unless unavoidable. Excessive absences negatively impact on a child’s progress. A written note, signed by a parent or guardian, must be presented to the student’s teacher on return from any absence. Alternatively, parents may telephone the College to advice of the child’s absence, for each day the child is not at school.

If the absence is foreseeable, or will be for an extended period of time, a note should be sent in advance, or as soon as the length of the absence is known.

No student may leave the College during the day without permission. Before permission is granted, a note stating the reason and signed by a