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# FAITH LUTHERAN COLLEGE, REDLANDS



## JUNIOR SCHOOL PARENT HANDBOOK 2017

*A dynamic Christian learning community embracing innovation,  
service, global thinking and excellence*

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## A MESSAGE FROM THE PRINCIPAL

Dear Parents,

Welcome to the College family and extended community of Faith Lutheran College. We are a special community brought together in the interests of providing educational opportunities for young people in the physical, social, intellectual, cultural, emotional and spiritual dimensions; that is, the 'whole child', not just specialised aspects of their makeup. Our strength is our shared Christian faith. It is with God's help that we are enabled to meet the needs of the young people in our care.

If you are new to Faith Lutheran College, Redlands we trust that you will soon feel part of our community. It is an important task for those of us who have already experienced Faith's benefits, that we share and care for the 'new comers' in the same way.

Faith Lutheran College, Redlands has developed a proud history of being a family focussed school. There are many activities that promote the family nature of the College. Care programs which offer support in times of need, the great response from the whole College community to events such as Funfest and other College events highlight this strong community spirit.

Faith always aims to have quality learning experiences for the students, implementing innovative best practice in a Christian environment from your child's Prep Year through to Year 12. The vision for our College is that Faith aims to be a dynamic Christian learning community embracing innovation, service, global thinking and excellence. As we provide programs the develop each of the aspects of the vision in our students, our aim again is 'whole child' development.

Resources are a critically important component of a modern College. Staff need to have the support of excellent teaching resources and facilities and a tour of both campuses will show our success in providing a high quality learning environment for our students. Our commitment to ongoing improvement in these areas highlights the fact that we are serious about the quality of what we provide. The Parents and Friends Association are to be commended for their tremendous fund raising activities and they will be looking for support for their activities.

This College would not exist if it weren't for the desire of the Redlands Lutheran Parish to provide a Christian College in this community. Our Christian Studies programme and our Worship programme are fundamental to our mission to teach the Word of God to those who attend this College.

I pray that God will bless the work of all of us at Faith, so that we may provide an excellent learning community in which our children can be encouraged to attain their best in all areas of College life.

Shane Altmann

FAITH LUTHERAN COLLEGE, REDLANDS  
Mission Statement

**Faith Lutheran College is committed to providing quality learning opportunities while nurturing the development of all students in a Christ centred community.**

To support this Mission the College aims:

- to provide for each child instruction in God's Word and its place in our lives;
- to provide a setting where children can respond to God's Word through worship and the development of Christian values, attitudes and relationships;
- to provide for each child a wide range of experiences and activities which will stimulate interest in, and desire for learning;
- to provide an atmosphere where each child is encouraged to recognise and develop their individual God-given talents as fully as possible;
- to give each child quality instruction in subject areas across the curriculum as a foundation for future learning;
- to stimulate interest in, and to provide opportunities for, growth in creative and cultural pursuits;
- to provide opportunity for the total mental, physical, emotional, social and spiritual growth of each child in a single setting;
- to command an atmosphere in which learning is valued, excellence is encouraged and honest effort is recognised and praised regardless of academic capabilities;
- to provide each child with an integrated vision and understanding of the whole of creation and all of life under the Lordship of Christ.



**FAITH COLLEGE LOGO**

The College logo is inspired by the coastal setting of our College - the sun rising in the east over the waters of Moreton Bay, which abound with fish.

These features, together with the cross, emphasise significant elements of the Christian faith.

- **CROSS** The cross is central to Christian faith. It represents God's love for us through Jesus dying for us.
- **WATER** Through the waters of baptism God washes away our sin and makes us members of His family - the church.
- **FISH** The letters of the ancient Greek word for fish are ΙΧΘΥΣ.
- These are the first letters of each word in the title "Jesus Christ God's Son, Saviour". The fish symbol was used as a secret sign amongst early believers.
- **RISING SUN** The sun rising over the water behind the outline of the empty cross portrays the Resurrection and the hope of all Christians - eternal life with God.

*Hebrews 11:1 (NIV)*

*"Now faith is being sure of what we hope for and certain of what we do not see".*

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## INTRODUCTION

This **Parent Handbook** is intended to provide information to parents about the College and its operation. It contains information on policies and procedures. An index is provided at the front for quick reference.

If there is something that you wish to know about the running of the College please feel free to contact Reception or relevant support staff if the information is not immediately apparent in this Handbook.

Our Prep Parent Information Booklet is provided as APPENDIX A. This shares information specific to our new Prep students and parents.

## SCHOOL ATTENDANCE, ARRIVALS AND DEPARTURES

### ATTENDANCE TIMES

	<b>Year 1 – 6</b>	<b>Prep</b>
8:25am – 8:40am	Arrive at School	Arrive at school
8:35am – 8:45am	Move to Class	Prep class doors open at 8:45am
8:45am – 10:30am	Morning Session	Morning Session
10:30am – 11:00am	Recess	Recess
11:00am – 12:30pm	Middle Session	Middle Session
12:30pm – 1:25pm	Lunch	Lunch
1:25pm – 3:00pm	Afternoon Session	Afternoon Session / Prep concludes at 2:45pm

### ABSENCE

#### Absence due to illness

**Junior School:** Parents are requested to notify the College on the day of their child's absence or prior to. Parents are asked to call the Junior School Office on 3820 5200 / 3820 5299 (Junior School voicemail) or email [absent@flcr.qld.edu.au](mailto:absent@flcr.qld.edu.au). Reception staff will send an SMS to parents to follow up any unexplained absences.

#### Anticipated absence requests

Requests for absence for other than medical reasons, music examinations and the like are to be submitted to the Head of Junior School or Principal. In cases of anticipated extended absence or absence at the beginning or end of term, parents are asked to discuss requests with the Head of School.

### ARRIVAL

Students in Year 1 - 6 are expected to arrive at the College between 8:20am and 8:40am. School for Year 1 - 6 begins at 8:45am. Teaching staff begin active duty for the supervision of students from 8:20am, Year 1 and 2 assemble in the Undercover Area and Year 3 - 6 assemble in The Dome (behind the Year 3 classroom block). Teachers will collect classes from these locations. Students who arrive earlier than this are expected to be enrolled in our OSHC service.

Upon arrival at school students are asked to drop bags to their classroom bag racks and immediately attend their allocated wait area.

#### Please note the following before school procedures

In order to allow all classes the space to wait, as directed by their teachers, we ask parents and carers to please observe the following:

- Wait away from the covered area walkway to avoid congestion
- Students are to wait in the class allocated area; not with parents and cares
- Students are not to be using mobile devices while waiting

## **DEPARTURE**

At 3:00pm Year 1 - 6 students are dismissed to the pick-up area (the grassed area outside the current Year 2 rooms). Prep students are dismissed at 2:45pm. Parents are asked to take their children straight home, students participating in Extra Curricular activities are required to immediately move to the specific location of the activity. Parents are asked to make their child/ren aware of any change in how and when they will be collected from the College. Parents are also able to collect their children through the College drive through.

If emergencies arise during the day, please contact the office **before 2:30pm** and leave a message for your child. The College cannot guarantee that your child will receive the message if rung through after 2:30pm. **There should be no children waiting to be collected after 3:20pm.**

Teaching staff cease formal supervision of students on campus at 3:20pm. Children are not to be collected by persons unknown to the College unless prior notification has been provided to the College by parents/guardians. Parents arriving before 3:00pm to pick up children are asked to wait at the pickup area at the front of the Junior School.

## **Bus**

The College offers an Inter-campus bus run from the Beveridge Road Campus to the Link Road Campus each morning and from the Link Road Campus to the Beveridge Road Campus each afternoon (Term time). In addition to this we offer a Northern and Southern bus run for exclusive use by Faith students, at a reasonable cost. The Southern bus service operates from Victoria Point to Redland Bay and Mt Cotton. The Northern bus route operates from Victoria Point to Thornlands, Cleveland, Ormiston, Wellington Point, Birkdale, Alexandra Hills, Capalaba and Sheldon. For a current bus route, timetable or to purchase tickets please contact the Junior School Office on 3820 5200.

Transdev (3248 6100) provides a public bus service, with a variety of school routes including Pt. Halloran, Victoria Point, Redland Bay, Mt Cotton, Capalaba Park via Cleveland and Thornlands. Students travelling on buses are expected to remain seated, be well behaved and obey instructions given by drivers in charge of buses. Please refer to the Transdev website <http://www.transdevqld.com.au/> for specific details of bus timetables and routes.

## **Bicycles and Scooters**

Bicycles and scooters are not to be ridden within the College grounds. Bicycle racks are provided for storage of bicycles and scooters. During the day the racks are out-of-bounds to all students. Children are reminded to always chain their bicycles/scooters to the racks. Students riding bicycles or scooters to and from the College must wear safety helmets that remain buckled.

## **Leaving The College Grounds**

Students are to remain on the College grounds throughout the College day. They may only leave the grounds if accompanied by a teacher or parent/guardian and have been signed out through the College Office.

## **CARPARK**

The College carpark has limited spaces for employees. Parents visiting the College are asked to use the kerbside parking in Link Road to avoid congestion in the grounds. Parking is allowed only in marked car parks, NOT on lawns, driveways or restricted access areas.

The Kindergarten/Prep carpark is to be solely used for parents who are dropping off and collecting children at the Kindergarten and Prep or requiring disabled parking access. If all places are taken drivers must exit, use street parking and walk the children in via the pedestrian gates.

## **The procedures for the use of the drive-through in the mornings and afternoons:**

- The speed limit is 5kph
- Entry is only via the southern (YMCA) end of the drive-through
- The only area where children get in or out of the car is the 'Drop Off – Set Down Zone' along Link Road. No children are to be directed to get in and out of the car at any other area along the driveway, There is to be no parking in the "Drop Off/Set Down Zone"

- Children are to **exit the left hand side of the vehicle only**
- Pedestrian gates are located in the centre of the Link Road boundary and at the southern end of the Link Road boundary
- Departure from the grounds for cyclists is via the North gate (by Administration Building) – WITH CARE
- Turning right out of the driveway is not allowed at specific times. Drivers must turn left at these times in order to allow free flow of departing traffic

Except for parents of Prep and Kindy students using the Prep carpark, private vehicles are not to be driven into the College grounds to drop off or pick up children. After hours or early morning parents may use the designated visitors carparks to drop-off or pick-up from Outside School House Care.

### **Special Safety Issues for Prep Carpark**

We seek your co-operation on the following issues to ensure Faith is a safe place for all. We ask parents and caregivers to follow these guidelines when bringing children to and collecting children from Prep.

- Children must be accompanied at all times when parents are in the carpark area. No child is to be left unsupervised in the carpark area
- Please park only in the areas designated for parents parking in the College grounds: not in the staff carpark or in the garden area
- When walking children into the College use the pedestrian access gate. Do not walk in or exit the campus through the vehicle driveway

We are sure that parents and caregivers can understand and appreciate the necessity for these directions as the safety of the students and others in the community is the prime concern.

It is necessary to communicate these traffic and access directions to anyone who may be transporting students to and from the College.

## OUTSIDE SCHOOL HOURS CARE

### **OUTSIDE SCHOOL HOURS CARE (OSHC)**

Outside School Hours Care facilities have been established at Faith. Times of operation are 6:30am to 8:30am and 2:30/3:00pm to 6:00pm each day. Detailed information is available from the OSHC Office (White House) or by phoning OSHC direct on 3820 5236.

### **VACATION CARE**

Vacation Care has been established at Faith utilizing the Outside School Hours Care facilities. Details regarding Vacation Care will be published in the Faith Herald and more information will be available from the OSHC Office.



## MANAGEMENT OF THE COLLEGE

Faith Lutheran College, Redlands is owned and operated by the Lutheran Church of Australia, Queensland District.

## COLLEGE COUNCIL

The College Council is elected by the Lutheran Church of Australia, Queensland District at its Synod. The College Council is responsible for the governance of the College. This includes determination of College policies, setting of budgets, strategic plans and building program. The Principal is responsible to the Council for the day to day operation of the College.

Other people involved in operations of the College are:

- Pastor
- Parents and Friends Association
- Individual Parents

These individuals/groups, while being committed to the work of the College, have a variety of roles but these are not as managers, or administrators in the College. As such, they should not be approached regarding day to day management issues regarding the College.

**The College Pastor** has a spiritual, guiding, teaching, pastoral, caring etc. role with respect to the College Community. Together with the Principal he considers "spiritual and people" issues of the College. The Redlands Lutheran Pastor also assists in the College as necessary.

**The P & FA** is a support group fostering involvement of parents and friends in the life of the College. Its aims are defined in its Constitution. Its activities are subject to the approval of the College Council. All College Parents are encouraged to become members of the P&FA.

## PARENTS AND FRIENDS ASSOCIATION

The P & FA exists:

- to stimulate an active interest in the life of the College
- to foster fellowship and co-operation amongst Parents, Friends and Staff
- to raise funds for equipment and amenities for the College - in general large, long-term projects

The P & FA meets monthly, all are welcome to attend. Meeting locations and times are published in our college newsletter and calendar. Applications for membership from interested persons are to be submitted to the Secretary of the Association who also holds copies of the P & FA Constitution for distribution to interested parents upon request.

## Funfest

This is the major fundraising activity of the year, run by the P & FA. It is held in Term 2, usually in May. On this occasion the support of the entire College community is appreciated.

## P & FA Student Achievement Grants

Faith Lutheran College, Redlands P & FA will award students of FLC,R grants to help defray expenses incurred in representing the College in higher level teams under the following conditions:

Sport teams will be those representing the College:

- in a State team representing Queensland in a National Championship
- in a National team representing Australia at an international level;  
providing the sport is officially recognised as a Bayside District School Sports Association sport and/or officially sanctioned by the College Principal as a FLC,R representative team.

Faith Lutheran College, Redlands students representing the College in academic, cultural and performing arts activities will be eligible for P & FA student achievement grants under the following conditions:

- the student is representing the College at a national competition
- the student is representing the College in an international competition, providing the activity is officially sanctioned by the College Principal as a FLC,R representative team.

The type of activities includes but is not limited to, instrumental and choral music, debating, public speaking, academic competitions such as English, LOTE, Maths, Science, or Computing competitions, and extension and enrichment activities such as "Robotics".

Students may access one grant competition per school (calendar) year. The level of grant will be reviewed from time to time by the FLC,R P and FA Executive. The P & FA Achievement Grants are matched dollar for dollar by the College Foundation Grant for the same purpose and criteria. To access the grants students or parents need only contact the Principal's Office to apply.

## **CHURCH ACTIVITIES**

If you do not have a "church home" of your own you are welcome to attend worship services in the Redlands Lutheran Parish. At the time of printing, Sunday worship times in the congregations are:

### **Redlands Lutheran Parish:**

8:00am at St. James, Waterloo Street, Cleveland

9:30am at Faith Lutheran College, Redlands ('Faith Celebration') Beveridge Road, Thornlands

### **Tingalpa Lutheran Parish:**

8:00am at St. Pauls, Mount Cotton Road, Mount Cotton

## **PARENT INVOLVEMENT**

### **Voluntary Assistance**

A very significant factor in the successful development of our College has been the voluntary assistance in many areas. These include financial gifts, building assistance, classroom help, library help, fundraising, camp and excursion volunteers, canteen assistance and sport coaching. You are encouraged to continue this wonderful tradition of parent support in whatever areas you can manage. If you feel there is some way you can assist the College with time, expertise or equipment please advise the office or appropriate staff member.

### **Class Parents**

Early each year, 1 or 2 parents from each class volunteer for this role (usually at the Parent Information Evening held early in Term 1). In close liaison with the classroom teachers their responsibilities are to:

- Assist with coordinating the class Funfest stall including parent rosters
- Help the teacher co-ordinate any parent assistance in the classroom
- Organise class get-togethers during the year to enable parents to mix socially

## LINES OF COMMUNICATION

In most instances, any communication between parents and the College relates to their own particular children. In such cases parents should speak with, or send an email or note to the relevant class teacher. On other matters please contact Junior School Office Receptionists who will direct enquiries to the most appropriate person.

## PARENT LOUNGE

To access Parent Lounge go to the URL <https://tass.flcr.qld.edu.au/parentlounge> (this can also be found on our website under Portals) and login with the username and password as supplied to parents. This username and password is unique to you and the password can be changed on the Parent Details tab. If you forget your password you can request it from the login screen. Should you have any difficulties please contact us by email at [tass@flcr.qld.edu.au](mailto:tass@flcr.qld.edu.au)

### For parents of students from Prep to Year 6 you will be able to view:

- Student Details
- Attendance
- Academic Reports – download past reports
- Tours and Excursion – approve online
- School Fees Account – pay online
- Parent Details - update your address and details
- Student Medical details – view and update
- Extra-Curricular
- College Calendar
- Daily Notices for parents
- Sports Fixtures and Results
- Parent Teacher Meetings
- Parent Directory

## Email Correspondence

We endeavour to send ALL correspondence via email, if you require a hard copy please contact the Junior School Office. It is important that we have an updated email addresses, any changes please notify us.

## Parent/Teacher Contact

Early in Term One time is set aside for Parent Information sessions. Teachers explain the outline for their class/year level for the year.

- Partnership meetings (Parent/Teacher discussions) are conducted for each child either late in term 1 or early in Term 2 and late in Term 3
- Parents or teachers may initiate individual interviews as necessary at any time during the year
- Written Student Progress Reports are sent home at the end of each of term 2 and term 4 (June and December). Optional Parent teacher discussions are available
- Parents wishing to telephone teachers should limit their calls to non-class times
- Parents are encouraged to email the teacher. The email address is the teachers first and last name [@flcr.qld.edu.au](mailto:@flcr.qld.edu.au) eg: for Eloise Beveridge – [eloise.beveridge@flcr.qld.edu.au](mailto:eloise.beveridge@flcr.qld.edu.au) All emails will be answered as soon as practical

If you wish to telephone a teacher at other times the Junior School Receptionist will take a message and you will receive a return call as soon as possible. Parents are asked not to telephone class teachers at home.

## NEWSLETTER 'FAITH HERALD'

Our College newsletter, the *Faith Herald* is published fortnightly on a Wednesday via the College website and a link distributed via email.

**CLASS TRAYS**

“Class trays” are collected by each class before 3:00pm each day, this will contain communications such as student messages, College L.L.L. banking and any other correspondence to be distributed.

**CHANGE OF DETAILS**

If at any time you change your address, home, work, mobile telephone number or email address you may log in to Parent Lounge and update your information. Similarly, if you your child/ren have any medical records to update you can do this through the Parent Lounge <https://tass.flcr.qld.edu.au/parentlounge>.

Requests not to publish silent numbers in the College Directory should be made in writing.

### **ILLNESS/INJURY DURING THE DAY**

A student who is ill or injured during the day goes to the Sick Bay for medical attention. Contact will be made with parents if a child is too ill to remain in the Sick Bay and/or when an injury requires more than basic First Aid.

### **MEDICAL MATTERS**

The College should be kept informed of any medical or other condition which may have a bearing on a child's involvement in the College program or activities, or which may influence his/her performance as a student. The following provisions regarding MEDICATION apply:

- Children should not carry medicines including headache tablets (Panadol etc.) on their persons or keep medicines in their bags
- Any need to carry asthma spray or Epi-pen's MUST be discussed with the class teacher
- As a general rule parents should avoid sending medication to College to be dispensed by staff. Eight-hourly doses can usually be requested from the doctor and given out of College hours. Often a child requiring medication is not well enough to attend College

In the event that medication needs to be administered during the school day the following conditions will be adhered to:

- Medication Authorisation must be completed and signed by the parent authorising College staff to administer any medication. Parents must enter the details in the register and sign
- All medication is to be packaged and clearly labelled with the child's name, time of dose and exact amount to be given
- If a nebulizer is to be used all components are to be supplied by the parents. The exact dosage and time for administration must be provided in writing to the Junior School reception

### **Immunisation**

Parents are encouraged to keep children's immunizations current. Contact local council or your GP for details.

### **Infectious Diseases (exclusion)**

Children contracting INFECTIOUS DISEASES MUST BE KEPT HOME until cleared by a doctor. The following illnesses are included in this category: measles, mumps, chicken pox, diphtheria, encephalitis, glandular fever, hepatitis A & B, meningitis, poliomyelitis, rubella, tuberculosis, typhoid, smallpox, whooping cough, impetigo,(school sores), ringworm and conjunctivitis. For specific details please refer to: [http://www.health.qld.gov.au/ph/documents/cdb/timeout\\_poster.pdf](http://www.health.qld.gov.au/ph/documents/cdb/timeout_poster.pdf)

A child with HEAD LICE may return to College after appropriate treatment with chemicals, which are obtainable from a pharmacist.

Parents are required to INFORM THE PRINCIPAL if their child has a SERIOUS INFECTIOUS DISEASE. This information is treated in confidence.

### **INSURANCE – STUDENT ACCIDENT**

An Accident Insurance cover is currently provided for all fulltime students by the College. It covers students 24 hours per day, 7 days per week, 52 weeks per year *only* in respect to injuries happening:

- While student is engaged in school activities and school-related extracurricular activities (including work experience)
- While student is engaged in organised school sporting activities
- While student is engaged in organised non-school sporting activities
- Travel to and from school activities, organised school and non-school sporting activities which are not otherwise insured elsewhere.

It is pointed out that this policy cannot cover Medicare related expenses (including Medicare “gap”) due to the Australian Health legislation. Further, all other available insurance such as Private Health covers must be exhausted first, and any shortfall claimed hereunder.

Written notice of claim must be given to the insurers within thirty (30) days after the occurrence of any event covered by the Policy, or as soon thereafter as is reasonably possible. You can obtain the Claim form, a brief summary and a policy document from our website under Policies <http://www.faithlutheran.qld.edu.au/aboutus/Pages/policiesprocedures.aspx>. Alternatively, you may contact our Business Office on telephone 3820 5200 or [BusinessOffice@faithlutheran.qld.edu.au](mailto:BusinessOffice@faithlutheran.qld.edu.au) for a Claim form and/or further information.

### COLLEGE OFFICE HOURS

Junior School - Term time 8:00am – 4:30pm.

School Holidays - either Link Road or Beveridge Road Campuses will be open from 8:30am – 4:00pm except for a specified time over the Christmas break.

### TERM DATES

Term Dates are generally set a year in advance and are publicised through the newsletter and on the College Website. Faith operates with a few variations to the Education Queensland term dates which parents should note. During the year some “Pupil Free Days” are scheduled for professional development and training of staff.

### BANKING

The Lutheran Laypeople's League (L.L.L.) is an auxiliary of the Lutheran Church of Australia (LCA) and has been operating successfully since 1921. It operates similarly to any savings bank account. The interest paid on deposits is attractive compared to bank interest for similar accounts. This banking facility can assist us to borrow at a low rate for the development of buildings and facilities for the College. Money deposited with the LLL and **earmarked** for “FAITH LUTHERAN COLLEGE, REDLANDS” determines how much can be borrowed.

The College operates an agency for the L.L.L. Parents interested in establishing a pattern of regular saving for their children can obtain further information from the office. Parents, Grandparents and supporters of the College are encouraged to use the LLL as an investment option for savings and business monies since for no cost and a better interest rate support can be given to College projects. Banking day is Thursday. Internet banking facilities are also available.

### REFERENCES

If parents are relocating and need to shift Colleges, some Colleges require a student reference. Normally, Colleges or schools require the most recent College report. Parents can submit this as the Student Progress report which has been issued to them as a reference.

### FIRE AND LOCKDOWN PROCEDURES

Throughout the year the College will hold routine Fire Evacuation and Lock Down drills. These procedures ensure staff and students are aware of their role should an emergency ever be declared. Staff always discuss these practice drills with students so they understand their purpose and why we follow the procedures we do.

### UNIFORM

All students are expected to comply with the College Uniform Policy at all times. The policy can be found on the College website :

<http://s3-ap-southeast-2.amazonaws.com/digistorm-websites/flc/documents/2016/Our-College/Uniform-Policy-and-Procedures.pdf?mtime=20160205111742>

The College Shop, located on the Beveridge Road campus sells all uniform requirements. Opening hours are available on the College website.

### BOOKS AND STATIONERY

The College distributes lists of books and stationery. Items can be purchased locally by parents or from the College supplier. Some specific items (eg Bible and Homework Bag) need to be purchased from the College Shop.

## **NAMING OF PERSONAL PROPERTY**

All items of clothing as well as lunch boxes, school bags, personal sport equipment and library bags must be clearly named. Found, unnamed property will be stored for a short period of time in the "Lost Property Trolley". Enquiries about this should be made at the Junior School Office.

## **STUDENT PROTECTION POLICES**

Faith has a comprehensive set of policies and procedures in relation to student protection.

The Policies and Procedures which are incorporated into this Student Protection Policy are:

- Student Protection Policy
- Lutheran Church of Australia: Sexual Abuse Policy
- FLCR Anti-Harassment Policy
- Making a Report to Department of Families of Queensland Police Service, processes developed by Queensland Government 2003

Copies of these policies are available on the College website.

## **THINGS TO BE LEFT AT HOME**

- Chewing/Bubble Gum and Lollies
- Expensive Toys
- Electronic equipment eg: Computer Games, Cassette Players
- MP3 player and iPods
- Liquid Paper / white out
- Jewellery
- Weapons
- Valuables (unless arranged with the teacher)
- Collectors and Trading Cards (unless arranged with the teacher)
- Pets (unless arranged with the teacher) No pets, especially dogs are to be on the College grounds without specific permission from teaching staff

## **MOBILE PHONES**

Students are encouraged to not have mobile phones at school. If it is essential for a child to carry a phone they are requested to check it into the office of a morning and pick it up of an afternoon. No student is to use a mobile phone during school time.

## **VISITORS TO THE COLLEGE**

In the interests of courtesy and safety all parents and others visiting the College during the school day are asked to first report at the College office to check on the convenience of their visit and to sign in. This requirement also applies to those working on rosters in classrooms, the ISC or canteen.

A Visitors or Volunteers Badge will be issued when visitors are likely to be moving around the campus and need an identification of authenticity.



### **BEHAVIOUR CODE – The 5Cs**

The principles of - ***Courtesy, Consideration, Commitment, Care and Commonsense (the 5Cs)*** provide a sound basis for the behaviour of students in our College. They also take on a special meaning in a Christian context, when we see each other as fellow people of God who are forgiven by God when we sin and commanded by Jesus to show a loving care for each other *Matt 22:37-40*.

In the classroom, a clear set of expectations is maintained to support the learning process. Positive encouragement is given to reward good behaviour. Generally students learn that there are consequences for their unacceptable actions.

### **WORSHIP**

Worship services for the whole Junior School are held once a week (Thursday) in the Sports and Performing Arts Hall (SPAH) at 9:50am. Parents are welcome to join our services. From time to time special Worship services may occur; parents will be notified of details.

Class devotions are held at the beginning of each of the other days in the week.

The College Year concludes with an End-of-Year Worship and Awards Evening for the Junior School, Middle School and Senior School, during the final weeks of Term 4.

### **HOMEWORK**

Homework is set for the following reasons:

- to develop a regular study habit
- to bring into the home some aspects of the College and thus give parents an opportunity of sharing in children's schoolwork
- to train children in skills of learning by self-discipline and self-motivation
- to reinforce through extra practice the learning which happens in the classroom

The following TIME LIMITS are a SUGGESTED GUIDE for homework on school nights.

Year 1	15 minutes including reading
Year 2	15 minutes including reading
Year 3	20 minutes including reading
Year 4	25 minutes including reading
Year 5	30 minutes including reading
Year 6	35 minutes including reading

It is important that homework not intrude unnecessarily on family life. If it is not clear what has to be done or the child has difficulty please send a note or email to the teacher. A basic rule is "NO HOMEWORK IN FRONT OF TELEVISION". Please stop homework if your child becomes upset.

### **LIBRARY BORROWING**

Children may borrow books from the College Information Services Centre during library lessons or at other times when the library is open. Students from P - 3 must, however, have a suitable protective bag to protect books. The library bag should be made of cloth, measure approximately 30cm x 40cm and be clearly named. Parents may also borrow books and other resources from the library. Parents will be invoiced for lost/damaged materials.

### **JUNIOR SCHOOL CANTEEN**

Canteen facilities are provided 3 days a week by a team of parents who serve voluntarily on a roster basis under the guidance of the Canteen Convenor. The Canteen is operated by the Faith Lutheran College Redlands Foundation. Parent volunteers are always welcomed, please contact the office or canteen directly if you are able to assist.

## **CAMPS AND EXCURSIONS**

College camps and excursions provide students with opportunities for personal and social growth as they share a variety of learning experiences. Camps involve students in Year 4 and 6. All children participate in such activities arranged for the class by the College.

### **Camp Parent Assistance**

In planning camps, teachers (who take responsibility for all aspects of the camp) consult with the Head of School on the desired number of parent helpers. The teacher then seeks volunteers to meet the supervision needs. All parent volunteers must have a current Blue Card and provide evidence to the College. Where we have an oversupply of volunteers, parents will appreciate that the Class Teacher in consultation with the Head of School will make the final decision. One aspect taken into account is the value in sharing the opportunity to participate amongst different parents from year to year. Adult supervisors are not expected to contribute to costs.

## **CO-CURRICULAR ACTIVITIES**

### **Music**

All children have the opportunity to learn to play a variety of musical instruments. Private lessons are available at the College. These are conducted on a private basis with instrumental teachers in the following areas: Voice, Piano/Keyboard, Guitar, Brass, Strings, Percussion and Woodwind instruments. Please contact the Junior School Office for an information pack. Choirs, Bands and Ensembles are also part of the co-curricular program.

### **Sport**

The Junior School is involved in the JTAS (The Associated Schools Inc) Sporting Competition. Students have the opportunity to play Saturday morning sport for Faith from Year 4 onwards. Major carnivals are held for Athletics, Cross Country and Swimming throughout the year. Junior School students also have the opportunity to try out for District sporting teams and represent the College at Inter Lutheran Sports Carnivals if selected.

### **Clubs and Activities may include**

- Chess Club
- Writers' Club
- Public Speaking
- Variety of lunchtime clubs - throughout the year a variety of lunchtime clubs will operate including: Lego Club, Bey Blades and Kite Flying

## **HOUSE COMPETITION**

Competition within the College for sport and co-curriculum activities and carnivals is based on a 4-House system. The Houses are: Coochiemudlo – red, Macleay – green, Peel – yellow, Russell - blue. House t-shirts may be worn on weekly sports day and Class Teachers will notify parents of those days when this is permissible.

## **SERVICE LEARNING**

The practice of "free-will" offerings is encouraged at our weekly Worship services where children are given the opportunity to give financial support to needy children. The Student Council also conducts various fundraising activities to support appeals and needy agencies.

## **SPORT CODES OF BEHAVIOUR**

### **Parents' Code of Behaviour**

- Encourage participation by your children
- Provide a model of good sportsmanship for your child to copy
- Be courteous in your communication with players, team officials, game officials and sport administrators
- Encourage honest effort, skilled performance and team loyalty
- Make any new parents feel welcome on all occasions
- Do not interfere with the conduct of any events

**Spectators' Code of Behaviour**

- Demonstrate appropriate social behaviour
- Remember children play for enjoyment. Don't let your behaviour detract from their enjoyment
- Let game officials conduct events without interference
- Support skilled performances and team play with generous applause
- Demonstrate respect for opposing players and their supporters

**Players' Code of Behaviour**

- Be a good sport
- Play for enjoyment
- Work hard for your team as well as yourself
- Treat all team mates and opponents as you enjoy being treated yourself
- Play by the rules
- Co-operate with team and game officials
- Control your behaviour on and off the field
- Learn to value honest effort, skilled performance and improvement

**Please refer to the TAS Sport Code of Conduct available on the College Website for specific requirements on those involved in TAS / JTAS. All college students watching weekend sport are required to wear College uniform.**

**PREP PARENT INFORMATION BOOKLET**



# Faith Lutheran College, Redlands

## Prep Information Booklet

### Welcome

**We would like to welcome you to Faith Lutheran College, Redlands.**

*"Building a strong foundation today...assures children a successful tomorrow."*



# CURRICULUM

Our Prep Teachers implement the Australian Curriculum along with the Early Years Curriculum Framework to offer the curriculum areas of English, Mathematics, Science, Geography, History, Christian Studies, The Arts, Health and Technology Studies to your child. These documents inform the planning of tailored learning experiences for our Prep students, they participate in play based learning activities and investigations to ensure that all of our students benefit from an environment that promotes learning whilst still allowing the children to develop through play.

## English:

The English curriculum is built around the three interrelated strands of Language, Literature and Literacy. Together the three strands focus on developing students' knowledge, understanding and skills in listening, reading, viewing, speaking, writing and creating.


<p style="text-align: center;"><b>Term 1</b> <b>Exploring our New World</b> We focus on how language can be used to explore needs, likes and dislikes? How do we speak and listen nicely to each other. Recognise rhymes, syllables and sounds (phonemes) in spoken words</p>	<p style="text-align: center;"><b>Term 2</b> <b>Comparing and Investigating Text</b> Identify some differences between imaginative and informative texts. Create short texts to explore, record and report ideas and events using familiar words and beginning writing knowledge.</p>
<p style="text-align: center;"><b>Term 3</b> <b>Exploring Characters and Rhyme</b> Replicate the rhythms and sound patterns in stories, rhymes and poems. Share feelings and thoughts about the events and characters in texts.</p>	<p style="text-align: center;"><b>Term 4</b> <b>Enjoying Stories</b> Respond to texts, identifying favourite stories, authors and illustrators. Identify some features of texts including events and characters and retell events from a text.</p>

In Prep, the children focus on learning the concepts of print. For example:

- Titles of a book
- Punctuation . ? ! “ ” ,
- Direction in which to read (left to right)
- What is the text?
- What a letter / word / sentence is?
- Recognising a capital letter and the lower case letter

## Mathematics:

This includes an emphasis on numbers, number names and quantities to 20, sequencing, patterning, time, shape and measurement.

<b>Term 1</b>  Focussing on learning numbers, number names and quantities to 10. Sequencing personal daily events, days of the week and counting.	<b>Term 2</b>  Focussing on patterns, 2D and 3D shapes, sorting, describing and naming shapes. Measurements of length, mass and volume.	
<b>Term 3</b>  Focussing on asking questions to collect data (picture graphs), represent practical situations to model addition initially to 10 and then beyond.	<b>Term 4</b>  Focussing on numbers 11-20, place value, subtraction and problem solving	

## History:

The Prep curriculum provides a study of personal and family histories. Students learn about their own history and that of their family; this may include stories from different cultures and other parts of the world. As participants in their own history, students build on their knowledge and understanding of how the past is different from the present.

## Science:

In Science, Preps learn how their senses can help them explore and observe their world and how daily and seasonal changes in our environment, including the weather, affect everyday life. They learn how living things have basic needs, including food and water. They investigate that objects are made of materials that have observable properties and they explore that the way objects move will depend on a variety of factors, including their size and shape.

## Digital Technologies (ICT):

All Prep classrooms have an Apple TV installed which enable staff and children to explore various apps and websites that enhance learning. Our Junior School also has two specific computer rooms (28 desktop computers in each) that the Preps visit on a regular basis. Each Prep classroom has a number of iPads that the Preps also have access too. These iPads are loaded with apps that enhance and challenge the learning that is happening in the classroom.



## Assessment and Reporting

The Preps are assessed using a variety of methods including; observation, work samples, self-evaluation, checklists, student interviews and where applicable, specific testing. Parent interviews are held at the end of first term and the end of third term. Student written Reports are issued at the end of second term and at the end of fourth term.

If you have a problem or question, please go to your child's Prep teacher in the first instance. It is best to make an appointment time that is suitable for both you and your child's teacher either before or after school.



The FLCR Prep Program is designed to cater for the individual learning styles of each child. Students move through very similar developmental pathways, but it is important to recognise that progress through these pathways will occur at different rates.

## What will my child learn in the Prep year?

The learning experiences in the Prep year will help your child to:

- Take on responsibility
- Become more independent
- Respect other people
- Co-operate with others
- Make sensible choices about their health and safety
- Develop their physical skills
- Learn about their environment
- Develop their oral language
- Learn how to be thinkers and problem solvers
- Use their imagination and creativity



## Classroom Requirements

- A named homework folder (beginning of Term 2) - this is used to carry homework, sight words and readers
- Labelled college hat
- Labelled lunch box with an ice brick and water bottle. Please ensure ALL containers, spoons etc. are also labelled
- Set of spare clothes (also labelled) including socks
- Library bag
- School bag (Tips: a key ring/name tag attached to the zip is a good way for your child to easily identify their bag. A carabiner clip is also a handy way to attach your child's homework folder to their bag.

## Uniforms

The College Shop is open during the school week, please check on the College website for exact opening times [www.faithlutheran.qld.edu.au](http://www.faithlutheran.qld.edu.au)

Coloured house sports shirts can be worn on your child's weekly PE/Sport day. You will find out your child's sports day in the first week of school. The Preps are required to wear their sports polo and runners on this day.



**PLEASE REMEMBER YOUR HAT EVERYDAY.**

***NO HAT NO PLAY***

## Arrival and Departure

It is very important that children enter the classroom on time. A typical day in Prep starts at 8.45am when the first bell rings and finishes at 2.45pm. You are required to drop off and pick up your child from their classroom. Children arriving after, or departing before, these times, must be signed in/out at the Junior School Office.

Prep children that attend OSHC will be dropped at the classroom in the morning and collected by an OSHC staff member in the afternoon.

While we strive to create a happy, warm and welcoming atmosphere at Prep, some children may feel a little anxious about their new journey. Sometimes, the anxiousness does not occur until a few weeks into first term. We suggest a reassuring hug, kiss and a quick

goodbye, as in our experience, children settle very quickly once absorbed in the day and when they cannot see Mum, Dad or their caregiver.

Our days are broken up into different sessions where the children are involved in:

- Indoor play
- Outdoor play
- Focused learning
- Language activities
- Numeracy activities
- Cross curricular activities: Music, Sport, Library, Worship and Assembly.



## Prep Timetable

08:45	First bell to go into class
08:50 – 10.30	Morning Session
10.30 – 11.00	Morning Tea
11.00 – 12.30	Middle Session
12.30 – 1.25	Lunch Break
1.25 – 2.45	Afternoon Session
2.45	End of school day

## Specialist Lessons

Your child will be involved in the following specialist lessons:

- Music – 45 min lesson per week
- Library – 45 min lesson per week (bring Library Bag on this day)
- PE – 45 min lesson per week (House Polo and runners on this day)

## Library

Children can borrow one book with their class once a week. They will only be allowed to borrow a book if they have their library bag with them. Children must return their library book before borrowing another.

## **Worship**

Beginning in Term 2, the Preps join the rest of the Junior School on a Thursday morning at 9:50am for our weekly worship. This is a wonderful time of the week where we get together to learn more about God and to come together to worship Him.

## **Assembly**

From Term 3 onwards, our Preps attend assembly each Friday afternoon from 1.25 – 2.00pm. 'Student of the Week' awards are given out at this time. Parents are welcome to attend.

## **Illnesses**

If your child is not well enough to attend Prep please telephone the College on 3820 5299 and leave a message on the student absent line or email the school: [absent@flcr.qld.edu.au](mailto:absent@flcr.qld.edu.au)



## **Communication**

Each class has a set of parent pockets where any notes will be left in for parents to collect. We also have a communication sheet should you need to make us aware of any changes in circumstances or to request a meeting with your child's teacher.

Each class has their own Facebook group. This group is a private group and only the parents in the class are able to access it. Important notices/ reminders are posted here as well as photos or posts giving you a window into our world at Prep.

Please feel free to make a time with staff to discuss any problems or queries about your child's progress. We look forward to working with you and your child in a supportive partnership.

The school's newsletter is electronic and a web link to it will be emailed directly to you each week. It is also published on our website [www.faithlutheran.qld.edu.au](http://www.faithlutheran.qld.edu.au) and previous newsletters are also available for viewing.

Our website and College App provide up to date information about what is happening across the College.

## **Toys**

We request that toys are not to be brought to school as children can get upset when these items are lost or broken.

## **Canteen**

If children require items from the Canteen, they must be pre-ordered online. Preps are permitted to order lunches only from Term 2 and have access to a Prep specific Menu. Lunches can be ordered via [www.ouronlinecanteen.com.au](http://www.ouronlinecanteen.com.au). Further information can be found on our website [www.faithlutheran.qld.edu.au](http://www.faithlutheran.qld.edu.au).

## **Birthdays**

Birthdays are an important event in the life of your child and one to be shared with the community of friends in Prep. You are most welcome to send a treat for your child to

share with the class. If your child suffers from a food allergy please contact your class teacher.



### Parents in Prep

Parents have an important and valued role in the education of their children and in our learning community. Parents are welcome to volunteer in their child's classroom from Term 2 onwards between the hours of 8.45am – 11.00am. You will need to sign in and out of the visitors register at the office.

### A few things Prep Parents need to know...

1. Please help me become independent and let me have a go at doing things for myself.
2. I am an individual. Don't compare me to others. I will learn at my own pace.
3. Don't be afraid to leave me at school. Kids need time away from their parents too.
4. Teach me to tie my shoelaces; do up buttons and put things away myself.

### Ways to Ask Your Kids 'So How Was School Today?' Without Asking Them 'So How Was School Today?'

1. What was the best thing that happened at school today? (What was the worst thing that happened at school today?)
2. If I called your teacher tonight, what would she tell me about you?
3. Tell me which friend you played with today.
4. What was your favourite part of your day?
5. Tell me about three different times you used your pencil today at school.



