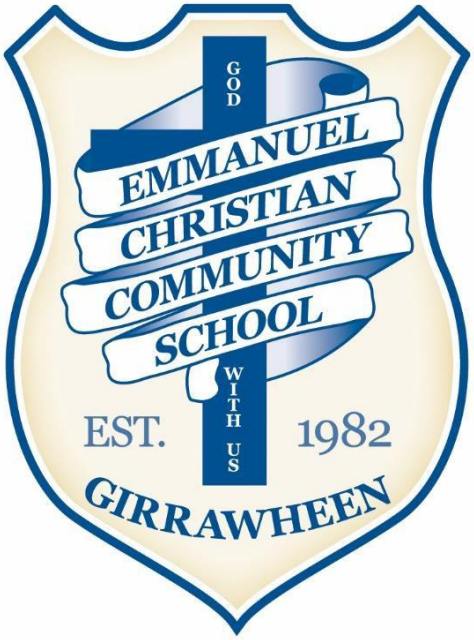

2022
Secondary School
Parent Handbook

OUR MISSION

To provide affordable, Christ-centred education that equips the next generation to know God and serve Him in the Community.

OUR VISION

Changing lives through Christ-centred education

OUR VALUES

Community, Compassion, Excellence, Integrity, Prayer, Service

Emmanuel Christian Community School

Contact Us

Website: www.eccs.wa.edu.au
Ph: (08) 9342 7377
Email: admin@eccs.wa.edu.au

Secondary School Campus

3 Salcott Road, Girrawheen, WA, 6064

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Term Dates 2022

PRIMARY AND SECONDARY STAFF AND STUDENTS

Administration Office open from Wednesday 12th January

Term 1 10 Week Term - 51 Pupil Days	Term starts	Term ends
STAFF	Monday 24th January	Friday 08th April
STUDENTS – Years 7,11,12	Thursday 27th January	Friday 08th April
STUDENTS – ALL	Monday 31st January	Friday 08th April
Public Holidays Australia Day – Wednesday 26th January Labour Day Holiday – Monday 7th March Good Friday – Friday 15th April (during term break) Easter Monday – Monday 18th April (during term break) ANZAC Day – Monday 25th April		

Term 2 10 Week Term - 47 Pupil Days	Term starts	Term ends
STAFF	Tuesday 26th April	Friday 1st July
STUDENTS	Wednesday 27th April	Friday 1st July
Public Holidays Western Australia Day – Monday 6th June		

Term 3 10 Week Term - 46 Pupil Days	Term starts	Term ends
STAFF	Monday 18th July	Friday 23rd September
STUDENTS	Wednesday 20th July	Friday 23rd September
Public Holidays Mid Term Break (Students) – Friday 19th August - Monday 22nd August Queen's Birthday – Monday 26th September (during term break)		

Term 4 8 Week Term - 40 Pupil Days	Term starts	Term ends
STUDENTS	Monday 10th October	Wednesday 30th November
STAFF	Monday 10th October	Friday 9th December

ABOUT US

Welcome to Emmanuel Christian Community School, a co-educational facility, striving to provide quality educational pathways within a Christian ethos for students in Kindergarten to Year 12. We are affiliated with Christian Schools Australia.

At Emmanuel we partner with parents, who we believe are a very important part of the community of believers in Jesus Christ, to fulfil the Biblical commandments to train children so that all of their education is of the Lord.

In our School, Jesus Christ is in control. He is the One to whom we look for guidance and help. Our aim is that each student should "grow up to be Christ-like" in all areas of his or her life. This means teaching and training students from a Christ focused viewpoint so that students see the world from a perspective that is truly Biblical.

There is a strong focus on Pastoral Care within the School that enhances the care and nurturing of students. The pastoral care team consists of the Pastors of the Girrawheen Baptist Church and school chaplain/s who are supported by members of the staff.

The School is a ministry of the Girrawheen Baptist Church. The School Board has been appointed by the Church to oversee the governance of the School. The School Board meets once a term to consider and pray for the running of the school. The School Principal is responsible to the School Board for the day to day management of the School.

Emmanuel Christian Community School is committed to providing an environment which safeguards all students and promotes practices which provide for the safety, well-being and welfare of our children and young people. Emmanuel Christian Community School expects all school community members, including staff, volunteers, visitors and contractors to share this commitment.

Emmanuel Christian Community School is a Childsafe WA approved organisation. A child safe and friendly organisation values children and understands safety doesn't just happen. A commitment to protecting children is embedded in the organisation's culture and is understood and accepted by everyone.

Senior Secondary Leadership 2022

Mrs Bronwyn Carruthers
Deputy Principal Curriculum

Mr Stuart Hayward
Deputy Principal Students

Staff for 2022

Mrs Carol Davis	Principal
Mrs Bronwyn Carruthers	Deputy Principal Curriculum
Mr Stuart Hayward	Deputy Principal Students
Mrs Surette Britz	Head of Learning Area (English)
Mr Jonathan Morey	Head of Learning Area (HASS)
Mrs Beulah Lombard	Head of Learning Area (Mathematics)
Mrs Nicolette Vickers	Head of Learning Area (Science)
Mrs Leanne Brown	VET Coordinator, UniPrep, Certificate III Business
Mrs Michelle Bosch	Mathematics
Mr Conor Buckley	HASS, English, Year 7/8 Coordinator
Mrs Emily Burnside	Music, Drama, Technologies
Mr Mason Campbell	Physical Education, Science, Year 9/10 Coordinator
Mrs Tanya Carcione	HASS, Arts
Mrs Kim Carly	English
Mrs Lynmari Cleminson	English
Mr Will Cruz	LOTE (Spanish), Health, Soccer Academy
Mrs Melissa Martinez	Food Technology
Ms Grace Gabrielson	Learning Enrichment, Year 11/12 Coordinator
Mr Paul Jackson	Technologies
Mrs Carolyn Miller	HASS, Biblical Studies
Mr Ananadh Padmanabham	Mathematics, Technologies
Mrs Janice Paulus	Health and Physical Education, Cadets
Miss Kara Pegrum	Arts (Media, Design)
Ms Heidi Ramer	Science
Mr Peter Siani	Health and Physical Education
Mrs Carly Smoker	Arts
Mrs Helen Williamson	Science
Mrs Deborah Johnston	Education Assistant
Mrs Ilonke van der Merwe	Education and Food Technology Assistant, Cert II Hospitality
Mr Chinyama Kangombe	Chaplain
Mrs Diana Chapman	Chaplain
Mrs Kath Slater	Systems Administrator
Mrs Tien Sutanto	Receptionist

The School Board

The Church has elected to place the governance and wellbeing of the ministry of the School in the hands of the Board. It is a defined ministry of the Church together with the other appointed Church ministries. The School Board structure is defined in the School Constitution, being incorporated, and a ministry of the Church, the School Board will keep proper records of its meetings, which will be presented to the Church Council.

Each member of the Board shall be made aware of their responsibilities and of the trust place upon them by their appointment to that position. Board members should recognise the appointment as being part of the Church ministry.

The Board has delegated the responsibility for the day-to-day management of the School to the Principal. The Principal will ensure that all staff fulfil their responsibilities as part of the ministering team of the Girrawheen Baptist Church. He or she will ensure School policies and Board directions are observed and carried out in a Scriptural manner.

The Board members shall have certain areas of responsibility; duly fulfil those responsibilities, and keep the Board informed of their activities.

The Board's Mission:

- Establish the School's mission and ensures its integration in all aspects of the school
- Review the mission statement regularly as part of its strategic planning process
- Determines and reviews the existing and new programs and services which are most consistent with the mission
- Receive an annual report from the Principal on the implementation of the mission withing the School.

The Board's Role is to:

- Be accountable for exercising the authority given to it in its Constitution and the law of the land
- See its role as one of governance and holds the Principal countable for the management of all delegated responsibilities
- Be accountable for the overall performance of the School
- Be responsible for determining Board development, discipline and for its own performance and processes
- Set its workplan and agenda for the year
- Establish the extent of the Principal's authority to establish programs, budget, administer finances and otherwise manage the school according to sound practice
- Exercise due diligence, fiduciary responsibility and ensures that risk is identified and managed.

The Board Members

Ken Ridge	Board Chair
Glenn Richardson	Deputy Board Chair Head of Finance & Building Subcommittee
Li AI Gamble	Board Secretary
Andrew Johnson	Treasurer
Lisa Kenrick	
Priscilla Sampson	
Terry Chester	
Rex Gabrielson	
Margaret McCarthy	
Paul Price	

Curriculum

Emmanuel Christian Community School is a ministry of the Girrawheen Baptist Church. It grew out of the deep concerns that Christian parents had for the desire to exercise their God given responsibility to bring up their children in the nurture and admonition of the Lord.

The academic curriculum at Emmanuel Christian Community School is designed to provide students with the best practice of education. Emmanuel Christian Community School endeavours to meet the needs of students, the aspirations of parents, the legitimate demands of the community and also address the expectations of state and commonwealth governments' educational requirements.

Western Australian Curriculum and Assessment Outline

Emmanuel Christian Community School follows the mandated Western Australian Curriculum and Assessment Outline. The curriculum prescribes the standard of education for all young West Australians are to be taught as they progress through schooling. At the same time, it provides flexibility for teachers and schools to build on student learning and interests.

The Guiding Principles for Western Australian Schools promote equity and excellence in Western Australian schools.

The Guiding Principles are also informed by **The Alice Springs (Mparntwe) Education Declaration** and the Australian Curriculum.

The Guiding Principles also support the statement of commitment from The Commissioner for Children and Young People to all children and young people in WA. The statement outlines nine key rights, including the right to:

- Be safe and feel safe everywhere
- Belong and be me
- Be treated fairly and humanely
- Contribute, make decisions and be listened to
- Education and lifelong learning
- Explore, express and create
- A healthy life
- Play, have fun and be active
- Be loved.

https://k10outline.scsa.wa.edu.au/home/principles/guiding-principles

Western Australian Values of Schooling

Respect and concern for others and their rights - sensitivity to and concern for the wellbeing of other people and respect for life and property. Each student is encouraged to be caring and compassionate, to be respectful of the rights of others and to find constructive ways of managing conflict. This includes the right to learn in a friendly and non-coercive environment.

Pursuit of knowledge and commitment to achievement of potential - the lifelong disposition toward the quest for knowledge as each student strives to understand the social and natural worlds and how best to make a contribution to these worlds. Each student is encouraged to achieve his or her potential in all respects and, through critical and creative thinking, to develop a broad understanding of his or her own values and world views.

Self-acceptance and respect of self - the acceptance and respect of self, resulting in attitudes and actions that develop each student's unique potential - physical, emotional, aesthetic, spiritual, intellectual, moral and social. Encouragement is given to developing initiative, responsibility, ethical discernment, openness to learning and a sense of personal meaning and identity.

Social and civic responsibility - the commitment to exploring and promoting the common good and meeting individual needs without infringing the basic rights of others. This includes encouraging each student to participate in democratic processes, to value diversity of cultural expression, to respect legitimate authority, to promote social justice and to support the use of research for the improvement of the quality of life.

Environmental responsibility - the commitment to developing an appreciative awareness of the interdependence of all elements of the environment, including humans and human systems, encouraging a respect and concern for Australia's natural and cultural heritage and for forms of resource use that are regenerative and sustainable.

https://k10outline.scsa.wa.edu.au/home/principles/guiding-principles/values

Inclusivity

"All students from Kindergarten to their final year of secondary schooling in Western Australia have a right to an education that is equitable and embraces diversity".
https://k10outline.scsa.wa.edu.au/home/principles/guiding-principles/student-diversity

All children are made in the image of God and all children are important in our school. Not only do they benefit from being fully included in Emmanuel Christian Community School life, but they provide the rest of the students with an opportunity to practise living out their faith by caring for those who are different from themselves. The School works to ensure that every student is cared for and educated well including those who have unique gifts and needs. 2 Corinthians 5:14 – "The love of Christ compels us…"

School Timetable

The Secondary School day is divided into 5 teaching periods.

Daily Timetable		
8.30am – 8.50am	Form Class	20 mins
8.50am – 9.55am	Period 1	65 mins
9.55am – 11.00am	Period 2	65 mins
11.00am – 11.30am	Early Lunch (recess)	30 mins
11.30am – 12.35pm	Period 3	65 mins
12.35pm – 1.40pm	Period 4	65 mins
1.40pm – 2.10pm	Late Lunch	30 mins
2.10pm – 3.15pm	Period 5	65 mins

One day per week is school assembly day. The periods are five minutes shorter. Students start the day with period 1 and go to Assembly after Period 2.

Daily Timetable – Assembly days		
8.30am – 9.30am	Period 1	60 mins
9.30am – 10.30am	Period 2	60 mins
10.30am – 11.15am	Assembly	45 mins
11.15am – 11.45am	Early Lunch (recess)	30 mins
11.45am – 12.45pm	Period 3	60 mins
12.45pm – 1.45pm	Period 4	60 mins
1.45pm – 2.15pm	Late Lunch	30 mins
2.15pm – 3.15pm	Period 5	60 mins

Form Class

Four days per week commence with a 20 minute Form Class, which is a very important part of the school day and is used to check attendance and allow time for spiritual input and communication. A strong form culture develops the sense of a safe place where students feel that they are an integral part of school life.

Each teacher has their own year-based Form Class. This gives students and parents alike a daily point of contact. A student's Form Teacher takes time to pray for them and involve them in managing Form and Year based activities.

Streaming

In Years 7 to 10 streaming will occur in Mathematics. In Year 10 streaming occurs across English, Mathematics and Science to help students best prepare for Upper School courses.

Where possible, students are streamed into classes based on their previous year's academic performance, beginning of year testing and, where appropriate, NAPLAN testing results. Streaming allows for differences in the pace of the course, the level of assessments and, in some cases, the texts chosen for study. Texts are selected carefully to engage students and stimulate their thinking while meeting their academic needs. All classes will include teacher directed differentiation within the classroom setting. There may be adjustments made to suit the needs of individual students within the class, relating to the pace of the course, assessments and, in some cases, the texts chosen for study, for the purpose of extending or supporting students' academic progress.

Each learning area meets the needs of the students, differentiating teaching practices and assessments for the specific requirements of the subject area.

Learning Enrichment

Learning Support

Emmanuel Christian Community School offers a Learning Enrichment program for students who need substantial academic support, often due to speaking English as an Additional Language or Dialect or having experienced gaps in formal schooling. These classes focus on functional literacy and numeracy skills, study skills, test literacy, and support in completing compulsory school subjects. The Learning Enrichment program may run alongside or in replacement of a students' compulsory subjects depending on their learning needs and availability.

Extension Opportunities

Students are extended through differentiated curricula offered in classrooms.

Students are offered after school clubs that extend them in mathematics and technologies such as the Engineering Club. Other extension opportunities are being explored.

Parent Engagement with Student Learning

SEQTA

SEQTA is an online service that provides parents and students with a means of communication with staff and with up-to-date assessment results, teaching programs and learning resources.

To connect to SEQTA Engage, click on the SEQTA link on the Emmanuel school website www.eccs.wa.edu.au and log-in using the details provided at the start of the year. If you have any difficulties, please contact administration.

SEQTA Learn – Students are expected to check SEQTA Learn on a daily basis. This is to ensure that students are up to date with current homework, upcoming assessments, course content and the release of assessment results and feedback. SEQTA Learn is a point of contact that teachers have with students after school hours, so it is important that students regularly access it.

SEQTA Engage the platform use for connecting with parents/guardians/carers.

Upper School Parent Night

Year 11 and 12 are years of great change in schooling. Students have selected courses that pertain to their future study and career goals. A special event will happen in 2022 for parents and students in Week 2 of Term 1 that will inform parents and students of the expectations for upper school and the requirements of the WACE. Parents can meet with teachers and ask questions pertaining to the courses chosen.

Parent Teacher Interview Night

Parent Teacher Interview meetings are an essential part of our School routine. It is a special time where members of the Staff will have the opportunity to relate to parents in the School and parents may ask about the progress of their child/ren.

All parents are strongly urged to come and participate. The Parent Teacher Interview Night for 2021 will be held early in second term. Please, refer to the newsletter for more information. If an interview has been requested on the Interim Report and you cannot attend the Interview Night, please contact the teacher by telephoning reception.

Course Selection Evening

The Year 10 Course Selection Evening is a **compulsory event for all Year 10** students and will be held in the first week of Term 3. Students will learn about the different pathways and courses they can choose to help them reach their career aspirations. They will also be asked to make their course selection for Year 11 by Week 3 of Term 3. Displays from universities and TAFE will be available for students to seek information about post-school training and study. Year 11 students are also invited to see the displays.

Graduation and Awards Evening

Graduation is a celebration of the culmination of a student's secondary education. It is held in Week 2 of Term 4. It is a very special night for students, staff, family and friends.

In Week 9 of Term 4, the Awards Evening is held. This celebrates the academic, sporting and cultural achievements of students in Years 7 – 11. The Arts Showcase will be combined with the Awards evening as was done in 2021. Parents and families are encouraged to attend these wonderful community events.

Reporting Student Progress

Student progress is reported to parents through:

- Interim reports at the end of Term 1.
- Semester reports in Terms 2 and 4.

Reports show results, grades and overall performance in all subject areas. Additionally, comments regarding academic progress and suitability for upper school courses will be made on Year 10 and 11 reports in Semester 1. Form teachers also comment from a pastoral care perspective for all students in Secondary School.

- Parent Night/Parent-Teacher interviews for 2021 in Term 2.
- Marks and feedback for assessments are available on SEQTA
- Teachers will either phone or send direqt messages (through SEQTA) and emails to parents when concerned about the academic progress of a student or to commend them for improvement or high achievement.

Newsletters

We aim to keep parents as fully informed as possible about school activities and events.

Teachers will send notes home on occasions and an *Emmanuel Messenger* will be a regular feature of our communication process.

You may use our web site www.eccs.wa.edu.au/news/newsletters/ to view the Parent Information Corner.

You can also find us on:

Instagram: https://www.instagram.com/emmanuel.christian.com.school/

Facebook: https://www.facebook.com/emmanuel.christian.community.school/

School Fees

Emmanuel Christian Community School is a non-for-profit organisation which exists to provide independent, affordable, Christian education. It relies on income from families in the form of fees, as well as recurrent funding from the State and Commonwealth Governments. A portion of fees each year is used for capital projects.

Fees should be paid as one payment and they are due and payable within the first full week of each Term. Payment options include EFTPOS, Direct deposit, Centrepay or Cash. Any matters regarding the school fees must be referred to the Business Manager at the Casserley Campus.

If a student is finishing at Emmanuel before the end of Year 12, written notice of a term should be given. An exit interview with the Principal will be booked. A term's fees will be charged in lieu of notice.

Facilities

LOCKERS

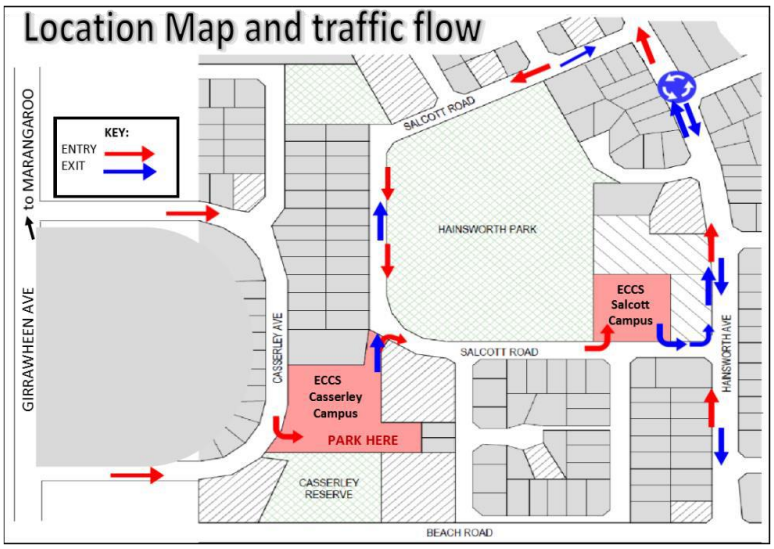
To use a locker, students must have the appropriate combination lock. Combinations are given to the student's Form Teacher at the beginning of the year and updated if there are any changes. Lockers must be securely locked at all times and expensive items must not be kept in lockers overnight, on weekends or school holidays.

Lockers must be kept clean, tidy and free from sticky tape, Blu Tack or stickers. Staff may access any student locker if there are suspicions of illegal or inappropriate material or possessions with the school.

CANTEEN

Both Primary and Secondary school students can pre-order lunch at the reception area, canteen or online. Online orders must be pre-ordered and paid for before 9:00am. Menus and order details can be found on the school website www.eccs.wa.edu.au/canteen/

Driving and Parking



VIA HAINSWORTH AVENUE

- Turn on to Salcott Road at top end
- Follow Salcott Road around and either park along oval or enter school grounds on left.
- Exit school and turn left at Hainsworth avenue.
- Turn around at roundabout if necessary.

VIA CASSERLEY AVENUE

- ENTER the school at Casserley Avenue entrance
- Deliver or collect children, then drive straight out the exit gates
- Turn right to deliver/collect children to Salcott Campus
- Park alongside oval or enter school grounds on left.
- Exit school and turn left at Hainsworth avenue.

Safety

- Please ensure that you drop off and pick up your children in the designated “Pick Up/Set Down” area.
- Please do not park in the middle of the car park to drop off your children as this blocks traffic flow and is dangerous to our children. Please follow traffic flow chart/map.
- Smooth flow or traffic to our school helps us to maintain good relationship with nearby residents and ensures safety.
- Encourage your child/children to walk promptly to pick up after school, not to linger in the school grounds.
- Always adhere to the speed limits and flow of traffic.

Parent Involvement

Emmanuel Parents and Friends (EPF)

The EP&F serves as a voice for parents within the school and assists with planned initiatives from the school as well as suggesting new ones. They will be the 'event coordinators' for the school, working closely with the ECCS leadership, marketing team and the Principal. This role is voluntary and proposed as a 2-year term. They will assist the Emmanuel Christian Community School community by:

- Providing support with some school events
- Planning fundraising activities for the benefit of the students
- Coordinating fun activities once per school term
- Planning activities that promote student morale
- Promoting the vision of the school through their work
- Seeking and delivering God's will for the school

EPF is currently NOT ACTIVE until new Officers are elected.

If you would like to get involved or nominate someone, please contact the office for more information.

Parents are nominated for the roles and elected to their positions by the community. Additional support by the community is welcomed and assistance can be provided on both a long term and or short term (per event) basis. The EP&F host regular meetings where any volunteers can register with the Volunteer Coordinator to attend. The EP&F details on upcoming events and help requests can be found in the Emmanuel Messenger.

Prayer Meetings

Parents hold prayer meetings regularly on the school campus. The time of the meetings each year will be arranged by the Prayer Coordinator. Everyone is more than welcome to attend these prayer meetings. There is a prayer book in the staff room in which to write in praise or prayer requests. This book is collected prior to every prayer meeting.

POLICIES (Summaries)

Emmanuel Christian Community School carefully adheres to many policies, written to keep our students and community safe, and our school running well.

For the most up to date and complete policies, please check our school website or contact administration.

Attendance Policy

Students are required to be punctual and should be present at all lessons unless unwell or have another legitimate reason.

Absences should be communicated to the school office by 9am on the day of absence. This can done by email attendance@eccs.wa.edu.au ***or SMS*** 0418 793 030 or phone call 9342 7377 ***at any time on or before the date of absence with the following information:***

- ***Child's full name*** • ***Class/year level*** • ***Date of absence(s)*** • ***Reason.***

An SMS will be sent on the day of absence if a reason is not supplied, and subsequent emails/letters until the absence is resolved.

The school will contact parents via an SMS message if a student has been marked absent by 10 am and a follow up SMS at 3:15 PM when no contact has been received from a parent. If there is no further contact with the school and absence is still unresolved, an email is sent at the end of the week (Every Friday). If the absence remains UNRESOLVED, a letter is sent to the parent to provide an acceptable reason. Parental interviews with the Principal or Deputy Principal will be required for those who are continually late or absent from school.

The Law states: Under Western Australian law (School Education Act 1999), parents/guardians must send their children to school unless:

- they are too unwell
- they have an infectious disease
- the Principal is provided with a genuine and acceptable reason.

Parents must comply with their compulsory schooling or compulsory participation obligation by providing a satisfactory reason for these absences either before or on the day of the absence, or as soon as practicable. Where possible, parents should inform the school in advance of upcoming absences.

Acceptable Reasons:

- Sickness/Medical/Dental
- Danger of being affected by an infectious or contagious disease
- Temporary or permanent infirmity/disability
- Bereavement within the family or of a close friend/relative
- Family trauma
- Surgery

Unacceptable Reasons

- Truancy
- Helping at home or at parent/guardian's place of work
- Part-time or casual work
- Appointments which could be made outside of school hours (including driving lessons and tests)
- Holiday

Approved Leave

This is leave sanctioned by the Principal for any student who is representing the School, state or nation at an approved sporting or cultural event. It is the student's responsibility to apply for this leave at least three weeks prior to the absence. It is the student's responsibility to organise students in each of his/her classes to collect materials and to submit work as negotiated with each teacher. Teachers will endeavour to support the student's ongoing education and minimise the impact of the absence on marks or outcomes, particularly if the student meets the negotiated work submission requirements.

Family Holidays

Parents must inform the school in writing addressed to the Principal if the reason for the absence is family holidays. A response letter from the Principal will acknowledge the absence but not approve it. Emmanuel discourages extended absences from school as this disrupts the planned teaching and learning programmes provided. Homework will be provided (if requested) and is expected to be completed during the time of absence. However, the provision of homework in no way guarantees that students have covered all work planned for the time of their absence nor achieved competency in the skills and knowledge which will be taught in class.

Absence from school due to family holidays is deemed to be taken at the discretion of the family – thus there is a choice in the matter. It is not an approved or endorsed absence and should therefore be avoided as a reason for absenteeism from school. Parents must take responsibility for the consequences of this absence. The timetable, learning program and assessment schedule will proceed. Students have course and assessment outlines for all upper school courses and many lower school subjects. Teachers may or may not be able to make arrangements to allow a student to meet assessment requirements.

Teaching Staff cannot be expected to undertake a significant additional workload or jeopardise the integrity of their tests and assessments in order to meet the needs of students who are absent under these circumstances. Consequently, there is a real possibility that a student's results will be affected.

The school is limited in its ability to support students who travel overseas at times when assessments are scheduled. This is especially critical prior to holiday breaks. Families need to avoid removing students at this time unless there are exceptional circumstances. Reports will not be posted or issued early for students.

Please see the complete policy on the Emmanuel Christian Community School website.

Behaviour Management Policy

Our aim is to encourage excellence in character and academic pursuits we want to be the best in educational practice and above all we seek to place Christ first. As educators we are called to partner with parents in determining the correct basis of pastoral care and relationship not by simply writing policies but by living in a relationally correct way and caring for one another in the correct servant manner.

All people (staff, students, parents etc.) need encouragement to respect themselves as individuals who bear the image of God; to respect others as loved by God; to respect our community which is the body of Christ; to respect God's creation which we have been given to have dominion over, to enjoy and in which to see God. Staff should insist on respect from their students. Ephesians 6:2 etc. Respect is also gained by showing love, fairness, integrity, diligence …"

We need to develop a community of respect – based on the knowledge and acceptance of God's authority. Therefore, we need to deal with attitudes rather than behaviours. Our school environment should be characterised by respect for the dignity of each person, by justice and forgiveness and by the acceptance of differences, so that the unique value of each person before God is a living reality. 'Justice without love leads to a stern security; "love" without justice leads to a weak warmth; justice and love lead to an authentic atmosphere." Dr Bill Anderson.

At Emmanuel Christian Community School, we believe our strength is in our strong Pastoral Care Program. All staff seek to create safe environments where they personally maintain high levels of care towards students in developing healthy supportive relationships.

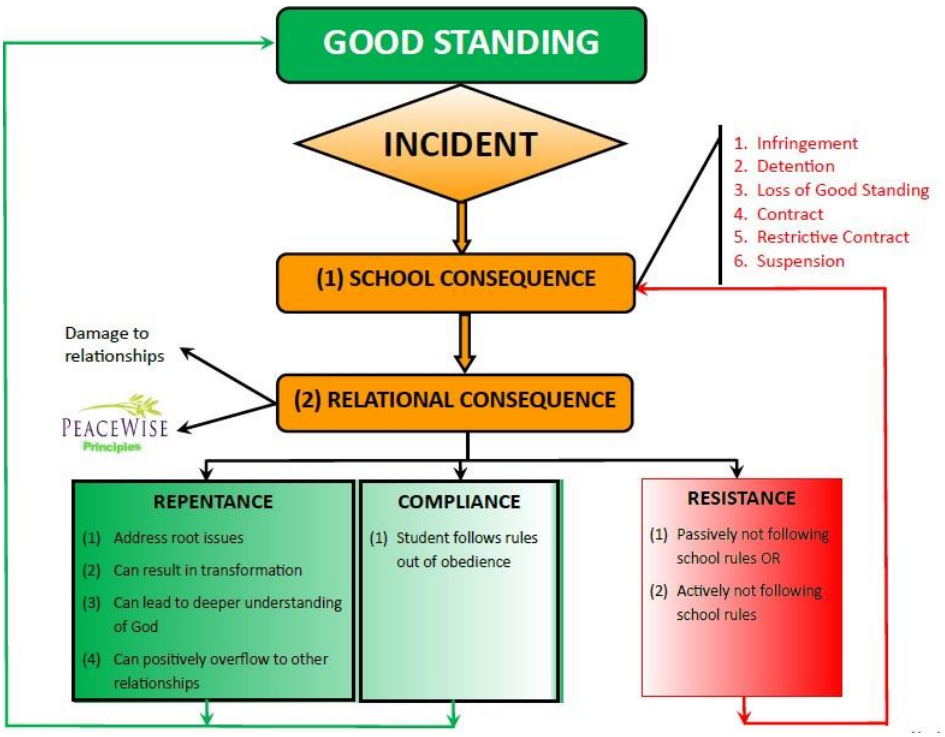
GOOD STANDING

This applies to secondary school students only.

Students commence each school term with Good Standing status. This means they can attend all school social events, functions and privileges.

Maintaining Good Standing requires:

- Satisfactory attendance and punctuality
- Satisfactory completion of all work and assessments
- Satisfactory behaviour



Please see the complete policy on the Emmanuel Christian Community School website.

Complaints Policy

A complaint is an expression of dissatisfaction with a real or perceived problem.

A complaint may be made if a student, parent, or a staff member thinks that the school or other member of the school has, for example:

- Done something wrong.
- Failed to do something that should have been done; or
- Acted unfairly or improperly.

A complaint may be made about the school as a whole, about a specific department in the school or about an individual member of staff.

Procedures need to be flexible to handle both minor complaints and significant or serious complaints. It does not seem helpful to attempt to differentiate between "minor" and "serious" complaints.

One can easily become the other. Serious issues may be raised in an informal and friendly way and apparently trivial issues in an adversarial manner. Complaints against members of staff need particularly sensitive handling.

A concern or complaint will be treated as a matter or as an expression of genuine dissatisfaction that needs a response.

We follow Biblical principles of conflict resolution found in Matthew 18:15-17 *"If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. But if they will not listen, take one or two others along so that 'every matter may be established by the testimony of two or three witnesses."*

We wish to ensure that:

- Parents and guardians wishing to express a concern know how to do so.
- Complainants realise that we listen and take complaints seriously.
- We respond to complaints within a reasonable time and in a courteous and efficient way.
- Matters raised are investigated according to the school's policy and procedure.
- We act where appropriate.

CONCERNS & FREQUENTLY ASKED QUESTIONS

'How should I complain?'

You can contact the school in person, by telephone [08 93427377], by email, [admin@eccs.wa.edu.au], by submitting a message on the school's website or by letter addressed to The Principal [3 Salcott Road, GIRRAWHEEN WA 6064]. Please ask if you require some assistance in expressing your concern.

When you contact the school, please be as clear as possible about what is troubling you.
Members of staff will be happy to help. It may be best to start with the person most closely concerned with the issue – e.g. the classroom teacher, or subject teacher. They may be able to sort things out quickly, with the minimum of fuss. However, you may prefer to take the matter to a more senior member of staff, for example the Head of Department, the Deputy Principal, or the Principal.

'I don't want to complain as such, but there is something bothering me"

The school is here for you and your child, and we want to hear your views and your ideas. You can start by contacting a member of staff, as described above.

'I am not sure whether to complain or not'

If you have a concern you are entitled to raise it. If in doubt, you should contact the school, as we are here to help.

'What will happen next?'

If you raise something face-to-face or by telephone, it may be possible to resolve the matter immediately and to your satisfaction.

If you have made a complaint or suggestion in writing, we will contact you within five (5) working days, to respond to your concerns and explain how we propose to proceed.

In many circumstances, the person you contact will need to discuss the matter with a colleague and consider it further before responding. You will be given a date by which time you will receive a response. If a detailed exploration of the issue is needed, a letter or report will be sent to you as quickly as possible. This will tell you of the outcome of your complaint. It will explain the conclusion, the reasons for it, and any action taken or proposed.

Please be aware that in some cases the school will not be able to discuss the details of action taken as it would be inappropriate. For example, if the action involved staff discipline. Under its legal obligation the school is also not able to divulge information on matters which require the involvement of a relevant government authority, without the permission of that government authority.

'What happens about confidentiality?'

Your complaint or concern will be treated in a confidential manner and with respect. Knowledge of it will be limited to the Principal and those directly involved. The Chair of the school's Governing Body may also need to be informed. It is the school's policy that complaints made by parents and guardians should not rebound adversely on their children. The school will not tolerate victimisation or adverse consequences shown towards a person who raises a concern and/or complaint.

We cannot entirely rule out the need to make third parties outside the school aware of the complaint and possibly also the identity of those involved. This would be most likely to happen where, for example, a child's safety was at risk and it became necessary to refer matters to the Police or other external authority. Matters of this nature would include an allegation/complaint of grooming, child abuse and/or there was a breach of the Code of Conduct. If information is passed to a third party, you will be informed, unless this is prevented by legal obligation.

'Can I remain anonymous?'

We would prefer to know the identity of a person making a complaint as it can help in investigation and resolution. Anonymous complaints will be noted and dealt with in accordance with the circumstances, available information and the action required.

'What if I am not satisfied with the outcome?'

We hope that you will feel satisfied with the outcome, or at least that your concerns have been fully and fairly considered.

If you are not satisfied, the Principal will offer to refer the matter to the Chair of the School Governing Body. Alternatively, you may wish to write directly to the Chair via the School [3 Salcott Road, GIRRAWHEEN WA 6064] The Chair will call for a full report from the Principal, and will examine matters thoroughly before responding to ensure that the complaint has been handled in accordance with the school's policy and procedure as well as to give further consideration. When notified of the outcome of the Chair's review and consideration, if you remain concerned, the opportunity of a meeting with the Chair will be offered. You may wish to be supported by a friend, but legal representation would not be appropriate at this stage.

If the meeting does not bring about a resolution, the matter may be referred to a process of dispute resolution, either mediation or conciliation.

Mediation is a process where the parties, assisted by a third person, listen to each other, define the dispute, find points of agreement, investigate what is important to each party with the goal of reaching a workable agreement through the development of satisfactory options for resolution for each party.

Conciliation is a process whereby a third party assists the parties to a dispute to communicate their concerns to each other with the aim of finding resolutions.

The school recognises and acknowledges your entitlement to complain and we hope to work with you in the best interests of the children and young people in our care.

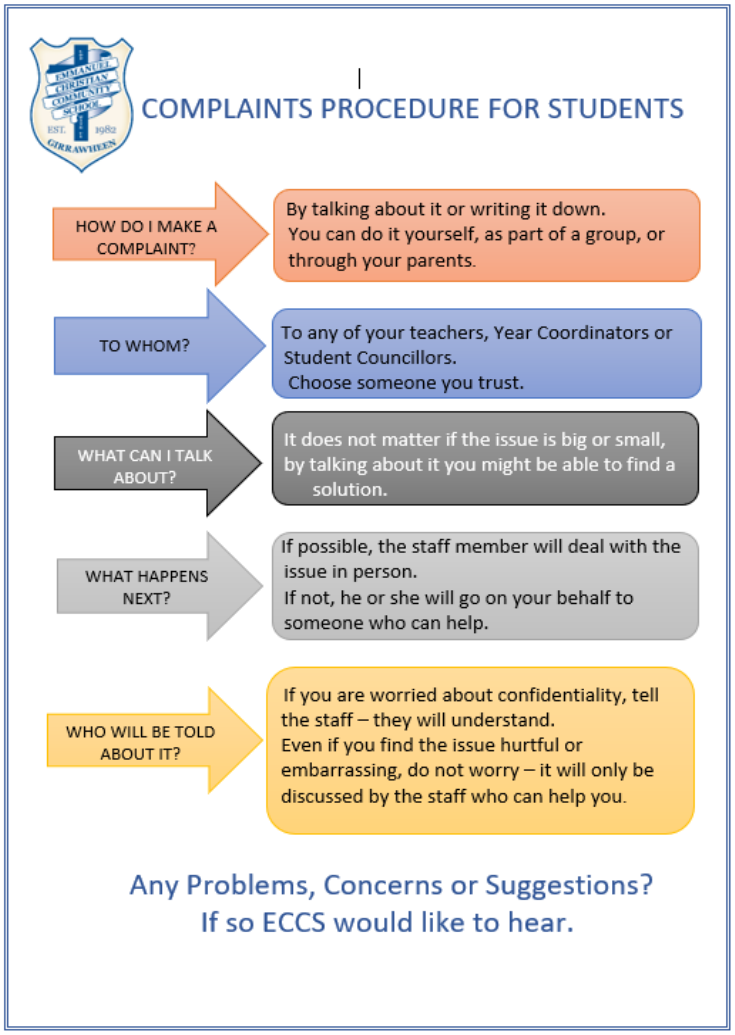
GUIDELINES FOR COMPLAINTS PROCEDURE FOR STUDENTS

Students raising a concern or complaint:

The school also has a 'child-friendly' complaints process that is tailored to meet the needs of students who wish to express a concern or complaint. The school employs multiple methods of letting students know that they can express a concern and how they can go about it.

Other methods of letting students know involve student meetings, in class discussions, through the protective behaviours' curriculum taught in the school and through the display of posters around the school, designed to be age and developmentally appropriate to suit the differing needs of students.

The School acknowledges that in some cases, students may not wish to engage with our complaints handling policies and procedures to make a complaint and we encourage all students to contact a staff member If they require assistance, guidance or support to make a complaint.



Emmanuel Christian Community School is committed to the prioritising the safety and wellbeing of students and the provision of a child focussed concerns and complaints process.

Lower Secondary Assessment and Reporting Policy

Please see the complete policy on the Emmanuel Christian Community School website.

Upper Secondary Assessment and Reporting Policy

Please see the complete policy on the Emmanuel Christian Community School website.

Homework Policy

HOMEWORK RECOMMENDATIONS

Emmanuel recommends that the following guidelines be adhered to for homework. These recommendations are only guidelines because each student works at a different pace to another.

Years 7 & 8	up to 1 hour 5 times per week
Years 9 & 10	up to 2 hours 5 times per week
Year 11	2.5 hours 5 times per week
Year 12	3 hours 5 times per week

Please see the complete policy on the Emmanuel Christian Community School website.

Cyberspace and Laptop Compliance Policy

Emmanuel Christian Community School recognizes that access to technology in school gives students and teachers greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship.

We are committed to helping students develop 21st-century technology and communication skills. To that end, we provide access to technologies for student and staff use.

This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally owned devices on the school campus.

All students are required to purchase an ECCS compliant laptop for use on campus. Non-compliant laptops are not to be used on campus and network access will not be granted.

The school cannot guarantee continued access to a daily loan unit at school for students who do not have a compliant laptop. We only have a limited number of loan units and cannot continue to loan laptops to students for a prolonged indefinite period. These loans units are only made available on a temporary basis while students are either waiting for the delivery of a new/replacement laptop or for their unit to be repaired under warranty by the manufacturer/supplier.

Students will not be allowed indefinite access to a daily loan unit if there is no proof of reasonable measures taken to replace, repair or acquire a new laptop as required. A period of grace (i.e. normally 3 weeks) will be granted and Parents/Guardians will be notified that unless measures are taken to replace, repair or acquire a compliant laptop, the student concerned will no longer be allowed to borrow a daily loan laptop. Of course, if there are extenuating circumstances, the matter will be negotiated on a case by case basis.

STUDENT USE OF DIGITAL DEVICES AND ONLINE SERVICES ON CAMPUS

1. Students have a right to expect secure access to the internet and selected online services as a part of their education.

2. Access to the internet and online communication services are provided for the exclusive purpose of research, learning and communication between students and staff.

3. Students have a responsibility to report inappropriate behaviour and material to their teacher. The school's I.T. resources and student laptops must not be used for unlawful, offensive, or otherwise improper activities including:

    a. for material that is pornographic, hateful, racist, sexist, abusive, obscene, discriminatory, offensive or threatening
    b. to stalk, bully, harass, spread malicious rumours, defame, or breach copyright.
    c. For playing games or participating in unauthorised social media platforms.

4. Internet and online communication services are provided with appropriate safeguards, monitoring and web filtering (e.g. Firewalls, FamilyZone), and students must not attempt to disable or defeat these protections. Students must not share passwords or use another person's account.

5. Authorised staff members (e.g. principal, deputies, chaplains, year coordinators) can monitor use of the school's I.T. resources and laptop if they have a valid reason for doing so.

6. Students must abide by the rules in place regarding the use of mobile phones while on school grounds or on excursions. Students are not to use their mobile phones on campus and must not try and circumvent the school network by hot spotting with their mobile phone.

7. A breach of the policy is regarded seriously, and any breach will be addressed on a case by cases basis as required and appropriate.

CYBERBULLYING

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Do not be mean. Do not send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviours, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

ACCEPTABLE USE

All Students must agree to:

- Use school technologies for school-related activities and research.
- Follow the same guidelines for respectful, responsible behaviour online expected offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if any threatening/bullying, inappropriate, or harmful content (images, messages, posts) is seen online.
- Use school technologies at appropriate times, in approved places, for educational pursuits only.
- Cite sources when using online sites and resources for research; ensure there is no copyright infringement.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of self and others.
- Help to protect the security of school resources.

UNACCEPTABLE USE

All Students must agree that they will not:

- Use school technologies in a way that could be personally or physically harmful to self or others.
- Search inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others – staff or students.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content found online.
- Post personally identifying information, about myself or others.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, accounts, or content that is not intended for personal use.
- Use inappropriate images - the device will be taken from the student, placed in a sealed envelope signed by the school Principal and the teacher and then the student's parents will be contacted.

LIMITATION OF LIABILITY

Emmanuel Christian Community School will not be responsible for damage or harm to persons, files, data, or hardware. While Emmanuel Christian Community School employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. Emmanuel Christian Community School will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

VIOLATIONS OF THIS ACCEPTABLE USE POLICY

Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges in extreme cases
- Notification to parents in most cases
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

Mobile Phone Policy

- Students are only permitted to use mobile phones before 8.30am and after 3.15pm.
- If students bring mobile phones to school they will be collected during form and stored securely at reception until the end of the day when students may collect them.
- If students need to use their phone to contact (text or call) a parent they must only do so under staff supervision e.g. office staff.
- Staff members should not keep or be responsible for students' phones during the day. If a student is found using their phone outside of permitted circumstances, their phone will be confiscated by the teacher and stored securely in the office until the end of the day. Only the student's parent/guardian may collect the phone from the office.

UNACCEPTABLE USES OF MOBILE PHONES

- Unless express permission is granted to the contrary, mobile phones must not be used to make calls, send SMS messages, surf the internet, take photos or any other application during school time.
- Should there be an unacceptable use of the mobile phone repeated, disruptions to lessons caused by a mobile phone, the responsible student may face disciplinary actions as sanctioned by the Principal.

THEFT OR DAMAGE

- All students are required to mark their mobile phone clearly with their names.
- Students who bring a mobile phone onto school premises must lock it away in their locker/bag as soon as they arrive.
- Mobile phones which are found in the school and whose owner cannot be located should be handed to front office reception.
- 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.
- It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (eg by other students, or if stolen). Students must keep their password/pin numbers confidential. Mobile phones and/or passwords may not be shared.

Privacy Policy

Protecting Your Privacy

Emmanuel Christian Community School is committed to protecting your privacy. The type of information Emmanuel Christian Community School 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 Emmanuel Christian Community School.

Pupils and Parents: In relation to personal information of pupils and Parents, Emmanuel Christian Community School's primary purpose of collection is to enable the school 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 school. The purposes for which Emmanuel Christian Community School uses personal information of pupils and Parents include:

- to keep Parents informed about mattersrelated to their child's schooling, through correspondence, newsletters and magazinesday-to-day administration
- looking after pupils' educational, pastoral, social and medical wellbeing
- seeking donations and marketing for Emmanuel Christian Community School
- to satisfy the school's legal obligations and allow the school to discharge its duty of care

In some cases where Emmanuel Christian Community School requests personal information about a pupil or Parent, if the information requested is not obtained, the school may not be able to enrol or continue the enrolment of the pupil.

To whom might Emmanuel Christian Community School disclose personal information?

Emmanuel Christian Community School may disclose personal information, including sensitive information, held about an individual to:

- another school
- government departments
- medical practitioners
- people providing services to Emmanuel Christian Community School, including specialist visiting teachers and sports coaches
- recipients of School publications, like newsletters and magazines;
- Parents volunteers anyone you authorise Emmanuel Christian Community School to disclose information to.

Management and security of personal information

Staff at Emmanuel Christian Community School are required to respect the confidentiality of students' and parents' personal information and the privacy of individuals.

Emmanuel Christian Community School has in place steps to protect the personal information Emmanuel Christian Community School holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and passworded access rights to computerised records.

Updating personal information

Emmanuel Christian Community School 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 Emmanuel Christian Community School by contacting the Receptionist or the School Bursar at any time. The National Privacy Principles require Emmanuel Christian Community School not to store personal information longer than necessary. You have the right to check what personal information the School holds about you. Under the Act, an individual has the right to obtain access to any personal information which Emmanuel Christian Community School holds about them and to advise the school of any perceived inaccuracy. There are some exceptions to this right set out in the Act. Students will generally have access to their personal information through their parents, but older students may seek access themselves. To make a request to access any information Emmanuel Christian Community School holds about you or your child, please contact the School Bursar in writing. Emmanuel Christian Community School may require you to verify your identity and specify what information you require. The School 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, Emmanuel Christian Community School will advise the likely cost in advance.

Consent and rights of access to the personal information of students

Emmanuel Christian Community School respects every parent's/guardian's right to make decisions concerning their child's education. Generally, the School will refer any requests for consent and notices in relation to the personal information of a student to the student's parents/guardians. Emmanuel Christian Community School will treat consent given by parents as consent given on behalf of the student and notice to parents will act as notice given to the student. A parent/guardian may seek access to personal information held by the School about them or their child by contacting the School Bursar. 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 Emmanuel Christian Community School's duty of care to the student. Emmanuel Christian Community School may, at its discretion, on the request of a student, grant that student access to information held by Emmanuel Christian Community School about them, or allow a student to give or withhold consent to the use of their personal information, independently of their parents/guardians. This would normally be done only when the maturity of the student and/or the student's personal circumstances so warranted.

Use of Photographs and Student Images

Emmanuel Christian Community School publishes newsletters and magazines in print form and electronically through the school's website. Because these publications often include photographs, videos and other images of students, it is necessary that our school obtain explicit permission from parents to use such images.

Such permission is sought annually through a pro forma which requires parents to make a clear statement of their wishes. It includes a statement that the student's full name will not be used in conjunction with a photograph in any publication that will be freely available beyond the school community.

Emmanuel Christian Community School takes care when identifying students by names in a photograph in any publication that is likely to have a wide circulation. While this is easily controlled within the school, vigilance is needed in dealing with the local community newspapers.

Matters that need to be considered when publishing photographs which illustrate an article on student achievement are:

- The nature of the photograph, e.g. of a swimming carnival or a photograph of a student in full uniform.
- The age of the students in the photograph.
- Whether there are reasons linked to a student's circumstances that mean he/she should not be identified.

It is important for Emmanuel Christian Community School to have as much information as possible in the form that parents are asked to sign in the initial request.

However, if a situation was to arise that is not covered in the form, then there may be a need for the school to obtain further authority from the parents.

Posting of photographs or other images on Facebook and other social media outlets by parents.

The School recognises that parents often take photographs of their own child at various school events and display these photographs as they see fit. However, the School requests that parents do not publish photographs of other students in any media or on any form of social networking sites without the express written permission of the parents/guardians of other students.

Uniform and Grooming Standards

Each family enrolling in the school receives a detailed copy of the uniform requirements. The enrolment form, which is signed by both parents, includes a condition which states that parents undertake to provide the child with the correct uniform approved by the school, and to ensure that the child is always sent to school neatly and modestly dressed in the required uniform. (Clause 4 of the conditions of enrolment).

Uniform requirements that are not met may result in school discipline until the issue can be resolved. Issues that cannot be resolved immediately, including if explained by a parent in writing, will need to be resolved by the next school day or as soon as possible.

Should parents have any difficulties in meeting these requirements, the matter needs to be discussed with the Form Teacher or Principal. Communications will be treated with utmost confidentially.

SUMMER AND WINTER UNIFORM

- Students wear summer uniform in Terms 1 and 4.
- Winter uniform is worn in Terms 2 and 3.
- This includes the physical Education (PE) uniform and Cadets uniform. Please note students who have PE in period 1 or who end the day with PE, can come to school or leave school in their PE uniform.
- Full school uniform must be worn properly by students as they travel to and from school.

GIRLS

SUMMER
White school shirt with ECCS logo
Navy school skirt
White ankle height socks

WINTER
School tartan skirt
White school shirt with ECCS logo
School tie
Navy jumper with ECCS logo
Navy tights or plain white school socks
Plain navy scarf - optional

SHOES
Black leather school shoes

SPORT
School tracksuit (Winter)
Blue school sport shorts
School polo shirt
Blue school sport socks
Faction polo (Term 2 and 3)
Cadet uniform (training days only)

SPORTS SHOES
Athletic joggers/cross trainers

BOYS

SUMMER
Grey school shorts with belt
White school shirt with ECCS logo
Grey school socks

WINTER
Grey trousers with belt
White school shirt with ECCS logo
School tie
Navy jumper with ECCS logo
Grey school socks
Plain navy scarf - optional

SHOES
Black leather school shoes

SPORT
School tracksuit (winter)
Blue school sport shorts
School polo shirt
Blue school sport socks
Faction polo (Term 2 and 3)
Cadet uniform (training days only)

SPORTS SHOES
Athletic joggers/cross trainers

UNIFORM GUIDELINES

- Skirts should be no shorter than the width of four fingers above the knee when kneeling.
- Girls may not roll up their skirts.
- If skirt length is too short parents may be asked to purchase a new skirt.
- The school hat is part of the school uniform and it must be worn every school day.
- Other hats are not acceptable.
- Students' undergarments should not be visible at any time including tank tops, singlets, shorts, long sleeves, coloured underwear.
- Sports jacket is not allowed to be worn without the school jumper underneath on a cold day.
- In cold weather, students may layer thin warm shirts underneath their school uniform, but these must not be visible.
- Sports shoes need to have adequate arch support. Casual/skate shoes, canvas or basketball shoes of any nature are therefore not permitted.

FACTION POLO SHIRTS – For Fridays

'FREE DRESS DAY' CONDITIONS

- Students are not to wear clothing displaying any distasteful emblems or sexual references and swearing.
- Cigarette, alcohol, or drug advertisements on clothing is not permitted.
- No revealing clothing, short skirts, strapless shirts, or mini shorts are allowed.
- Students wearing inappropriate attire are required to be collected by their parents from the School Reception.

HAIR

- Hairstyles should be neat and conservative with natural hair colour.
- Artificial reds, purples, blues etc. are not allowed.
- Students with longer than the shirt collar hair length must have it tied back using plain dark navy-blue hair ties such as headbands, elastics, clasps, or ribbons.
- Hair should not hang in or cover your eyes, hair should always be off the face.
- Undercuts and shaved patterns in the hair are not acceptable.
- Hair cut to a length of a number '1' is not acceptable.
- Facial hair must be shaved clean.
- The acceptability of any hairstyle is at the discretion of the Principal, and students will be expected to adjust their hairstyle without question if requested.

JEWELERY

- Students are permitted to wear a plain wristwatch which is complimentary to the school uniform.
- Smart Watches are not permitted.
- Earrings: small, simple studs or sleepers that are gold or silver.
- Only one piercing is allowed in the lower ear lobe.
- All other visible ear or body piercings are unacceptable.
- Studs should be no larger than 5mm in diameter.
- No leniency will be shown to students who have extra visible piercing done during the school year.

Examples of acceptable earings

- Use of band-aid, plug or other covers for piercings and tattoos is not acceptable. If in doubt, please check with your Form Teacher or Year Coordinator beforehand.

OTHER

- Nail polish and artificial nails are not permitted.
- Tattoos are not permitted.

PERSONAL HYGEINE

- All students are expected to come to school with clean hair and clean uniforms.
- The use of deodorant is highly recommended daily.
- The deodorant should not have an overpowering scent, rather it should be subtle and fresh.

ABUSIVE SUBSTANCES AND GRAFFITI

Students may not bring alcohol, cigarettes, vapes, e-cigarettes, or other drugs onto the school site, nor have possession of them while in school uniform, at any school function or while representing the school.

Graffiti will not be tolerated. Violation will be treated seriously and may lead to expulsion, even for a first offence.

PROHIBITED ITEMS

The following items may not be brought to school at any time:

- Alcohol, drugs, vapes or cigarettes
- Any form of knife or weapon
- Chewing gum
- Laser pointers
- Any picture or written comment which may be offensive to others
- Sexually explicit magazines or videos
- Lighters, matches, firecrackers

Other Expectations of Our Students

1. ATTENDANCE

Students need to be at school, TAFE or have employment in a workplace which provides training (apprenticeship) until the end of the year in which they turn 17. If parents/guardians are considering withdrawing their child from formal schooling before the completion of Year 12, must arrange an interview with the VET Coordinator before withdrawing their child. Parents/legal guardians are responsible for ensuring their child is engaged in full-time approved education options.

All students are expected to:

- Be punctual and attend all classes.
- Remain on school grounds during the school day unless otherwise approved or permitted.
- Provide adequate explanation from parents or guardians for any absences.
- Attend all compulsory school functions and events such as Sports and Athletics Carnivals, Award Evenings, Graduation, Excursions and Camps.
- Sign in and out via reception when arriving late to school or leaving school grounds early.
- Only be present on school grounds during their regular school days. This could apply to senior students during exam periods or VET students. Students who are visiting school grounds outside of their regular school days must wear correct uniform and sign in and out via reception.

When students are unwell, they should stay at home until they have recovered. It is better for the health of the student and for other members of the school community when this practice is followed. Students becoming unwell during the day or who are injured should report to Reception for assistance.

2. BEHAVIOUR

All students are expected to:

- Obey any reasonable direction given by a school staff member.
- Not disrupt or hinder any school activities.
- Always use respectful language, avoiding profane words, gestures or images.
- Speak English, as our common language, while on school grounds or at school functions or events, unless necessary for parent communication.
- Support the School by not making or publishing false or misleading statements relating to the School, Staff or Students, that may bring the school into disrepute.
- Show respect by avoiding physically touching, bullying or engaging in sexual activity with students or others, in a manner which is not appropriate or may endanger the health, safety and wellbeing of that person.
- Actively discourage and avoid any form of physical or verbal violence including fighting, assault or threats of violence, in person or via electronic methods.
- Respect the privacy and dignity of others by not sending or sharing inappropriate, offensive or explicit messages, photos or videos.
- Avoid interfering with another person's belongings.
- Not incite, persuade, conspire with or assist any other person to engage in misconduct or be party to any cover-up of misconduct, or the destruction, concealment or withholding of any evidence of .
- Not steal, take, possess or use any property of any person without permission.
- Not use or provide false or misleading documentation or information for the purpose of obtaining a benefit or advantage for any person.
- Ensure all work is of their own mind, avoiding plagiarism through correct paraphrasing and referencing.

All students begin each school term in good standing. Should a student's behaviour be deemed unacceptable by the terms of the School's behaviour policies, their good standing status may be jeopardised. This may result in removal from social events, sports carnivals, sporting teams, camps, excursions, and reward days, as well as other school events. The decision for changes in good standing is the responsibility of the school leadership.

3. PHYSICAL CONTACT

- Physical contact, such as hugging, kissing, and holding hands, between students is not appropriate at any time when students are in school uniform whether on or not on school property or involved in any school event or function either on campus or off campus.
- Such behaviour can result in conflict among friendship groups and has a negative impact on the learning environment.
- Disciplinary procedures will apply to students breaking these no contact rules.

4. USE OF SCHOOL RESOURCES

All students are expected to:

- Use and care for all school resources, such as buildings, equipment, grounds, and information and communication technology resources in a responsible manner.
  Only engage in behaviour that shows respect for school property.

WITHDRAWING STUDENTS FROM CLASS

On occasion, leadership staff may need to conduct interview with students, and it may not be possible to do this out of class time. Year Coordinators, Chaplains, the VET Coordinator or Deputies are the main people who need to see students during class time.

Outside Classroom Events

INTER HOUSE CARNIVALS

These include the Cross Country Carnival in Term 2 and the Athletics Carnival in Term 3, which are an important part of the life of ECCS. Students are expected to attend school as usual on these days.

INTER SCHOOL CARNIVALS

It is an honour to represent the School in the ACC carnivals and it is expected that students who are selected will attend the carnival and compete in the events.

EXCURSIONS

Students are required to attend all designated curriculum excursions unless they are injured or ill. Behaviour and uniform must be of the highest standard. All permission forms should be returned by the due date to the school reception.

STUDENT CODE OF CONDUCT

ACADEMIC CONDUCT

All students are expected to:

- Conduct themselves honestly and in compliance with all school rules and policies.
- Actively participate in the learning process and school activities.
- Exhibit behaviour that does not hinder the learning opportunities of other students or interrupt the work of the class
- Be punctual and attend all classes.
- Submit all assessments and task work on time and in accordance with the teacher expectations.
- Ensure the proper use of copyright material and avoid plagiarism and other academic misconduct.
- Ensure all activities are conducted safely and do not place staff, students or community members at risk of harm.

PERSONAL CONDUCT

All students are expected to:

- Treat all school staff, students, and visitors with courtesy, tolerance and respect.
- Respect the rights of others to be treated equitably, free from all forms of discrimination, bullying, harassment or abuse, in person, in writing, online, or by phone.
- Respect the rights of others to express their views and not engage in behaviour that could reasonably be considered offensive to others.
- Not to send or share inappropriate, offensive or explicit messages, photos or videos.
- Respect the privacy and confidentiality of others by not sharing personal information without consent or agreement.
- Use and care for all school resources, such as buildings, equipment, grounds, and information and communication technology resources, in a responsible manner.
- Show pride in the achievement of themselves and others in the school community.
- Ensure their actions or inactions as a student do not harm, or bring into disrepute, the School's reputation or good standing.
- Present themselves neatly when in school uniform or representing the school, whether on school grounds or in public.

DISCIPLINE AND GOOD STANDING

All students should understand that:

- Discipline is not for the purpose of punishment but for training, as is clearly communicated to all associated with the school. Students are to show respect and honour to the parents and to their teachers, who are given the responsibility by the parents, to teach and train them. Ephesians 6:1-2 states *"Children, obey your parents in the Lord, for this is right. Honour your father and mother for this is the first commandment with a promise."*
- Attitudes of respect and honour are particularly important since it is not merely obedience that the school seeks to nurture in each student.
- Where a student breaks the law, the matter will be reported to the Police, in addition to any action taken by the School.
- Emmanuel Christian Community School explicitly forbids the use of any form of abuse, including physical, sexual or emotional abuse, neglect, corporal punishment, or other degrading punishment by teachers, staff or visiting adults.
- All students begin each school term in good standing. Should a student's behaviour be deemed unacceptable by the terms of the school's behaviour policies, their good standing status may be jeopardised. This may result in removal from social events, including sports carnivals, sporting teams, camps, excursions, and reward days, as well as other school events.
- The decision for changes in good standing is the responsibility of the school leadership.

STUDENT SAFETY

Emmanuel Christian Community School is committed to the protection of all children from all forms of child abuse and grooming and demonstrates this commitment through the implementation of comprehensive policies designed to keep children safe.

We have a zero tolerance for child abuse and grooming and are committed to acting in children's best interests and keeping them safe from harm. The School regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture.

If there is a concern that a child may be subject to abuse or grooming, we encourage discussion with the Principal.

Communications will be treated with utmost confidentially.