

2016 Student Diary

STUDENT PERSONAL INFORMATION

Name:

Year Level:

Home Room:

Slade Campus: 70 Horsman Rd, WARWICK, 4370

Kingswood Campus: 62 Canningvale Rd, WARWICK, 4370

Phone: 07 4661 1860 **Fax:** 07 4667 1572

Absences: Text - 0438 942 176

Email: enquire@warwickcc.qld.edu.au **Website:** www.warwickcc.qld.edu.au

Office Hours: 8:15am – 3:30 pm during term times.

School Hours: 8:30 – 3:00 pm

Principal: Mr Michael Freudigmann

House Colours: Coates – Red Kerr – Black Lyndon – Blue Russell – Green

LESSON TIMES

SLADE CAMPUS		KINGSWOOD CAMPUS	
Devotions	8:30am – 8:55am	Devotions	8:30am – 8:45am
Session 1	9:00am – 10:00am	Session 1	8:45am – 9:45am
Session 2	10:00am – 11:00am	Session 2	9:45am – 10:45am
Morning Tea	11:00am – 11:30am	Morning Tea	10:45am – 11:15am
Session 3	11:30am – 12:30pm	Session 3	11:15am – 12:45pm
Session 4	12:30pm – 1:30pm	Lunch	12:45pm – 1:30pm
Lunch	1:30pm – 2:00pm	Session 4	1:30pm – 2:45pm
Session 5	2:00pm – 3:00pm		

TERM DATES

Term 1	27 January – 24 March
Term 2	11 April – 24 June
Term 3	13 July – 16 September
Term 4	4 October – 1 December

➔ Student Free Day - 17 October

Statement of Faith

The College strives to create a non-denominational Christian ethos, catering for students/families from a wider variety of Christian backgrounds. We aim to be united on the essentials of saving faith and not united or divided on non-essentials.

The Christian beliefs on which the College's ethos are based, are stated below:

Bible: The Bible is the inspired Word of God and is the sole authority in all matters of Christian faith and practice.

God: God is a Trinity of Persons, Father, Son and Holy Spirit, and is eternal, infinite, loving, wise and sovereign (i.e. in control).

Humans: God created humans in His own image and likeness. Humans failed to obey God. This resulted in sin entering into the human race, separating people from God. In their fallen state, humans are not able to save themselves and remain in this state under Satan's rule until receiving spiritual life through Christ.

Salvation: God, in grace, made it possible for people to be brought back to Himself by sending His Son, Jesus Christ, into the world. Born of the Virgin Mary, through the power of the Holy Spirit, He was sinless in every respect. By His death and resurrection, He is able to save all who come to Him in humble repentance and accept Him by faith.

The Church: The Church is the company of all true believers, formed by the Holy Spirit into one body, of which Christ is the Head.

The Local Church: There are local expressions of this body termed local churches. The ideal is that they all come together on the common ground of faith in Christ for praise, prayer, worship and witness.

The Second Coming: The Lord Jesus Christ will return as Lord, King and Judge.

The Holy Spirit: The Holy Spirit comes to live in every believer from the moment of salvation. The filling of the Holy Spirit is the result of living in devotion and obedience. The Holy Spirit's influence is to produce Christlike character.

Student Undertaking

Introduction

All at Warwick Christian College hope and pray that you as a student will find your school years at the College to be a very positive experience, which will help you fulfil your God-given potential as a person. But whether you succeed, or not as a student here, is to a large extent up to you and the choices you make during your stay. A positive attitude and a firm resolve are essential if schooling is to be of full benefit. You will also need to develop your personal organisational skills and accept appropriate guidance. Think also of what you can contribute to college life – as well as what you can get out of it.

We require that you thoughtfully work through the following criteria. Some will require that you read about the College’s policy on the particular issue. We realize that no one is perfect and expect there will be slip-ups at times. But these should be rare – and over time, a desire on your part to be and to do what is expected should be evident. For the College’s part, every support will be provided to assist you in keeping your commitment.

Undertaking

In being a student of Warwick Christian College, I agree to:

- ➔ Be regular and punctual in attendance – also observing correct procedure when arriving late or leaving school during the school day.
- ➔ Comply fully with the Uniform Code - including expectations regarding hair and jewellery.
- ➔ Strive to meet academic work requirements and reach standards that reflect my ability.
- ➔ Work and co-operate with the staff as they seek to do their jobs here.
- ➔ Respect other members of the college community as people - including fellow students, staff members and volunteers – their rights and their property.
- ➔ Accept and abide by college policies – including policies regarding drugs (including tobacco and alcohol), relationships and moral issues, computer and internet usage and policy regarding mobile phones.
- ➔ Participate willingly in all aspects of the curriculum, including:- excursions, workshops and camps.
- ➔ Act safely and responsibly on school vehicles and on camps and excursions.
- ➔ Be a worthy representative of the College out of school hours – including en route to and from school.
- ➔ Respect the Christian goals of the College and the Christian standards of the wider College community – at no time speaking or acting to undermine these.

I understand that consequences may apply to breaches of this code of conduct.

Student Name:.....

Student Signature:..... Date:.....

Student Conduct

We want everyone to be able to learn in an atmosphere of love, respect, peace and discipline. There are many aspects that go together to achieve this type of atmosphere. This includes providing a positive, caring environment and worthwhile lessons to ensure everyone has the best opportunity to learn. Yet, as with most communities, problems do arise between what different people want at different times. In our classes the teacher is the person in charge. They have the authority of the College community and the wider society to promote learning by conducting their class in a fair, safe, healthy and respectable manner.

To help build a spirit of cooperation and to help children to succeed in their schooling we aim to ensure discipline and other organisational matters are clear, consistent and fair. We base our discipline on the 'truth with grace' Biblical model of respect, responsibilities, rules, consequences and reconciliation. This agreement acknowledges the cooperation required between students, families and staff if children are to work towards their potential for God at school. Therefore this agreement is what we refer teachers, families and children to when problems arise.

Respect in a learning community

Everyone needs to respect:

- ➔ The authority staff members have in carrying out their roles.
- ➔ The right of staff members to carry out their roles without disruption.
- ➔ The right of other children to learn without disruption.
- ➔ The right of others to be and feel physically and emotionally safe.
- ➔ The right of others to be and feel respected, to be treated with dignity.
- ➔ The right of others to have their property cared for.
- ➔ The effort of families and others (including volunteers) to enable children to have the learning opportunities that exist at the College.

Responsibilities

We all need to uphold and act in a manner that protects the rights and needs of others. In our class, on the bus, in the playground, everywhere at the College we are responsible for our behaviour (actions and words). Whilst wearing the College uniform, we represent the College and must adhere to the College's behaviour and dress standards. We do not blame other people or other things for making us behave the way we do. Every day we have to make choices on how we deal with situations. Even when we sometimes become angry with others or ourselves we need to act in an appropriate way. We always own our behaviour.

Girl/Boy Relationships

Whilst the College encourages all students to act in a natural and friendly manner towards others (including students of the opposite sex) we do not allow students to participate in any special/romantic relationships whilst on campus.

The College is a shared place with children as young as 4 years old all the way through to secondary aged students. We also hold a position that “dating” or “courting” behaviour should be done with a view to finding a life-long partner. To that end, whilst under the duty of care of staff rather than parents, the school grounds is an inappropriate place for this type of behaviour. Specifically, the following is forbidden, particularly between students:

1. Physical contact of an affectionate nature (e.g. hand holding, kissing, hugging, etc.)
2. All kinds of sexual contact.
3. Pairing off into unsupervised areas.
4. Having a “dating” status

Any breach of the sentiment of this policy will be met firstly with general counsel from staff followed by an expectation that the policy will be met in full.

General Rules

Students are expected to act in a safe, healthy, fair and respectable manner at all times at the College (this includes any College activity and coming and going to and from school). Our rules encourage our students to display positive behaviour:

- ➔ We love and respect one another and follow Christlike behaviour by; no bullying – physical, verbal, emotional; no teasing and harassment of others – this includes jokes/remarks about physical appearance, family or parents, race or religion and no spreading of rumours or gossip which can breed distrust.
- ➔ We use pure language through no swearing, blasphemy or other offensive words.
- ➔ We keep each other protected by not fighting and using violence.
- ➔ We value each other's innocence and do not bring offensive material/items to school.
- ➔ We uphold the law and abstain from using banned substances, e.g. cigarettes, alcohol, drugs.
- ➔ We do not use chewing gum at school.
- ➔ We leave our mobile phones or other electronic devices not specifically required by our educational program at home or hand these into Reception upon arrival at school.
- ➔ We show all staff, volunteers, visitors and other adults respect and obedient behaviour.
- ➔ We show appropriate behaviour towards others..
- ➔ We look after the school grounds and do not wilfully damage property.
- ➔ We follow the uniform dress code.
- ➔ We leave expensive toys or other items of value at home, or hand into reception.
- ➔ We leave trading cards etc. at home.
- ➔ We seek permission from the principal for any selling or fundraising activities.
- ➔ We are at school to learn and work, therefore will finish our work to the appropriate standard of our age and ability.

Consequences

It is the reality of life that consequences result from the choices we make. Whether it is responsible or irresponsible behaviour consequences result. Irresponsible behaviour (including foolish and unsafe) usually has bad outcomes (e.g. injury) for someone. The College uses consequences to help children learn to act according to the agreed rules. This protects not only the child, but also other community members and maintains learning as the central purpose of the College.

Banned Items at the College

For the safety of others, their property and school property, under no circumstances are students to bring the following items to school or be in the possession of students on the journey to or from school. Students found in possession of any of the following items will be subject to the consequences which align with the State and Federal laws and other College Behaviour Policies.

- ➔ Illegal items (e.g., weapons, alcohol, cigarettes, drugs, drug paraphernalia, etc.)
- ➔ Any item which may cause potential injury or offence (e.g. laser pointers, metal bar etc.)
- ➔ Cigarette lighters and matches
- ➔ Jewellery or clothing outside the school Uniform policy
- ➔ Aerosol/spray cans (e.g. deodorant, paint)
- ➔ Chewing/bubble gum
- ➔ Oil pens and permanent markers
- ➔ White out
- ➔ Energy drinks (mother, V etc.)
- ➔ Lollies and soft drinks.

Mobile Phones, Other Expensive Items & Confiscation of Property

Mobile phones are not to be used at school and must be turned off during school hours. For security reasons, students who bring mobile phones, MP3 players or any other valuables to school must sign them in at Administration and collect them at the end of the day. In an emergency situation, parents should contact the student through the Office.

Students are not permitted to use the camera facilities on mobile phones while at school. This action contravenes privacy laws.

If a student is found to have possession of any valuable item during school hours, they will have the item confiscated.

In most instances confiscated items can be collected from school administration at the end of the day. In certain cases, the principal or staff member may choose to make the property available for collection to the parent/caregiver, only if it is more appropriate to do so, given:

- ➔ It's condition, nature or value
- ➔ The need to ensure the safety of students and staff
- ➔ The circumstances in which the property was removed
- ➔ The need to maintain good order, management, administration and control of the school.

If the property is illegal to possess, threatens the safety or well-being of students or staff, or is reasonably suspected to have been used to commit a crime, then this will be referred to the Queensland Police Service.

Uniform Policy

Amongst other things, Warwick Christian College aims to develop in its students a sense of integrity and identity, and identity is about character. Who we are and what we stand for is fundamental to the development of young people, and is valued highly at the College.

Uniforms are an important part of the process of developing character because they eliminate the superficial aspects of growing up, the 'image' issues, and allow us to focus on the core. They remind us of who we are and what we stand for. The Warwick Christian College uniform is smart, flexible, and suitable for the climate and can be worn with pride. It unites the team and encouragement is given to all students to wear it with pride.

The wearing of the correct college uniform is important. Students and parents must be aware that this includes the wearing of the uniform to and from school and school events. Students wearing the college uniform are ambassadors for the college in the public eye. Every student is asked to wear the uniform with pride at all times.

Formal Uniform - Primary School

BOYS FORMAL - SUMMER	BOYS FORMAL - WINTER
<ul style="list-style-type: none"> ➔ School logo checked formal uniform shirt ➔ Plain navy shorts. ➔ Navy ankle socks worn over ankle ➔ Black lace-up shoes ➔ Navy hat 	<ul style="list-style-type: none"> ➔ School logo checked formal shirt ➔ Navy skivvy underneath shirt. ➔ Plain navy pants ➔ Navy socks ➔ School logo navy jumper/jacket ➔ Black shoes
GIRLS FORMAL - SUMMER	GIRLS FORMAL - WINTER
<ul style="list-style-type: none"> ➔ School logo checked formal peak blouse with neck cravat. ➔ Plain navy culottes. ➔ Navy ankle socks worn over ankle ➔ Black shoes ➔ Navy Hat 	<ul style="list-style-type: none"> ➔ Checked formal peak blouse ➔ Navy skivvy underneath blouse. ➔ Plain navy Culottes ➔ Navy leggings or navy ankle socks ➔ Black shoes ➔ School logo navy jumper/jacket

VET Uniform - Kingswood Campus

KINGSWOOD UNIFORM	
<ul style="list-style-type: none"> ➔ High visibility shirt, ASPIRE or VET ➔ Navy blue cargo pants 	<ul style="list-style-type: none"> ➔ Black steel capped shoes ➔ Navy bored brimmed hat

Formal Uniform - Secondary School

BOYS FORMAL - SUMMER	BOYS FORMAL - WINTER
<ul style="list-style-type: none"> ➔ School logo stripped formal uniform shirt ➔ Plain navy shorts ➔ Black belt ➔ Navy ankle socks worn over ankle ➔ Black lace-up leather shoes ➔ Navy Hat 	<ul style="list-style-type: none"> ➔ School logo stripped formal shirt ➔ School logo neck tie ➔ Plain navy pants ➔ Black belt ➔ Navy socks ➔ School logo navy knitted jumper/jacket ➔ Black lace-up leather shoes
GIRLS FORMAL - SUMMER	GIRLS FORMAL - WINTER
<ul style="list-style-type: none"> ➔ School logo stripped formal peak blouse with school logo neck tie. ➔ Plain navy skirt. ➔ Navy ankle socks worn over ankle ➔ Black leather shoes ➔ Navy hat 	<ul style="list-style-type: none"> ➔ School logo stripped formal peak blouse with school logo neck tie. ➔ Navy skirt ➔ Black stockings ➔ Black leather shoes ➔ School logo navy knitted jumper/jacket ➔ Navy hat

Sports Uniform - Whole School

SPORTS - SUMMER	SPORTS - WINTER
<ul style="list-style-type: none"> ➔ School logo polo Shirt ➔ Navy Shorts ➔ Navy ankle socks ➔ Sneakers 100% black or predominantly white sneakers, conservative in style. ➔ Navy hat or house hat 	<ul style="list-style-type: none"> ➔ School logo polo Shirt ➔ Navy skivvy underneath shirt. ➔ Navy track pants. ➔ Navy socks ➔ School logo navy jumper/jacket ➔ Sneakers 100% black or predominantly white sneakers, conservative in style. ➔ Navy hat or house hat
SWIMMING	
<ul style="list-style-type: none"> ➔ Navy microfiber swim shorts ➔ Sun safe Rashie in house colours ➔ Swimmers (one piece for girls) to be worn under the swim shorts and rashie <p>Students must wear modest swimwear, with a rashie (swim shirt) and board shorts. On swimming days, students must bring their swimmers, t-shirt, towel, thongs and a plastic bag or swim bag to place wet items into. Students are not permitted to walk barefoot to the pool, and are not permitted to swim without a swim shirt and board shorts. At swimming carnivals only, students are permitted to race without a swim shirt and board shorts.</p>	

Student Uniform Requirements

Below is a summary of uniform issues (the full policy is made available to all families):

- ➔ **College uniform** is to be worn in full in public places or on public transport. Uniform should be worn neatly, correctly and with pride at all times.
- ➔ Uniforms are expected to be ironed and pressed.
- ➔ **Specific dress and sports uniforms** are not to be mixed except that the sports tracksuit jacket may be worn for extra warmth with the dress uniform.
- ➔ College **hats** correct for year level and dress/sports uniform are to be at school every day and worn at all times around the school, except indoors. It is expected that students wear their hats to and from school for sun protection.
- ➔ Allowable **jewellery for girls** is one pair of **small, plain gold/silver sleepers** or **small, plain studs** worn in the ear lobe and a watch. By negotiation with the Principal, a purity or signet ring may be worn. Wearing of medic-alert jewellery is encouraged.
- ➔ Allowable **jewellery for boys** is a watch only (but a medic-alert neck chain or bracelet may be worn also where this is required).
- ➔ Jewellery relating to/maintaining **extra ear/body-piercing** is not acceptable while enrolled at the college.
- ➔ Body **tattoos** are not permitted, including temporary.
- ➔ Boys are to be **clean-shaven** at all times. Sideburns are to be no lower than the bottom of the ears.
- ➔ **Face Make-up:** No wearing of make-up is allowed. Make-up required to cover blemishes is only to be worn with the Principal's approval.
- ➔ **Nail enamel** and other nail products are not allowed.
- ➔ **Hairstyles** are to be conservative. No extremes in style or cut are permitted. Hair should not be styled in such a way as to interfere with correct wearing of the hat.
- ➔ **Boys' hair** is to be short, above the ears and collar, neatly styled and worn off the face (not covering the eyebrows).
- ➔ **Girls' hair** is to be tied back in a simple style with hair ties in school colours (navy, green or white), if longer than collar length and worn off the face (not covering the eyebrows)
- ➔ **Hair-styling products** (such as gel/mousse/hairspray etc.) are not to be used.
- ➔ **Hair** is to be of a natural looking colour.

From time to time a student's uniform/presentation no longer meets the uniform code, in such instances an infringement note will be issued.

In most cases the uniform infringement can be remedied immediately by the student. If this is not possible, the student's parent/guardian will be contacted to ascertain if the corrections can be fixed by the parent/guardian bringing the required items to the college or failing that to take the student home until the uniform code is met.

Repeated uniform infringements are a display of disobedience or disrespect and as such will incur behaviour penalties and consequences.

When extreme situations or difficulties arise with respect to abiding by the uniform code, communication with the college is essential before the student comes to the college so that plans can be put in place so that the student is not disadvantaged.

The Principal's judgement on all uniform issues will be final.

Warwick Christian College Procedures

Absence from School

All student absences must be explained by parents. This can be done by contacting the school on 5428 5522, texting 0438 942 176 or by writing a note and having it delivered to the school by the student. All absences require explanation by a parent or guardian.

Late Arrivals

Students who arrive at school after the Form lesson must report to Administration to sign in. Students who do not report to Administration to sign in will be marked absent for the whole day. Students who continually arrive late at school will be required, with their parents, to attend an interview with the Principal.

Students Signing Out at Reception

All students, including secondary students and students who are over 18 years of age, must be accompanied by a parent/guardian to be signed out of the College. Some circumstances may occur where this is not possible. In this instance permission from the Principal must be given to approve the student leaving the campus.

Travelling to and From School on a Bus

Students travelling to and from school on a bus are regarded as being at school and therefore must follow the school's code of conduct whilst travelling on the bus.

Bus companies also have rules and code of conduct for students travelling on the bus to follow. A copy of "Code of Conduct for School Students Travelling on Buses" can be obtained from the relevant bus company.

Students travelling on the Warwick Christian College bus to and from school must sign the Warwick Christian College Bus Conduct Agreement.

All students travelling on the WCC bus must have a bus pass. These are available from the finance office. They must be presented to the driver when using the service.

Change of Address/Phone Number/Other Details

It is essential that the school has an up to date contact phone number in case of accident or illness. Please notify the school immediately of changes to address and contact details.

Injuries and Illnesses

Students should inform the nearest available teacher of any injury or illness, they will direct them to report to Administration with a note, or arrange for immediate medical assistance in urgent cases.

Minor injuries and illnesses will be treated at school. For more serious cases the school will contact the parent/caregiver. In an emergency an ambulance will be called.

Leaving School/Transferring

Notification of students leaving or transferring to another school must be given in writing. A terms notice is required.

Medication

All prescription and non-prescription medications must be handed into School Administration and a letter from parents accompanying the medication detailing dosage and frequency.

Messages to Students

Should a parent wish to leave a message for students this must be done through the school office by ringing 4661 7554. Students cannot be called to the phone.

Lost Property / Identification of Property

All students' property (books, clothing etc.) should be clearly labelled with the student's name. Lost items will be placed in the lost property baskets located in the baskets outside the sports storeroom.

Sport and PE

It is a requirement that students in Prep – yr 9 participate in all sport, fitness and PE classes scheduled on the timetable and WCC sports carnivals. A note or medical certificate needs to be provided for nonparticipation.

Students who Drive to School

Students who wish to drive to and from school must complete and sign a Student Driver Agreement Form and a Parent(s) Permission Form.

Students are not permitted to take other students in their vehicle unless permission has been obtained from their parent/caregivers and a Passenger Permission Form completed and signed. All forms are available from School Administration.

Visitors to the School

All visitors must report immediately to School Administration and sign in. Parents/caregivers wishing to collect students, drop off lunches, leave money etc. must do so via School Administration.

Computer Use Policy

All students will sign a Computer (Information Technology) agreement form each year.

Students are permitted to use the Warwick Christian College computers and network infrastructure for class work and assignments set by teachers. The school has a responsibility to ensure that the contents of any USB memory stick plugged into the school network and a BOYD device is acceptable for school use and will not threaten the integrity of the school's network.

Students are not permitted to:

- ➔ Give your password to another student to access the network.
- ➔ Use another student's password to access the network.
- ➔ Download, distribute or publish offensive messages or pictures.
- ➔ Use abusive, sexist, racist or threatening language in any document or email.
- ➔ Behave online in a manner that threatens the well-being of another child, student, parent or member of the school community.
- ➔ Deliberately waste printing and internet resources.
- ➔ Damage computers, printers or the network equipment.
- ➔ Violate copyright laws which include plagiarism.
- ➔ Initiate or forward emails or other messages containing:
 - > a message that was sent to them in confidence.
 - > a computer virus or attachment that is capable of damaging recipients' computers.
 - > chain letters and hoax emails.
 - > spam, e.g. unsolicited advertising material.
- ➔ Use unsupervised internet chat and online e-mail services (e.g. Hotmail, social media)
- ➔ Play games on the internet or personal memory stick. (UNLESS they form part of the student's current unit of study and are specifically approved by the class teacher).

Assessment Policy

Introduction

All students need to complete assessment tasks as part of their learning. Assessment of learning provides important feedback to students and teachers about students' progress and provides the platform for future learning aims. Assessment is also used by teachers to make decisions regarding assigning grades for reports and Exit Levels of Achievement. Assessment tasks are set by subject teachers in accordance with syllabus requirements. Assessment can involve items such as practicals, orals, performances, group work, written and multimedia tasks, models, and examinations. Assignments are tasks requiring students to complete a significant amount of work outside class time, and are an important part of assessment. All students must complete assessment tasks under the same conditions to ensure fair and equitable treatment. The College provides a Semester Assessment Calendar early in semesters 1 & 2, and these will be available on the Student Portal.

Assessment Policy Details

Submission Date: Assignments

- ➔ All assignment tasks will have a draft due date as well as a final due date which will be outlined on the task sheet. Teachers will give specific direction to students on how draft due material is to be submitted and details will be provided on the task sheet. It is likely that draft due material will be required by electronic submission via email to the teacher. Electronic submission of draft due material must be sent by 3.30pm on the required date. Submission by other means will be to the teacher during class time or to the student office by 3.30pm.
- ➔ Depending on the nature of the task, students may submit a draft for teacher feedback. These drafts will be accepted and reviewed within a time frame specified by the teacher.
- ➔ Assignment tasks must be submitted as a hard copy (unless otherwise specified by the task) on or before the due date. In cases where students do not submit a response to an assessment instrument by the due date, judgements will be made using evidence available on or before the due date.
- ➔ Assignment tasks must be submitted either:
 - To the teacher directly during class time
 - To the receptionist at the student office by 3:30pm (where it will be stamped with the date and time)
 - Assignments that are submitted by email (assignment@warwickcc.qld.edu.au) must be received by 3:30pm and must be followed up with a hard copy of the assignment the next day. The teacher may specify which of the options above apply in any particular circumstance.

Examinations and Other In-Class Assessment

- ➔ Students must be in attendance at school on the due date of an examination or other in-class assessment (such as a performance or practical task).
- ➔ Students arriving late to an examination or in-class assessment must report to the student office immediately, where alternative arrangements will be made. Please note students will then be required to complete as much of the assessment as possible in the remaining time.
- ➔ Explanations for extensions/late submission should be provided on the appropriate form available at the office. These should be stapled to the assessment.

Extensions of the Due Date:

Special Consideration

- ➔ Students may apply for an extension or exemption in exceptional circumstances such as illness or bereavement.
- ➔ To maintain fairness and equity in assessment there are some things which will not be considered as legitimate reasons for granting Special Consideration, including; technology failure, heavy work-loads, poor time management, holidays, over-commitment and paid work commitments.
- ➔ Applications for Special Consideration/Extension/Exemption must be made, except in exceptional circumstances (such as family bereavement or crisis), at soon as practicable.

- ➔ Students must not assume that they will be granted an extension or exemption simply because they have applied.

Technology Failure

- ➔ Technology failure (computers, memory sticks, printers) is not a legitimate reason for late submission. Students must ensure that they keep drafts and backups of their progress in more than one location, and throughout the course of an assignment, so that they can retrieve significant portions of their work should technology fail.

Assignment Presentation:

Students should type / word process all assignments, unless specific task requirements state otherwise. Templates for task cover sheets and page layout are provided on the Student Portal and must be used by all students for all assignments.

Page Layout – for typed/word processed assignments, students are to create a 'Header' which shows the student's name, subject, class and teacher (space for student to enter their details). (Refer to the example on the Student Portal.)

Front Cover Sheet – students are to use the Front Cover Sheet template and hand it in with the assignment. This sheet may be the cover sheet for the task or accessed from the Student Portal.

The front cover of the assignment will show:

- ➔ WCC logo
- ➔ Student's year level and subject
- ➔ Title of unit and assignment question/topic
- ➔ Student's name
- ➔ Teacher's name
- ➔ Due date
- ➔ Statement of authenticity – student to sign after printing

Authenticity of Work:

Plagiarism/Piracy

- ➔ Plagiarism is a serious offence. It involves using the work of others without acknowledging the source and attempting to claim credit for the work as your own. Students should be aware that there are strict penalties in the adult world for unattributed copying and that there are limits to the legitimate use of another's work. The College takes plagiarism seriously and consequences will apply. Students are required to reference their work.

'draft due' is the date on which a copy of the student's work so far is submitted to the teacher. Draft due material will not be marked, and may be retained by the teacher for use in the instance of failure to submit the final copy.

'draft' is a response to the task that is nearly completed, and for which the student is seeking some feedback.

Homework Policy

Rationale: Homework is the part of school life that affects home life most directly. It is often the daily link between school and home. At WCC we desire for homework to have a positively enriching effect.

Some of these benefits are:

- ➔ the opportunity for children to consolidate what they have learnt at school.
- ➔ encouragement of self-discipline and independent learning
- ➔ the development of good long term work and study habits as a preparation for further study.
- ➔ increased and regular parental awareness of the child's progress, strengths and weaknesses.

Policy: Homework will be set regularly and may consist of both written tasks and study assignments which a teacher asks a child to perform apart from work completed in the classroom.

Implementation: Regulations and Procedures

1. All teachers will set some form of homework on a regular basis. In Prep to year 6, homework will be distributed on Monday and will be due on Friday of the same week.
2. Each teacher will communicate to parents the homework requirements for their class at the beginning of the school year during the parent information night.
3. Set homework will include reading and learning spelling and number facts. It may include both written and/or study assignments and detailed guides for homework, especially projects and assignments, will be provided. Homework will cover work already introduced in class but may also be used to introduce new concepts.
4. The recommended time to be spent on set homework & study each day is guided by a well-regarded general rule of thumb: 10 minutes per year level, e.g., year 7 = 70 minutes. This is in addition to catch-up work/study for missed learning. In addition, it is strongly recommended that students practice reading and basic mathematics facts each night.
5. All homework will be checked regularly and assessed. From this assessment teachers will give children appropriate feedback where required.
6. Parents should assist by providing a reasonable environment i.e., a time and place for homework to be done free of interruption.
7. Parents should consult with their children to organise a realistic timetable for homework so that the child has a predictable routine.
8. Parents will inform teachers with a note when unforeseen circumstances prevent the children from completing their set homework.
9. Children will enter full into the partnership by accepting responsibility for the completion and representation of homework, given that they have worked diligently for the set time.