



NORTHPINE
CHRISTIAN COLLEGE

COLLEGE HANDBOOK

Northpine Christian College is an independent co-educational school providing continuity in excellent holistic education from Early Childhood care right through to Year 12. Our College is founded on Biblically supported principles and values.

Northpine is respected for fostering self-confident, responsible and successful students, and for developing each individual to their fullest potential by providing a tradition of education balanced in academic, sporting, artistic and spiritual nurture.

Northpine Christian College is set in a beautiful bush-land environment just 10 minutes from North Lakes Westfield and 30km north of central Brisbane.

NORTHPINE CHRISTIAN COLLEGE

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CHRISTIAN COLLEGE

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Name of Legal Entity: Seventh-day Adventist Schools (South Queensland) Ltd
T/A Northpine Christian College

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1. PHILOSOPHY & MISSION

1.1. EDUCATIONAL PHILOSOPHY

Seventh-day Adventist education is based upon a world view derived from the Christian faith. This view begins with an eternal, loving and personal God who has always existed, is all powerful and is the source of all life, truth, beauty and Christian values.

God, through Christ the Son, created this world as a part of a perfect universe. Furthermore, God sustains this creation by infinite power and through the natural laws instituted at this time. Although created perfect, this planet has been corrupted by sin, resulting in a world that is out of harmony with the rest of creation, however, God has instituted plans to restore this world to its original perfection.

Humankind was originally created in God's image; a unity of body, mind and spirit; endowed with intellect, emotion, and the power of choice. Sin, however, has not only corrupted our environment, but also humans themselves. God's image has been marred, yet may be restored through a personal response to the initiative of Jesus Christ and the work of the Holy Spirit. Humankind's meaning, therefore, is found not in themselves, but in a relationship with their Creator. All truth finds its centre and unity in God. God communicates truth to humankind in a general way through the natural world, providential acts and, more specifically, through Jesus Christ, and the Bible. Humankind comprehends truth through observation and reason, but these avenues to understanding require faith and the direction of the Holy Spirit. Since all truth is God's truth, there is no dichotomy between the sacred and the secular; rather, Christian faith pervades all of life and every activity has spiritual significance.

God has used moral laws to outline standards of ethical behaviour based on a character of love. When adopted by humankind, these laws develop a commitment to selfless service and a personal and loving concern for all.

Humankind's appreciation of beauty and innate creativity, although marred by sin, still reflects God's image. Without the direction of the Holy Spirit these capacities may be used for evil instead of good. Appreciation of beauty and creativity extend to all humankind's cultural activities and involve relationships with God, other people, and the natural world.

1.2. MISSION

To provide a God-centred, supportive educational environment in which the students can reach their potential and find value in a life of service to God and the community.

2. FOUNDATION & ADMINISTRATION

2.1. FOUNDATION

Northpine Christian College is a co-educational day school catering for students from Preparatory to Year 12. The College is operated by the Seventh-day Adventist Schools (South Queensland) Ltd. It is open to students regardless of their religious affiliation, ethnic background, sex or national origin. Students are expected to live in harmony with the College's standards and regulations, show respect for the Word of God, attend the regular religious classes and participate in the activities of the College.

2.2. COLLEGE ADVISORY

This is an advisory body of the College. The governing body of the College is the Board of Directors of the Seventh-day Adventist Schools (South Queensland) Ltd. The College Advisory is comprised of the College Principal, Business Manager and representatives of the Head Office of the Seventh-day Adventist Church in South Queensland and the Seventh-day Adventist Churches in the North Brisbane Region. The Executive Officers of the College Council are:

Chairperson: Mr D Bryer
Principal: Mr G Baird

2.3. PARENTS & FRIENDS ASSOCIATION

This Association, whose organising committee is appointed by the College Advisory, promotes programs which foster a more complete understanding, a deeper appreciation and a greater degree of co-operation between parents and teachers in attaining the aims of Christian Education. The fundraising program aims to provide the College with additional equipment and facilities. Membership of the Association is open to parents and guardians of students attending the College, members of the College staff and those friends who are interested in the College.

3. FACILITIES & GROUNDS

The College is situated on several hectares in a semi-rural environment. Restoration of natural bush, a koala habitat and other ecosystem projects are being developed on a continuing basis. Centrally located to classrooms, administration and facilities is a spacious, modern, computerised Resource Centre. All general classrooms, specialist Science, Computing and Home Economics classrooms, along with the Administration section are air-conditioned and linked by airy covered areas.

Facilities are provided for recreational activities such as team sports and athletics. Courts cater for tennis, volleyball, basketball and netball. Adventure playgrounds provide climbing, balancing and slides for the children.

4. SCHOOL HOURS

4.1. PREP—YEAR 12

Morning Session	8:45am—10:40am
Recess	10:40am—10:55am
Mid-Morning	11:00am—12:40pm
Lunch	12:40pm—1:20pm
Afternoon Session	1:25pm—3:10pm

Note: Prep finishes at 3:00pm

Playground supervision will commence at 8:15am and finish at 3:40pm. Before and after school care is available.

Parents who wish to contact teachers are asked to do so through the College Office.

4.2. OFFICE HOURS

Monday to Thursday	8:00am—4:00pm
Friday	8:00am—3:30pm

5. CODE OF BEHAVIOUR

The fundamental role of Christian Education is to prepare students for a life of service to God and others. Our policies, whether related to attitude towards learning, behaviour management, uniform or the many other aspects of schooling at Northpine Christian College, are directed towards preparing our students for the complexities of life beyond school. Our students will be the leaders of the future and our aim is to instil in them skills including, the ability to develop effective relationships with parents, peers, staff and community, self-discipline and self-respect. Responding positively towards college expectations and demonstrating the ability to take responsibility for their actions are outcomes we desire to help our students develop during their time at Northpine.

1. Students are at the College to learn. They are therefore expected to be attentive in class, move about the College in an orderly fashion, be punctual and have all necessary equipment for each lesson. It is expected that students will support the teacher's work by refraining from unwarranted conversation and the distraction of others. Students also need to pay attention during lessons and apply themselves to tasks assigned by the teacher
2. A student may leave the College grounds only with the permission of the Principal or Deputy Principal and generally only if written permission is given by parents
3. Each student is expected to respect the property rights of the College and of every member of the College community. All breakages and damage must be reported to the Principal or Deputy immediately by the person responsible, who

- will also have to bear the cost, if the breakage was caused by irresponsible or malicious action
4. Uniform and behaviour while travelling to and from College, while on excursions, or in any public place must be exemplary. It should be remembered that the public often judges an institution by the dress and behaviour of its students
 5. Standards of honesty, courtesy, moral purity in word and act, good language, respect for authority and reverence to God are to be maintained
 6. Students are expected to participate in sports and to be gracious winners and good losers
 7. Designated out of bounds areas must be strictly observed
 8. Dangerous implements including guns, knives, metal rulers and items which have proved troublesome in the past are not permitted at college or while the students are under college jurisdiction or in college uniform
 9. Correct and complete uniform must be worn neatly at college, travelling to and from, and at any other place when the student is in uniform. During activities where uniform is not required, dress must be modest and accessories and footwear must meet college health and safety standards
 10. Alcohol, cigarettes, illegal drugs and other harmful substances are strictly forbidden. Students are reminded that they represent the College and its standards and they need to abide by them at all times
 11. The College reserves the right to open and search students' lockers and bags without notice. This would only be done with the student present

Where there are no written rules, the basis of behaviour is common sense and courtesy.

6. STUDENT MANAGEMENT

*“The object of discipline is the training of the child for self-government. He should be taught self-reliance and self-control.”
Education p 287.*

Minor matters of discipline are dealt with by the classroom teacher or the playground duty teacher and may be referred to the School Co-ordinators. More serious offences may be referred to the Principal or Deputy. The most serious matters of discipline are referred to the Discipline Committee by the College Administration. In extreme cases, students may be suspended for up to two weeks or dismissed from the College. The welfare of the entire college may be threatened by the misbehaviour of one student. The College Advisory is prepared to exclude a student on a permanent basis if he or she is not willing to abide by the aims and objectives of the College.

A copy of the complete Student Management Policy is available from the College Office.

7. ADMISSION

Parents seeking admission for their students to this school are to:

1. Complete an Application for Enrolment form, Fee Payment Agreement form and submit the forms with a non-refundable application fee of \$50 for one child or \$100 for two or more children.
2. Also on application submit the following documentation: birth certificate, passport, copies of residency, citizenship or visa status (if applicant or parents are not Australian citizens), immunisation certificates, previous school reports and NAPLAN results (if applicable), medical or specialist reports (if applicable), legal documents relating to special family circumstances (eg. AVO)
3. Arrange an interview for themselves and their child with the Principal

On successful completion of the formal interview we ask that a non-refundable Enrolment Deposit (\$200 for one child, \$300 for two children or \$400 for three or more children) be paid on the day of the interview to confirm the enrolment position. Once the student/s has/have commenced at our College this non-refundable deposit will be credited to the family fee account. A letter will be sent confirming the enrolment position.

7.1. SCHOOL ENTRY - BEGINNING AGE

Students accepted for Preparatory should turn five by 30 June in the year of entry.

8. ATTENDANCE

It is important that students are regular in their attendance so as to gain maximum benefit from their time at Northpine Christian College. Parents have a legal responsibility to ensure their children receive an appropriate education. This means that unless they have a reasonable explanation, parents of a child of compulsory school age must enrol their child at school and ensure they attend school on every school day.

From time to time a student may be absent from their educational program. Parents comply with their compulsory schooling or compulsory obligation by providing a satisfactory reason for absences. Parents should provide a reason for a child's absence either before or on the day of the absence, or as soon as is practicable.

If absent the College will notify parents via SMS of an unexplained absence of their child as soon as practicable on the day of the student's absence, allowing time for parents to respond prior to the end of the school day.

Unexplained absences will be followed up once a week with an email reminder asking parents/guardians to provide a reasonable explanation for a child's absence.

If a reasonable explanation is not provided and a teacher becomes concerned about a child’s absence from school, the Deputy Principal will be informed. The Deputy Principal will contact the parent/guardian.

Students should not arrive at the College before 8:15 am or be in the College grounds after 3:40 pm, as teacher supervision is not available outside these hours.

It is not acceptable for students to miss school to complete assignments. It is requested that appointments for doctors, dentists, etc. be made after school hours.

9. CURRICULUM

9.1. JUNIOR SCHOOL (PREP - YEAR 6)

A wide variety of subjects are taught, including:

Biblical Studies, English (Speaking & Listening, Reading & Comprehension, Spelling & Grammar, Writing & Designing), Mathematics, History/Geography, Science, Technology, Health, Computing, Japanese (Years 5 & 6), Physical Education, The Arts—Drama, Music, & Visual Art.

9.2. MIDDLE SCHOOL (YEAR 7 - YEAR 9)

YEAR 7 (Required subjects)	YEAR 8 (Required subjects)	YEAR 9 (Required subjects)
Bible	Bible	Bible
English	English	English
Math and Advanced Math	Math and Advanced Math	Math and Advanced Math
Science	Science	Science
History / Geography	History / Geography	History / Geography
Health & Physical Education	Health & Physical Education	Health & Physical Education
Challenge: New Beginnings	Challenge: Invictus	Challenge: The Next Step
Chapel	Chapel	Chapel
LOTE: Japanese		
Middle School Sport	Middle School Sport	Middle School Sport
Rotation A (One required per term)	Rotation A (Select one per semester)	Elective Block A (Select one per semester)
Food & Design	LOTE: Japanese	LOTE: Japanese
Drama	Drama	Drama
Visual Art	Visual Art	Visual Art
Music	Outdoor Education	Outdoor Education
	Digital Technology	Digital Technology
Rotation B (One required per term)	Rotation B (Select one per semester)	Elective Block B (Select one per semester)
Civics & Business Education	Business Education	Business Education
Textiles & Design	Design, Food & Fashion	Design, Food & Fashion

Digital Technology	Music	Music
Design & Technology	Design & Technology	Design & Technology
	Media Arts	Media Arts



9.3. SENIOR SCHOOL (YEAR 10 – YEAR 12)

Year 10 (Required subjects)	YEAR 11 (Required subjects)	
Encounter – Christian Studies	Senior Sport	Chapel
English & Adv English	Block A	Block B
General Maths & Math Methods	Connect: Christian Studies	Senior English (General)
Science	Cert II & III Hospitality	English Comm. (Applied)
History	Cert II Engineering (Drone)	
Sport	Cert III Aviation	
Careers	Religion & Ethics (Applied)	
Chapel	Studies of Religion (General)	
Elective Block A (Select one per year)	Block C	Block D
LOTE: Japanese	Chemistry (General)	Physics (General)
Drama	Media Arts in Practice (Applied)	Drama (General)
Visual Art	Modern History (General)	Design (General)
Health & Physical Education	Physical Education (General)	Cert II & III Fitness (Counts toward ATAR)
Business Education		
Elective Block B (Select one per year)	Math Method (General)	General Math (General)
Sport & Recreation	Block E	Block F
Design, Food & Fashion	Biology (General)	Visual Art (General)
Music	Music (General)	Business (General)
Engineering, Design & Aerospace	Tourism Studies (Applied)	Business Studies (Applied)
Film, Television & New Media	Engineering (General)	Math Method (General)
	Specialist Math (General)	General Math (General)

YEAR 12 (Required subjects)	
Senior Sport	Chapel
Block A	Block B
Studies of Religion (OP)	Senior English (OP)
Religion & Ethics (Non OP)	English Communication (Non OP)
Block C	Block D
Maths A (OP)	Chemistry (OP)
Maths B (OP)	Visual Arts
Prevocational Maths (Non OP)	Modern History (OP)
	Physical Education (OP)
	Engineering (OP)
Block E	Block F
Physics (OP)	Biology (OP)
Drama (OP)	Music
Business Management (BOM) (OP)	Legal Studies
Business (SAS – Non OP)	Cert II & III Fitness
Home Economics (OP)	

NOTE:

Subject choices change to reflect student demand each year. Generally, six or more students are required per subject at the beginning of Year 11 for that subject to be offered.

Senior students (Years 10-12) may replace one elective subject with a School-Based Traineeship or Apprenticeship after negotiations with the College Careers Counsellor and Academic Coordinator.

*Some subjects not offered by the College may be studied through Brisbane School of Distance Education (BSDE) where the student meets the qualifying standards required by BSDE and the College. Only elective subjects may be replaced in this way.

9.4. JUNIOR SCHOOL TEXTBOOKS & STATIONERY

A fee is charged per child per term to cover the cost of supplied textbooks and stationery. Parents are requested to purchase some additional items as listed on the stationery requirements handout.

9.5. TEXTBOOKS

The College operates a Textbook Hire Scheme that supplies all textbooks and charges a fee in addition to the Textbook allowance paid for each student from Year 7 to 12 each year by the Queensland Government. Books that are returned with more than normal wear and tear or not returned, are subject to replacement charges with allowances made for depreciation.

9.6. HOMEWORK

Homework is necessary if a student is to perform satisfactorily. Homework in the Junior school will take the form of revision of spelling, number facts and reading. In addition, Year 6 students will have 4 to 5 research assignments during the year. Middle and Senior students need to organise their time to complete regular homework set in each subject, research work and application of principles taught during the day. Recommended time to be allowed for homework (includes time spent on assignments) per night:

Prep	10 minutes
Years 1 and 2	15 to 20 minutes
Years 3 to 5	20 to 30 minutes
Years 6 and 7	30 to 60 minutes
Years 8 and 9	60 to 90 minutes
Year 10	90 to 120 minutes
Years 11 and 12	2 to 3 hours minimum

All Middle and Senior students will be issued with a student diary. It is a requirement that all student diaries be taken to each class every day for the purpose of recording homework details.

9.7. SWIMMING

Junior students go to the Watson Park Convention Centre pool for professional coaching in Terms 1 and 4.

Other students will have the opportunity of working on their advanced swimming and lifesaving awards at the Watson Park Convention Centre pool, as well as selecting swimming as a sport option.

9.8. COMPUTING

- Students from Years 6 to 12 use laptops in the classroom in a 1:1 ratio
- Laptop trolleys are used for Years 3 to 5 in a 1:2 ratio
- Prep to Year 2 have a small group of tablets/laptops in each classroom
- In addition to this, a computer room is utilised regularly by primary age students. The computer facilities are also available for student use outside of class time between 8:30am and 3:30pm. Priority is given to students doing assignment work

School provided devices are used as a tool to provide an education that remains grounded in Christian values while preparing students for the future of critical thinking and digital citizenship. Students are required to sign a *Use of Computers and Internet Agreement* form that can be found on the College website. Please refer to section 13 for our Technology Policies.

9.9. INDUSTRIAL TECHNOLOGY

As part of the Applied Technology Course, students will be required to complete a number of practical projects. Once completed, students are permitted to take these items home.

No student is permitted to work in the workshop without teacher supervision and appropriate safety precautions to comply with OH&S guidelines.

10. ACADEMIC INFORMATION

10.1. SENIOR CERTIFICATE

A Queensland Certificate of Education will be issued to each student who meets Queensland Studies Authority requirements for secondary school to Year 12.

Eligibility for entry to tertiary courses is determined by the Queensland Studies Authority in the same manner as in all other Queensland schools.

10.2. SUBJECT CHANGES

If an elective subject change becomes necessary, this will need to be effected ***within two weeks of commencing the subject*** and only after consultation with the Curriculum Coordinator, the teachers involved, the parents and administration staff. A written note to the College from the parent or guardian is required for the change to be considered.

Year 11 students are expected to finalise their subject options by the end of the first week of Term 1. Only under special circumstances will changes outside of this time period be allowed and then only at the end of a semester.

Attendance Eligibility for Queensland Studies Authority Certificate (See Attendance)

10.3. ASSESSMENT

Student assessment is outlined in detail in the School Assessment policy that is available from the office. This policy reflects the importance placed on the assessment process as a mechanism for evaluating student performance, and the responsibility placed on the individual child to meet the expectations of the assessment policy. Emphasis is placed on the importance of students being present for all tests and exams, submitting assignments on time and in the format as outlined by the teacher.

10.4. CHEATING

A student who is found to be dishonest on tests, quizzes, assignments, homework, etc. will not be given a grade for the work and will be referred to the College administration.

The student's parents will be notified and if a second offence occurs (not necessarily in the same class), disciplinary action will be taken.

11. RESOURCE CENTRE

11.1. CONTACT DETAILS

If you need to contact our librarian, please email: librarian@northpine.qld.edu.au.

The Resource Centre is an integral part of our school program. It supports the educational program of the College and is designed to meet the needs of both students and teachers by providing a balanced collection of materials and services. Students are encouraged to use the Resource Centre to read for enjoyment and satisfaction, study and research.

11.2. LENDING RULES

- Prep and Year 1 1 book
- Year 2 2 books
- Years 3 to 12 3 books

Students may loan books for one week and then either return or renew them.

11.3. PROCEDURES

- No books are to be taken from the Resource Centre without being checked out in the proper manner
- Reference books are not to be removed from the Resource Centre
- Return books to the "Returns" chute located near the entrance of the library
- If a student forgets to return a book, they will be issued with an overdue notice. They will not be allowed to borrow until the book is returned
- If a book is lost or damaged, please inform the librarian as soon as possible. Please pay the replacement cost at the office and bring the receipt with you to the library. Replacement cost is full price if a book is less than two years old. It is 75% of the original purchase price in its 3rd year and 50% if it is over 4 years old.
- Parents are welcome to visit before and after school
- Donations of books and resources are welcomed

11.4. STUDENTS' RESPONSIBILITIES

- Resources borrowed under a students' name are the responsibility of that student. Do not give borrowed books to another student
- Return books on time and in good condition
- Report any lost or damaged resources

11.5. PHOTOCOPYING

Students have access to a colour photocopier in the Resource Centre. The costs of photocopying are outlined below:

- 5 cents per copy for A4 black and white
- 15 cents per copy for A4 colour
- 10 cents per copy for A3 black and white
- 30 cents per copy for A3 colour

Students are expected to treat the resources, equipment, furnishings and other Resource Centre users with respect. Everyone's cooperation is required to keep the Resource Centre a quiet study or reading area.

12. FINANCE

12.1. FEE PAYMENT

The tuition fee charges represent only a part of the cost of operating the College. Finance comes from three sources: fees, Seventh-day Adventist Church contributions and recurrent grants provided by both State and Commonwealth governments.

All new families are required to pay their first term's fees prior to commencing at the College.

All fees are to be paid in full by the prompt payment date in each term unless a formal payment plan has been negotiated with the Business Manager. A 4% prompt payment discount is allowed on the tuition only component of fees if the full term's fees have been received by the prompt payment date.

Non-payment of fees may preclude enrolment for the following term and students should not be sent to school until fees are paid. Special cases must be presented to the Principal and Business Manager for referral to the College Advisory and governing Board of Directors.

Should a child leave the college during the first half of a given term, refunds will only be issued to a maximum of 50% of tuition fees. No refunds will be issued if more than half a term is completed. Students excluded from the college due to disciplinary action will not be eligible for any refunds on fees.

12.2. BUILDING FUND CONTRIBUTIONS

All families in the college are invited to make a contribution to the Building Fund on an annual basis. These funds are to assist in the ongoing development of the College facilities. A minimum contribution of \$280 per year (\$70 per term) is suggested. All contributions to the Building Fund are tax deductible.

13. TECHNOLOGY

13.1. GENERAL INFORMATION

School provided devices are a learning tool, to be used under teacher supervision in teaching and learning environments, for teaching and learning purposes. Secondary students are permitted to take their school provided device home with them for the exclusive use of homework and assessment work including research.

Parents are encouraged to monitor students home use of the school provided device. Good practice is to have students use the device in a quiet, easily visible area. School provided devices are equipped with Internet monitoring and protection software provided by CyberHound. While CyberHound is very good at automatically detecting and blocking inappropriate content, not everything on the Internet is classified honestly by its original creator. Occasionally, inappropriate material will be classified as innocent content, but may contain themes of an unsuitable nature. Therefore, the College encourages parents to be engaged and proactive with their child's use of the school provided device outside of school.

For further detail on responsibilities of the College, parents and students, please refer to the *ICT Handbook* available on the College website.

13.2. SOCIAL MEDIA

While most social media sites have arbitrary age restrictions around 13 years, it is recommended by the eSafety watchdog that parents should assess when their child has the social skills for social media.

- Students must demonstrate respect for others and the College
- Students must not make any comment on social networking sites (whether the profile or user-generated content is identifiably theirs or belonging to someone else) or any other digital media including email that targets any Northpine Christian College student or staff with perceived negative intent, or undermines the name and/or good work of the College
- Students must not upload to the web, photos or videos taken on the College campus, or which identify the College in any way without the permission of an authorised staff member

13.3. INTERNET SAFETY TIPS FOR PARENTS

Here are some safety tips from www.esafety.gov.au

- Hands-on:
 - Help with online tasks
 - Listen to your child's online problems

- Monitor:
 - Watch what your child does online
 - Check browsing history
- Limitations:
 - Ask your child to reduce use of technology
 - Temporarily remove devices
 - Disable data access
- Rules:
 - Length of time online
 - Websites accessible
 - Suitability of apps
- Talk:
 - Talk about the rules, limitations and actions with your child
 - Discuss being responsible and respectful

In addition to these tips, there are many resources available to parents, students and teachers on the esafety government website. The Budd:e cybersecurity education package is used and taught during computing classes at the College.

14. COLLEGE UNIFORM

Northpine Christian College has a smart uniform that students can be proud to wear. We believe that when our students wear the uniform correctly, they not only represent their college positively in the community, but they will also develop a personal sense of pride and self-respect that they can take with them into life beyond school.

14.1. DRESS STANDARDS RATIONALE

Australian schools as a general rule have a standard of uniform for the reasons outlined below:

1. For health reasons: within a large community of people, standards directed at cleanliness are important;
2. For solar reasons: in Queensland it is very important to wear a hat and to cover skin with clothing or sunscreen;
3. For safety reasons: in many pursuits within laboratories, classrooms and in exercise, it is important to regulate the clothing and jewellery worn and the way in which hair is worn;
4. For financial reasons: a uniform avoids competition in expensive clothing and enables bulk buying to limit costs;
5. For psychological reasons: extreme array attracts attention and raises problems involving victimisation, bullying, harassment and so on;
6. For modesty: prohibits sexually provocative dress;
7. For school presentation: a student dressed smartly within conventional norms attracts credit for the school;

8. For self-discipline: dress standards teach students to dress smartly and take pride in their appearance;
9. For pride: a student should feel proud to be identified in the uniform of a good school and feel part of a large organisation;
10. For a sense of order: a strict uniform gives the impression that rules are strict also, helping to maintain a sense of order at the school;
11. For equality: reduces socio-economic disparities;
12. For campus safety: an intruder is more easily spotted;
13. For focus: students can concentrate on schoolwork rather than with how they look — better discipline leads to better academic performance;

Chris Baumann, Hana Krskova, (2016) "School discipline, school uniforms and academic performance". *International Journal of Educational Management* vol 30 Issue 6, pp 1003-1029

Northpine Christian College supports the philosophy the 13 statements are based on and has published a Uniform Policy so that the school community are clear as to the expectations and the rationale for those expectations.

In Queensland, there are 2 sets of law dealing with sex discrimination.

- Antidiscrimination Commission Queensland operates under the Anti-Discrimination Act 1991 (Qld).
- Commonwealth Sex Discrimination Act 1984.

These Acts of Parliament speak to all school uniform policies and the advice used in the updating of this policy has been provided to Independent Schools Queensland by Paxton-Hall Lawyers (as at February 2019).



Primary School Formal with Winter Additions



Middle School Formal with Winter Additions

PRIMARY SCHOOL (Prep to Year 6)		
BOYS	GIRLS	WINTER ADDITIONS
Junior College Navy Hat	Junior College Navy Hat	
Button-up Blue Shirt	Button-up Blouse	Blue College Jumper
Grey Shorts	Tartan Skirt	Grey Trousers (boys)
Short Grey Socks	Short White Socks with Navy Stripe	Navy Tights (girls)
Black Leather Lace-up Shoes	Black Leather Lace-up Shoes	
MIDDLE SCHOOL (Year 7 to Year 9)		
BOYS	GIRLS	WINTER ADDITIONS
College Navy Hat or Cap	College Navy Hat or Cap	
College White Shirt	College White Blouse	College Blue Jumper and Middle School Tie
Grey Shorts with Black Leather Belt	Tartan Skirt	Grey Trousers with Black Leather Belt (boys)
College Long Grey Socks	Short White Socks with Navy Stripe	Navy Tights (girls)
Black Leather Lace-up Shoes	Black Leather Lace-up Shoes	



Senior School Formal with Winter Additions



All School Sports

SENIOR SCHOOL (Year 10 to Year 12)		
BOYS	GIRLS	WINTER ADDITIONS
College Navy Hat or Cap	College Navy Hat or Cap	
College White Shirt	College White Blouse	College Blazer worn over College Blue Jumper
Grey Shorts with Black Leather Belt	Tartan Skirt	Grey Trousers with Black Leather Belt (boys)
College Long Grey Socks	Short White Socks with Navy Stripe	Navy Tights (girls)
Black Leather Lace-up Shoes	Black Leather Lace-up Shoes	
SPORT (All School)		
SPORTS	WINTER ADDITIONS	
College Navy Hat		
Blue Polo Shirt	College Sports Blazer	
Navy Shorts	College Tracksuit Pants	
Short White Sports Socks with Navy Stripe and Sole		
Non-marking Supportive Cross Trainer Sport Lace-up Shoes		

Purchasing uniforms that fit well and keeping those uniforms clean, neat and well pressed, with shoes polished, will assist in developing personal and school pride and prepare students for expectations they will face when they join the workforce.

All uniform items are available at the Uniform Shop situated at the college.

Uniform Shop trading hours are:

Monday and Wednesday: 8:30am – 9:30am

Thursday: 2:20pm – 3:30pm

Tuesday and Friday: Closed (Online Shop)

EFTPOS and Credit Card facilities are available. Please label all uniform items clearly immediately after purchase.

Uniform is to be worn at the following times:

- when travelling to and from the College
- at the college
- at formal college functions
- on all excursions unless stated otherwise

Students should be in the correct uniform including footwear. Footwear may only be removed with the permission of the teacher. If, on the rare occasion, it is so cold that one jumper is insufficient a non-uniform jumper may be worn under the uniform jumper providing it is not visible. T-shirts or skivvies should not be visible at the throat above dresses or shirts.

Sports uniform may be worn from home by students on their designated sport day. Swimwear must be modest and a sun shirt worn.

Parents are requested to see that their children are always correctly dressed. If, for any reason it is impossible for a student to be in full school uniform, a written note from their parents should be addressed to the child's teacher. Students wearing incorrect uniform must bring a note from home and will be issued with a uniform pass. If, for any reason a student needs permission for non-uniform items for an extended period, special consideration must be applied for in writing to the Deputy Principal.

15. JEWELLERY

The following jewellery may be worn at school:

- A functional not decorative watch with an inconspicuous band
- Medical bracelets
- One (1) pair of plain gold or silver 3mm studs in the earlobes (girls only).
- Visible body piercing including tongue studs is not permissible. Placing pieces of plastic, fishing line, etc. in ears, noses, eyebrows, etc. to maintain an opening is not acceptable

16. TATTOOS

No visible tattoos.

17. HAIR

The following statement made in the Independent Schools Queensland School Dress Standards Fact Sheet is now included in the Northpine Christian College policy statement as a guide to the application of the College Uniform Policy but specifically in relation to male student hair.

“On balance, a dress standard requiring males to have hair shorter than females would not be unlawful as sex discrimination. If an individual male has a genuine problem with short hair (e.g. a psychological condition which manifests in debilitating stress), an exception may be made. If exceptions to standards are made, it may be necessary to explain the reason to the school community.”

17.1. GIRLS

- Hair should be clean and kept clear of the eyes and off the face. Hair ties are available from the uniform shop.
- Hair should be a natural colour.
- Changes to hair colour and/or obvious multiple colours in the hair are not permitted. Undercuts, tracks, steps, spikes, mo-hawks, wedges or similar and cuts less than a #2 blade are not permitted.
- Girls whose hair is shoulder length or longer must be tied back. Senior girls are exempt.
- Uniform headbands and scrunchies are available from the Uniform Shop. Navy blue or black hair ties may also be worn.

17.2. BOYS

- Changes to hair colour and/or obvious multiple colours in the hair are not permitted. Undercuts, tracks, steps, spikes, mo-hawks, wedges or similar and cuts less than a #2 blade are not permitted.
- Beards are considered acceptable for senior students (Year 10-12) as long as they are well groomed.
- Boys’ hair should not extend below the bottom of the collar at the back of the neck. Neither should it be long at the sides or in the eyes.
- Hair should be a natural colour.

With the exception of shoes, all items of uniform are available only from the College Uniform Store. Shoes must be BLACK LEATHER LACE UP, low-heeled regulation school shoes. (Jogger type shoes are not permitted.) The uniform described in this booklet is compulsory for all students enrolling at the College.

Any under-garments such as T shirts, shorts, bike pants, etc. must not be visible at the collar, the waist, the hem or the cuffs. Skirts, shorts and trousers must be worn at the waist, not on the hips.

While the acceptability of any hairstyle is at the discretion of the Principal, all students are expected to abide by the Policy. Refusal to do so may result in disciplinary action.

18. TRANSPORT

18.1. COLLEGE BUSES

The College owns and operates a private bus system to assist parents in transporting their children to and from school. This service is available by application to the Bus Coordinator. Forms are available from the College office. It should be noted that this is a limited service based on set routes and seat availability.

The College sets bus routes, pick-up and set-down locations and times. It supervises the bus drivers, maintenance of the buses and operates the buses within the College's bus Guidelines and Philosophy.

At the beginning of each school year, a bus route, pick-up points and times schedule are issued to each family using the buses. Bus routes will, in the main, keep to the major through roads.

All route and bus change requests to be forwarded in writing to the Bus Coordinator giving one week's notice.

No student is permitted to change buses or take a friend home on the bus without written permission. This is so we do not overload the buses. We must at all times keep within the law. If there is room on the bus, permission will be granted. To obtain permission for a change of bus and/or set-down point for a sleepover, etc., forward the request in writing to the Bus Coordinator one week before the request is due. The Coordinator will notify you in writing, through your child, of the feasibility of your request. Any variation to the regular transport arrangements (such as remaining at school) must be accompanied by a note or phone call to the office. *If notification is not received the child will be placed on his/her regular bus.* No exception can be made to this rule.

18.2. PICK-UP AND DELIVERY

Students must be at their pick-up points five minutes before the stated bus time. If they are not at the pick-up point on time, it will be assumed they are not travelling on the bus that day. The bus will not wait past the stated time. A prior phone call or note to alert the bus driver that your child is not using the bus in the morning would be appreciated. In the morning, you will need to ring prior to the starting time specified on your bus timetable.

When boarding the bus in the morning, the child is to wait about one metre away from the gutter. The child is to move forward towards the bus once the bus has stopped completely.

When alighting from the bus in the afternoon, students must remain seated until the bus has stopped, then move off quickly. After alighting, the child must head towards the rear of the bus and wait until the bus has moved off before attempting to cross the road.

If you are picking up your child from the bus, please be at the stop five minutes before the stated delivery time. This allows for traffic flow. Due to the need to keep to a schedule, the bus cannot wait indefinitely for your child. Please be prompt in picking up your child from the bus stop.

Kangaroo Bus lines transports children to Narangba, Burpengary, Morayfield and Caboolture.

18.3. BREAKDOWN POLICY

If, because of a break-down, the bus does not arrive at the stop in the morning, the students are to remain at their stop. A replacement bus will be along as soon as possible. The College, upon knowing of a delay, will immediately attempt to contact the parents. Parents may wish to go down to wait at the stop with their children.

If there is an unavoidable delay in the afternoon, the College will, if possible, notify parents by phone. The students will be supervised by College staff until a replacement bus is obtained, repairs completed or arrangements are made whereby parents may help take the children home.

18.4. SEATBELT POLICY

The Law dictates that where seatbelts are provided, they must be worn.

18.5. BUS DISCIPLINE POLICY AND PROCEDURE

It is not the bus driver's prime responsibility to discipline or enforce correct behaviour of the children on the bus. This is the parent's responsibility and the privilege of using the bus is conditional on appropriate behaviour.

18.6. CONTRACT BUS SERVICES

The College is serviced by Kangaroo Bus Lines who provide school services for students living in the Narangba, Burpengary, Morayfield and Caboolture areas. Parents requiring transport to and from the College for students living in these areas should contact Kangaroo Bus Lines.

Families utilising this service may be eligible for a rebate on the cost of bus fares through the Non-Government Schools Bus Fare Assistance scheme. Claims are to be made via the Internet: <https://www.schooltransport.com.au/>.

The same standards of behaviour are expected on Kangaroo Buses as on College vehicles.

18.7. GOVERNMENT CONVEYANCE ALLOWANCE

Allowance from the State Government may be available if you transport (by private vehicle) your children, (a) to school (b) to the train station (c) the school bus pick-up point. A Conveyance Allowance application form is available from the College office.

19. EXTRA CURRICULA ACTIVITIES

19.1. DUKE OF EDINBURGH AWARD SCHEME

This is a voluntary program, run world wide, designed to challenge young people outside the classroom. The program encourages them to develop more of their potential in the areas of physical fitness, skills, community service and expeditions. The Award Scheme is designed to operate at three levels – Bronze, Silver and Gold. The commencing age is 14 years. It is designed as a program where the candidates set their own pace and complete the program in their own time. The Scheme develops group responsibility, leadership skills and the ability for young people to look after themselves in a variety of wilderness situations. It is a physically challenging scheme, but one where candidates are challenged at their individual levels. This program is considered an integral part of our Outdoor Education structure, and many of the activities such as lifesaving and first aid are catered for in the sport program.

Hire equipment is available to minimise the cost of the program so that no one is excluded for financial reasons. The Award Scheme is run by experienced and qualified staff members and their helpers. Parent help, particularly with transport arrangements, is often required.

20. CO-CURRICULAR ACTIVITIES

20.1. VOICE AND INSTRUMENTAL MUSIC PROGRAM

Our voice and instrumental music program provides opportunities for your child to learn a range of musical instruments, and study voice. If you are interested in finding out more, our information booklet on the website outlines how the program works and also contains both the sign up form and the hire form for instruments. Please complete and return to the College office.

20.2. ENSEMBLES

Northpine has an exciting and growing Music Program. There is a range of music opportunities for your child and we would love to have them involved.

20.3. JUNIOR/MIDDLE STRINGS ENSEMBLE

Junior/Middle Strings is open to students learning an orchestral string instrument in the Junior and Middle School.

20.4. JUNIOR CHOIR

There are two choirs in the Junior School that meet during the week for Year 2-6 students.

20.5. MIDDLE/SENIOR BRASS AND WIND ENSEMBLE

This ensemble is for brass and woodwind players in Years 7-12.

20.6. JUNIOR SCHOOL CONCERT BAND

The Junior Band is open to all students in Years 4-6 who play brass, woodwind or percussion instruments.

20.7. NORTHPINE CHAPEL BAND

This group is for our more contemporary musicians and singers from Years 7-12.

21. PROCEDURES

21.1. REPORTS AND INTERVIEWS

Parent/Teacher interviews are held in March, June and December to give parents a current report on the strengths and weaknesses of the child and how parents may help. A written report is given to parents at the at time. Interviews in March and December are optional, but we ask that all parents attend the mid-year interview time. Mid-year reports will only be issued as part of an interview process.

21.2. PARENT INFORMATION NIGHTS

Early in each school year information nights are held for parents and students to discuss class procedures, subjects, homework and assignment procedures and co-operative responsibility for learning. We would like these meetings to be a priority for all students and their parents. Guidelines will be distributed and explained at these meetings.

21.3. TELEPHONE

The College telephones are not for student use. Students will not be permitted to receive phone calls. In an emergency, a message from a parent or guardian will be passed on to the child. The Principal's permission must always be obtained before a child may use the phone if such an emergency should arise. Mobile phones are not permitted during school time (policy available on request).

21.4. NEWSLETTERS

To keep you in touch with happenings at the College the Newsletter is published fortnightly. Please update the College when you change your email address.

21.5. MONEY AND VALUABLES

Money designated for the College should be enclosed in an envelope and clearly marked with the student's name, class and amount. Students with personal valuables or money are advised to leave them at the Junior or Middle/Senior office.

21.6. EATING

We would encourage parents to provide a healthy lunch for their children. Each student is to eat all of his/her own lunch unless special permission is granted by the teacher on duty. This is rarely done. Each child will be expected to remain seated in the lunch-eating area until his/her lunch is eaten. Prep-Year 6 students are given 15 minutes to eat before permission is given to leave for play. Junior School students are to show their lunch boxes to the teacher on duty before placing their wrappers in the bins and going to play.

The chewing of gum (bubble or chewing) is not permitted on the College grounds or buses or on school sponsored excursions.

21.7. AFTERNOON DISMISSAL – 3:10PM

Prep – Year 6 students will be supervised after class in the afternoon. Those students travelling by bus will line up under the covered area, while those students travelling by car will line up adjacent to the car park. Prep students are dismissed at 3:00pm and are collected from their classroom at this time. Year 1-6 students move directly to bus or car pick-up areas upon dismissal. Please inform the office if there is a change to your child's usual pick-up routine.

Year 7-12 students move directly to buses or cars upon dismissal.

21.8. LOST PROPERTY

Parents are urged to label all items brought to school to assist in returning items to their owners. Unclaimed lost property will be disposed of after a reasonable time. If your child

has lost an article of clothing, ask him/her to check with the teacher responsible for lost property or to check in the lost property box.

21.9. CAR PARKING

Parents dropping off or picking up students are not permitted to use the bus turning circle. Parents are asked to use the parking areas provided around the College grounds. Students can be dropped off and picked up adjacent to the swimming pool. All pedestrian traffic is to stay within the railed walkway to avoid the bus transit area.

21.10. LOCKERS

Lockers with locks and bag racks are provided for Year 8 – 12 students. Students are to provide their own locks.

21.11. TUCKSHOP

The College offers a tuckshop service from Monday to Friday. The menu is available on the College website and online ordering.

22. MEDICAL

22.1. SICKNESS OR ACCIDENT

The College policy is to contact parents in the event of a serious accident. If they cannot be contacted the Principal will act *'in loco parentis'* and an ambulance will be called. Parents will be notified as soon as possible. All medical expenses are the responsibility of the parent. If students become too sick to remain in class or travel home by bus, parents will be contacted and requested to collect their child.

All students attending the College are covered under a general insurance scheme.

22.2. DENTIST

The Health Department's Dental van visits the College every second year to check on the students' teeth and carry out necessary treatment. You will be contacted by them if any work needs to be done on your child's teeth. In the event of a dental emergency you may contact the School Dental Van on 1300 300 850.

22.3. ADMINISTRATION OF MEDICATION

If a student has an inhaler the parent may request in writing that the student be responsible for the inhaler and its administration to him/herself. This request is to be directed to the Principal. Written requests will be kept on file at school. The student **MUST NOT** share the inhaler with any other child.

If a student requires office staff to administer medication at school, the medication requires a pharmaceutical label with the child's name and time and dose of medicine. A *Request to Administer Medication* form available from the College Office needs to be completed.

Exceptions: Cough or throat lozenges may be kept and administered by students at the parent's direction and teacher's approval. A note indicating the parent's request is to be sent to the class teacher.

22.4. INFECTIOUS DISEASES

Students contracting an infectious disease are to be excluded from school immediately, and should remain at home for the period of time as outlined by Queensland Health. A full list of infectious diseases and exclusion times are available from the College office.

22.5. HEAD LICE

Students found to have head lice are to be excluded from school until the child has been fully treated.

22.6. GRIEVANCE POLICY

The College takes seriously complaints and concerns that may be raised by parents, and they will be dealt with promptly. If a parent has a grievance concerning a student or the child's teacher, please discuss the issue in the first instance, with the teacher. If the problem is not resolved then please contact the relevant Head of Sub School; failing that, contact the Principal. For a copy of the Grievance policy please contact the College office.

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NORTHPINE
CHRISTIAN COLLEGE

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