

# 2020 Secondary Handbook Years 7 to 12



*Through the teaching of God's Word, we will bring people to Christ and help them to grow in Him as it is found in Matthew 28:19-20.*

*We aim to build a place of quality teaching and learning excellence that honours Christ and prepares our students for life.*

# Emmanuel Christian Community School

## Contact Us

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## Secondary School Campus

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## Primary School Campus

50 Casserley Avenue, Girrawheen, WA, 6064

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## 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.

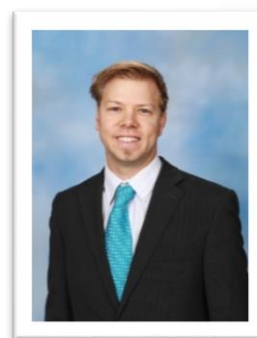
There is a strong focus on Pastoral Care within the School that enhances the care and nurturing of students. The pastoral care team consists of the Pastors of the Girrawheen Baptist Church and school chaplain/s who are supported by members of the staff.

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.

## Staff



**Mr Gary Harris**  
Principal (Kindergarten-Year 12)



**Mr Stuart Hayward**  
Deputy Principal - Students



**Mrs Bronwyn Carruthers**  
Deputy Principal - Curriculum

## Staff

Mr Gary Harris	Principal
Mrs Bronwyn Carruthers	Deputy Principal – Curriculum
Mr Stuart Hayward	Deputy Principal – Students
Mrs Surette Britz	Head of Learning Area (English)
Mrs Beulah Lombard	Head of Learning Area (Mathematics)
Mrs Helen Williamson	Head of Learning Area (Science)
Mrs Leanne Brown	VET Coordinator, Careers and Enterprise
Mr Jonathan Morey	HASS Coordinator, HASS
Mr Andrew Bruce	Science, HASS, University Preparation
Mr Mason Campbell	Mathematics, Physical Education, Science, HASS
Mrs Tanya Carcione	HASS, Arts
Mr Will Cruz	LOTE (Spanish), Soccer Academy
Mr Gary Dixon	English, University Preparation
Mrs Ena Dunn	Home Economics
Ms Grace Gabrielson	Learning Enrichment
Mr Paul Jackson	Technologies, Health and Physical Education
Mrs Lynmari Cleminson	English, HASS
Mrs Carolyn Miller	HASS, Biblical Studies
Mr Ananadh Padmanabham	Mathematics, Technology: Engineering and Robotics
Miss Kara Pegrum	Media Arts, English
Mr Aled Price	Health and Physical Education
Miss Emily Schinkel	Music
Mrs Nicolette Vickers	Science
Mr Chinyama Kangombe	Chaplain
Mrs Trudy Roberts	Chaplain
Mrs Maria Reyes	Office Manager
Mrs Claudine Emmerick	Executive Personal Assistant - Principal
Mrs Kath Slater	Administration and Personal Assistant to Deputies
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 placed 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:

- 1 The Board establishes the school's mission and ensures its integration in all aspects of the school.
- 2 The Board regularly reviews the mission statement as part of its strategic planning process.
- 3 The Board determines and reviews which existing and new programs and services are most consistent with the mission.
- 4 The Board receives an annual report from the Principal on the implementation of the mission within the school.

### The Board's Role:

The Board:

- 2.1 Is accountable for exercising the authority given to it in its Constitution and the law of the land.
- 2.2 Sees its role as one of governance and holds its Principal accountable for the management of all delegated responsibilities.
- 2.3 Is accountable for the overall performance of the school.
- 2.4 Is responsible for determining Board development, discipline and for its own performance and processes.
- 2.5 Sets the Board's work plan and agenda for the year.
- 2.6 Establishes the extent of the Principal's authority to establish programs, budget, administer finances and otherwise manage the school according to sound practice.
- 2.7 Exercises due diligence, fiduciary responsibility and ensures that risk is identified and managed.

## 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. As we move through secondary schooling, Emmanuel Christian Community School will endeavour to meet the needs of students, the aspirations of parents, the legitimate demands of the community and address the expectations of state and commonwealth governments' educational requirements.

### Western Australian Curriculum

Emmanuel Christian Community School follows the mandated Western Australian curriculum. The curriculum sets out what all young West Australians are to be taught and the expected quality of that learning as they progress through schooling. At the same time, it provides flexibility for teachers and schools to build on student learning and interests.

### Inclusivity

We are passionate about teaching children about the love of Jesus. That means all children, including those who have unique gifts and needs.

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 will make all effort to ensure that every students is cared for and educated well.

### Cross-curriculum priorities

(The Shape of the Australian Curriculum, December 2010)

As directed in the above report, the Australian Curriculum must be both relevant to the lives of students and address the contemporary issues they face.

With this and the educational goals of the Melbourne Declaration in mind, the curriculum gives special attention to three priorities:

- **Aboriginal and Torres Strait Islander Histories and Cultures:** to ensure that all young Australians will be given the opportunity to gain a deeper understanding and appreciation of Aboriginal and Torres Strait islander histories and cultures, their significance for Australia and the impact these have had, and continue to have, on our world.
- **Asia and Australia's Engagement with Asia:** to reflect the importance of young people knowing about Asia and Australia's engagement with Asia because, as they develop a better understanding of the countries and cultures of the Asia region, they will come to appreciate the economic, political and cultural interconnections that Australia has with the region.

- Sustainability: to allow young people to develop an appreciation of the need for more sustainable patterns of living, and to build capacities for thinking, valuing and acting necessary to create a more sustainable future.

Each of these priorities is represented in learning areas in ways appropriate to that area. For each of the cross- curriculum priorities, a continuum of learning has been developed to ensure strong and coherent inclusion in the Australian Curriculum.

## School Timetable

The Secondary School day is divided into 6 teaching periods.

Daily Timetable		
8.30am – 8.45am	Form Class	15 mins
8.45am – 9.40am	Period 1	55 mins
9.40am – 10.35am	Period 2	55 mins
10.35am – 10.55am	Recess	20 mins
10.55am – 11.50am	Period 3	55 mins
11.50am – 12.45pm	Period 4	55 mins
12.45pm – 1.15pm	Lunch	30 mins
1.20pm – 2.20pm	Period 5	60 mins
2.20pm – 3.15pm	Period 6	55 mins

## Form Class

Each day commences with 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 that they journey with throughout their high school time. This gives students and parents alike a daily point of contact. A students' Form teacher knows each student well and takes time to pray for them and involve them in managing Form based activities.

## OUR CURRICULUM

### Streaming

In Years 7 and 8, students will be placed in standard, mixed ability classes, except for those placed in the modified Learning Enrichment stream.

Core subjects will be streamed from Year 9 onward, dependent on class numbers.

Where possible, students are streamed into classes based on their previous year's academic performance, beginning of year testing and, where appropriate, NAPLAN results. The most obvious difference among the streams is in the pace of the course, the 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. If student numbers do not allow for streaming within grades, students will participate in un-streamed classes. These 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

Emmanuel Christian Community School offers a Learning Enrichment program for students who are in need of 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.

# YEAR 7-10 SUBJECT INFORMATION

## Compulsory Subjects

English	5 periods	Maths	5 periods
Science	4 periods	HASS	4 periods
Health	1 period	Physical Education	2 periods
Bible Studies	1 period	Cadets or Clubs	1 period
Assembly	1 period		

## Year 7-8 Rotational Subjects

Students in Year 7 and 8 will participate in prescribed 'taster' rotational courses to give them access to a variety of learning areas. These courses are a mix of technology and arts subjects, some of which may be double period classes. Students will participate in each class for approximately 10 weeks.

The subjects offered and the number of classes in a particular subject are primarily dependent upon student selections and then subsequently upon human and capital resources. Classes available each year are subject to change.

## Technologies

Digital Technologies

- Information Computer Technology
- Design Technologies
- Textiles and Design
- Technologies - Woodwork
- Food Technology

## Arts

- Drama
- Music
- Visual Art
- Media and Design

## LOTE (Languages Other Than English)

- Spanish

## Physical Education

- Soccer Academy Training *\*dependent on trial and selection*
- Dance

## Year 9-10 Elective Subjects

Students in Year 9 and 10 may choose which elective subjects they wish to study. These courses are a mix of technology and arts subjects, some of which may be double period classes.

Year 9 and 10 elective subjects will change each semester to give depth to learning, as students participate in a subject for a full semester. Students cannot choose the same subject for both semesters in one year.

The subjects offered and the number of classes in a particular subject are primarily dependent upon student selections and then subsequently upon human and capital resources. Classes available each year are subject to change.

### Technologies

Digital Technologies

- Information Computer Technology
- Design Technologies
- Textiles and Design
- Technologies - Woodwork
- Food Technology

### Arts

- Drama
- Music
- Visual Art
- Media and Design

### LOTE (Languages Other Than English)

- Spanish

### Biblical Studies

- Church History

### Physical Education

- Soccer Academy Training *\*dependent on trial and selection*
- Outdoor Education
- Dance

## Selecting and Changing Subjects/Electives

Subjects/electives will be open for selection during Term 4 of the previous year. New students to the school may request to be included in their elected subjects upon enrolment or as soon as viable in the school year.

Changes within subjects/electives may only occur in the first three weeks of the subject/elective being taken. Subsequent to that date, students must remain in that subject/elective for the remainder of the program. Changes are subject to the approval of teachers involved and are dependent on the availability of space in the respective classes.

## Extra-Curricular Opportunities

### Cadets

At Emmanuel Christian Community School students can apply to be part of the Emergency Service Cadets program. In Cadets students participate in activities that encourage leadership, life skills as well as a sense of community responsibility and service. As we are part of the Emergency Service Cadets our focus and training will be around the following emergency service groups including; The Bushfire Brigade, Fire and Rescue, State Emergency service and the Volunteer Marine Rescue.

Cadets runs from 2.20pm and finishes afterschool at 4.15pm once per week. Camps are also a part of cadets and at least one camp per year will be incorporated. As Cadets is funded by the State Government there is no cost for students to participate in the program and its activities. However, parents of Cadets are encouraged to volunteer time to assist with activities.

### Clubs

Emmanuel Christian Community School takes a holistic approach to students and their roles in a valuable community. In learning to be a valuable contributor to society, students participate in activities that strengthen and support our community and expand their knowledge in a wide variety of subjects and skills.

Students may participate in a variety of Clubs that may include arts and crafts, physical training/sports, performing arts, outdoor activities, technology, and lateral thinking.

## After-School Activities

Emmanuel Christian Community School offers several after-school activities.

These include:

- Homework help and tutoring opportunities for compulsory subjects
- School Band and Choir
- STEM (Science, Technologies, Engineering and Mathematics) club
- Athletics training
- Sports teams (including soccer as part of our Soccer Academy)

## Camps

Camps are of significant benefit to all students here at Emmanuel Christian Community School. Students will have two year group camps in High school. The first will be a Year 7 Orientation Camp, where they will get to know each other as well as their new teachers. The second will be in Year 11 where students participate in a Year 11 Retreat Camp. Year 12 students may participate in a service based trip or short term ministry opportunity dependent on availability.

Whilst these are the main year group camps offered, students who elect to be part of the Cadet program will have one camp per year. There may also be camps offered in the Outdoor Education elective and ATAR subjects.

## Social Activities

Students who are in good standing may participate in end of semester reward activities and excursions at the end of Term 2 and 4.

Each year group also participates in their own special social activity each year, along with whole school activities throughout the year. These events include lower years Movie Night, and Dinner Dance, the Year 11 River Cruise and Year 12 School Ball.

Students have the opportunity throughout the year to participate in several optional social events which also serve an academic purpose. These may include whole school fundraising and community events.

# YEAR 11-12 SUBJECT INFORMATION

## Compulsory Subjects

English	4-5 periods	Bible Studies	1 period
Assembly	1 period	Cadets or Clubs	1 period
Physical Education	2 periods		

## Year 11-12 Pathways and Courses

At Emmanuel Christian Community School all Year 11 and 12 students:

Choose a pathway

- an ATAR (Australian Tertiary Admission Rank) or
- Vocational Pathway Program
- Five year 12 general courses and/or ATAR courses, or equivalent or
- A Certificate II (or higher), VET qualification in combination with ATAR, General or Foundation courses.

## ATAR Pathway

ATAR course units are for students who are aiming to enrol in a university course direct from school. These courses will be examined by the School Curriculum and Standards Authority and contribute to the achievement of an Australian Tertiary Admission Rank (ATAR).

If students consider going to university once they finish Year 12, they should enrol in at least five ATAR courses. The rank is used by universities as a selection mechanism.

- ATAR Course Units 1 & 2 are studied in Year 11
- ATAR Course Units 3 & 4 are studied in Year 12
- Courses are content based
- External exams (WACE exams) are sat at the end of Year 12
- ATAR score based on 50% school assessment and 50% external exams
- Students gain an ATAR score based on their best 4 courses
- A minimum of 4 ATAR subjects are required but 5 or 6 are highly recommended

## UniPrep

In conjunction with Edith Cowan University (ECU), Emmanuel students who are on the ATAR Pathway may partake in the university preparation course, UniPrep, as an additional course. Successful completion of UniPrep allows students to receive a nominal ATAR score of 70 to assist them in gaining entry into university.

UniPrep courses prepare students for university level study by teaching them the skills required for academic success – with an emphasis on becoming an independent learner. In general, UniPrep courses cover information/communication technology skills, academic research and writing, mathematical concepts and techniques, and a wide range of interpersonal communication skills.

## Vocational Pathway

Vocational Education and Training (VET) programs offer VET qualifications for students wishing to participate in nationally recognised training. All VET qualifications require registered training organisation (RTO) delivery, assessment and quality control under the VET regulatory body. A Certificate II or higher is one of the range of equivalents for achieving a WACE. These qualifications contribute to the WACE as unit equivalents.

Emmanuel Christian Community School offers VET qualifications that are Certificate courses are stand-alone Certificate courses. Endorsed programs provide access to all areas of learning not covered by WACE courses or VET programs and contribute to the WACE as unit equivalents.

## Endorsed Programs

Endorsed programs are for students wishing to participate in programs which are delivered in a variety of settings by schools, workplaces, universities and community organisations. Endorsed programs that may be offered at ECCS include: Cadets, Workplace Learning, and Biblical Studies

## Non-ATAR (General) Pathway

Students who enter Year 11 as of 2020 will have the option to study 5 General Courses, or a combination of General Courses and up to 3 ATAR courses, to achieve their WACE.

- General Courses Units 1 & 2 are studied in Year 11
- General Courses Units 3 & 4 are studied in Year 12
- Courses are practical based
- There are no external exams (but there are ESTs in Year 12, (see below)
- High grades are important
- 100% school assessed

## Externally set tasks (ESTs)

There are no exams for General Courses. However, students will have to complete an externally set task (EST) that is a common task that all General students complete in Semester 1 of Year 12. The task is set by the School Curriculum and Standards Authority (SCSA), completed by students under test conditions, and is worth 15 per cent of the final mark for that pair of units. The EST is marked by students' teachers using a marking key provided by The Authority.

## Course Selection

A range of courses are offered. Students may choose from these courses to complete a curriculum that will lead to University, Registered Training Organisations (RTOs) or the workplace.

### Selecting subjects for senior secondary

Before selecting courses for study in Year 11 or Year 12, students must note the following:

1. Biblical studies is a compulsory subject in both Year 11 and Year 12.
2. English is a compulsory course in both Year 11 and Year 12.
3. Students must observe the recommended entry levels for subjects as outlined in the handbook.
4. At universities some courses have prerequisite subjects, whilst for other courses certain subjects are strongly recommended. Students should be aware of these requirements before making their choice of Year 11 subjects (information may be obtained from the individual universities).
5. Students intending to study at RTOs should be aware of the pathways they intend to follow for these will guide their choice of subjects (information is available from the VET coordinator).
6. Students who contemplate staying until the end of Year 12 should have a clear idea of the subjects they intend to take over the two-year period. In some learning areas, for example Mathematics, and Chemistry it would not be recommended for students to study the Year 12 course without having studied the Year 11 course.
7. In developing a timetable grid, the subjects offered and the number of classes in a particular subject are primarily dependent upon student selections and then subsequently upon human and capital resources.

List A (Arts, Languages, Social Science)		List B (Mathematics, Science, Technology)	
ENG	English	CHE	Chemistry
MPA	Media Production and Analysis (Year 12 only)	HBV	Human Biology
HIM	Modern History	MAA	Mathematics Applications
PAL	Politics and Law	MAM	Mathematics Methods
VAR	Visual Arts	PES	Physical Education Studies
		DES	Design
		PHY	Physics

*\*Please note, subjects available are dependent upon student selections and human and capital resources. Subjects listed are those currently offered in 2019 and are may change across future years.*

### Courses with a Specific Prerequisite

Enrolment in the following courses is dependent on students gaining the necessary prerequisite for the particular course. The prerequisites refer to Semester 1 Year 10 exams, to an achievement standard, or to essential background or aptitude.

Prerequisites are based upon well-established links between past performance and success in Years 11 and 12. They are a precondition of enrolment in a course. They are an important minimum requirement. Other factors may also determine whether you will be successful in a course (your ability to manage your time, whether you have a career goal, etc.). Your course teacher will assist you with your choice of course.

Students who meet the prerequisite in Semester 1 in Year 10 are expected to maintain this Standard for Semester 2.

Prerequisite Year 10 courses and grades for Year 11-12 Courses:

Year 11/12 Course	Required Year 10 Exam Mark	Required Year 10 Grade
English ATAR	60%	B in English
Media Production and Analysis (Year 12 only)	55%	C in English
Modern History ATAR	60%	B in HASS
Politics and Law ATAR	60%	B in HASS
Chemistry ATAR	65%	B in Science
Human Biology ATAR	65%	B in Science
Physics ATAR	65%	B in Science, A-B Maths
Mathematics Methods ATAR	75%	B in Math
Mathematics Applications ATAR	55%	C in Math
Physical Education Studies ATAR	N/A	A in PE, B in Science, Completion of Year 10 ATAR PE studies elective

*\*Please note, that final acceptance into ATAR courses is at teachers' discretion.*

## Western Australian Certificate of Education (WACE)

The Western Australian Certificate of Education (WACE) is awarded to secondary school students who satisfy its requirements. Generally, students will complete two years of senior secondary study, although the council's provisions enable students to meet the WACE requirements over a lifetime. The WACE is recognised by universities, industry and other training providers.

The school is the main WACE provider for students up to the age of 17 years. Schools may work in partnership with other providers to deliver courses, Vocational Education and Training (VET) or other programs, but retain the responsibility for managing programs, reporting achievement to SCSA and maintaining a record of learning for all students.

An overview of the WACE requirements is provided below. More detailed information is available from the SCSA website <http://www.scsa.wa.edu.au/>

## WACE Achievement

The minimum requirements to receive a WACE in 2018 and beyond are listed below. Achieving a WACE will signify that students have successfully met the breadth and depth requirements of the WACE and the achievement standards for the course they choose.

## General Requirements

Students must:

- demonstrate a minimum standard of literacy and a minimum standard of numeracy based on the skills regarded as essential for individuals to meet the demands of everyday life and work in a knowledge-based economy. The literacy and numeracy standard can be met either through the Online Literacy and Numeracy Assessment (OLNA) in year 10-12 or by achieving Band 8 or above in the associated components of Reading, Writing and Numeracy in the Year 9 NAPLAN tests.
- complete a minimum of 20 units or equivalent as described below
- complete at least four Year 12 ATAR courses,  
OR complete\* a Certificate II (or higher) VET qualification. Note: the partial completion of a Certificate III or higher VET qualification may meet this requirement according to predetermined criteria.  
OR complete 5 General Courses or a combination of General Courses and up to 3 ATAR courses.

*\*Note: in the context of VET in the WACE, the term 'complete' requires that a student has been deemed competent in all units that make up a full qualification.*

## Breadth and Depth of Study

Students will complete a minimum of 20 course units or the equivalent.

This requirement must include at least:

- A minimum of 10 Year 12 units or the equivalent
- Two completed Year 11 English units and one pair of completed Year 12 English units
- One pair of Year 12 course units from each of List A (Arts/English/Languages/Social Sciences and List B (Mathematics, Science, Technologies)

## WACE Achievement Requirements for VET Students

General requirements to achieve WACE in VET at Emmanuel, students must:

- Demonstrate a minimum standard of literacy and a minimum standard of numeracy
- Complete a minimum of 20 units or equivalent
- Complete a Certificate II (or higher) VET qualification
- Complete a pair of Year 11 and 12 units of English and math
- Achieve a minimum of 14 C grades including at least six C grades in Year 12 units (or equivalent)

## Unit Equivalence

Unit equivalence can be obtained through VET qualifications and/or Endorsed Programs. The maximum unit equivalence available through VET in WA is eight units – four Year 11 units and four Year 12 units.

Students may obtain unit equivalence as follows:

- up to eight unit equivalents through completion of VET qualifications, or
- up to four unit equivalents through completion of Endorsed Programs, or
- up to eight unit equivalents through a combination of VET qualifications and Endorsed Programs, but with Endorsed Programs contributing no more than four unit equivalents.

For VET qualifications:

- a Certificate I is equivalent to two Year 11 units
- a Certificate II is equivalent to two Year 11 and two Year 12 units
- a Certificate III or higher is equivalent to two Year 11 and four Year 12 units
- a partially completed Certificate III or higher is equivalent to two Year 11 and two Year 12 Units (credit only allocated if the criteria for partial completion is met).

For Endorsed Programs, unit equivalence is identified on the authority's approved list of Endorsed Programs.

# STUDENT GUIDE

## Attendance

As agreed at your interview, attendance and participation in all school activities are compulsory and therefore parent notes are required for non-attendance.

*Absences should be communicated to the school office by 9am on the day of absence. This can be communicated by email [attendance@eccs.wa.edu.au](mailto:attendance@eccs.wa.edu.au) or SMS 0418 793 030 at any time on or before the date of absence. Please state your child's • full name • class • 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.

A doctor's certificate will be required for absences on medical grounds.

Please note that 90% attendance in Upper School is required to graduate.

## Late Arrivals

All students who come to school late should report to the front office to sign in via SEQTA KIOSK– the school's electronic sign in/out system. They need to provide a valid reason to the admin officer. No valid reason for being late will be given a warning on their diary. Three late warnings will constitute a 15 minutes detention during their lunch break.

After signing in via the office, a late student should take a "**Signed In**" card and make their way to class. The "**Signed In**" card should be presented to the class teacher before the student may join the class. Students who do not present this card will be sent back to the office to get one.

Parental interviews with the Principal will be required for those who are continually late to school.

## Leaving School Grounds

No student is permitted to leave the school grounds during the day without adult supervision. To take students out of school for an appointment or for any reason prior to 3.15pm, parents must go to the office and sign the student out via 'SEQTA-Kiosk'. When students return, they are then signed back in following the same process.

Once students have left school grounds at the end of the day they are no longer under the school's duty of care. Students who are to be picked up from school should not leave school grounds to visit the shops, oval, home, or a friends' house and then return to school to be picked up.

## School Boundaries

1. All students must stay within the School boundaries at all times. Once students arrive at school in the morning they cannot leave the school grounds.
2. Students must not leave the school grounds without parent permission. This applies at all times, before school starts, during school hours and after school hours. It is the parents' responsibility to pick up their children soon after 3:15pm.
3. No one may go to the park/oval or recreational centre without permission during school hours.
4. No buildings on the grounds may be entered without staff consent.
5. Bicycles must not be ridden in the school grounds. They must be walked once inside school property, then placed in a bike rack until after school. Students who ride bicycles must wear safety helmets.

## Unauthorised Exit from School Grounds

Any student who leaves the school grounds without permission will receive a written warning and/or suspension. On the second occurrence they will be permanently excluded from the school.

## Sickness and Accidents

Should a student become ill or involved in an accident, parents will be contacted immediately. Please ensure that the School has a current emergency number. If your child is suffering from an illness, please keep them at home.

## Administration of Medication

Emmanuel Christian Community School will comply with reasonable requests for assistance in the administration of medication, where there is an agreement between staff, parents and the Principal and where written instructions from the family doctor or parent have been provided for prescribed medication.

Students should NOT administer their own medication without supervision. Students will need to come into reception and take their medication within the presence of administration.

## Homework

Homework is purposeful, out-of-class learning that seeks to enhance the extent to which each child benefits from the School's educational program. Homework is an important part of secondary education and should be approached in a methodical and disciplined manner from the beginning of the year.

Each teacher adopts an individual policy but broad guidelines can be given. Whilst every effort is made by teachers to avoid setting homework and assignments which clash, students need to carefully plan the use of their time so that they don't create a problem for themselves by leaving things to the last minute.

We believe that homework should reinforce the learning in the classroom. It is important that homework should:

- a) Be challenging and stimulating on an individual level.
- b) Encourage the development of independent study habits.
- c) Vary in the time required, according to the ability of the student.

The following are to be used as a guide only:

- Year 7 and 8 should take 60 to 90 minutes each evening.
- Year 9 and 10 should take 90 to 120 minutes each evening.
- Year 11 and 12 should take 90 to 150 minutes each evening.
- Students are given sufficient time to complete any assigned assessment.
- Late assignments attract a grade penalty per day. After this time the assignment must still be completed, but the student may receive a fail grade for the task at the teacher's discretion.

## Student Diaries

All secondary students must purchase the school issued homework diary at the beginning of the school year.

These diaries need to be taken to all classes to record details of:

- Homework set – assignments, exercises, projects, etc.
- Reading subject texts, novels, etc.
- Study-revision.
- School Events

Students risk disciplinary action if they do not have their homework diaries with them in all classes. Keeping a homework diary is an essential part of developing good learning, study and time management.

Diaries may be used by teachers for communication purposes with parents. Parents are required to view and sign their child's diary each week. Replacements for lost or damaged diaries can be purchased from the School Office.

## Electronics

### Mobile Phones

Students are not permitted to have mobile phones on school grounds. Students who require a mobile phone for travelling to and from school may store their phone safely at Reception during school hours.

#### Acceptable Uses:

If parents need to contact their child urgently, they can do so via the office. Alternatively, students may use their phone to contact (text or call) a parent only under staff supervision e.g. teacher, duty teacher or office staff.

#### Unacceptable Uses:

Unless express permission is granted to the contrary, mobile phones must not be used to make calls, send messages, access the internet, take photos or any other application during school time.

Should there be an unacceptable use of the mobile phone or repeated disruptions to lessons caused by a mobile phone, the responsible student may face disciplinary actions as sanctioned by the Principal.

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.

Any student/s caught using a mobile phone to cheat in exams or assessments or who uses vulgar, derogatory, or obscene language or engages in bullying, abuse or verbal or sexual assault while using a mobile phone will face disciplinary actions as sanctioned by the Principal or Deputy Principal.

It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, if action as sanctioned by the Principal or the Deputy Principal is deemed ineffective, as with all such incidents, the school may consider it appropriate to involve the police

#### Theft, loss or damage:

The school accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from school.

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.

It is strongly advised that students use passwords/pin numbers to ensure that unauthorized phone calls cannot be made on their phones (e.g. by other students, or if stolen).

Students must keep their password/pin numbers confidential. Mobile phones and/or passwords may not be share

## Computer Devices

Students must purchase the school issued computer device. This device must be cared for and carried to school each day in the correct safety case. Students should keep their devices in their locker, bag or on their desk when not in use. Devices are to be used for school purposes only and students must follow the guidelines for use set out in the Computer and Internet Conditions of Use policy.

## 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](http://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.

## School Uniform

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). Should parents have any difficulties in meeting these requirements, the matter needs to be discussed with the form teacher or Principal.

## Summer and Winter Uniform

Students wear summer uniform in Terms 1 and 4. Winter uniform is worn in Term 2 and 3. On days where a student will participate in Physical Education or Cadets they will wear their PE or Cadet training uniform all day.

## Uniform

Boys	Girls
<p><b>Summer</b> White school shirt Grey school shorts with belt Grey school socks</p> <p><b>Winter</b> Grey trousers with belt White school shirt School tie Navy school jumper Grey school socks Plain navy scarf - optional</p> <p><b>Shoes</b> Black leather school shoes</p> <p><b>Sport</b> 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) Athletic joggers/cross trainers</p>	<p><b>Summer</b> White school shirt Navy school skirt White ankle height socks</p> <p><b>Winter</b> School tartan skirt White school shirt School tie Navy school jumper Navy tights or plain white ankle height socks Plain navy scarf - optional</p> <p><b>Shoes</b> Black leather school shoes</p> <p><b>Sport</b> 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) Athletic joggers/cross trainers</p>

## Incorrect Uniform

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.

Full school uniform must be worn properly by students as they travel to and from school.

## 'Free Dress Day' conditions

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

## Hairstyle

Hairstyles for both boys and girls should be neat and conservative with natural hair colour. Artificial colours such as red, purple, blue etc. are not allowed.

All students with hair longer than the shirt collar must have their hair tied back using plain blue or black hair ties, headbands, elastics, clasps or ribbons.

Undercuts and shaved patterns in the hair are not acceptable. Hair cut to a length of '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.

## Shoes

Sports shoes need to have adequate arch support. Casual/skate shoes, canvas or basketball shoes of any nature are not permitted.

## Undergarments and Layers

Students' undergarments should not be visible at any time including tank tops, singlets, shorts, long sleeves, coloured underwear. In cold weather, students may layer thin warm shirts underneath their school uniform, but these must not be visible. It is the student's responsibility to ensure they are wearing the school uniform in such a way as to prevent this from happening.

## School Hat

The school hat is part of the school uniform and it must be worn every school day. Other hats are not acceptable.

## Nail Polish

Nail polish or artificial nails are not permitted.

## Jewellery and Tattoos

Tattoos are not permitted.

Both boys and girls are permitted to wear a plain wrist watch which is complimentary to the school uniform. Smart Watches are not permitted.

Earrings: girls may wear 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. Boys are not permitted to wear earrings.

Studs should be no larger than 5mm in diameter.

Example of Acceptable Earrings:



**Please note:** Leniency will not be shown to students who choose to have extra visible piercing done during the school year. Use of band-aid, plug or other covers for piercings and tattoos is not acceptable. If in doubt, please check with your class teacher beforehand

## Conduct

Students are expected to conduct themselves at all times in a manner which reflects self-control and consideration for others. Students failing to conduct themselves in an acceptable manner will be disciplined accordingly. In the case of serious breaches of the Code of Conduct, the school may choose to suspend students either internally or externally for a period of time. Continued breaches may lead to expulsion.

## 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

- Any form of knife or weapon
- Chewing gum
- Laser pointers
- Any picture or written comment which may be offensive to others
- Lighters, matches, fire crackers

## 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. 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.

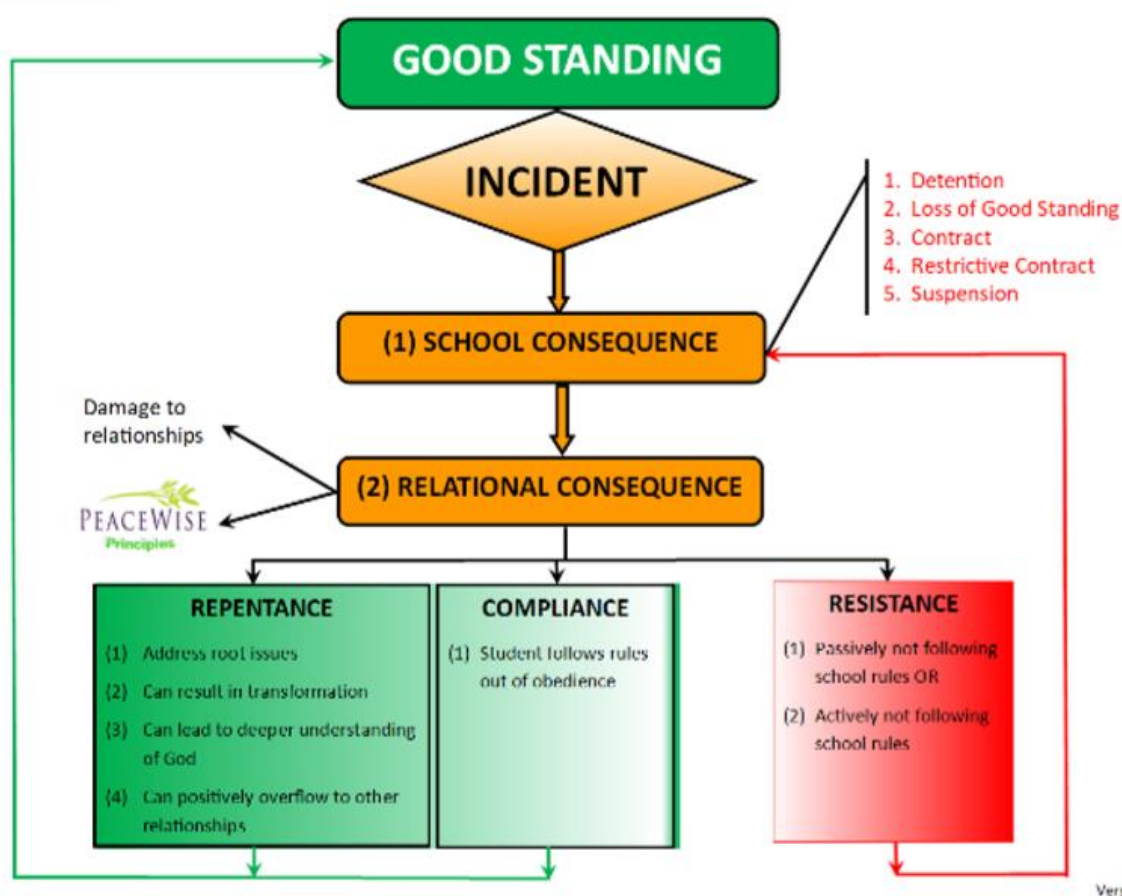
## Discipline

The understanding that discipline is not for the purpose of punishment but for training, 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 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 only obedience that the school seeks to nurture in each child. Consistency is the key both at home and at the school. Parents and teachers need to maintain open lines of communication to ensure that similar models of discipline are being developed.

## Good Standing

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.



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## Procedure for Unacceptable Behaviour

1. Minor Misbehaviours - dealt with by the teacher. (Anecdotal records kept.)
2. Detention
3. Behaviour Contract
4. Continued Misbehaviour - Discussion between student, family and teacher.
5. Failure to modify behaviour – Interview with student, family, teacher and Deputy Principal.
6. Deputy Principal to write a letter outlining the outcome of interview and consequences.
7. If misbehaviour continues, follow school policy on suspension - expulsion.

At any time, the Principal may decide when a child is to be sent home for unacceptable behaviour. The child will return to the school with his or her parents to discuss the reasons for the discipline applied.

## Detention / Time Out

Students may be sent to the detention room during lunch hours for supervised study, work, or reflection time as a means of discipline for inappropriate behaviour. Students detained during the lunch break will be allowed to eat their lunch.

## Suspension and Expulsion

Normal discipline will be applied in accordance with school guidelines. Where normal discipline is ineffective according to the School Principal's discretion the following shall apply. The student will be suspended immediately from the classroom for a period of time, this could be from one day to one week. The student will not be sent home as part of the suspension process unless deemed necessary by the Principal. The student will stay in the school supervised by an adult while doing his or her school work. During the time of suspension the student must wear school uniform. The matter is to be drawn verbally to the parent's attention and parents will be made aware of the following discipline process and may be required to attend a meeting with school leadership.

Some behaviours are considered to require an immediate/consistent response; these include: physical violence, verbal or sexual harassment, insolence/ disrespect/shouting at a teacher/staff member, gossip / spite / spreading of malicious lies or threats, lying or stealing.

These matters are immediately reportable to the Principal for action. A serious offence may result in an immediate suspension, leading to expulsion. The Principal will expel a child/children after consultation with the Deputy Principal and inform the Board Chair.

In the case of expulsion, the Principal will expel the child after consultation with the Deputy Principal and parents.

Serious offenses including illegal activity e.g. bringing alcohol, drugs, cigarettes, or weapons to school, or serious offences e.g. physical, sexual, or emotional assault, or violent or damaging behaviour, may result in instant expulsion even on the first offence. The school reserves the right to inform the Police or any other authorities of any illegal or harmful activity.

Parents are able to follow the Grievance Process if they would like to contend the decision made by the Principal. This would be brought before the Board of Governance for a review. The child who has been expelled may, at a later date, be given the opportunity to apply for re-enrolment.

## Bullying Prevention

Emmanuel Christian Community School aims to proactively tackle the bullying issue and aims to provide sound support structures for victims of bullying.

Bullying is a form of abuse. It may be planned, spontaneous or even unintentional, but if you feel hurt or threatened by someone or by a group, don't ignore it, tell somebody!

All staff of the school have a duty of care to students, ensuring a safe and non-threatening environment for all.

## Definition of Bullying

- Physical e.g. hitting, punching, kicking the victim, spitting taking or damaging the victim's property.
- Extortion e.g. threatening to take someone's possessions, food or money.
- Verbal e.g. name calling; constant teasing; insults; racist comments; sexist comments, gossiping, ridiculing, spreading rumours.
- Exclusion e.g. deliberately excluding others from a group, refusing to sit next to someone.
- Emotional e.g. excluding peers from groups; spreading rumours; stalking; interference with, or damage to personal property, extortion, demanding help or money.
- Cyber e.g. the use of digital technology to intimidate, threaten or harass another person

**It is vital that students inform the School with issues of concern involving bullying**

## Prevention Policy

Purpose of Prevention Policy:

- Prepare students to manage and resolve conflict in non-aggressive and non-violent ways
- To further reduce the incidence of bullying in the school
- Create an opportunity for students and staff to develop the skills necessary to handle these situations with the minimum of distress
- Assist the school community to manage frustration and conflict in non-violent ways

## Cyber Bullying

Cyber bullying is a form of bullying that can have an impact on children who use email, text messaging, apps, chat rooms, mobile phones, mobile phone cameras, discussion groups or web pages. Cyber bullying is covert psychological bullying as it involves repeated hostile behaviour that is intended to cause harm and distress.

**No access to social network sites is allowed by students at the School.**

Methods of cyber bullying include:

- Texting derogatory messages on mobile phones
- Sending threatening emails
- Forwarding a confidential content on to other people
- Ganging up on one student and bombarding him/her with emails
- Setting up a derogatory web site dedicated to a targeted student and inviting others to comment
- Participants in a chat room saying derogatory comments about or excluding someone.
- Posting unwanted or nasty pictures of other students without their permission

Emmanuel Christian Community School reserves the right to apply the school's Bullying Policy if a student engages in cyber bullying behaviour towards another student or staff member of the school. The school can impose formal sanctions when any act of cyber bullying takes place that causes, or threatens to cause a substantial and material disruption, or interferes with the rights of a student to feel safe and secure. This may include parental notification, suspension and/or exclusion from the school.

Cyber bullying may result in the transmission of material in violation of state, federal or international regulations. Emmanuel Christian Community School reserves the right to contact relevant authorities if these regulations or laws are deemed to be breached. Sanctions by the school may include suspension and/or exclusion from the school.

## Off-Campus Bullying

Emmanuel Christian Community School reserves the right to apply the school's Bullying Policy if a student engages in bullying behaviour towards another student from the school outside of school. The school can impose formal sanctions when any act takes place off-campus that causes, or threatens to cause a substantial and material disruption, or interferes with the rights of a student to feel safe and secure at the school. This includes bullying or intimidation at shopping centres and while travelling to and from school on public transport. These sanctions may include suspension and/or exclusion from the school. These actions do not exclude the possibility of Police being involved.

## Computer and Internet Conditions of Use (Summary)

Computer Devices are an excellent resource for research and communications. However, there is material on the Internet that is not appropriate or fitting for general use. For this reason, students must abide by a code of conduct, which contains rules and guidelines.

The following actions are not permitted:

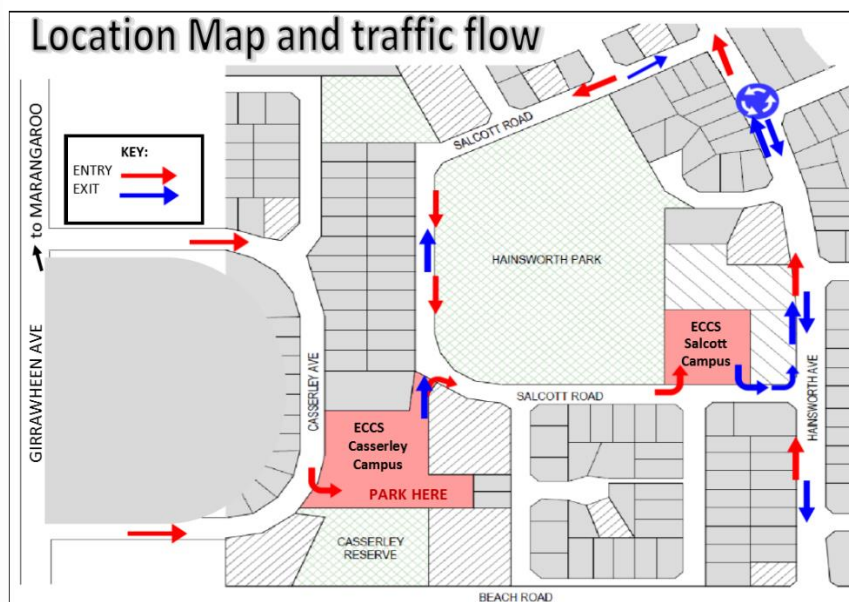
1. Sending, displaying or accessing offensive sites, messages or pictures.
2. Using obscene language.
3. Harassing, insulting or attacking others. Interfering with another's use of the computer.
4. Damaging computers, computer networks (by changing settings, creating, introducing or spreading computer viruses, hacking, physically abusing hardware, etc.).
5. Software piracy (illegal copying). The legal rights of software producers and network providers, and copyright and license agreements, must be honoured.
6. Violating copyright laws when researching materials on networked software should not be plagiarized. Any sources used in research must be cited and credit given to the author.
7. Using another person's password or account.
8. Trespassing in other people's folders, work or files.
9. Intentionally wasting resources.
10. Employing the network for commercial purposes or activities for/by profit institutions or organisations, product advertisement or political lobbying.
11. Using a network to disrupt its use by other individuals or connecting networks.
12. Disrespect of other's privacy and intellectual property.
13. Transmitting any material in violation of state, federal or international regulations.

Students are also to be aware that:

1. All communications and information accessible via the network should be assumed to be private property.
2. Computer problems including security problems must be brought immediately to the attention of the attending teacher.
3. Students may only use those Internet services to which they have been given legitimate access. Students may not access Hotmail or similar internet e-mail programs, other than an e-mail system specified by the School.

# PARENT GUIDE

## Driving and Parking



### VIA HAINSWORTH AVENUE

- Turn on to Salcott Road at top end
- Follow Salcott rd 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 of 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 Parent Group (EPG)

The Emmanuel Parent Group is elected at the beginning of each year during our first parent's night. Committee members' positions are: Chair, Vice-Chair, Secretary, and Treasurer. These positions will be re-elected in Term 1. The Emmanuel Parent Group meets at least once a term to discuss ways of supporting the ministry of the School. If you wish to have a matter raised at the Parent Group Meeting, please contact the Parent Representative. All parents are encouraged to attend.

Please read the Emmanuel Parents' Group Constitution in the Policies section of this document for more information.

### A Message to Families from the Emmanuel Parent Group

Why be Involved at Emmanuel?

On behalf of the Emmanuel Parent Group I would like to welcome all the new families to our school. The Emmanuel Parent Group meets regularly (at agreed times) to discuss the various happenings in and around the school. It is through this group that parents are kept informed about what's happening and it is a terrific way to get to meet some of the other parents, the 'oldies' as well as the 'newies'. However, there is more to the Emmanuel Parent Group than just keeping parents informed and organizing Busy Bees, Fundraising, etc.

It is first and foremost a Ministry of the Girrawheen Baptist Church and as such these very important events are not just seen as ways of increasing funds, cleaning the school or helping a teacher, but they are taken as opportunities to serve the LORD by using the many and varied gifts that He has given us as individuals: to serve each other for the benefit of our children.

I would encourage you as parents to become involved in your child's schooling in any way that you are able to, and in doing so become part of the Emmanuel Family.

### Fundraising

Fund raising is a way to help the school to purchase equipment or items for the school that the students will benefit from. Your family will not be pushed or pressured in any way to participate in fund raising activities.

### Parent Help

There are many areas in which parents can help. Please, contact the EPG for further guidance if you are unsure of where you can assist. The following are some areas where help is appreciated in the classrooms: assisting with Art, Cadets, Technologies and Physical Education. Parent help is an integral part of our School and each parent is urged to take part as fully as they can.

## Prayer Meetings

Parents hold prayer meetings regularly on the school campus. The time of the meetings this 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.

## Parent Engagement

### Parent Night

Parent night meetings are an essential part of our School routine. It is a special time where members of the Board and 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. Parent's nights are held first and third terms. Please, refer to the newsletter for more information.

### Awards Presentation Nights, Art Showcases etc.

Emmanuel hosts Award presentations each semester during weekly assembly. There is also an end of year Arts Showcase and Awards Presentation.

Parents and families are encouraged to attend these wonderful community events.

### Appointments for Any Matter or School Reports

The staff are always willing to talk over any areas of concern with parents. Contact between parents and teachers is essential. Please, make an appointment to talk to teachers and avoid seeing them unexpectedly during School hours. The school encourages parents to discuss their child's school report with the teacher. The Deputy Principal Students can be contacted at the School for an appointment through the School Administration.

## Reporting Student Progress

Students' progress is reported to parents through:

- Semester reports in Terms 2 and 4.  
Reports show results, grades and overall performance in all subject areas and teacher comments.
- Parent Night/Parent-Teacher interviews Term 1 and 3.

## Parent-Teacher Interviews

Emmanuel Christian Community School recognizes that both parents and teachers are partners in the education of children. Periodically during the school year, teachers will arrange meetings with parents of students in each level. These will be requested after Interim or Semester reports and sometimes by telephone.

## 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](http://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.

## Newsletter

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

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

You may use our web site [www.eccs.wa.edu.au/news/newsletters/](http://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

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 School Bursar.

## POLICIES

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 policies, please check our school website or contact administration.

### Complaints Policy

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

A complaint may be made if a parent thinks that the school has, for example:

- done something wrong;
- failed to do something it should have done; or
- acted unfairly or impolitely.

A complaint may be made about the school as a whole, about a specific department in the school or about an individual member of the staff. It is the school's policy that complaints made by parents are treated with confidentiality and respect.

Our school welcomes suggestions and comments from parents and takes seriously complaints and concerns that may be raised. 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.'"*

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

- We respond to complaints within a reasonable time and in a courteous and efficient manner.
- We listen and take complaints seriously and take action where appropriate.

*How should I complain?*

- When you contact the School, ask to speak with the person with whom you have a grievance, if it is possible. If it is not possible, the next person you should contact is the School Principal. Be as clear as possible about what is troubling you. You may like to ask someone to come with you for support.

Members of the staff will be happy to help you. It may be best to start with the person most closely concerned with the issue, for example, your child's teacher. The teacher 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 Deputy Principal or 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. Contact a member of staff, as described above.

*"I am not sure whether to complain or not."*

- If as parents you have concerns, you are entitled to raise them. 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 a matter immediately and to your satisfaction. If you have made a complaint or suggestion in writing, we will contact you within five 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.

*"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 Chairman of the School Board may also need to be informed. It is the school's policy that complaints made by parents should not rebound adversely on their children.

We cannot entirely rule out the need to make third parties outside the school aware of the complaint and possibly the identity of those involved. This would only be likely to happen where, for example, a child's safety was at risk or it becomes necessary to refer matters to the Police. You would be fully informed.

While information relating to specific complaints will be kept confidentially on file, we would point out that anonymous complaints might not be pursued.

Action, which needed to be taken under staff disciplinary procedures as a result of complaints, would be handled confidentially within the school.

*"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 Chairman of the School Board. Alternatively, you may wish to write direct to the Chairman of the School Board. The Chairman will call for a full report from the Principal, and will examine matters thoroughly before responding. This may result in a positive solution, but if it does not, the Chairman will invite you to meet him. You may wish to be supported by a friend.

If the meeting does not bring about a resolution, the matter would be referred to the School Conciliation Committee which consist of a Pastor of the Girrawheen Baptist Church, a School Board member not previously involved in the case and the Principal

from another Christian school. Their task is to look at the issues in an impartial and confidential manner.

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

## Privacy Policy (Summary)

### 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 matters related to their child's schooling, through correspondence, newsletters and magazines;
- day-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.

### Who might Emmanuel Christian Community School disclose personal information to?

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 and
- anyone you authorise Emmanuel Christian Community School to disclose information to.

### Management and security of personal information

Emmanuel Christian Community School's staff is required to respect the confidentiality of pupils' 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 of Emmanuel Christian Community School 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 Emmanuel Christian Community 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. Pupils will generally have access to their personal information through their Parents, but older pupils 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. Emmanuel Christian Community 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 pupils.

Emmanuel Christian Community School respects every Parent'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 pupil to the pupil's Parents. Emmanuel Christian Community School will treat consent given by Parents as consent given on behalf of the pupil, and notice to Parents will act as notice given to the pupil. A parent 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 pupil. Emmanuel Christian Community School may, at its discretion, on the request of a pupil, grant that pupil access to information held by Emmanuel Christian Community School about them, or allow a pupil to give or withhold consent to the use of their personal information, independently of their Parents. This would normally be done only when the maturity of the pupil and/or the pupil'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 clear 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, eg. 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.](#)

This statement appears regularly in the school newsletter. The School has become aware that photographs of students involved in activities at the School are appearing on social networking sites such as Facebook. 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 other child's / children's parents.

## Generic Photograph Disclaimer

Parents acknowledge and accept that the EMMANUEL CHRISTIAN COMMUNITY SCHOOL and its agents and employees may use photographs and/or audiovisuals of the students and/or their work involved in EMMANUEL CHRISTIAN COMMUNITY SCHOOL - based activities for use in any publication, on display boards, in any electronic form or media or for any EMMANUEL CHRISTIAN COMMUNITY SCHOOL use whatsoever, and I/We fully understand the contents, meaning and impact of this release.

Parents hereby waive any right to inspect or approve the finished photographs, electronic images or final compositions that may be used in conjunction with them now or in the future, whether those uses is known to them or unknown, and waive any right to royalties or other compensation arising from or relating to the use of photographs or other audiovisual images.

Parents hereby agree to release, defend, and hold harmless EMMANUEL CHRISTIAN COMMUNITY SCHOOL and its agents or employees, including any firm publishing and/or distributing the finished product in whole or in part, whether on paper or via electronic media, from and against any claims, damages or liability arising from or related to the use of the photographs, including but not limited to any misuse, distortion, blurring, alteration, optical illusion or use in composite form, either intentionally or otherwise, that may occur or be produced in taking, processing, reduction or production of the finished product, its publication or distribution.

## Emmanuel Parents' Group Constitution

### NAME

The name of the School parents group shall be "Emmanuel Parent Group"

### DEFINITIONS

The Ministry Team of the Emmanuel Parents Group are elected annually by the parents, legal guardians and grandparents of the Emmanuel Christian Community School at the first meeting of the Parents Night.

The governing body of the Emmanuel Christian Community School is the Girrawheen Baptist Church.

### AIMS AND OBJECTIVES

The aims of the Emmanuel Parents Group shall be:

- To promote the Christian emphasis of the School by participation where appropriate in the worship and presentation of the Gospel of Jesus Christ and in creating a loving caring community of faith in the School.
- To create fellowship among the families of the School and to foster a close link between the School, the Church and the Community.

- To create opportunities for the School community to become more aware of the aims of Christian education.
- To be available for consultation with the Principal with the object of promoting the effectiveness of the School as a ministry of the Girrawheen Baptist Church.
- To maintain close liaison with the Principal and generally assist in promoting the interests of the School and the achievements of the objectives of the School.
- To organise parent meetings once each term for business and at least once each term specifically for prayer.
- To provide a full written report to the school Principal of the parents business meetings.
- Above all other things the “Emmanuel Parents Group” must seek God’s will for the school.

#### MEMBERSHIP OF THE “EMMANUEL PARENTS GROUP”

All parents, guardians and grandparents, of present students of the school are members of the Emmanuel Parent Group.

Within the “Emmanuel Parent Group” will be formed a ministry team. The members of the ministry team will be elected by vote at the first parent night meeting at the commencement of each school year. The members of the Ministry Team will hold the following positions: Chairman, Vice-Chairman, Prayer Convenor, Crisis Management Coordinator, Fund Raising Team Leader, Uniform Shop, Secretary, Treasurer, Second Hand Uniforms, Monday Lunch Coordinator, Hospitality, Sport Support, Costume Coordinator, Lost Property and Committee Support Group.

The officers of the Ministry Team are the Chairman, Vice-Chairman, Secretary and Treasurer.

Members of the School staff and members of the School Board shall be ex-officio members of the “Emmanuel Parent Group”.

Members shall continue as members of the “Emmanuel Parent Group” until the whole family cease to attend Emmanuel Christian Community School.

If any member in the opinion of the “Emmanuel Parent Group” be guilty of misconduct prejudicial to the integrity of the Emmanuel Christian Community School, the “Emmanuel Parent Group” having afforded the member concerned a reasonable opportunity to be heard refer the member to the School Board for consideration to be expelled from the “Emmanuel Parent Group”.

A member who is expelled ceases to be a member of the “Emmanuel Parent Group” fourteen days (14) after the day on which the decision to expel is communicated to such member.

## THE MINISTRY TEAM

It shall be the duty of the Ministry Team to carry into effect the decisions made by the “Emmanuel Parent Group” and to further in all ways the general aims of the “Emmanuel Parent Group”.

The members of the Ministry Team shall be elected at the first parent night meeting for the ensuing calendar year.

If for any reason an office becomes vacant or in the event of an office not being filled at the first parents night meeting, the Ministry Team will recommend to the School Board to fill the vacancy and such appointment shall be valid until the next yearly first parents night meeting.

The criteria to meet the office of the Chairman and Vice-Chairman of the Ministry Team will be according to clause 30 of the School Constitution. "All members of the Board shall declare that they subscribe to the Confession of Faith as set in clause 4 of the Constitution and where non-members of the Church shall provide a satisfactory letter of recommendation from the Secretary of his or her Church”.

## APPOINTMENT OF THE OFFICERS OF THE EMMANUEL PARENTS GROUP

### Chairman

- 1) Chair all meetings of the Ministry Team in which he or she is present.
- 2) Hold all property books and records for which no other has the responsibility.
- 3) Perform any other duty which may be required or is deemed to be necessary due to urgency, after liaising with the School Principal, provided always that such action which is taken without prior approval must be consistent with the aims and objectives of the School and must be subject to ratification by the Ministry Team.
- 4) Represents the School Principal to the parents and vice versa.

### Vice-Chairman

- 1) The Vice-Chairman shall act in the position of the Chairman whenever he or she is unable to fulfil his / her duties for whatever reason.

### Secretary

- 1) Maintains minutes of all meetings of the Emmanuel Parent Group.
- 2) Ensure that all correspondence and other action required to be taken as a result of those meetings is carried out.
- 3) Ensure that appropriate notice of all meetings is given to the members.
- 4) Prepare in consultation with the Chairman and distribute the agenda for all meetings of the Emmanuel Parent Group.

## Treasurer

- 1) Be responsible for the receipt of all money to be paid to or received by the Emmanuel Parent Group.
- 2) Pay all money received into such account or accounts as may from time to time be decided upon.
- 3) Maintain adequate books of account and will submit an annual report including a copy of an audited Income and Expenditure Statement and Balance Sheet for the Emmanuel Parent Group.
- 4) Have custody of all books, documents and the like relating to the financial affairs of the Emmanuel Parent Group.

## EMMANUEL PARENT GROUP NOMINATION FORM

The aim of the Parent Group is to promote the Christian emphasis of the School by participation of the Gospel of Jesus Christ, and in creating a loving, caring community of faith in the School.

Within the Emmanuel Parent Group (parents, legal guardians and grandparents of present students of the school) will be formed a ministry team. The members of the ministry team will be elected by vote at the first Parents Night meeting at the commencement of each school year. A copy of the responsibilities of each member of the team is available from the school office.

The members of the ministry team will hold the following position. Please consider these positions in a prayerful manner if you decide to serve the Father and the school community. You will need to fill in the box where appropriate and hand it into the office.

Please note that the following is the criteria to meet the office of the Chairman and Vice-Chairman of the Emmanuel Parent Group or the Parent Representative at the School Board Meetings.

“The Chairman and Vice-Chairman of the Board shall declare that they subscribe to the Confession of Faith as set out in Clause 4 of the Constitution and where non-members of the Girrawheen Baptist Church shall provide a satisfactory letter of recommendation from the Secretary of his/her own Church”