

# DISTANCE EDUCATION GETTING READY FOR 2025



The following information booklet will  
assist with start up information for 2025



**GROVES**  
DISTANCE EDUCATION  
EDUCATING FOR ETERNITY



# CAMPUS INFORMATION



## **Office Hours 8:00am – 3:45pm**

Monday 23 December – Friday 10 January • **Closed**

Monday 20 January • **Closed**

Thursday 23 January • **9am – 5pm**

Friday 24 January • **Closed**

Monday 27 January • **Closed (Australia Day Public Holiday)**

## **2025 Term Dates**

Term dates can be found on our website or at the following website address:  
**[groves.link/termdates](https://groves.link/termdates)**

## **Contact Details**

Enrolment Enquiries – [enrolments@groves.qld.edu.au](mailto:enrolments@groves.qld.edu.au)

Primary Administration – [primary.administration@groves.qld.edu.au](mailto:primary.administration@groves.qld.edu.au)

Secondary Administration – [secondary.administration@groves.qld.edu.au](mailto:secondary.administration@groves.qld.edu.au)

Technical Support – [support.ccmschools.app](https://support.ccmschools.app)

## **Helpful Websites**

Parent Portal (Edumate) – **[groves.edumate.net.au](https://groves.edumate.net.au)**

Learner.Link – **<https://learner.link>**

Download Office 365 – **[portal.office.com/account#installs](https://portal.office.com/account#installs)**

## **Campus 1**

70 Laughlin Street, Kingston QLD 4114

## **Campus 2**

12 Vellorum Drive, Kingston QLD 4114

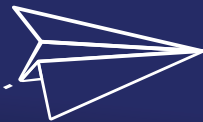
**W:** [groves.christian.college](https://groves.christian.college)

**P:** 07 3380 5800

**E:** [de@groves.qld.edu.au](mailto:de@groves.qld.edu.au)

PO Box 27, Kingston QLD 4114

# START UP INFO



## BOOK DISTRIBUTION

Textbooks/Workbooks will be couriered to families from Friday 10 January



## VIRTUAL NEW STUDENT ORIENTATION

For new students, an online orientation will be available from Thursday 23 January.  
More information to come in early 2025



## VIRTUAL MEET & GREET YOUR TEACHER

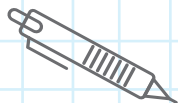
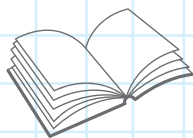
A call to each student/family in Prep - Year 9  
More information to come in early 2025



## SECONDARY ID CARDS

Students can request an ID card by completing the form via this QR code by Friday 21 February





# SUGGESTED STATIONERY LIST

## GENERAL ITEMS (PREP – YEAR 12)

- Pencil Case
- Large Eraser
- Scissors (160mm)
- Coloured Pencils  
(Full Length, pack of at least 12)
- Felt-Tipped Colouring Pens  
(Pack of at least 8)
- Blue Pens
- Red Pens
- HB Pencils
- Clear Plastic Ruler 30cm
- Pencil Sharpener (Double Metal)
- Glue Sticks
- Highlighter Pens
- Protractor 100mm x 180 Degree
- NIV Bible
- Art Shirt  
(Oversized old shirt is suitable)
- Headphones or Earphones  
(With microphone attached)
- Computer Mouse  
(For use with laptop)
- Laptop with working microphone  
and webcam

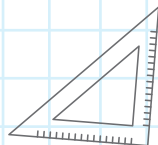
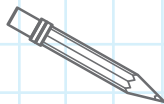
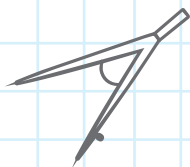
## ADDITIONAL ITEMS

### Prep to Year 6

- Solar Calculator  
(Recommended model: Sharp EL240SB)
- A4 (minimum) 64 page Exercise Book  
(Stapled)

### Year 7 to Year 12

- Calculator  
(Recommended model: Casio fx-82AU Plus II)
- A4 (minimum) 64 - page Exercise Book  
(Stapled - 1 per subject, per semester)





# TECHNOLOGY REQUIREMENTS FOR ONLINE LEARNING



## COMPUTER – STANDARD SUBJECTS

### Form Factor:

A laptop or notebook style device is the preferred form factor (Mac OSX is not a supported platform). The device must have a full keyboard. Secondary students must have access to their own dedicated device.

### Screen Size:

Minimum 13 inch screen

### RAM:

16GB Minimum

### Operating System:

Windows 11 or later (64bit)\*\*

### Processor:

Minimum Intel i3 processor or equivalent

### Hard Drive:

256GB hard drive or larger

### Battery Life:

Minimum 6 – 8 hours is recommended

### Age of Device:

Less than three years old

*\*\* Students studying (or even considering to study) Design require a more powerful computer to adequately handle the software in this subject.*

### Web Camera:

Some subjects require you to record and upload videos of yourself performing spoken presentations using a video camera or webcam capable of producing high-quality videos to be uploaded for submission. Most smartphones are sufficient for this.

### Printer:

A mono black and white laser printer typically offers the most cost efficient printing in terms of ongoing expenses.

### Back Up Storage:

All students are recommended to store work on their school provided cloud-based OneDrive storage which is automatically backed up.

### Scanner:

The scanner must be capable of scanning to a PDF document. We recommend a cheap multifunction printer/scanner that has a document feeder. Multifunction devices are usually cheaper than stand-alone scanners.



For full policy  
please read here

# IT HELPFUL LINKS



## Microsoft 365 Training

[groves.link/microsoft](https://groves.link/microsoft)

## Learner.Link Support

<https://learner.link/>

## Parent Password Reset

[groves.link/parentreset](https://groves.link/parentreset)

## Student Password Reset

[groves.link/studentreset](https://groves.link/studentreset)

## EduApp

[groves.ccmschools.app/](https://groves.ccmschools.app/)



Adobe® Creative Cloud™



ClickView

Camtasia®

# NON UNIFORM DRESS CODE



**When attending college events, please remember the following:**

- Clothing needs to be modest
- Clothes cannot be anti-ethos of the college (e.g. clothes that promote by words, images or logos, drugs, evil violence or unacceptable values)
- Closed-in shoes must be worn for all college activities.
- Dress for sun safety when outdoors, including a hat
- Jewellery kept to a minimum for safety
- Clothing should be appropriate to biological birth sex
- Hair styles to be suited to activity safety, with access to hair ties for prac or workshop activities

Read full  
policy here



**Please note:** Students who arrive at events with clothing outside the non-uniform dress code will be asked to alter their presentation, or a parent/guardian will be called to assist or collect.



# BIG DAY OUT!

PREP - YEAR 9  
**28 FEB**



Pacific Mwy, Oxenford QLD 4210

Educational program and  
activities. One home tutor from each  
household must attend  
(admission cost covered).

More info to come  
in 2025!

Scan to  
Register





# CAMPING PROGRAM



- **Year 4 Camp** •

13 – 14 November  
Seaworld CYC Burleigh

- **Year 5 Camp** •

27 – 29 October  
Lake Moogerah

- **Year 6 Camp** •

26 – 28 May  
Camp Drewe, Lennox Head

- **Year 7 Canberra Trip** •

4 – 8 August  
Canberra

- **Year 8 Camp** •

17 – 19 March  
Numinbah Valley

- **Year 9 Camp** •

24 – 27 March  
Cricklewood Numinbah Valley

- **Year 10 and 11 Camp** •

2 June – 5 June  
Levelled Adventure Camp  
(Various locations)

- **Year 12 Camp** •

2 June – 4 June  
CYC Burleigh





# CARNIVALS AND KEYDATES

**FEB**

**07**

SECONDARY  
SWIMMING  
CARNIVAL



**APR**

**02**

PRIMARY AND  
SECONDARY  
CROSS COUNTRY



**JUL**

**17**

INTERMEDIATE  
ATHLETICS  
CARNIVAL



**SEP**

**11**

FOUNDATION  
SPORTS DAY







# PRIMARY DATE CLAIMER

MAR  
5

*PRIMARY WORKSHOP*

*PRIMARY EXCURSION*

MAR  
26

MAY  
7

*PRIMARY WORKSHOP*

*PRIMARY EXCURSION*

MAY  
28

JUN  
18

*PRIMARY EXCURSION*

*PRIMARY WORKSHOP*

JUL  
30

AUG  
20



*PRIMARY EXCURSION*

*PRIMARY EXCURSION*

SEP  
10

OCT  
22

*PRIMARY EXCURSION*

*PRIMARY WORKSHOP*

NOV  
12

# SECONDARY EVENTS



MIDDLE PHASE  
STUDY DAY

**26**

**FEB**



MIDDLE PHASE  
STUDY DAY

**21**

**MAY**



MIDDLE PHASE  
STUDY DAY

**13**

**AUG**



SECONDARY  
DANCE

**04**

**SEP**

# GROVES CHRISTIAN COLLEGE SCHOOL APP



## HOW TO GET YOUR NEW CARER ORBIT APP

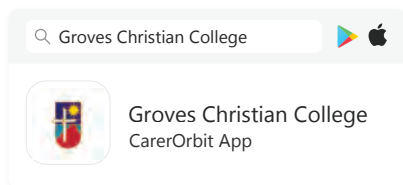


School Code:  
groves

### STEP 1

#### SEARCH & DOWNLOAD

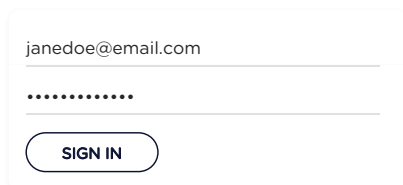
Search for Groves Christian College on the Apple App Store or Google Play to download the Groves Christian College School app.



### STEP 2

#### SIGN IN

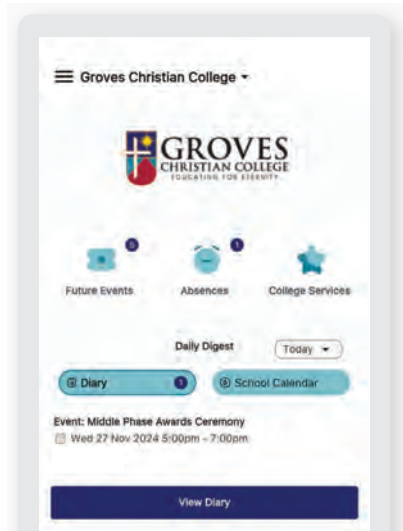
Once you have downloaded and opened the app, you will be able to sign in using your Groves Christian College login.



### STEP 3

#### STAY CONNECTED

You will now receive the latest updates and information from the school.



### STEP 4

#### TAKE THE TOUR

Explore the features of your new app by tapping the tiles on the dashboard.

# ATTENDANCE AND ABSENCE QUICK GUIDE (DE)



Teaching and Learning sessions are compulsory for all Prep to Year 12 students with attendance being taken by teachers and trainers prior to the lesson commencing. It is therefore important that families and the College work in partnership to ensure regular attendance, unless there is a reasonable excuse for non-attendance. Students will be provided with a timetable and should be prepared for these sessions with their relevant textbooks and any questions they require support for.

## Attendance Process



### Rolls are Marked

Attendance Record Form completed by Carer and Teacher.



### Lessons Commence

All students required to attend teaching and learning sessions. (Compulsory)

## Non-Attendance Process

### Not Attending Student will be absent

- 1 • Contact the Class Teacher by email prior to the teaching and learning session.
- 2 • Complete the Attendance Record Form.

**Please ensure you provide:**  
Family and child name(s), Absence date(s) and valid reason.

### Reason for Non-Attendance

**Acceptable reasons for non-attendance:**  
Sickness, specialist appointment, representative sport, bereavement, natural disaster/event outside of student/carer's control.

**Unacceptable Reasons:**  
Sleeping in, recreational activities, non-urgent medical appointment, family preference or convenience, no reason.

Holidays or other optional outings will not be registered as explained reasons for non-attendance. Absences of more than 4 days must be pre-approved with the College in correspondence with the Registrar. For full information on absences at Groves please see the Student Attendance and Absences Policy on the College website.

2025



# GROVES COMMUNITY FAIR

**SAT 2 AUGUST 1-6PM**

**RIDES & STALLS  
FIREWORKS  
PERFORMANCES  
SHOWBAGS  
SCHOOL TOURS**



Scan the QR code for  
Expressions of Interest  
in partnering with us



# Preparing for TERM 1



**1**

Set up a suitable study space for your student

**2**

Ensure you have all of your student's textbooks and resources

**3**

Log into your student's Learner.Link account

**4**

Complete the Passport to Canvas course

**5**

Develop a Term Timetable for your student

## Passport to Canvas

Passport to Canvas provides everything you need to know about using LEARNER.Link.

Learn how to:

- Submit assessments online
- Access grades and feedback
- Complete online quizzes and tests
- Use discussion forums



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