



Peace Lutheran College

Student Information Handbook

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Foreword

This booklet has been prepared for the parents/caregivers and students of Peace Lutheran College (PLC) to provide information about the College's operations, practices and requirements.

Should you require further information or explanation, please do not hesitate to contact the College or relevant staff. It is hoped that both parents and students will use this booklet as a guide to the various aspects of life at PLC.

How to Contact Us

Postal Address:

PO Box 72F
Freshwater QLD 4870

Street Address:

50-60 Cowley Street
Kamerunga QLD 4870

Telephone:

Business (07) 4039 9000
Boarding 0427 391 008
Fax (07) 4039 1623
Email: admin@plc.qld.edu.au
Website: www.plc.qld.edu.au

Office Hours: 8:00am – 4:00pm Monday - Friday (Public Holidays excepted).

About Peace Lutheran College

Peace Lutheran College is a co-educational College for students from Kindy (Preparatory) to Year 12, with a boarding component for students in Years 7-12.

Peace Lutheran College is owned and operated by the Lutheran Church of Australia, Queensland District, and is part of the system of Lutheran Schools in Queensland. It practices the confessions of the Lutheran Church of Australia. As well as serving Lutherans in the Far North of Queensland, the Torres Strait Islands, Papua New Guinea and further afield, PLC is a College with a mission to share the good news of salvation through the saving grace of our Lord Jesus with both fellow Christians of other denominations as well as those of non-Christian backgrounds.

As a boarding College, PLC attracts students from outside of the Cairns area, adding to its multi-cultural diversity and inclusive ethos. These boarding students, bring their respective cultural backgrounds to PLC, enrich the lives of the day students, by sharing their experiences and ways of life. In a similarly reciprocated manner, day students also enrich the lives of boarders.



The Badge

The cross is central and sloping forward, showing that PLC is a Christian College on the move. The dove is the universal and Biblical symbol of Peace. The mountains, waterfall and palm tree signify our location in Tropical North Queensland.

Mission, Vision and Values

Our Mission is to develop informed, active, resilient and compassionate citizens within a Christian community.

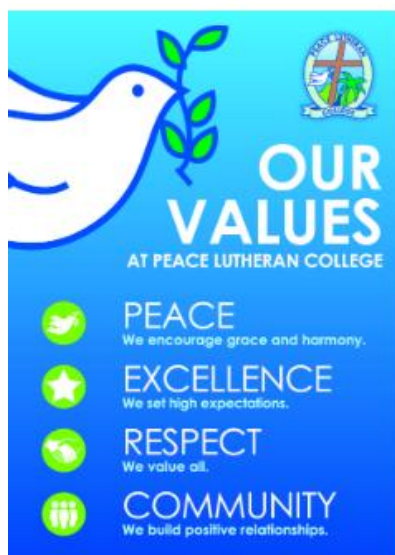
Our Vision is to be at the forefront of innovative education; empowering tomorrow's leaders, today.

Our values **PEACE** - We encourage grace and harmony.

EXCELLENCE - We set high expectations.

RESPECT - We value all.

COMMUNITY - We build positive relationships



Aims & Objectives

Peace Lutheran College aims to offer a broad and integrated program in a Christian context. The College seeks to offer a complete education for each student, by facilitating maximum growth in the spiritual, intellectual, physical, cultural and social aspects of life.

We aim to:

- Provide for each child instruction in God's word and its place in our lives.
- Provide a setting where students can practice their responses to God's Word through Worship and Christian living.
- Provide for each child a wide range of experiences and activities that will stimulate interest in and desire for learning, whilst simultaneously developing self-confidence and a sense of worth.
- Promote the physical wellbeing of students.
- Provide opportunities for growth in creative and artistic pursuits.
- Equip young people to become useful and responsible members of their society.
- Emphasise the importance of responsibility, selflessness, courtesy, loyalty, and service.
- Develop positive and responsible attitudes to the whole of God's creation.
- Foster an atmosphere in which learning is prized, excellence is sought and valued, and honest effort is recognised and esteemed regardless of the degree of success.
- Provide a climate of orthodox discipline that is characterized by clear expectations, mutual respect and concern for the wellbeing of others, where the forgiving love of Christ is the model of all interaction.
- Provide an environment where the cultures of different people are acknowledged and shared and where cultural inclusivity is an integral part of the total curriculum.
- Address all social justice issues, and so foster an atmosphere of normality in the knowledge that all people are of equal importance in the sight of God, our Maker, and Redeemer.

Christian Life at Peace Lutheran College

Peace Lutheran College is open to all students who are willing to experience its Lutheran Christian ethos. Although our hope and prayer is that our students will embrace the Christian faith and come to know Jesus Christ, faith responses are not demanded from students. Nonetheless, the College enrolls students on the understanding that students participate in Christian Studies lessons, are respectful during devotions and chapel, and that their behaviours are consistent with our Christian values.

Lutheran Church

The Lutheran Church believes that through faith a person is brought into a living relationship with Jesus Christ. The Holy Spirit establishes this grace relationship of love and forgiveness through God's Word.

The Lutheran Church is part of the universal Christian Church. It is the largest and oldest of the Protestant churches, totalling almost 70 million Lutherans worldwide. It is international in character, being found on every continent of the globe, with many Lutherans in Europe, USA, Africa, Papua New Guinea and South East Asia. In Australia and New Zealand, while much smaller in number, it is very active in service to the community through kindergartens, schools, aged care facilities, youth programmes and welfare agencies. The focus of activities is always in the local congregations.

Worship

At Peace, the school's devotional and worship life is centred around the proclamation of God's Word. All students attend devotions daily, either in Chapel or within Home Groups. Through these devotions, staff and students participate in a variety of worship experiences. Boarding students attend services at the College and at Trinity Lutheran Church in the city at times throughout the school year.

Spiritual Life and Student Care

The spiritual well-being of all students is of utmost importance to the school. The College Pastor, together with all members of staff, are very willing and happy to talk with all students and/or their parents. They are also happy to facilitate contact with other church groups when this is needed. Students are encouraged to contact our College Pastor or Student Welfare Officer for advice, support and encouragement in times of personal need. The College Pastor and Student Welfare Officer are directly accessible to students during the day and through the boarding staff at night and on weekends. Parents who have particular concerns about their children can discuss these with them at any time.

Church Services

Worship services are held each Sunday at Trinity Lutheran Church, 472 Severin Street, Cairns at 8 am and 10 am. A warm welcome is extended to all.

College Policies

Peace Lutheran College aims to always provide an environment that is safe for its students, staff and visitors; an environment that is healthy and conducive to optimum learning.

In keeping with our desire to communicate clearly and openly to parents and our community, the following documents are available to provide information about our policies and governance. Detailed copies of our policies, procedures, College information and direction are also available of our College website [College Policies](#)

Daily and Weekly Routine

College Assemblies and Chapels are held weekly. Parents and friends are welcome to attend and share this time with us. More information on important term dates and the daily routine can be found on the [College Calendar](#) page of the College website.

Primary School Daily Routine

Times	Monday	Tuesday	Wednesday	Thursday	Friday
8:20 am to 10:20 am	First Session	First Session	First Session	First Session	First Session
10:20 am to 10:50 am	First Break	First Break	First Break	First Break	First Break
10:50 am to 12:30 pm	Second Session	Second Session	Second Session	Second Session	Second Session
12:30 pm to 1pm	Second Break	Second Break	Second Break	Second Break	Second Break
1 pm to 2:35 pm	Third Session	Third Session	Third Session	Third Session	Third Session

Secondary School Daily Routine

Times	Monday	Tuesday	Wednesday	Thursday	Times	Friday
8:15am to 8:35 am	Home Room	Home Room	Home Room	Home Room	8.15am to 9am	Home Room/ House Collaboration
8:35am to 9:25am	Lesson 1	Lesson 1	Lesson 1	Lesson 1	9 am to 9:50am	Lesson 2
9:25am to 10:15am	Lesson 2	Lesson 2	Lesson 2	Lesson 2	9:50am to 10:40am	Lesson 3
10:15am to 10:45am	First Break	First Break	First Break	First Break	10:40am to 11:10am	First Break
10:45am to 11:35am	Lesson 3	Lesson 3	Lesson 3	Lesson 3	11:10am to 12pm	Lesson 4
11:35am to 12:25pm	Lesson 4	Lesson 4	Lesson 4	Lesson 4	12pm to 12:50pm	Lesson 5
12:25pm to 12:55pm	Second Break	Second Break	Second Break	Second Break	12:50pm to 1:20pm	Second Break
12:55pm to 1:45pm	Lesson 5	Lesson 5	Lesson 5	Lesson 5	1:20pm to 2:10pm	Lesson 6
1:45pm to 2:35pm	Lesson 6	Lesson 6	Lesson 6	Lesson 6	2:10pm to 3pm	Lesson 7
2:35pm to 3pm	Lesson 7		Lesson 7			

Student Attendance

Students are expected to arrive at the College no earlier than 8:00am unless attending a scheduled co-curricular activity. This is for safety reasons as staff supervision does not commence until 8:00am. Any students who need to arrive on campus earlier than 8:00 am must use the Before School Care service. The service operates between 6:30 - 8.30 am Monday- Friday (excluding public holidays).

Primary students (Prep – Year 6) will commence at 8:20am, with students able to arrive at 8am to be supervised until the doors open to the classrooms. The school day ends at 2:35pm. Families with children in Primary School are required to collect them at this time. Supervision will be provided for those students who need to wait till 3:00pm as they have older siblings in Secondary School, go on the bus or to outside hours school care.

Secondary students will follow the below start and finish times:

- Monday, Wednesday and Friday: 8:15 am – 3:00 pm
- Tuesday and Thursday: 8:15 am – 2:35 pm

Students not remaining for official activities will need to leave by 3.20 pm There will be a staff member on duty until 3.20 pm every day. The Outside School Hours Program is available from 3:00 pm.

Late arrival

Rolls are marked at the beginning of the day. Students arriving late need to sign in at Administration and present an explanatory note from a parent/caregiver to Administration within 24 hours.

Early Departure

It is an important matter of safety that parents/caregivers notify the College when students need to depart early.

Parents/caregivers of students must come into administration and sign their children out in person.

Notes from parents/caregivers (via email) requesting an early departure (usually for medical appointments) are to be emailed to the Teacher/Home Group Teacher and Administration for endorsement. For Primary students, notes may be written in the Student Diary or emailed to the Teacher.

No student is permitted to leave the school during the day without written, verbal (*phone authorisation*) or 'in-person' permission from a parent/caregiver.

If the College has not received parental/caregiver approval before the student attempts to sign out, reception will seek to contact the parent/caregiver by phone for verbal authorization, without which the student will not be permitted to leave the campus.

Absence

It is appreciated when parents/caregivers know that their child is unable to attend due to illness that they advise the school the night before or first thing in the morning by email or telephone. Please email admin@plc.qld.edu.au

In cases of student's daily absence with no notification, Administration staff will endeavour to phone parents/caregivers. If a child is absent for two or more days, parents/caregivers are required to notify the school by telephone.

In all cases, a note explaining the reason for absence is to be handed to the Teacher/Home Group Teacher on the students return. This note should be dated, neatly presented, contain the child's name, and **MUST** be signed by a parent/caregiver. It must also give the **REASON** for absence.

Anticipated Absence

PLC has a strict Absentee Management Policy which requires requests for future absences, for reasons other than medical, music examinations and the like, to be emailed to the Principal's Office for consideration. All requests for leave must be submitted to the Principal **at least one month** before the event and prior to finalising leave arrangements (eg. flights and accommodation). However, we appreciate that in some exceptional situations, circumstances can change quickly necessitating a shorter timeframe. All requests for leave are to be emailed to pa@plc.qld.edu.au

Illness during the day

A student who is ill will go to the Health Clinic for medical attention. The Nurse will contact parents/caregivers and arrange for the child to remain in the Health Clinic or to be collected to go home. Students are NOT to contact parents/caregivers to arrange collection themselves.

Student code of Conduct

PLC is committed to cultivating a safe and respectful community which values the individual and promotes excellence in learning. The Peace Lutheran College Values are:

- Peace,
- Excellence,
- Respect
- Community

In accordance with our Christian ethos and values, students are expected to demonstrate:

- Respect for themselves
- Respect for others
- Respect for the College; its Christian Ethos and its reputation

A copy of the Student Code of Conduct is attached at the end of this Handbook or can be located on our website – www.plc.qld.edu.au

Curriculum

The curriculum is based upon sound educational theory and practice and evaluates and responds critically to current educational trends. We aim to direct students to an understanding of the various orders of God's creation through the study of nature (sciences), culture and society (humanities) and intellectual and creative aspects (mathematics language and arts). The holistic view also points to the need to incorporate studies directed to an understanding and appreciation of our whole selves and to the development of vocational skills.

The Curriculum follows the Australian Curriculum and the Queensland Curriculum and Assessment Authority (QCAA) documents. Being a Lutheran school our students in Prep to Year 9 also engage in a Christian Studies program and students in Year 10 to 12 participate in a Religion and Ethics course.

Exams and Tests

To enable our students, particularly in Years 7-12 to familiarise themselves with examination and testing conditions, the following points (rules) need mentioning.

- Students must bring all equipment needed for that exam with them, as they will not be allowed to leave the exam room once the exam has commenced.
- No talking, unnecessary movement (no standing or walking).
- Students should raise their hand and remain seated while waiting for supervisor assistance.
- Attend to toileting before the exam/testing time.
- No one leaves the room until the test is finished, unless accompanied by a supervisor.
- Check and recheck all work if finished.
- When time is up, all stop working

Absence from Exams and Tests

Students must be in attendance for examination periods. Permission for absence at these times needs to be sought, in advance, through a formal letter to the Principal for consideration. It is essential for all students to take examinations at scheduled times to maintain the integrity of the assessment.

Unless a Medical Certificate or other appropriate written letter is provided to explain an absence from an exam or test, that student will be graded based on the assessment evidence held by the teacher.

Assignment and Plagiarism Procedure

A calendar listing of issue and due dates for all assignments will be provided to students as early as possible at the beginning of each Semester and available on the [Parent Portal](#).

Assignments must be the students own work and must be completed and presented by the due date, unless an extension has been granted by the relevant Director of School or the Teacher-in-Charge of the subject area, who has identified that exceptional circumstances exist, such as:

- Extended absence due to illness before the due date, as supported by a medical certificate.
- Absence due to illness on the due date, supported by a medical certificate, where it is not possible to have the assignment delivered.
- Absence due to special circumstances, Parents should speak personally with the Principal or relevant Head of School to discuss the matter.

Note: Extensions must be applied for at least 2 days before due date, whole class extensions a minimum of 3 days before due date, through the relevant Head of Department and Director of School.

Unless covered by the arrangements outlined above, late assignments will be treated as follows:

- Marked, commented upon and recorded.
- Credited to the completion of the course.
- Not credited to the student's summative level of achievement for the course, except for those marks obtained from the work monitored by the teacher, prior to the due date.
- Students need to be prepared to explain any aspect of their assignment to their teacher to demonstrate their understanding of the subject matter.

Draft

If a drafting stage is identified, drafts that are handed in by the due date will be commented upon and recorded. Failure to hand in a draft on time, without prior organised extensions, will result in the notification to parents by letter or e-mail.

Final copy

Assignments that are handed in by the due date will be marked, commented upon and recorded.

Plagiarism

Plagiarism is defined as the taking of ideas, passages, etc., from an author and presenting them, unacknowledged, as one's own. If passages, ideas, etc. are used in assignments and/or research and they come from another source they must be acknowledged. At PLC, we use the Harvard System.

Reports

Reports are distributed to parents/caregivers three times per year, for students in Years 1-12. At the end of Term 1, parents/caregivers will receive an Interim Report which will form the basis for the Parent/Teacher Interviews at the beginning of Term 2. Full academic Semester Reports will be forwarded at the end of Semesters 1 and 2. Parents/caregivers may request a written Interim Report via the Director of School at any time.

Homework

Guidelines (Prep – 6)

Primary students, will be encouraged to participate in some form of school related task each night for approximately 15-30 minutes (depending on age), e.g. reading, arithmetic processing.

Guidelines (Years 7 – 12)

To develop regular study habits, regular homework will be introduced and formalised during the secondary years.

Uniform Standards

The College has a strict [Uniform Standards and Dress Code](#), also available on the College website. Printed copies are available from College Administration upon request (07 4039 9000). All uniform items are available from local Cairns supplier, [Uniform Link](#)

Buses

PLC runs its own bus service to and from campus, both before and after school, using the convenience and luxury of our own coaches. Permanent passes can be purchased from Administration on a per family basis. Each bus has a mobile contact number to assist parents/caregivers with travel arrangements. For more information see the College website or click on this link [College Transport Policy and Safety](#) procedures.

Car Park Safety

To use our car parks safely it is imperative that all parents/caregivers, students and staff follow the correct procedure:

- Parents/caregivers are asked to carefully consider where vehicles are parked, so not to compromise the safety of their children, themselves or any other pedestrians.
- There are two **Stop, Drop & Go zones**. One located in the Administration car park – off Cowley Street and the second one in the Primary car park off Harley Street. Parents are asked to proceed forward and are not to park or leave their cars unattended in the **Stop, Drop & Go zones**.
- Children are not to go to their parent's car until it has come to rest in its proper parkingspot.

Please do not stop to pick up your children in driveways or on the roads, even if you are in a hurry.

Student Drivers

Students who have a driver's licence are permitted to drive to school. Student drivers **must** complete a [Student Driver Permission Form](#), printed versions are available from Administration. Students traveling as a passenger with a student driver must have parental permission and return a signed [Student Passenger Form](#) to College Administration. In these cases, authorisation is only given when the student driver's permission form contains all the required student passenger information.

Camps and Excursions

Camps and excursions are immensely beneficial for individual social development, building interpersonal relationships and forging a cohesive spirit of class "togetherness" through programmed educational tours.

Camp Program

Camps will be held during the year, with details forwarded to parents/caregivers well in advance. There is an expectation that students attend camp. Parents/caregivers are requested to contact the College to discuss non-attendance at camp.

Excursions

It is College policy that all school excursions are included in the school fees, except when voluntary.

Instrumental Tuition

Instrumental tuition is performance-based and offered on an individual or small group instructional basis.

Strand A - Individual Music Tuition

Tuition is offered in piano, drums, percussion, vocals, guitar, violin and cello. Our Instrumental Music tutors visit the College once per week, offering students a half hour weekly lesson in school time. Lessons are offered according to time availability by the visiting teacher and a waiting list is sometimes necessary.

Prep – Year 6 students are given a fixed weekly scheduled lesson time, to allow for consistency in remembering to attend their lesson.

Year 7 – 12 are placed on a weekly rotating timetable and are required to be responsible and organised regarding checking times and attending lessons. Students learning in this strand of the program will have performance opportunities at Semester Instrumental Music Concerts and are encouraged to perform at assembly by their teacher.

[Strand A - Individual Music Information and Forms](#)

Strand B - Concert Band Program - Group Music Tuition

This strand of the Instrumental Music Program has been designed to give students a large ensemble performance experience by becoming a member of the College Concert Bands. Tuition is offered in flute, clarinet, bass clarinet, alto saxophone, tenor saxophone, trumpet and trombone. Each week students in this strand are provided 1 x 30-minute small group instructional lesson and 1 x concert band rehearsal. Students from Years 4 - 12 only are able to access this program and lessons are scheduled on a weekly rotational basis taking place in school time.

Music Concerts are held during the year, providing students receiving individual, group and ensemble lessons with an opportunity to perform in front of a live audience.

[Strand B - Group Music Tuition Information and Forms](#)

Identity Cards

All Secondary students will be supplied with an identity card at the beginning of the year. This card is useful for purposes outside the College, including travel concessions.

Replacement cards are available at a replacement cost of \$10.00 per card and will be charged to the parents/caregiver's fee account. ID Cards can be used for to sign in/out of the College at the electronic kiosk in Administration.

Learning Centre

Our Learning Centre is a hub of learning within the College. All students P-12 will be introduced to the Learning Centre and will be taught the skills needed to successfully and quickly acquire information.

Our aim at PLC, is to provide a variety of resources to support curriculum studies and to provide a productive study environment for students. When assignments are set, they will be such that the students can access all information necessary from our Learning Centre, this however does not preclude students from searching elsewhere.

The Learning Centre is equipped for electronic research through the Internet, along with utilization of traditional resource materials. The Learning Centre will be open for use from 8:00 am to 3:30 pm daily. Boarders will be able to use the Learning Centre on a needs-basis after College hours.

Library Bags

Students in Years P-6 are required to use library bags with the College Logo, available from [Uniform Link](#). The bags should be marked clearly with the student's name.

Lockers

Every student in Years 6 - 12 has a locker located outside of the classrooms. Locks are the student's responsibility to ensure valuables are secure throughout the day. A spare key is to be held by the Teacher/Home Group Teacher. Locks can be purchased from College Administration for \$10.00

Lost Property

Personal items and uniform are to be clearly and securely labelled to assist in returning lost property. When lost articles cannot be identified and returned to their rightful owners, they will be placed in either the staff room or administration lost property boxes to await collection.

Messages

Messages for students can be phoned through to College Administration (07 4039 900) during the school day. Phone calls will not be put through to the classrooms during lesson times, unless urgent.

Medical Procedures- Accidents/Illness

Students Attending Health Clinic

Students travelling to the Health Clinic must be escorted at all times as outlined below:

- Prep- Year 1: Accompanied by a staff member.
- Year 2: Accompanied by a staff member or two older students in Year 3 or above.
- Year 3-5: Accompanied by two classmates or older students.

Students leaving class to go to the Health Centre must have a note/or message in their diaries. If students have a fever or obvious illness/injury requiring medical assistance, parents will be contacted. Parents will be contacted if a student has a marked injury or has required lengthy attention at the Health Centre. Parents/caregivers must ensure the school has correct contact numbers, in case of an emergency.

An accident report will be completed if a serious injury occurs and will be kept on file at the College. If you would like information for an insurance claim, which can help with some expenses like physiotherapy, please inform Administration. All students who have been in the Health clinic will have notes written on our confidential database. If students are injured on the playground due to rough play, the relevant Director of School will be informed and they will then follow the incident.

The Nurse can be contacted by phoning Administration and asking for extension 252.

Medication

To ensure medication is safely administered, all medications are to be brought to the Health Clinic and administered by the Nurse. Parents/caregivers are required to complete the Authorisation to Administer Medication Form available from the College Nurse or Administration website and return it to the Health Clinic, prior to any medication being given.

If a child has a fever of 37.5c or above before school commences for the day, please keep them at home.

Policy on Infectious Diseases

Infectious diseases are those that can be carried from one person to another through close contact of a bodily or near distance nature. The [Department of Health Time Out Table](#) is based on the National Health and Medical Research Council Guidelines and clearly shows which diseases are infectious and the suggested procedure to follow. Should your child suffer from, or be in contact with, any of the diseases shown below, then we consider it your obligation to inform the College as soon as possible.

We expect that, if affected, you will follow the recommended periods of exclusion of your child from the College community for the protection of others and themselves.

Students returning from overseas

We require all students, who have returned from overseas within 3 weeks of attending school, have their temperatures taken before coming to school.

Students should be kept at home if their temperature is 37.5C or above, or if they are feeling unwell with flu like symptoms. If they have been feverish or unwell since returning to Australia, a medical certificate giving clearance for return to school should be presented to Administration. This will then be forwarded to the Health Clinic.

Boarding students returning from overseas are to present to the Health Clinic on arrival, or the next morning, before attending school for a temperature check and brief questionnaire. Boarding students will see the visiting Doctor before coming to school if they are feverish or unwell on arrival.

Head Lice Procedure

Head lice are mainly spread by head-to-head contact with someone who already has head lice. Having head lice is not a sign of poor hygiene and head lice do not carry or spread diseases.

School Responsibilities

- Provide parents/caregivers with information on how to be both proactive and reactive in the management of head lice.

Parent/caregiver Responsibilities

- Conduct weekly checks on your child's hair.
- Advise school and people you have been in contact with over the past few weeks if you find head lice on your child.
- Treat immediately.
- Treat all members of the family.
- Follow up checks and treatment – every 7 days for 3 cycles for chemical treatments and every 2 days for 10 cycles for the conditioner and combing natural methods.

Reference resource used: Queensland Government "Head Lice in Primary Schools Kit: Guidelines for the school and home management of Head Lice"

Mobile Device Usage

Peace Lutheran College has a *No Mobile Phone* policy during school hours. Mobile devices are to be switched off and placed into the student's locker prior to the beginning of school and left there without being used until the end of the school day. The College's full [Mobile Device Usage Policy](#) is available on the College website.

Outside School Hours Care (OSHC)

Three OSHC programs for students are available at Peace Lutheran College:

- Before School – 6:30am – 8:15am
- After School – 2:45pm – 6pm
- Vacation Care – 8am – 6pm

The College facilities are used. Suitable activities are conducted and supervised during these times. Care is offered on an occasional basis ie. user pays for services as they are required. Fees for these programs are an additional, separate charge to standard College fees.

Further information can be obtained from Administration or by OSHC mobile 0439 563 035.

Staying Connected

We strive to keep our College community informed through open, efficient communication. The Peace Lutheran College [School App](#) and [College Facebook and Instagram pages](#) are both regularly updated with news, events and happenings.

School App

The Peace Lutheran College School App is available to download for [iPhone](#), [Android](#) and [iPad](#). As a fast and efficient means of receiving school notices instantly, we encourage all our families to download the School App onto their mobile device.

College Newsletter

The Newsletter is published regularly during school terms and is emailed to families. A hard copy of the newsletter is available upon request only. To ensure you receive your newsletter, please contact College Administration to update your details if they change. The [Newsletter](#) is also available on the College Website and the school app.

Sport

All students will participate in a core Sport Program. This program will introduce students to various activities and skill them for numerous games. Years 7 - 9 interschool sport occurs during Terms 3 and 4, every Wednesday afternoon. Teams are selected and train during Term 2. Sports include Basketball, Netball, Soccer, Touch Football, Volleyball and AFL.

The Year 10, 11 and 12 students participate in interschool sport during Terms 1 and 2.

The Swim and Survive programs take place during Term 4 for all students from Prep to Year 7 at the Marlin Coast Swimming Pool. Year 5 students also participate in a Surf Lifesaving program during Term 3, in coordination with the Cairns SLSC. All students from 10 years old to Open Age, are continually encouraged to trial for District Sport teams at various times during the year through the Barron River District and Trinity Coast North District Associations.

Other PLC inter-school sport teams for various age groups, which compete in FNQ competitions throughout the year include: Cricket, Volleyball, Tennis, Netball, Rugby League, Rugby Union, AFL & Futsal.

Student Representative Council (SRC)

The Student Representative Council functions to grant students input into the operations of PLC by suggesting improvements, directions, activities and acquisitions. Students from Years 7 –Year 12 elect one representative to make up the SRC and Years 5 & 6 elect one student from each House group.

Class representatives can change each term, allowing many students to participate and experience leadership roles. The SRC has the responsibility of organising service projects that increase student awareness and involvement in worthy causes.

Student Book & Stationery Supplies

Stationery for Primary students (Prep – Year 6) is provided by the school, with a small fee added to the fee account to cover this cost.

Stationery lists for Secondary students are provided at the end of each year detailing necessary supplies for each Year level. Parents are to source these supplies ready for the commencement of the year. The College recommends [Harleys Educational Superstore](#).

Textbook/workbooks are supplied by the school through our Learning Centre. Students are expected to take good care of the textbooks. In the case of ruined or lost books, parents/caregivers will be billed for the total replacement cost

Note: Steel rulers are a banned item at PLC, except in the Technical Studies Workshop.

Bicycles

Students riding to and from the College must wear a helmet, approved to Australian standards. Bicycle racks are available for student use. It is strongly advised students use a chain and lock to secure their bicycle to the racks during the school day. Bicycles will be confiscated if ridden within the College grounds and must be walked to and from the bicycle racks when on campus.

Breakages

If equipment is damaged or broken, the students involved must report the matter to a teacher or College Administration. Where misbehaviour or carelessness are factors, a charge may be applied to parents/caregivers to subsidise the cost of repair or replacement.

Food and Drink

A small fridge is available for all Primary classrooms (Prep – Year 5) to enable food and drink to be kept in cold storage. Please make sure your child's lunch box and/or drink bottle is clearly marked with his/her name.

Tuckshop

Prep – Year 6 - Lunches collected from Tuckshop by monitors and taken to classrooms.

Years 7 – 12 - Students collect their own lunch from Tuckshop.

Orders can be placed online through [My School Account](#). Menus are available to all parents from our College website, Parent Portal and School App.

Attachment 1 – Student Code of Conduct



Peace Lutheran College

Quality Education, Christian Nurture, Community Service.

Student Code of Conduct

Peace Lutheran College is committed to cultivating a safe and respectful community which values the individual and promotes excellence in learning. The Peace Lutheran College Values are: Peace, Excellence, Respect and Community. In accordance with our Christian ethos and values, students are expected to demonstrate:

- Respect for themselves
- Respect for others
- Respect for the College; its Christian Ethos and its reputation.

When students fall short of our expectations they must take responsibility for their actions and our Behaviour Management Process is designed around a Restorative Practices Philosophy which is in keeping with our Lutheran faith.

“As a Christian community, we are called to see everyone through the eyes of Jesus. Reconciliation is the process through which we receive and seek restoration and healing.”

Col 3:12-14; 1 John 4:10-11; Rom 12:18; John 15:9-17; Rom 3:21-26; AC III; AC IV
(Lutheran Education Queensland - Pastoral and Restorative Practices: A Framework)

We work in partnership with students and families to help them understand the importance of our Student Code of Conduct and how it aligns with our Christian beliefs and values. Our values and expectations are explicitly taught to students in the classroom, through our Pastoral Care Program and reinforced in College assemblies. It is the responsibility of each student to behave in accordance with this code.

GUIDELINES

The following guidelines have been created to support all students in making positive choices in relation to their conduct as part of the Peace Lutheran Community.

1. Students are expected to take responsibility for their own learning. In order to do their best, students must be prepared for classes, engage in learning activities and demonstrate a conscientious approach to their studies.
2. Students are expected to help create a safe and respectful community. Behaviour towards other members of our community which is unsafe, harmful or disrespectful will not be tolerated.
3. Illicit drugs, smoking products including tobacco, e-cigarettes and vaping devices, and alcohol are not permitted at the College. These substances are also banned from school excursions and camps.

4. Students are expected to conduct themselves at all times in a manner which upholds the positive reputation of the College. This includes when wearing the College uniform in public, or on Social Media. Offensive behaviour, including the use of offensive language, smoking, drinking of alcohol, taking drugs, stealing or bullying will not be tolerated. A student committing such an offence may be asked to leave the College.
5. Students are expected to demonstrate pride in their appearance. College uniforms should be clean, in a state of good repair and fit well. Students should familiarise themselves with the College Uniform Policy and check with their Sport/HPE teacher when Sports Uniform is permitted to be worn.
6. Mistreatment of property, whether belonging to an individual or the College Community, is unacceptable. Fair consequences will be set for individuals who mistreat the property of others within our community.
7. Students are expected to be active members of the College community and engage with chapels, assemblies and other important events in the College calendar. They are expected to attend Presentation Night and Sports Carnivals, even if only as spectators. Students are also encouraged to participate in the diverse range of extracurricular activities on offer at the College.
8. Students are expected to attend the College every day that it is open, unless in the case of illness, or if they have been granted leave by the Principal. The College has strict legal responsibilities regarding attendance and it is important that students and parents/guardians are familiar with and adhere to these.
9. As a Lutheran College, we follow the gospel which shapes our Christian ethos and values. While we encourage students to have freedom of speech and to explore their individuality, we expect them to respect the boundaries of the College around these in keeping with our Lutheran faith.
10. Students who are enrolled at the College are bound by the Student Code of Conduct and all College policies. There is an expectation that parents/guardians will support the College by ensuring these policies and the Code of Conduct are followed by their children. Certain specialist subjects have their own safety expectations and guidelines, which will be shared with students and parents in order to keep our community safe. The College reserves the unconditional right to suspend or ask to leave any student whose conduct is deemed by the College Executive to be unsatisfactory.

RELATED DOCUMENTS:

Student Behaviour Management Policy
Middle School Behaviour Management Process
Middle School Inappropriate Behaviour Detention Process
Middle School Academic Detention Process
Middle School Academic Reflection
Middle School Uniform Infringement Process
Senior School Behaviour Management Process
Senior School Inappropriate Behaviour Detention Process
Senior School Academic Detention Process
Senior School Academic Reflection
Senior School Uniform Infringement Process
Junior School Wellbeing & Behaviour Management Continuum