STUDENT HANDBOOK 2015

Personal Details
Name: ____________________________________________
Home Address: ______________________________________
___________________________________________ Postcode: _____________
Telephone Number: _______________________________
Class: ___________________________ Home Room: _______________
Sports House: ___________________________ Pastoral Care Teacher: _____________

General School Information
Address: 227-263 School Road, Redbank Plains QLD 4301
Phone: 07 3814 8600 Fax: 07 3814 7346
General Email: info@staines.qld.edu.au
Web Address: www.staines.qld.edu.au

Our Vision
“Building a community for eternity”

The essential and obvious characteristics of a community for eternity will be:
✓ Love for God
✓ Love for Others, as you love yourself. Matthew 22:37-39

Our community values and priorities are best expressed in the 5 R’s. We value: Relationships, Respect, Responsibility, Readiness and Reasoning.

Our Motto
“Excel with Grace”

Our Mission
The mission of Staines Memorial College is to provide Christ-centred schooling in an atmosphere of love, respect, peace and discipline which will encourage students to achieve their full potential for God.

The ethos, aims and objectives of the College are based on
✓ The acceptance of the Lordship of Christ
✓ The acceptance of the Bible as the revealed word of God
Behaviour Expectations in and out of class

In our classes, the teacher is the person in charge. They have the authority of the College community and the wider society to promote learning by conducting their class in respectful and responsible manners that ensures the health and wellbeing of the community.

To help build a spirit of cooperation and to help children to succeed in their schooling, we aim to ensure discipline and other organisational matters are clear, consistent and fair. We base our discipline on the ‘truth with grace’ Biblical model of respect, responsibilities, rules, consequences and reconciliation.

We believe effective discipline comes from having clear standards and seeking to apply consequences consistently. The Bible provides the standards. The purpose of discipline is to provide correction and so develop character.

General Expectations

- Students are expected to act in a respectful and responsible manner at all times that also demonstrates safe and healthy attitudes. These behaviours apply while at school, on school activities and travelling to and from school.
- Students are at school to learn and reach their potential. Therefore they need to finish their best work to the appropriate standard for their age and ability.

Our College community is built on developing respect for God and respect for self and others. In practice this means the community needs to respect:

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

General behaviours that show respect for God, self and others include:

- Obedience and respect for staff - disobedience and/or disrespect are unacceptable.
- Encouraging and supportive language - swearing, blasphemy or use of other offensive language is never appropriate.
- Caring for others involves no teasing or harassment of others.
- Caring for others also means no bullying (physical, verbal, emotional), fighting or violence.
- Caring for others means not excluding others by your behaviours. Two examples:
  - Students in boy - girl relationships are therefore not to demonstrate physical contact.
  - The use of mobile phones tends to interrupt conversations and / or excludes people from the task they should be doing. Mobile phones must be left at Student Services for the duration of the school day for students up to Year 9.

General behaviours that show responsibility include:

- Staff and students following the uniform code.
- Looking after your health and complying with the law by:
  - never being in possession of offensive material/items
  - not having or using banned substances
- Respecting others and complying with the law is demonstrated when we act to ensure there is no wilful damage of property. In situations where accidental / careless damage occurs, an effort to put things right is required.
- In our College we look after people and their things.
- In our College we solve problems between people with positive words.
- In our College we say “sorry” and forgive each other when we need to.
- In our College contact with others should only be for appropriate encouragement or comfort.
- In our College we should never speak nasty words.
- In our College we sometimes need to go to a “cooling off” space to think about our wrong behaviours or even to “time out” away from the rest of the class.
- The best place to care for items of value (including IPOD’s, MP3’s and other similar devices) is at home not school. So toys, games or electronic items of value are not to be brought to school unless with the prior permission of a teacher.
- No selling or fundraising activities unless specific permission from the Principal has been given.
Learning Behaviours Required
- In our class we are ready to learn.
- In our class we try hard in all our work.
- In our class we seek to answer questions asked.
- In our class we listen and think about what others are saying in lessons.
- In our class we act safely by lining up keeping in two straight lines without pushing, walking into and out of the class when directed in an orderly way.
- In our class we stay at our place, unless the teacher indicates for us to move.
- In our class we keep our work neat and tidy.
- We clean up and put everything away when we are finished.
- We are expected to eat and go to the toilet or for a drink during break times.

Communication Behaviours in class expected
- In our class we put our hand up when we need the teacher.
- In our class we listen by facing the speaker.
- In our class we speak politely to each other.
- In our class we do not call out.
- In our class we save non-class work talk for break times.

Our Being Healthy Behaviours
- We try to eat something healthy at each break.
- In the lower school, students sit down to eat and enjoy our food.
- We help to put all rubbish in the bin.
- We try to do something active at break times.
- We have a drink during breaks.
- We go to the toilet during breaks and wash our hands.

Playground Behaviours
- We courteously follow instructions given by any staff member.
- We work hard at maintaining a wide group of friends by not isolating ourselves or excluding others.
- We treat others in the playground with respect. We act in kind and helpful ways.
- We respect personal space by avoiding physical contact.
- We solve problems by useful words, not hitting, pushing, kicking or negative words. It is proper and sensible to ask for teacher assistance at times.
- We do not engage in disrespectful conduct – this includes bullying.
- We immediately report any accident or damage to ourselves, others or property to the playground teacher.

Being Safe Rules
- We take responsibility for our actions while at school. We report unsafe behaviour.
- We walk on the concrete.
- We are sun smart by wearing our hats outside.
- We play in a safe way, keeping our hands and feet to ourselves.
- We use play equipment appropriately.
- We stay in the school grounds and in the right area.

Bus Travel Behaviours
Bus travel must be a safe and pleasant experience for everyone. This means that students:
- Must follow the bus driver’s safety instructions and respect the driver’s authority.
- Remain sitting facing the front with their back against the seat.
- Show respect, care for others and their property, and keep hands, feet and other objects to themselves.
- Avoid any action or words that could distract drivers.
- Use quiet voices when speaking.
- Keep everything inside the bus. Nothing should be placed through or outside the windows.
- Wait in a safe and organised manner for the bus.
- Enter and exit the bus in a quiet, safe, polite and organised way.
- Leave the bus stop in a safe way staying to footpaths and following all road safety.
- Do not eat or drink on the bus.
- Must remember that their place on the bus depends on their behaviour and on obeying bus rules.
What Do I Do When …?

Absent from School
On the day a student is absent, it is a requirement that a parent/carer advise the College Office by telephone on 07 3814 8600 or by email studentabsences@staines.qld.edu.au by 8.30am. If notification is not received from parents before 8.30am, a text message will be sent to parents. For a prolonged illness absence, a medical practitioner’s certificate, is required.

Late to School
Students arriving after the start of school (8:30am) need to report to Student Services (located at the back of the administration building) before proceeding to their classroom. A pass will be issued by Student Services which needs to be given to the class teacher. An explanation from home is usually required to explain the late arrival.

You Wish to Leave School for Some Reason During the Day
Students are required to bring a note to Student Services at the start of the day stating the reason for leaving the school grounds early. In most situations, a parent must sign out their child/ren at Student Services before leaving.

Wishing to be Excused from Sport
The student should present to the Sports Teacher a medical explanation note from a parent.

You have Lost Property
When property has been lost, please check the lost property box located at Student Services at the back of the Administration building. All items should be labelled. This assists in ensuring return of all property.

I am not in Correct Uniform
Report to Student Services on arrival at school (before the start of Pastoral Care class) with a note from a parent/guardian explaining why you are not in correct uniform and when the situation will be corrected. If out of uniform students may be denied access to some college activities. Blue Cards may be issued and regular or persistent uniform breaches, may lead to cancellation of enrolment.

Medications
From time to time parents may request that members of staff administer prescribed medication during Staines Memorial College hours. All such requests MUST be referred to the Principal (or the Principal’s nominee). If the Principal agrees that the situation requires supervised administration of medication, the following procedures are to be followed:

1. The student's parents must make a written request to the Principal including instructions for administration of the drug, and any special needs of the student.
2. The Principal will authorise a staff member to administer the medication.
3. Only the designated member of staff has this authority. Usually, it is a staff member of Student Services.
4. The designated member of staff must ensure that all medication is in a container labelled by a health care professional or pharmacist, showing: the name of drug, use by date, name of medical practitioner prescribing the drug, name of student, dosage and frequency of administration. **Medication which is not so labelled must not be administered.**
5. Non-prescription medications such as analgesics are not to be administered by Staines Memorial College staff unless the designated member of staff is a registered nurse or equivalent. Staines doesn’t currently have such a person qualified.
6. All medication is to be kept in a lockable cupboard.
7. An official register on the Administration of Drugs to students is to be kept by the designated member of staff.
8. Parents are to be notified in writing of the Staines Memorial College’s policy including the requirement that the Staines Memorial College takes no responsibility to ensure that medication is not out of date or that sufficient quantities of the medication are provided.
9. The designated member of staff is to return all unused medication to parents when the parents inform the Staines Memorial College in writing that medication is no longer needed or is past the use-by date.
10. If a member of Staines Memorial College staff becomes aware that a student has possession of a medication without written advice from a parent, or the parent's advice is inconsistent with the medical instructions provided, he/she should confiscate the medication, store it securely and notify the Principal. The Principal or designated member of staff will contact the parents.
Feeling Sick
If you feel unwell at school tell your teacher. Your teacher will give you a note to take to Student Services. Depending on your illness, staff may contact your parents to take you home, allow you to rest for a period of time or send you back to class and observe how you’re going throughout the day.

You Have Valuables at School
Any valuables (including Mobile phones for students up to Year 9) must be left at Student Services for safekeeping, from the start of the day. Please collect the items again at the end of the school day. If students are found with valuables in their possession, the item will be confiscated for a parent to collect.

You Change your Address or Phone Number
Please notify the Registrar, Mrs Hopkins, if there is any change to your address or phone numbers to ensure our records are accurate.

You need to use the Telephone
In cases of emergency, all communication between students and parents must be through the office.

Dress Code Policy
Staines Memorial College is a Uniform school. A condition of enrolment and continued attendance is the complete wearing of the uniform and adherence to the dress code standards expressed in this document.

Following this Dress Code Policy demonstrates student’s acceptance of the values and principles of the College. This helps students develop pride in their personal appearance, allows the student body to show in the local community what it means to be a student of Staines Memorial College, and promotes a positive reputation for the College opening opportunities for students as they move into the wider community.

Students at various stages of learning wear one of three distinct but similar uniforms.
- Students up to the end of Year 6 have a Junior School uniform.
- Students in Years 7 – 9 wear the Middle School uniform.
- Students in Years 10-12 wear the Senior School uniform.

For each stage of schooling there is a formal uniform and a sports uniform. The specific items required are detailed in a latter section of this policy.

A dress code standard also applies to staff. Staff wear a prescribed uniform for most occasions.

Specific Features of Our Dress Requirements
- The College uniform is to be worn in full (or not at all) in public places or on public transport. Uniforms should be worn neatly, correctly and with pride at all times. It would be usual for students to wear their formal uniform 3 days a week and the sports uniform on their PE days.
- When representing the College at sporting events, the full sports team uniform is to be worn. In most cases the College will provide, for hire, a sports top. Students (or their parents / carers) prior to playing will need to purchase the base and socks through the College Uniform Shop. These days many sports require players to play with some form of protective gear. The purchase and care of protective items remains the responsibility of the student. No protection = no play.
- When representing the College at cultural events, either the formal uniform or the arts uniform is to be worn.
- College hats correct for the stage of Learning (Junior, Middle and Senior) are to be worn at all times around the College, except indoors, when they are to be carried rather than worn. It is recommended that students wear their hats to and from College for sun protection.
- Students are to wear entirely black leather shoes with the dress uniform. When wearing the sports uniform, students should wear appropriate leather sports shoes that are predominantly black. (The same all black leather jogger could be used for both the sport and dress uniforms in the Junior and Middle School - Prep to Year 9). Slip-on shoes and non-leather are not safe footwear and therefore are NOT to be worn to the College.
- Senior formal uniform male shirts should be worn tucked in. At the conclusion of lunch break, the young men should ensure they comply with this expectation.
Senior uniform formal shirts (for male) are to be worn with ties from the start of May until the end of September and at special formal functions. Females in Years 7-12 are to wear the tie buttoned to the formal blouse, all year round.

Middle & Senior male dress shorts and trousers are to be worn with a black leather belt and at the correct height on the hips. No under garments should be visible.

All male are to wear their formal socks pulled up when worn with the Formal Uniform.

Females are to wear regulation College female socks which are worn covering the ankle.

During the cooler months, the formal winter uniform is the jumper or blazer. An additional item for very cold or wet conditions is the Staines parka available for Students from Year 6. The Staines tracksuit forms part of the sport uniform and so is not to be worn with the formal uniform. If students need to wear clothing under their College shirt for warmth or sun protection, it should be neutral in colour and not obviously visible.

In the cooler months, all female students may wear flesh coloured stockings or tights. Secondary females, (Years 7-12) as an alternate, may wear plain black tights. (Wearing socks with stockings or black tights is not required.)

Allowable jewellery for females is one pair of plain (silver or gold) small sleepers or studs worn in the ear lobes ONLY, and a watch and a medic-alert neck chain or bracelet where this is required. For sport, and in some practical classes, removal of the earrings and watch will usually be required. Care of the items remains the responsibility of the student.

Allowable jewellery for males is a watch. A medic-alert neck chain or bracelet may be also worn where this is required. For sport, and in some practical classes, removal of the watch will usually be required. Care of such item remains the responsibility of the student.

Other visible body piercing is not acceptable. Students who wear additional jewellery will be asked to remove the items. This includes new piercings. This jewellery will be handed into Student Services. The College accepts no responsibility for these items.

Body tattoos are not permitted. Cultural markings will require consideration by the Principal prior to enrolment acceptance.

Males are to be clean shaven at all times. Sideburns are to be no lower than the bottom of the ears.

Make-up and nail enamel (including nail extensions) are not allowed except for medical reasons. Permission to wear make-up for medical reasons should be sought from the Principal by way of written request from a parent / carer. Using clear lip balm for dry lips is acceptable.

Hair-styles are to be conservative. No extremes in style or cut are permitted. Hair should not be styled in such a way as to interfere with correct wearing of the hat.

Males’ hair is to be short, not covering ears, neatly styled and worn off the face.

Females’ hair is to be tied back in a simple style with hair ties in College colours (including navy blue or beige) if longer than collar length. Females may wear limited hair accessories.

Hair-styling products (such as gel/mousse/hairspray) may be used only in small amounts as an aid to keeping unruly hair tidy – not for styling or spiking of hair.

Hair-colouring is to be natural-looking. Glaring contrasts in colour are not permitted.

House Colours are to be worn for House events. House shirts are available in the Uniform Shop.

Swim Wear items are not yet available in the Uniform Shop but will be plain navy togs. NB one-piece togs for females are required.

Variations to this Dress Code apply on special days. On Special occasions e.g. fund raisers and theme days a note will always be sent home and a copy posted on the parent section of our website. Details of dress code specifics will be identified in the note. When there are variations to the usual, all items of clothing worn need to ensure modesty and be sun safe (In particular, short shorts / skirts / short tops / or singlets are NOT allowed.) Messages on clothing need to be positive and not negative or controversial. Students inappropriately dressed will be required to change to acceptable items before participation in the College day.

Consequences

Students are not able to commence enrolment until the uniform is purchased and can be fully worn. Students out of uniform or not complying with the dress code will be issued consequences. Students with the wrong dress code will usually not be allowed to participate in the College activity. Students out of uniform for a representative event will usually not be able to compete.

Repeated breaches of standards will result in offenders being asked to stay at home until the matter is corrected. Persistent non compliance could result in a cancellation of enrolment.
What happens if out of uniform for a valid reason:

(1) If a student is out of uniform due to a supply problem then the student must have on them at all times a permission note from the Uniform Shop stating the situation. These notes would usually be signed by the Uniform Shop convenor.

(2) When a lack of uniform is for a temporary reason e.g. unable to get the uniform dry after washing it the night before, then the parent is to write a note which must be counter signed by the class or pastoral teacher. The student then needs to carry this with them at all times.

Appropriate Use of Mobile Telephones and other Electronic Equipment

In our College the use of mobile telephones or other electronic device must primarily be to enhance the learning. While such devices may provide a measure of responsive communication to family and friends outside of College hours, student safety and focus is best maintained by minimal outside contact during College hours. Families wishing to communicate to their children, or children to their parents, during College hours are required to do so through Student Services.

Mobile telephones and other electronic equipment are used at their owners’ risk. No liability will be accepted by the College in the event of loss, theft or damage to any device. Other electronic devices include: portable music devices, portable photographic devices, portable communication devices and portable storage devices. (Examples include MP3 players, CD players and CD’s, iPods, hand-held computer games devices.)

For this reason students are expected not to bring electronic devices to College, with the following exception. As a result of technology changes and the contribution some changes can bring to the learning as a trial Senior Students (Years 10-12) will be allowed to bring mobile phones for the principle purpose of assisting their learning. If students were to consider having a phone at College they need to give consideration for safe storage during their participation in physical activities.

PROTECTION FROM ALL FORMS OF HARM – STUDENT SUMMARY

(For Extra Information Dept of Communities, Child Safety Services: http://childsafety.qld.gov.au/)

Every student is entitled to protection from all forms of harm.

We expect you to respect your teachers and other students and we expect that you will receive the same respect in return. You should never allow yourself to feel unsafe without reporting it to someone you trust. Harm refers to:

- physical abuse
- emotional abuse
- physical neglect and/or inadequate supervision
- sexual abuse or exploitation

Who should I tell if I am not feeling safe at school or at home?

Any forms of harm are unacceptable and will not be tolerated. If you are experiencing harm or if you believe you are likely to experience any form of harm, then you should report the matter to either:

- a trusted classroom teacher or
- the Chaplain or
- a Child Protection Officer, including:
  - Head of Student Welfare, or
  - Nominated staff – look for the signs in the office and Chaplain’s space
  - College Nurse (when appointed)
  - or the Principal

If you do not feel like talking to someone, you may write a letter to any of the above persons.
What will happen if I report what is happening to a member of staff?
If the concern is worrying you but not causing you immediate harm, then the member of staff will discuss with you ways to solve your problem. If the concern may require reporting, the member of staff will report it to a Child Protection Officer or the Principal for further action.

What if I don’t want the member of staff to tell the Principal?
The member of staff will try to keep your concerns confidential as much as possible. However, if the member of staff is aware of or reasonably suspects that harm has been caused by anyone to a student of the College then the law says that the matter must be reported to the authorities by the Principal or his delegate. If the staff member has no choice about reporting what you have told them to someone else he or she is demonstrating their care of you.

( Authorities = Police, & /or Dept of Communities, Child Safety Services)

Remember the most important thing is that you feel safe and free from harm. You must tell someone if you are being harmed or afraid that you will be harmed.

What if I suspect that another student is not feeling safe at school or home?
If you know or if you suspect that another student is being harmed or is likely to be harmed, then you should report your suspicion to one of the persons listed above.

Homework Policy
Homework is an essential and valuable part of a student’s academic growth because:
   i) It is a means of revising, reinforcing, consolidating and extending the learning done in class;
   ii) It provides an introduction to long-term assignment work which requires the student to develop planning and time management skills, as well as research skills; and
   iii) It establishes the habit and discipline of independent and self-motivated work/study, which is vital to survival and success in the senior secondary school years and beyond.

Recommended duration of homework tasks per day:

<table>
<thead>
<tr>
<th>Year</th>
<th>Recommended Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>10 minutes</td>
</tr>
<tr>
<td>Years 2 &amp; 3</td>
<td>15 minutes</td>
</tr>
<tr>
<td>Years 4 &amp; 5</td>
<td>20 minutes</td>
</tr>
<tr>
<td>Years 5 &amp; 6</td>
<td>30 minutes</td>
</tr>
<tr>
<td>Years 7 &amp; 8</td>
<td>up to 1 hour</td>
</tr>
<tr>
<td>Years 9 &amp; 10</td>
<td>up to 1.5 hours</td>
</tr>
<tr>
<td>Years 11 &amp; 12</td>
<td>2-2.5 hours</td>
</tr>
</tbody>
</table>

Prep to Year 6 pupils would normally only have set homework from Monday to Thursday. Years 7-12 would usually be required to do a homework ‘slot’ over a weekend. Home reading is additional to this time recommendation.

Tips for Effective Study
Being able to effectively study is not a skill that people are born with. In fact, studying effectively consists of a number of positive habits which can be consistently practised. Anyone can improve their ability to study. The following tips will help you develop effective study habits:

Find a good place to study
You will need to set up a good study area, which will be free of distractions such as the television or radio. Try to establish a regular time and place for study. The place of study should have good lighting and be organised with your relevant study materials. Have a good flow of fresh air, to avoid feeling tired. The surface of your desk should be clear and organised before you start your study. A clear desk is a clear mind!

Don’t wait for inspiration. Even if you don’t feel like studying, just go through the motions. The very act of writing often helps your thinking processes and your interest level will soon increase.
Get organised
Use your study planner to help you block out periods for study time. Transfer the homework you have entered from your diary onto a study planner. Write down periods for study and periods for free time and other commitments. Your study segments should be between 30–40 minutes. Take a short break after each segment. Using your study planner will help you become more organised and visualise how much free time and study time you have each week.

Understand your tasks and assignments
Separate study from assignment work and tasks set for homework. Keep all assignments to be submitted in a separate folder, so that they are in one place. Before you start your tasks or assignments, carefully read through the set work, and make sure you understand the task at hand so that you can prepare yourself for the assignment or homework. For example, determine which books or equipment you will need for each task. Identify what you need to learn or complete, in order to avoid confusion and wasting time. If you are unsure of the task, write questions in your diary so that you can ask your teacher the following day.

Don’t forget to do your most challenging tasks and subjects when you are rested and feel refreshed, as your concentration levels will be higher.

Break it down
Assignments which need to be completed over a set period of time should be dissected into small manageable chunks. This will make the assignment more manageable and enable you to complete it in stages, rather than all at once or the night before it is due. Keep track of your progress as you complete each part.

Do one thing at a time
Focus on one task or assignment at a time. Using the block set period of 30 to 40 minutes for one task/subject only will stop you from jumping from one subject or assignment to another. Compete with yourself by choosing a task you think you can complete in the amount of time set and force yourself to finish it.

Use ‘to do lists’
Make a new ‘to do list’ each day or the night before. Cross off the accomplished task, assignments, revision and carry over the unfinished tasks on your new things to do list. Use a coloured text liner to highlight the important or immediate tasks. This will help you prioritise and meet deadlines.

Revision and summary notes
Revising what you have learnt should be part of your study timetable. Reading over your notes and checking your understanding of new topics learnt in class is an important part of study. Set aside each week a period for revision of your notes for each subject. This will help improve your understanding of the subject and will avoid you cramming for a test.

To help you revise each of your subjects, create a set of summary notes by following these quick tips:
(a) split each subject into topics
(b) use clear headings and divide each topic into main sections
(c) use your class notes to make summary notes under the main topic headings
(d) use a highlighter to identify key terms, concepts and formulae
(e) identify key questions/issues and provide answers for them
(f) regularly revise and add to your summary notes
(g) at the end of the term or semester, create a new set of mini-summaries from your summary notes for final exam revision.

Try to stick to your study plan
As much as possible, try to stick to your study plan and avoid interruptions such as telephone calls, TV shows and visitors. If you want to watch a TV show, include it in your planner and then work around it. Try to follow your study plan as mapped out and don’t waste time by starting two hours later than planned. Motivate yourself, achieve your set goals and then reward yourself!
Assessment Policy

Students should be familiar with the College Assessment Policy. Copies of policies are available for all students from the Office and on the website. A summary of some aspects appear below.

What Are Assignments?
An assignment is “an extended piece of work that requires a student to spend time on it at home or school over a number of evenings or lessons”. Assignments are an important assessment tool and often count significantly towards your grade at the end of a term or semester. So it is important for you to take your assignment work seriously, and submit the best work you are capable of.

Assignments that contribute to summative assessment (that means, they count towards a grade on your report card) must satisfy the following criteria:
(a) They must be your own work
(b) They must be completed and presented by the “due date”.

Due Dates
In the interests of fairness and equity, due dates (weeks) are strictly applied to students, unless there are extreme extenuating circumstances which must be supported by documentation.

When assessment items are issued, the usual procedure is that you will be advised of check dates for rough copies or notes, and the final due date. Your parents/guardians will also usually be required to sign the “Task Sheet” at this time. You will normally have at least two weeks to prepare an assignment so you will need to pace your work so that you hand in your final copy by the due date.

It is required that assignments be handed in personally and ON TIME. Only in exceptional circumstances will an extension be granted (e.g. significant illness or compassionate reasons). Applications for extension should be received at the Office on the appropriate form before the due date.

Student Absence on the Due Date:
Students absent from school on the day an assignment is due should arrange to have the assignment delivered to the school on time. Where this is not done, the procedures for Late Assignments will apply. If delivery is impossible, parent phone contact with the Head of Teaching and Learning or Pastoral Care Teachers is required on the day of absence.

Extensions
Extensions for assignments can only be given out by the Office. In order for you to apply for an extension you must complete the following steps:

1. Go to the Student Services desk at least 3 DAYS BEFORE the assignment is due and ask for a “Request for Special Consideration”. E.g. If your assignment is due on a Friday, you must lodge this form by Tuesday to be considered for an extension.
2. You fill out the ’Student Section’ on the form explaining why you think you deserve an extension.
3. Your parents/guardians if they wish may write a note of support if they believe you deserve an extension.
4. Take the completed form with evidence that you have already started your assignment (e.g. rough notes, first draft, summaries) to the teacher in charge of the subject.
5. The Teacher in Charge will speak with you, look at the work you have already done and speak to your teacher and the Head of School.
6. She/he will then let you know if you will be granted an extension on the assignment and the extent of extension. If you are granted an extension you will be expected to submit the assignment by the amended due date.

The following reasons are NOT considered acceptable for granting an extension. This is not an exhaustive list, merely some examples to help you:
- I was absent the day the assignment was set
- I lost my task sheet
- I had to go out for the evening
- I couldn’t find any information
- The computer/printer broke down.
Extensions will only be granted if there is a valid reason and if you have made an attempt to do at least part of the work. To grant extensions for minor issues penalises the students who work hard to get their work done on time and it does not train students to manage their time effectively and start assignment work early rather than later.

Leaving assignment work until the last minute and then finding you have a printer or computer problem is poor time management.

If you are absent from school on the day an assignment is set, it is your responsibility to check with your teachers regarding what you might have missed.

Balancing Assessment and Representative Activities
If you are intending to represent the College in a sporting squad, debating or music team, or in some other manner, you must make sure your assignment work is up-to-date. Students who have outstanding work or who do not demonstrate appropriate behaviour will not be eligible to represent the College, regardless of their ability.

When the Approved due date has expired
Late submission means students have changed the condition of the assessment and so in the interests of equity marking conditions will change to reflect the student’s additional time allocation. Effectively more will be expected if a student has had more time.

Assessment under Test / Exam Conditions
• If a student fails to attend an exam on the prescribed due date that student will then be expected to perform the assessment in the first available lesson back in the class in a time frame given by the teacher.

Written Assignments
• If a student fails to hand in an assignment on the prescribed due date (start of the last scheduled class lesson in the due week) that student will then be required to perform the task in that lesson in a time frame given by the teacher. The protestation that the work is completed at home or on a computer somewhere will not be taken into account. Students work is subsequently marked on the quality of response achieved under the amended conditions for late submission without acceptable explanation. In the event that a student refuses to do the assessment on the first lesson back, the student will be referred to the HOC / Teacher in Charge who will reiterate this policy condition.
• Handing in a fully completed assessment piece, having had the advantage of an extra weekend of work time, is considered unfair and inequitable. Hence the practice of having students submit their work under the amended conditions must apply.

What happens if I’m sick or away the day an assessment is due?

Middle Years (Yr 7–9) & Senior School (Yr 10-12)
• If you are absent on the day an assignment is due it is expected that you will make every effort to get the assignment to school on that day. (Brothers or sisters, friends, or parents may drop the assignment to the College or you might also email the work to college.projects@staines.qld.edu.au.)
  o If this proves to be impossible it is vital we receive a phone call providing a reasonable satisfactory explanation, otherwise the consequences of non-submission apply. It is not acceptable to have a day off school to finish your assignments.
• If you are sick on the day of a test or oral presentation your parents must contact the College by 9am to explain why you’re absent or the consequences of non-submission apply. You will also need to supply a medical certificate that will be kept by the College for reporting and assessment purposes.
• Senior students will need to supply a medical certificate when they are absent on any assessment date (the day an assignment is due, exam, oral presentation, practical assessment is to take place – e.g. cooking, HPE etc.) as we need to be able to justify your absence to the QSA and the Panel.

What happens if I do not complete an assessment item?
Choosing not to submit an assessment, or sit a test, amounts to failure to complete the course work for that semester. For Senior Students, this effectively means at least one lost credit point out of the 20 needed to secure a Queensland Certificate of Education.
Our College Houses

On entry to Staines Memorial College families are assigned to a College house. Competitions exist within the school for sport, arts and academic pursuits. These competitions are organised between College houses. The focus of any house competition is to encourage student participation in a diverse range of activities, to build a sense of community, to develop team work and to develop pride in their own and other’s achievements.

Our House names were chosen in honour of families who have faithfully served our God in service away from their ‘homes’. Each family has demonstrated an adventurous pioneering spirit where physical, intellectual and spiritual abilities and endurance were essential. Within each family one person stands out, but that person could not have been effective without their family’s prayer and practical support.

Our House Names:

<table>
<thead>
<tr>
<th>House</th>
<th>Mascot*</th>
<th>Colour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brand</td>
<td>Bear</td>
<td>Red &amp; Black</td>
</tr>
<tr>
<td>Elliot</td>
<td>Eagle</td>
<td>Yellow &amp; Green</td>
</tr>
<tr>
<td>Liddell</td>
<td>Leopard (snow)</td>
<td>Blue &amp; White</td>
</tr>
</tbody>
</table>

*NB - The mascots are native to the country in which the families worked.

Jim Elliot was unsure for a time whether God wanted him to work in India or South America. He went to Ecuador to tell of God’s love to people who only knew of feuds and revenge. While at school he was very involved in acting and sport. His art interest contributed to his becoming an architect. After his death at the hands of the people he was working for, his wife continued the work demonstrating God’s grace.

Evie (Evelyn) Brand pioneered work in India, working among neglected people, particularly children, for more than 50 years. She was affectionately known as “Granny”. Such was her fitness and passion that up until her death in her 90’s, she worked in the mountainous regions of India bringing hope and healing.

Eric Liddell continued the work of his parents in China. He worked as a teacher; spending time developing students’ sports abilities. He later worked with his brother among rural people. Some of his story is known through the movie “Chariots of Fire”. He represented his country in two sports. He found pleasure in sport and serving His God.

Student Council

The Student Council of Staines Memorial College has two primary functions:

- Represent students’ opinions, expressing their needs and desires to the College leadership
- Support students in practical ways, including raising funds for College projects

Leadership

Student leaders are identified through a process of selection that usually includes interviews. Staff and student opinions are sought in the selection process but the principle selection criteria is suitability rather than popularity. The staff member who looks after the Council has a supportive and guiding responsibility to train the Council to become even more effective leaders. Leadership will involve extra responsibility and time commitment, including students own time.

It is expected the size of the Council will grow as the College grows.
Awards Day

Awards Day at Staines is a once a year celebration of special student achievements. The end of year celebration is a culmination of a year’s achievement. Only some students will receive an annual award. It is important that significant hard work and success is acknowledged.

There are 5 categories of awards available:
- Community Service Awards – 3 levels of award, standard to be achieved
- Sporting Awards – 3 levels of award, standard to be achieved
- Cultural Awards – 3 levels of award, standard to be achieved
- Academic Awards – 3 levels of award, standard to be achieved, based on school results
- Supreme Awards – only one primary and one secondary recipient

1) Community Service Awards
Students who give of their time to assist others without thought of reward, are eligible for a Service Award.

<table>
<thead>
<tr>
<th>Level</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bronze</td>
<td>Student completes at least 10 hours service in their own time</td>
</tr>
<tr>
<td>Silver</td>
<td>Student completes at least 50 hours service in their own time</td>
</tr>
<tr>
<td>Gold</td>
<td>Student completes at least 100 hours service in their own time</td>
</tr>
</tbody>
</table>

2) Sporting Awards
Students who achieve a certain level of representative sporting success will receive a Sports Award.

<table>
<thead>
<tr>
<th>Level</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bronze</td>
<td>Student represents the College in three Interschool Sports Competitions</td>
</tr>
<tr>
<td>Silver</td>
<td>Student represents the College at District or equivalent level in Athletics and Cross Country, or is a finalist in an Interschool Sports Competition</td>
</tr>
<tr>
<td>Gold</td>
<td>Student achieves at least District or State representation in a school sport</td>
</tr>
</tbody>
</table>

3) Cultural Awards
Awardees for the Cultural Awards may achieve eligibility through efforts in music, singing, dance, drama and / or the visual arts. Students who achieve a certain level of representative cultural success will receive a Cultural Award.

<table>
<thead>
<tr>
<th>Level</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bronze</td>
<td>Student represents the school in a cultural activity requiring significant practice</td>
</tr>
<tr>
<td>Silver</td>
<td>Student achieves district representation</td>
</tr>
<tr>
<td>Gold</td>
<td>Student achieves at least state representation in a cultural endeavour</td>
</tr>
</tbody>
</table>

4) Academic Awards
Three levels of awards are available for Academic Effort and Academic Excellence in both Primary and Secondary. Most Improved awards may also be given.

Academic Effort: The College acknowledges students who give their very best. We value this alongside high academic performance.

Academic Excellence: these awards are given to students who have achieved high standards in academic areas.

<table>
<thead>
<tr>
<th>Level</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gold</td>
<td>Student has achieved an A standard for effort and/or achievement across the majority of their subjects.</td>
</tr>
<tr>
<td>Silver</td>
<td>Student has achieved at least a B standard for effort and/or achievement across the majority of their subjects.</td>
</tr>
<tr>
<td>Bronze</td>
<td>Student has achieved at least a B standard for effort and/or achievement across a number of their subjects.</td>
</tr>
</tbody>
</table>

5) Supreme Awards
A primary student and a secondary aged student per year are entitled to receive these awards if they meet the criteria.
- Service to the School – serving others in the school without expectation of recognition
- Service to the Community - serving others in the community without expectation of recognition
- Sportsperson of the year – excelling in sporting ability, attitude and leadership
- Christian Character – displays fruits of the Spirit and a mission spirit
- All Rounder – leading performance in academic, sport, cultural and service endeavours. Students have achieved a high standard in effort/achievement across most of their subjects.
STAINES MEMORIAL COLLEGE

2015 Term Dates*

Term Dates, Staff Development and Public Holidays

<table>
<thead>
<tr>
<th>TERM</th>
<th>DAY</th>
<th>DATE</th>
<th>DAY</th>
<th>DATE</th>
<th>HOLIDAY</th>
<th>WEEKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>Tuesday</td>
<td>27 Jan</td>
<td>-</td>
<td>Thursday</td>
<td>2 Apr</td>
<td>3/4 to 19/4</td>
</tr>
<tr>
<td>Term 2</td>
<td>Monday</td>
<td>20 Apr</td>
<td>-</td>
<td>Friday</td>
<td>26 Jun</td>
<td>27/6 to 14/7</td>
</tr>
<tr>
<td>Term 3</td>
<td>Wednesday</td>
<td>15 Jul</td>
<td>-</td>
<td>Friday</td>
<td>18 Sep</td>
<td>19/9 to 5/10</td>
</tr>
<tr>
<td>Term 4</td>
<td>Tuesday</td>
<td>6 Oct</td>
<td>-</td>
<td>Thursday</td>
<td>Dec 03</td>
<td>4/12 to Jan ‘16</td>
</tr>
</tbody>
</table>

PUBLIC HOLIDAYS - 2015

<table>
<thead>
<tr>
<th>TERM</th>
<th>DAY</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Australia Day</td>
<td>26 January</td>
</tr>
<tr>
<td>1</td>
<td>Good Friday</td>
<td>3 April</td>
</tr>
<tr>
<td>1</td>
<td>Easter Monday</td>
<td>6 April</td>
</tr>
<tr>
<td>2</td>
<td>Anzac Day (Saturday)</td>
<td>25 April</td>
</tr>
<tr>
<td>2</td>
<td>Ipswich Show Holiday</td>
<td>15 May</td>
</tr>
<tr>
<td>2</td>
<td>Queen’s Birthday</td>
<td>8 June</td>
</tr>
<tr>
<td>3</td>
<td>EKKA Holiday</td>
<td>12 August</td>
</tr>
<tr>
<td>4</td>
<td>Labour Day (last day of holidays)</td>
<td>5 October</td>
</tr>
</tbody>
</table>

Staff Development Days –2015
(No students at our College)

<table>
<thead>
<tr>
<th>TERM</th>
<th>DAY</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Monday to Friday (College Holidays)</td>
<td>19-23 January</td>
</tr>
<tr>
<td>2</td>
<td>Friday (Ipswich Show Holiday)</td>
<td>15 May</td>
</tr>
<tr>
<td>3</td>
<td>Monday &amp; Tuesday (College Holidays except Yr 10 &amp; 11 who all on Work placement)</td>
<td>13 &amp; 14 July</td>
</tr>
<tr>
<td>4</td>
<td>Monday</td>
<td>19 October</td>
</tr>
<tr>
<td>4</td>
<td>Friday</td>
<td>4 December</td>
</tr>
</tbody>
</table>

Other Important Dates:

Year 12 finish on 20th November (applies to all Queensland schools)
Year 10 & 11 finish on 27th November applies to all Queensland schools)
Years P-9 finish on 3rd December (applies to Staines Memorial College)

*Kindergarten dates vary slightly to above. Please see the Director for details.