NAMBOUR CHRISTIAN COLLEGE

Nambour Christian College
Parent & Student Handbook

ZAKOR

Security ~ Support ~ Success

MISSION STATEMENT

To provide a secure and supportive Christ-centred learning community where a commitment to excellence, creativity and service is encouraged and modelled.

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General Information

Welcome to Nambour Christian College. We know you will have an exciting year in 2017. Please check the following pages for important information and policies.

GENERAL INFORMATION **1.0**

1.1 INTRODUCTION

Welcome to the College family and another new school year. We are very proud of our history and our tradition of building partnerships with our parents. The training and teaching of our precious children is primarily the task of parents and we see that our responsibility as a Christian College is to work closely with our parents to assist you in seeing your children reach their full potential and to mature into young men and women equipped to take their next stage in life.

The purpose of this Parent Handbook is to lay the foundation for families regarding our many policies and procedures essential to understanding our culture and programs. We trust that the following information will prepare you and your children for the beginning of a long and fruitful partnership with Nambour Christian College.

1.2 MISSION STATEMENT

To provide a secure and supportive Christ-centred learning community, where a commitment to excellence, creativity and service is encouraged and modelled.

AS A CHRISTIAN COMMUNITY WE BELIEVE...

- The Bible to be inspired by God, and to contain the guidelines for our lives and relationships. This biblical framework guides every aspect of our College life, including both our curriculum and community service programs.
- Students enrolled with us are encouraged to enjoy a personal relationship with God, and to demonstrate their Christian faith by living in accordance with the teachings of Jesus Christ, who is the Son of God. Prayer, worship and chapel services are an integral part of the College timetable.
- Christian values guide our emphasis and vision.
- Biblical morality is modelled and taught.
- Students and their families are invited to fully participate in the Christian community represented by Nambour Christian College, and to also be actively involved in a local Christian church that can provide spiritual guidance and fellowship.
- We encourage all our students to pursue excellence according to their potential, so that they can develop into effective members of our society by serving God and using their gifts and talents in their chosen field.

1.3 CONTACTS

Main Administration:	5451 3333	Primary Absentee Ph No:	5451 3399
Primary Administration:	5451 3300	Fax:	5335 1624
Middle & Senior Absentee Ph No:	5451 3398	Primary School Cafe:	5451 3311
Secondary School Cafe:	5451 3366	Uniform Shop:	5451 3348
NCC early learners:	5451 3330	NCC early swimmers:	5451 3340
School Aged Care (ASC):	0418 983 892	Web Page:	www.ncc.qld.edu.au

Blue Gum Room: 5451 3306 (staffed from 2:30pm – 6:00pm term time and 7:00am – 6:00pm Holiday Club time)

Email addresses for some of the key contacts at the College are listed below:

Head of College	Bruce Campbell	headofcollege@ncc.qld.edu.au
Deputy Principal	Geoff van der Vliet	deputyprincipal@ncc.qld.edu.au
Head of Senior School	Brad Elliott	headofsenior@ncc.qld.edu.au
Head of Middle School	Geoff van der Vliet	headofmiddle@ncc.qld.edu.au
Head of Primary School	Peter McNamara	headofprimary@ncc.qld.edu.au
Business Administration	Margaret Sweeney	business@ncc.qld.edu.au
Account Queries	Jenny Baudinette	accounts@ncc.qld.edu.au
Registrar	Kay Hollyoak	enrolments@ncc.qld.edu.au

If you wish to discuss any issue with your child's teacher, please telephone the College, or email the teacher directly, to request them to contact you. Business Office hours are from 8:00am to 4:30pm Monday to Friday.

1.4 BUSINESS OFFICE HOURS - HOLIDAY CLOSURE

The Business Office will be open during most school holidays. Office hours during this time are 8:00am to 4:00pm. The office is closed on public holidays and weekends. The Office will be closed during the Christmas / New Year period with the last day open being Friday, 9th December 2016. The Office will reopen on Monday, 9th January 2017.

1.5 PARENTAL INVOLVEMENT

Many opportunities exist for parents to become involved at Nambour Christian College, whether it be working closely with students in classrooms or helping with a landscaping project at a Working Bee.

Parents have many opportunities to work alongside other parents and know that, through their efforts, all members of the College community share the benefits.

Annual events considered highly important by the College for attendance by both parents and students are:

- Family Administration Day (FAD)
- Parent Information Evenings
- Celebration and Presentation Nights
- Carnival Under the Stars
- Parent/Teacher Interviews
- New Parent Orientation Evening
- Speech Night - Senior School
- Musical and Concerts
- Working Bees

1.6 FAMILY ADMINISTRATION DAY (FAD)

When: Wednesday, 18th January 2017 **Time:** 7:00am to 6:00pm **Venue:** Wycliffe Building (College Library)
All families must attend Family Administration Day.

PURPOSE
Family Administration Day (FAD) has been set aside to allow you to:

- collect textbooks
- update student, family and medical information
- check bus information
- view class lists for 2017
- enrol in the Instrumental Music Program
- High School locker allocation (new students only)
- meet Primary teachers (8.30am-3pm)
- pick up orders and pay lay-by at the Uniform Shop
- issuing of laptops
- book School Aged Care and Holiday Club
- parent portal password
- receive P&F information and pay contribution
- pay fees or set up payment arrangements
- Flexischool set-up

WHAT TO BRING

- your work and mobile phone numbers
- 2016 Student ID Card to receive text books
- name and phone number of emergency contact person
- grandparents' names, addresses and phone numbers
- your email address
- school bag to put textbooks in
- doctor's name & phone number
- Medicare number
- bank account details, if setting up direct debits or regular credit card payment
- cheque book, transaction card or credit card for payment of fees
- completed Direct Debit Form
- documents to update currency of court orders relating to students

1.7 PASTORAL CARE

The schooling years, from Prep to Year 12, represent a substantial and seminal period of every person's lifetime. Students will see many changes during these years. Changes in themselves, in their family, in their community and in the world at large. Some changes are positive, others are negative, and the rest are just interesting, but all of them can create uncertainty and anxiety for those who feel unconnected and alone.

Pastoral Care is the process of shepherding students through these years of change; alerting them to known dangers and predictable upsets, comforting them in times of grief or distress, encouraging them, building their character and always connecting them to the life and words of the Creator, Jesus Christ.

This process is an integral and comprehensive part of College life at NCC. The key pastoral staff are the teachers. Every member of teaching staff works at NCC as both a teacher and a pastor. In a Christian context we cannot separate these two roles. If parents have any concerns about their child's well-being at school, or if they need to inform the College of a situation at home that could affect their progress at school, they should contact the appropriate teacher.

The key contacts vary from school to school. In Primary School, this would be the classroom teacher; in Middle School, the Family Group teacher and in Senior School it may be a specialist teacher, coach, or the Year Level Coordinator. The teachers in all three schools are supported in this role by senior staff, including Year Level Coordinators (Middle and Senior Schools), School Coordinators and the Pastoral Care staff. If, for any reason, the relevant teacher is unavailable, one of

these support staff should be contacted.

1.7 PASTORAL CARE (cont...)

In addition to caring teachers, the College has many programs and services with specific pastoral functions or components. These include the Year Level camps, chapels, Christian Studies, community service, Year Level assemblies, pastoral guidance, Responsible Thinking Process, career guidance, parent information nights, and outreach adventure opportunities.

The family and local church are, of course, the primary care providers and support centres for students, and the College works together with them as part of a team in shepherding students during this crucial learning stage of life. Please contact the College for more information about any of the concepts, programs and services mentioned above.

1.8 PARENTS & FRIENDS ASSOCIATION

PURPOSE
The purpose of the Nambour Christian College Parents & Friends (P&F) Association is to link our College and parents in a partnership to enable a happy and harmonious environment for the ongoing development of our children.

P&F EXECUTIVE COMMITTEE
The day-to-day running of the P&F is the responsibility of the Executive Committee, which includes representatives from the Friends of Groups (Music, Sport, Berakah Farm, Library) and the Head of College. The P&F Executive Committee meets once per term (second Monday of each term).

FUNDRAISING
In 2017, the only fundraising activity run under the P&F is the Carnival Under the Stars.

CARNIVAL UNDER THE STARS
The Carnival Under the Stars is held in Term 3. It is a great day of fun, celebration and sharing for the students, staff and parents who make up the College community.

Funds raised by the Carnival Under the Stars have been used for projects across the breadth of the College including:

- installing equipment and shade sails in the College playgrounds
- providing music, instruments and equipment for the Creative & Performing Arts (CAPA) department
- supplying electronic equipment (computers, digital cameras, etc) to various departments
- purchasing kayaks and trailer for the Outdoor Education Program
- funding of the Year 4 Instrumental Music Program
- installing shade sails over the College Amphitheatre
- purchasing playground equipment for the Primary School
- funding miniature horse breeding stock and truck for the Agricultural Science department on the College farm
- funding the gymnasium equipment for SHALOM Fitness in the NCC Health & Fitness Centre
- funding the installation of Interactive Whiteboards in the Primary School

P&F funds are also used to help finance the ministry component of the Senior School Mission Trip to Fiji and contribute to the Thai Orphanage Appeal, which is a major initiative of the Year 12 students.

We trust the time you spend with us at NCC will be an enriching experience for you and your family; that you will share our enthusiasm for the prospering of the College; and that the students, staff and facilities may bring glory and honour to His name.

1.9 LEARNING VALUES AT NCC

As an effective and supportive learning environment, Nambour Christian College values:

- a partnership commitment between staff, students and parents with a sense of purpose for all involved
- effective communication between students, teachers, parents and administration
- full attendance of classes and other school activities
- well-prepared courses and classes with appropriate subject choices for students
- appropriate resources for subjects offered
- availability of extra help – learning support, tutoring and after school access to library and computer facilities
- students on task in lessons and other activities
- a well-organised assessment program
- regular and purposeful homework and study, with well-planned resources at home
- a healthy student lifestyle, including involvement in sport and other special interest groups

STUDENT LEADERSHIP

The potential for young adults to change their world is enormous, empowered by their fresh enthusiasm for change, energy and boldness to take risks and dream for a 'better world'. The student leadership program at NCC has several aims:

- to prepare students for the journey through school as individuals and as a group, and
- to give opportunity for the students' world to be a better place through their meaningful contribution.

There are many definitions that aim to describe leadership. Two main principles have evolved as key components of effective student leadership within our school culture. Firstly, the strong biblical concept of servant leadership is widely understood and accepted amongst students. NCC as a Christ-centred community subscribes to Jesus' words,

> *"…whoever wants to become great among you must be your servant, and whoever wants to be first must be your slave – just as the Son of Man did not come to be served, but to serve…"*
>
> Matthew 20:26-28

Secondly, the concept of a broad base of influence on the school community is well understood and valued by students. In recent years, a definition of leadership that has gained wide acceptance is,

> *When anyone does anything which increases either the effectiveness or satisfaction of a group of people, then leadership has been exercised.*
>
> Antarctic Division, 1989.

We know that students respond well to learning by doing. Older students enjoy opportunities to realise their ability to affect positive change to the lives of people around them, and in so doing, their own journey is enhanced. Young adults grow an understanding of their place and value in the world when they realise their ability to help, serve and influence for positive change. Some of the programs usually established are peer mentoring, peer mediation, peer tutoring and student ministries.

CHAPEL & PRAYER MEETINGS

The Primary, Middle and Senior School have a weekly Chapel service in which staff and students play a key role in leading worship, playing in the Chapel Band and presenting various challenges to students. The service often uses key local presenters to challenge and train young people on aspects of relationship with God, godly living and acts of service. In recent years, students have also formed an active Student Ministries Committee, which encourages regular student prayer and worship meetings and prepares challenging presentations to their fellow students.

SPORT, MUSIC AND OTHER CO-CURRICULAR PROGRAMS

School students need a balanced life for general well-being. The College dedicates school time to sport. Those students who wish to represent the College in their chosen sport may participate in competitions which occur on various afternoons after school.

There are also many opportunities for students to be involved in music, including Concert Band, Chapel Band, Stage Band, Wind Symphony, String Ensemble and Vocal Group. Other programs designed to stretch students with special gifts and talents are offered throughout the year, such as the College Musical. Please see more information in the Co-Curricular section of this Parent Handbook.

STUDENTS DRIVING VEHICLES AND MOTORCYCLES

Parking is available in the allocated student car park area in between Berakah Farm and NCC early learners. Students are required to complete an application for parking permit from the student office and pay $40 car parking fee to the main reception. Compliance with specific procedures as detailed under the Road Safety section of this Parent Handbook are assumed.

1.10 VALUE STATEMENTS

RELATIONSHIPS

1) NCC will be a community of intentional connection with God. This will be evident in:

- encouraging people to be reconciled to God, through Jesus Christ as Saviour and Lord
- developing people's relationship with God (discipleship)
- our desire to live in God's kingdom
- encouraging active participation in the body of Christ (church universal)
- showing the need for repentance for salvation

2) NCC will be a community of acceptance, forgiveness and love for all people. This will be evident in:

- individuals feeling recognised and valued
- an attitude of love in all relationships at all levels
- respect and support for family structures
- compassion for those disconnected from society
- our faithfulness to Jesus as Lord

3) NCC will be a community of honesty and integrity. This will be evident in:

- the honest use of words and images
- truth-telling in all our activities
- the delivery of what we promote in our advertising and literature
- fulfilling our responsibilities in the contractual relationship with families
- respect for and from Government, education and business sectors because we deal honestly with money, power and relationships

WORSHIP

4) NCC will be a community which promotes Biblical truth and practice. This will be evident in:

- our engagement with the Bible, using its precepts as our basis for practice, for doctrine and for personal living
- our commitment to study, know and learn the Scriptures
- our commitment to the heritage of the Scriptures and the Gospel story of Jesus
- the Bible as our point of reference to realign our values

5) NCC will be a community where prayer is practised. This will be evident in:

- prayer as a precursor to our planning and action
- prayer as an expression of our relationship with God
- prayer as an expression of daily life

6) NCC will be a community where praise and worship is encouraged. This will be evident in:

- the pursuit of high standards of presentation during worship services
- opportunity for staff and students to express their love for God
- opportunities for enthusiastic participation by students in Chapel

STEWARDSHIP

7) NCC will be a community where the truth and uniqueness of Jesus is modelled as we serve one another. This will be evident in:

- our practice of living and teaching from a Biblical world-view

8) NCC will be a community where pursuit of excellence is encouraged. This will be evident in:

- individuals seeking excellence in all that they do
- rewarding effort as well as achievement
- seeking personal best in academic pursuits

9) NCC will be a community where generosity is practised. This will be evident in:

- our sharing of resources with local and global communities
- outreach programs
- a heart to serve others
- networking with like-minded organisations to build the kingdom of God

10) NCC will be a community of commitment to the understanding of, and care for, God's creation. This will be evident in:

- the care and development of our own campus
- the respect and care of the natural environment including the native vegetation
- encouraging individuals in the conservation and sustainable use of natural resources

KEEP CALM JESUS LOVES YOU
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Nambour Christian College
2015
Year 6

NAMBOUR CHRISTIAN COLLEGE

General Student Procedures

GENERAL STUDENT PROCEDURES **2.0**

2.1 START DATES

MONDAY 23 JANUARY 2017

PREPARATORY	Prep classes commence at 8:30am. Prep classes finish at 2:50pm. Parents have been advised of their child's starting date. All Prep children attend on Friday 28 January.
YEARS 4-6	Students to go straigh to their classrooms
YEAR 7 - 9	Students to go directly to their Family Group room.
YEARS 10 - 11	Students to assemble in the Church Auditorium.

TUESDAY 24 JANUARY 2017

YEARS 1-3	Students to go straight to their classrooms.
YEAR 12	Students depart for camp

2.2 TERM DATES

	TERM COMMENCES	TERM ENDS	
Term 1	23 January 2017	31 March 2017	
Term 2	18 April 2017	15 June 2017	
Term 3	10 July 2017	15 September 2017	
Term 4	3 October 2017	17 November 2017	Year 12
		24 November 2017	Years 10 – 11
		28 November 2017	Years 7 – 9
		29 November 2017	Prep – Year 6

2.3 STUDENT PROCEDURES

ATTENDANCE TIMES FOR STUDENTS

Students are required to be at the College in time for an 8:25am start for Middle and Senior School and a 8.30am start for Primary School.

School finishes for: Prep - Year 3 at 2:50 pm, Years 4 - 6 at 3:00 pm, Years 7 - 12 at 3:05 pm.

LATE ARRIVALS

Students are expected to arrive at school 10 minutes before the commencement of school. Late arrivals are required to check into the Responsible Thinking Classroom (RTC) for Middle & Senior School students or Primary Office for Primary School students. If a student arrives after the commencement of school, he/she MUST sign in at the RTC or the Primary Office, otherwise the student will be marked as absent for the day.

If a student is going to arrive late, then a message can also be left on the Absentee Telephone Number. Alternatively, a student can present a note from a parent on arrival. Late arrivals will be reported on School Report cards.

ABSENCES

It is the policy of our College to send an SMS or otherwise contact parents/guardians regarding all unauthorised absent students from the school each day. We therefore ask, if your child is absent for any reason, could you please ring the following Absentee telephone number before 9:30am on the morning of your child's absence. This is a 24-hour service which is processed soon after 9:30am each day.

- **MIDDLE & SENIOR SCHOOL ~ ABSENTEE PHONE NUMBER 5451 3398**
- **PRIMARY SCHOOL ~ ABSENTEE PHONE NUMBER 5451 3399**

This number is connected directly to an answering machine. Please state your message as briefly as possible, giving us the following information:

- Name of caller
- Student's name and Year Level
- Date of absence/s
- Brief reason for absence

College policy on authorised absence is particularly relevant. Records are kept for attendance accountability and for reporting to agencies such as AUSTUDY. Students are expected to be present at school or at an approved activity on every school day**. It is not appropriate for students to be away from school to catch up schoolwork and/or do assignments.** Occasionally, during special 'Block Exam' days, senior students may be allowed to be away from school while not undertaking exams. In those circumstances, final decisions will be made by the College leadership and communicated to parents.

When a student is away for an extended period, parents are asked to advise the College. A message can be left on the Absentee Telephone Number advising of advance absence, so that parents do not need to phone in each day. It may be appropriate for teachers to provide work in these circumstances. Absences are reported on School Report cards.

LEAVING THE COLLEGE GROUNDS

No student is allowed to leave the College grounds during the day except when:

- a signed letter of permission or a phone call from a parent outlining an appropriate reason has been handed into the RTC or Primary School office.
- under supervision of a teacher / authorised supervisor and given permission by a Head of School or Year Level Coordinator.
- parents have been phoned by the First Aid Officer to come and collect their child. Students leaving the College for any of these reasons MUST sign out at RTC or Primary School office.
- involved in Community Service Programs, Vocational Education courses (e.g. TAFE), Work Experience or other authorised education programs (e.g. USC Headstart).

STUDENTS NOT LIVING AT HOME

From the time a student is enrolled at Nambour Christian College, a partnership between the College and parents is firmly established. It is our expectation that the student will live in the home as per the Enrolment Contract.

If a student chooses to disassociate from the family to live in an environment such as a unit or a house and/or in the company of other young people or persons, it will be deemed unacceptable to our College. There must be a parent (adult) who maintains responsibility for the student. We will take appropriate steps to bring about reconciliation in the family; however, if in the end an unsatisfactory resolution is achieved, the enrolment of the student will be terminated.

CO-CURRICULAR ACTIVITIES

There are a range of cultural, sporting and special interest activities available for students as well as the regular programs. Many of these activities operate in school time; however, some programs require a commitment from the student and parents to out of school hours activities. It is therefore important that students and families become familiar with the requirements before making a commitment to the program. If students do not attend activities relevant to their commitment then they may be removed from the program.

2.3 STUDENT PROCEDURES (cont...)

LEARNING ENRICHMENT

The Learning Enrichment Department assists students with acknowledged special needs from Prep to Year 12. This support is offered in a variety of ways depending on the student's level of need, the College resources and places available. Students may be referred for Learning Enrichment at enrolment, at any time by parents, or when teachers identify difficulties. A comprehensive consultation process, including learning difficulty assessment, is worked through before the students are provided with specialised support. The process involves parents, teachers, the Learning Enrichment teachers and teacher aides.

LEARNING EXTENSION

The College provides opportunities for our more able students to be enriched and extended through a variety of competitions and activities. These include Creative and Performing Arts (CAPA) activities, Debating, Days of Excellence, Maths, Science and English Competitions, Opti-MINDS and subject related workshops. Teachers also extend students in the regular classroom through varying assignment topics and expectations and by allowing students to research topics in their personal interest areas.

Students who display giftedness are encouraged to fully develop their potential and may be accelerated to higher Year Levels, if deemed appropriate. There is also the opportunity for senior students to study a University subject concurrently with their Year 11 or Year 12 studies.

SPORT PROGRAM

At Nambour Christian College it is our vision to provide a range of fun, interesting and challenging opportunities for students in sport. In order to fulfil this vision, a Sport Program has been implemented to cater for the diverse needs of students. Sport is a compulsory part of our curriculum and therefore full student attendance is required. Please see the Extra-Curricular section of this Parent Handbook for more information.

UNIFORM - GENERAL GUIDELINES

All students are required to wear the correct uniform at all times. This also applies to a student wearing the uniform outside the College campus and applies to day and sport uniforms. Students at the College should not be seen in public wearing part of the uniform and part non-uniform items. Students are to wear hats to and from the College each day. Full day uniform is to be worn by students when attending Speech Nights, Award Nights and other College related activities. If there are any variations to the uniform regulations, parents are able to apply for special exemption through a letter of explanation.

SPORTING/CULTURAL ACTIVITIES

Attendance by students on these days is compulsory (e.g. whole-day Sport Carnivals). Students are to wear full College uniform as specified for these events. If students wish to go directly to these events, or be picked up and taken directly home, a permission note is required. If students are unable to participate in a sporting activity or lesson, a written note from the parent must be received by the organising teacher.

SCHOOL RELATED ACTIVITIES OUTSIDE OF SCHOOL HOURS

There are some compulsory activities involving all students, including Awards Night and/or Speech Night. Other activities will involve particular students according to the purpose of the event.

CAMPS

Camps are a compulsory part of the College Outdoor Education Program, aiming to provide a variety of experiences considered essential to the total development of the student. Camps endeavour to cover a range of activities tailored to meet the needs of students. These may include canoeing, archery, fishing, ropes courses, orienteering, abseiling and other activities to develop skills in areas such as decision-making, communication, team building, leadership and goal setting. Some camp programs, including use of facilities and trained staff, are out-sourced. In such cases the costs will be shared by the College and parents.

FIRST AID

Relevant staff are trained and hold current First Aid certificates. Staff treat minor abrasions and accidents. In the case of more serious incidents or illness, an ambulance may be called and, if warranted, it will transport the child to Nambour General Hospital. Parents are advised as soon as possible of the decision to transport a child to hospital.

MEDICATION

All student medication including pain and fever reduction, excluding ventolin puffer, must be supplied to the Primary Reception or Primary First Aid room with a written request (preferably on a Medication Request Form available from Reception) to the College, including instructions for administration of the drug, and any special needs of the student.

2.3 STUDENT PROCEDURES (cont...)

ASTHMA

Ventolin puffers may be kept with the student for personal use of the asthmatic child. If administered, the supervising staff member will note time and dosage in the student's diary. If a student, not diagnosed as asthmatic, has a severe cough, a ventolin puffer may be administered by a qualified staff member according to current recommendations for first aid for asthma sufferers. Prior permission will be obtained from parents.

NUT ALLERGY AWARENESS POLICY

Due to the number of students in the Primary school with life threatening nut allergies, we strongly discourage parents from sending nut based products in student lunches. This includes bringing food to school-related activities.

Parents and children need to be mindful of any products containing nuts when preparing lunches or snacks. Parents of children who, historically, have suffered any anaphylactic reaction to any foods or insect bites, need to provide the College with an up-to-date medical action plan, signed by their treating doctor.

Please:

- don't use 'nut' ingredients if preparing food for a special school event (e.g. birthday cake, cultural food, sports day picnic)
- if your child eats a nut product for breakfast (e.g. peanut butter on toast), washing hands before arriving at school will reduce the chance of exposing an allergic child to nut allergen (e.g. on the bathroom taps, computer mouse, climbing equipment, etc).

All children are to be discouraged from swapping food. Please remind your child not to share foods at school as these foods may contain traces of nuts.

Nambour Christian College will promptly update all parents if circumstances change and there is a need to modify policy information.

SICK BAY

Students may be admitted to sick bay for short periods for minor illnesses; however, if the sickness appears to be prolonged, parents will be requested to collect their child. Children are not to be sent to school when parents know them to be unwell.

STUDENT ACCIDENT INSURANCE

As part of a compulsory fee, students of Nambour Christian College have 24-hour worldwide accident cover. Details on the extent of the cover may be obtained from the College or the insurer.

INFECTIOUS DISEASES

Parents are asked to withdraw their child from school immediately when it is observed by the First Aid officer that they may have an infectious illness. This decision is taken to protect all students.

The College is required to inform families when a student has an infectious disease such as chicken pox; cold sores; conjunctivitis; cough and cold viruses; diarrhoea; diphtheria; enterovirus 71; German measles; hand, foot and mouth disease; Hepatitis A; haemophilus influenza type B (Hib); meningitis; meningococcal; nausea; norovirus; poliomyelitis; ringworm; school sores; streptococcal sore throat (including scarlet fever); tuberculosis; typhoid; whooping cough and worms. Not only are these ailments highly infectious, but also sending students back to school prematurely could hamper the healing process. If your child has a temperature, please keep them home, as this is an indicator of an infection. If parents are in doubt, they are encouraged to contact their family doctor.

HEAD LICE

Children are not excluded from class if head lice are found; however, an effective treatment must be commenced prior to the next attendance day. All children in the class will be notified.

SCHOOL SORES

The College has a policy to exclude students from school until the lesions have been treated and covered.

2.3 STUDENT PROCEDURES (cont...)

ITEMS OF VALUE

Students are discouraged from bringing valuable items to school. The College will not take responsibility for loss or damage of valuable items. If a student needs to bring money (other than for lunch) they should lodge it at the Student Reception/Primary Reception upon arrival. Students are encouraged to use their locker to store personal equipment when not in use (e.g. calculators). Primary students are advised not to bring toys and things of high value, e.g. iPods to school.

MOBILE LEARNING DEVICE POLICY

This policy is available on the College website.

COMPULSORY LOCKERS

Lockers are provided for all students in the Middle and Senior Schools and may be used for storage of books and other school materials.

Year 7-8 students hire the same locker for the two years. Year 9-10 students hire the same locker for two years and Years 11-12 hire the same locker for two years. Lockers are to be maintained and kept clean and not used to store food or liquids. If lockers are misused or left unclean, the College may remove this privilege and charge students for the cost of repairs and cleaning.

COMMUNICATION BETWEEN SCHOOL AND HOME / HOME AND SCHOOL

Parents are encouraged to put change of details in writing or via an email to info@ncc.qld.edu.au. This would include changes to address, phone number, mobile number, email address and custody issues.

To ensure that parents receive the correct information, the staff of the College may communicate issues and matters to parents in a number of ways which include - email, SMS to parents' mobile (this will be limited to student absences) and notes home, however the preferred form of communication is via email. We have found emails to be an efficient and successful means of communication for some information and we encourage all parents to advise the College of their personal email address.

NCC CAFÉS

Nambour Christian College Cafés are run by Laurent and Chantal Vancam. Laurent and Chantal are cookbook authors and Laurent is a French Chef with a background in catering both in Europe and Australia.

The Secondary Café is open for breakfast from 7:30am until approximately 3:00pm.

The Primary Café is open from 8:00am until approximately 2:00pm.

The menu is based on using fresh and wholesome ingredients in line with the State Government's healthy tuckshop food guidelines. Specials are changed weekly and are from a different country each week. They are advertised in the newsletter, at the Cafés and online via the online ordering system.

Orders are placed for either Café via the online ordering system. The Secondary Café also has a cashless payment system using the NCC Student Card. See the College website for more details. Over the counter cash sales are available at both Cafés.

The Cafés also cater for school events and take home meals for families.

2.4 LIBRARY

The Nambour Christian College library resource consists of two libraries and other resource rooms operating within the grounds of the College.

For any enquiries about the NCC library system please feel free to phone our Head of Library and Information Services, Mr Brian Evans, at any time on (07) 5451 3351 or by email at bevan01@ncc.qld.edu.au.

GOALS

The NCC library system has been established to assist your child in acquiring important information skills for life in 21st century Australia. The College is also committed to fostering reading in students both to enrich their personal lives and to assist academic performance throughout their school years.

FACILITIES

Both libraries are modern purpose-built buildings providing access to quality printed, multi-media and electronic resources.

Main Library (Year 4 to Year 12). Ph: 5451 3351 Open 8:00am to 4:30pm Monday to Friday

Junior Library (Prep to Year 3). Ph: 5451 3333 (ask for the Junior Library extension)
Open each break and during scheduled library class time.

Within the Main Library there are teaching spaces for Primary, Middle and Senior School classes, some computers for class and individual use and a designated reading area. Our library collection contains a wide range of quality resources which support the curriculum and cater for various interests and reading abilities, chosen within NCC's Library Selection Policy guidelines.

PRIMARY SCHOOL

Our Junior Primary Library is a colourful and exciting library space for Prep to Year 3. Students can read, listen to stories on CD, access computers, borrow books and play games.

All Primary School students have regular weekly lessons in the library with the Teacher Librarian. These lessons support the curriculum. Visit the parent portal for more information, news and useful links to the catalogue, ebooks and Clickview.

Students in Primary school must use the red NCC Library bag in order to borrow, for the protection of their books. These bags have the library ID barcode attached to it for scanning at point of loan.

BORROWING

All students have the opportunity to borrow up to four (4) books every week at their lesson time, for a period of two (2) weeks. Books are stamped with the date on which they are due for return. Renewals can be arranged by the student bringing the book to the loans desk, emailing the library or by the parent contacting the library. Please ensure books are not carried near drink bottles.

MIDDLE AND SENIOR SCHOOL

Students in Senior and Middle Schools are required to use their Student ID cards, to borrow resources from the Main Library.

All borrowed books remain the property of the College and should be treated carefully. If a book is damaged or lost, then repair or replacement costs will be incurred by the family.

TEXT BOOKS

Textbooks are loaned for a term, a semester, or a year. Each student must write his or her name and date due for return in the front of each textbook. A $20 fine is applied to fee statements if the students do not return all textbooks by the last day of school – this applies to students leaving the College and to continuing students. This fine is in addition to replacement costs.

PLEASE NOTE: fines and replacement costs for books not returned by the due date will be NON-REFUNDABLE.

PARENTS:

Parents are always welcome to browse and borrow from our collection. We have many novels and non-fiction books on a variety of topics that may be of interest. The library's catalogue can be accessed at home and school via the parent portal.

WORKING BEE

Parents are welcome to carry out working bee hours in the libraries and times may be arranged by telephoning the Main Library staff. Please see more details about working bees in the Fee Information section.

NAMBOUR CHRISTIAN COLLEGE

Code of Behaviour

We believe that is very important that students have a clear understanding of their responsibilities and the behaviours that are acceptable at Nambour Christian College.

CODE OF BEHAVIOUR **3.0**

3.1 BEHAVIOUR MANAGEMENT - BUILDING CHARACTER

Effective behaviour management relies on effective relationships between students, staff and parents. The ideal type of behaviour management is self-managing behaviour with all actions resulting from a love for God, others and oneself (Matthew 22 v 37-40). The notion of self-control is in line with biblical principles and the fruit of the Spirit as found in Galatians 5 v 22-23.

College staff will intervene when they recognise that students have chosen inappropriate behaviour and/or disrupt learning.

AIMS

The aim of behaviour management practices at Nambour Christian College is always to restore relationships:

- individual to God
- individual to those in God-given authority (parents, teachers, etc)
- individual to fellow students

All behaviour management practices apply in the context of a caring and supportive environment where justice and mercy meet.

NEEDS, RESPONSIBILITIES AND RULES

All people have basic human needs or rights including dignity, safety, love and a sense of belonging. NCC also believe strongly in the teachers right to teach and the student's right to learn. For these needs and rights to exist, all people have responsibilities. It is our desire that students will exercise their responsibilities without intervention. Rules protect our needs and rights and are in place because our fallen nature is contrary to a life led by the Holy Spirit, which would automatically allow for harmonious community living (Romans 8 v 1-17; Galatians 5 v 16-26).

Where possible, students should be led to an understanding of the biblical concepts that lead to our school rules (Matthew 22 v 37-40 and Philippians 2 v 3-7).

STRUCTURE

There are several 'levels' or 'steps' for effective behaviour management. These levels reflect aspects such as the seriousness of the offence and repetition of behaviour. The levels will generally be used in order of increasing intervention and in line with biblical principles of forgiveness, love, compassion and justice.

STUDENTS, TEACHERS AND PARENTS

It is extremely important for teachers to create opportunities to establish positive relationships with students. We are reminded that all are made in God's image and that God cares intimately for all of us (Luke 12 v 7). While some behaviour is unacceptable in the College community, it is important for teachers to separate the behaviour from the inherent value of the individual. All behaviour management procedures should maintain the honour and feeling of self-value of the individual.

Central to the notion of successful schooling at Nambour Christian College is 'Partnership with Parents'. Parents are recognised as the primary educators of students. Teachers work at effective communication and involvement of parents at all steps in the behaviour management process.

The frequency of low level positive and negative behaviours makes it impossible for teachers to communicate every instance with parents; however, it is expected that teachers will communicate with parents as much as possible to keep them informed of steps taken, to seek their support and give encouragement.

ENCOURAGING POSITIVE BEHAVIOUR

It is important for students to experience success in various aspects of school life. Staff at Nambour Christian College provide a range of opportunities for each student including academic development, music programs, sport (including intra-school and inter-school competitions), community work, outreach programs, cultural activities, school community service groups, public speaking and debating. Participation in these programs builds the students' sense of worth to the community and decreases the desire to choose negative behaviours.

STUDENT CONDUCT

At NCC, all students are expected to exhibit respect, obedience, honesty and kindness. They must comply with the following basic rules that apply across all Year Levels of the College:

- be prepared and on time
- follow directions
- speak at the right time, in the right manner
- respect others and their property

3.1 BEHAVIOUR MANAGEMENT - BUILDING CHARACTER (cont...)

CONSEQUENCES
Students will be helped to be reflective and make informed choices of behaviour. Consequences will, wherever possible, be logical and relevant to the rules broken. Immediate consequences provide the best opportunity for appropriate lessons to be learned. Where possible, the specific consequences will be a logical extension of the situation and may involve:

- withdrawal to the Responsible Thinking Classroom - (RTC -Secondary) or Reflective Time Out (RTO - Primary) to consider the rules broken and plan the way of restoration.
- in matters involving repeated serious misbehaviour or extreme misbehaviour, the Suspension and Exclusion Policy will be applied.

STAFF INVOLVED IN PROCESSES
Teachers are involved in behaviour management whenever they are with students. Classroom teachers may need to seek advice or refer situations and/or students to other staff, including Responsible Thinking Classroom teachers, other teaching staff, Family Group teachers, Year Level Coordinators, Heads of Department or Senior College leadership.

FORGIVENESS AND RESTORATION

The ultimate aim of intervention strategies and consequences is to rebuild relationships. Behaviour management practices should reflect the nature of God, who offers forgiveness to all and gives forgiveness to those with a repentant heart (1 John 1 v 7).

Students need to be offered forgiveness and be led to a place of being sorry for the negative behaviour chosen. Apologies to people affected by their negative behaviour need to be sought. Staff are encouraged to pray with the students at such a time so that a closer walk with God may be developed.

3.2 TRANSPORT

Parents who wish to apply for a seat for their child on a Nambour Christian College bus for transport to and/or from school must fill out an 'Application for NCC Bus' form, which is available from the Business Office. As seats become available, they will be allocated to the next person on the waiting list. This also applies for additional children of existing families and for people moving house. The College may change the pick up and drop off point and bus number at any time.

As all students use the College buses for either transport to and from school, or transport to a venue during school time, this policy applies to all students. The Bus Users Policy has been put in place to assist the College in providing a safe and efficient service for students. These rules are to be obeyed by all bus users. Failure to do so will result in disciplinary action and if misconduct continues, the student may be suspended from using the College buses.

RULES

1. Respect bus drivers, other students and property.
2. Students can only board a bus with the driver's permission.
3. Students must wait in designated locations until permitted by driver to board.
4. No feet on seats.
5. Noise level on buses to be kept to a reasonable level at all times - no shouting or calling out.
6. No standing, kneeling, laying down or swapping of seats at any time.
7. All parts of the body are to be within the bus at all times.
8. No throwing of objects in buses or out of bus windows.
9. No chewing gum is allowed.
10. Food and drink may be consumed only under special circumstances and with permission of the driver.
11. Audio devices allowed with headphones at the discretion of the driver.
12. Teasing between students is not tolerated. Respect for fellow students is to be shown always.
13. Any offensive behaviour toward drivers of vehicles on the roads will not be tolerated.
14. Vandalism of seats, trim, signs or windows will not be tolerated.
15. Swearing, fighting or spitting on buses will not be tolerated.
16. Aerosol sprays, nail polish and nail polish remover must NOT be used on the bus at any time.
17. Roadways in the bus parking area are out of bounds to students.

Note: Infringement of Rules 14, 15, 16 and 17 will result in immediate loss of bus privileges AND restitution for any damage.

PENALTY GUIDELINES FOR INFRINGEMENT OF BUS RULES
Normal College disciplinary processes apply.

3.2 TRANSPORT (cont...)

OPERATIONAL REQUIREMENTS

Students are to be at their particular stop at least 5 minutes before the scheduled bus time to allow for variations in traffic conditions as well as to ensure the safety of the children. Parents must inform the bus driver when children are not travelling, and are requested to be waiting at the bus stop to collect their children unless a responsible older child accompanies them.

In the event of your children not arriving home by the usual time, parents are asked to contact the College receptionist immediately so the matter can be followed up. The office closes at 4:30pm.

VARIATIONS

Any changes to drop off/pick-up arrangements are only possible with a note from parents and PRIOR approval of the Bus Coordinator. Most buses are full and therefore casual users cannot travel. Students who travel both ways each day will be given priority over less frequent bus users.

An additional child wishing to travel to school in the mornings (e.g. after sleepover) or home with your child on their bus in the afternoons, can only do so after a written request is received from the child's parents and approval is given by the Bus Coordinator. Afternoon requests must be received by 8:30am. Morning requests must be received by 12:00 noon the working day before.

EXTREME WEATHER CONDITIONS

In an extreme weather event, the College intends to remain open for any students who are able to get to school. Some buses may not be able to run safely and will be cancelled for the day. Parents will be phoned in this instance. On occasions, the weather may deteriorate during the day and some buses may need to take students home early. Parents will be phoned in this instance. Some parents may elect to pick up their child/ren from school early on these days, we ask that any student leaving school early is correctly signed out before departing.

Information with regard to cancellation of buses, etc. will be given to Mix FM (92.7), Radio Rhema (106.5 FM) and ABC Sunshine Coast (90.3) to be announced. Please note that such announcements should bear one of the following names: Mr Campbell, Mr van der Vliet, Mr Elliott, Mr McNamara. Notice will also be placed on the College website (www.ncc.qld.edu.au) as soon as possible.

For students who attend school on extreme weather days, an academic program will run. Student work will be determined by the teacher. For example, if a majority of students are absent then the work may include revision; extension; work on assignments, etc. The aim will be to run normal class timetables although some slight changes may occur if certain teachers are unable to get to school. Students will be directed to morning assembly points as needed; however, if in doubt, students should report directly to their regular classroom.

Contact: Trevor Pedler (Bus Coordinator) **Mobile:** 0409 625 485

3.3 ROAD SAFETY

YOUR CHILD'S SAFETY IS OUR FIRST PRIORITY

Parents must maintain the following regulations while within the College grounds:

- a 10 KPH speed limit at all times
- students on crossings have right of way
- no parking in the 'Kiss n Go' space
- no double-parking
- set down and pick up using allocated areas
- vehicles to be parked before allowing children to step out of vehicle

CROSSINGS

Students on crossings have right-of-way at all times. We ask parents to be especially aware of this on the top level of the parking area and when a Crossing Supervisor is not on duty, and students wish to cross.

RIGHT OF WAY FOR BUSES

School buses have right-of-way when entering and exiting. We also ask for parents' co-operation when buses are exiting onto McKenzie Road, to allow space and time for buses to exit.

VEHICLE PARKING

Please ensure that the following parking procedures are followed when parking in the College grounds:

- in designated car parks only
- no stopping outside the front of the Primary School
- no parking on the sides of the entrance ramp to the College
- no double parking

3.3 ROAD SAFETY (cont...)

SET DOWN & PICK UP ZONES (KISS N GO)
This is located in the car park areas between Secondary School and the Church buildings. These areas are to be used only to drop off and collect children. Please do not park in these areas. In front of the Primary School and on exit driveways are not set down zones.

All Primary students who are still waiting for parents to pick them up at 3:30pm, will be moved down to the lower car park to await collection by their parents. This decision has been made for their safety.

The following practices are dangerous and should **not** take place:

- Do not double park and have your child walk through the traffic to your vehicle (see diagram 1).
- Do not encourage your children to walk to your car while you are still on the slope beside the Church. All pick-ups should be in the 'Kiss n Go' (see diagram 2).
- Driving protocol - do not cut into the 'Kiss n Go' in front of waiting cars (see diagram 3).
- Do not park on the slope to wait for your child ... do another circuit or look for an angle park (see diagram 4).

STUDENT CARS AND MOTORCYCLES
Students who drive to school need to adhere to the following procedures:

- vehicles are 'out-of-bounds' during the school day.
- students are not to leave the College grounds without the specified procedures being followed.
- students must park their vehicle in designated areas, with an understanding that it may not be possible to park on site.
- students must act responsibly whilst driving and take particular care on the College property.

Non-compliance with these procedures will result in the permission to drive their own vehicle to school being denied.

STUDENT BICYCLES
Students riding bicycles must comply with the following procedures:

- students must wear a helmet while travelling to and from school.
- bicycles must not be ridden when on school grounds.
- bicycle racks have been provided in the Secondary School.
- skateboards and scooters are not to be ridden on College or Church property.
- skateboards and scooters should be stored through Student Administration until required for an activity.
- students are to use their own chain and lock on bicycles when left unattended.

SOW TO HARVEST
NAMBOUR
CHRISTIAN COLLEGE
NAMBOUR
CHRISTIAN
SOW TO HARVEST
NO
VACANCY

NAMBOUR CHRISTIAN COLLEGE

Primary School

Building a firm foundation. The strength of any building rests in its foundations. Likewise, when building character, it is vital to lay the right foundations early. For this reason, we place enormous emphasis on creating the perfect setting – delivering structure, learning and fun.

PRIMARY SCHOOL **4.0**

4.1 PREP YEAR INFORMATION

NCC Prep seeks to stimulate and build upon children's curiosity and motivation to learn. Our goal is to provide students with a smooth transition into Year 1 by ensuring that foundations for future learning are established in a developmentally appropriate way. Our early childhood program introduces the child to the structures and expectations of schooling in a supportive informal environment, thus allowing the child to develop spiritually, socially, physically, emotionally, cognitively and creatively.

UNIFORM
Prep children wear the College sports uniform. House shirts are worn on Sports days. Please ensure all belongings are clearly named.

REQUIREMENTS
Each day your child will need to bring:

- morning tea and lunch
- a red library bag
- NCC school bag
- College hat
- rain poncho
- water bottle
- spare school uniform and underpants

Most children feel a little apprehensive in the early days of Prep. If your child cries when you are ready to leave, please don't linger. The children usually calm quickly, but if the parent remains, the tears are reinforced and an unhealthy pattern of crying and manipulating the parent can emerge.

You can also help with the adjustment by teaching your child to use the toilet by him/herself (including flushing and washing hands), to dress him/herself, to use a lunch box (plastic wrap can be difficult for little fingers) and by providing opportunities to play with other children. If your child has never been left with others before, regular short visits with a friend or relative without you will help make the separation less stressful.

Each day follows a pattern but allows for flexibility and the opportunity to explore according to the interest of the children. During the week, the following areas would be covered:

- devotional time
- story time
- individual activities
- group activities
- indoor activities
- music
- 'Fingergym'
- library visit
- outdoor activities
- creative play
- Physical Education
- numeracy & literacy activities
- Perceptual Motor Program
- computing
- quiet time

ARRIVAL AND DEPARTURE
Each day begins with a drop off time of 8:25am until 8:30am. If you arrive at 8:25am you will have the opportunity to be involved in the Perceptual Motor Program (PMP) and Fingergym except on Chapel day. The day concludes with a pick up time of 2:50pm.

Please be on time as the children and teachers are keen to begin the day's program. Children will miss out on group time and can become distressed if they are late. You will need to sign children in at the Primary School office when they are late. Likewise, it is often distressing for a child to be left after other children have gone home. Our punctuality shows the children that we believe being on time is important. Teachers often have staff meetings and in-service programs to attend after school, so punctuality is essential. If you are running late, a quick phone call will help to put staff and children's minds at rest. School Age Care is also available and must be booked by 12pm that day.

We believe your child is a unique and special gift from God. His/her response to the world around him/her is modelled by loving parents, teachers and members of the school community. Our aim in your child's Prep year is to develop both an educational learning environment and a caring positive community where your child feels comfortable, accepted and secure.

4.2 SCHOOL AGE CARE (BEFORE AND AFTER SCHOOL) AND VACATION CARE PROGRAM

Nambour Christian College operates a licensed long day care centre on campus. The license for our long day care centre includes NCC early learners, children from 2.5 years of age, to Primary aged children. Our program offers a continuity of care and experiences in a safe and supportive community where children are nurtured and encouraged to achieve, explore, develop and excel.

The centre is open from 11th January 2016 to 23rd December 2016 with operating hours from 7:00am to 6:00pm, Monday to Friday. The centre closes for 2 weeks over the Christmas break, including all public holidays and Nambour Show Day Holiday. The centre is open on student free days for NCC Primary School. Bookings are essential.

NCC EARLY LEARNERS

NCC early learners operates programs for children from 15 months of age through to Kindergarten children (5 years). Current pricing is per child, per day, and includes a delicious, healthy morning tea, lunch and afternoon tea. Nappies and wipes are also included.

Waratah & Wattle: $90 per day, siblings $86 per day, Jacaranda & Banksia: $86 per day, siblings $82 per day.

BEFORE SCHOOL CARE

Before School Care operates from 7:00am until 8:30am. Children who arrive from 7:00am will join together in the central area at NCC early learners. Staff will accompany children to the Primary School at 8:00am.

AFTER SCHOOL CARE

The After School Care program operates from 2:45pm until 6:00pm.

After School Care aims to provide a recreational program in a safe, secure and caring environment with creative and stimulating activities. Our program complements the Christian values taught at school and at home. Fees are sessional, ($18 flat rate, $64 sibling flat rate, $20 casual) per afternoon, CCB and CCR apply.

For School Age Care absences, parents must leave a text message for the Co-ordinator if their child/ren will not be attending the afternoon session and this must be received before 12:00 noon of the day in question. This includes if the student is absent due to illness or going to an alternative after school activity. This is very important, as it avoids unnecessary time spent locating your child and assists with allocating staff appropriately. In the event that a session is not cancelled in the appropriate way, charges will apply. Staff are unable to leave the centre to collect children from other activities.

VACATION CARE (HOLIDAY CLUB)

Our Holiday Club operates each school holidays from 7:00am until 6:00pm. Fees are invoiced in advance to confirm booking and are non-refundable once the booking is made. The daily fee is $60 less CCB & CCR for eligible families and includes morning tea, lunch and afternoon tea.

Sibling discounts apply if more than one child in a family attends any room in our centre. All fees for permanent places are to be paid in advance and cannot be added to your School Fees Account. There may be an additional charge for excursions,which will be listed on the program.

For Holiday Club absences, parents must leave a text message for the Co-ordinator if their child/ren will not be attending that day's session. Cancellations are non-refundable.

BENEFITS TO PARENTS

- giving parents 'peace of mind' with the knowledge that their child/ren are in a safe, secure and caring environment
- opportunity to engage in work, study or handle emergencies
- enable parents to meet with other parents or staff members

BENEFITS TO CHILDREN

- provide children with consistent and continuous nurturing in a safe and secure environment
- experience new, exciting and fun activities
- develop and continue friendships with other children
- opportunity to do homework or have quiet time

FOOD AND BEVERAGES

A light and healthy afternoon tea will be provided; however, children are able to bring extra food or special dietary food, if required. For Holiday Club bookings, parents will need to supply morning tea and lunch.

SIGNING YOUR CHILD OUT

Parents or an authorised adult must sign their child/ren out. The registration form provides parents with the opportunity to nominate persons authorised to sign their child/ren out. This is a safety procedure and a requirement of the law.

REGISTRATION PROCEDURE

Children who attend Nambour Christian College School Age Care must be enrolled in the program by a parent or legal guardian and supply a birth certificate and current immunisation status.

4.3 GENERAL PRIMARY SCHOOL INFORMATION

The Primary School campus caters for Prep to Year 6. In addition to well-equipped classrooms including interactive whiteboards and audio equipment, we also have music rooms, science lab, drama room, Junior Primary library and several outdoor adventure playgrounds and excellent undercover areas, all surrounded by beautifully landscaped grounds.

STAFF

Students are placed in the care of committed Christian staff who endeavour to nurture the academic, physical, social and spiritual growth of each child. A high standard of behaviour is expected in the classroom, playground and when travelling to and from school. Teachers encourage the involvement of parents in day to day activities, e.g. reading and general classroom help, excursions and camps.

PARENTS

Regular communication between parents, students and staff is important and we encourage regular contact between school and home. Parent-teacher nights, interviews and information sessions are held throughout the year; however, teachers welcome the opportunity to speak with parents. Written reports are completed at the end of Term 2 and Term 4. Following the receipt of these reports, parent interviews are available and highly recommended to discuss the progress of your child. Student Handbooks for Prep-Year 3 students and email are the usual and recommended means of regularly communicating with your child's teacher.

CHAPEL

Chapel is held each Wednesdayat 8:45am for the Primary School, with students regularly participating in class presentations and performing in music and drama. Parents and friends are most welcome to encourage and support the children.

NCC CAFE

Nutritious food at reasonable prices is available at morning tea and lunch. Orders are placed via the online ordering system. See the NCC website for details and for placing orders. Over the counter cash sales are also available at morning tea and lunch.

SPORTS CARNIVALS

Several sporting carnivals are held during the year. Parents are encouraged to come and support children's efforts.

Annual Carnivals include:

- Swimming - February
- Cross Country - April
- Athletics (9-12 years old) - July
- Sports Day (Prep to Year 3) - August

UNIFORM – PRIMARY SCHOOL

The Primary School day uniform, sports uniform and house shirts are worn on particular days. Each term will be slightly different and class timetables influence the uniform choice. Please check with your child's teacher for more information and refer to the section in the Parent Handbook titled 'Uniform'.

All items should be clearly labelled. Poncho style raincoats are preferred to umbrellas.

ABSENCES

Parents are advised to ring the absentee telephone number and leave a message before 9:30am on the day of absence. See 'General Student Procedures' for details.

ARRIVAL

Students should arrive before 8:25am each day. Prep to Year 3 students are to meet in the Junior Primary undercover area (coloured mat) and Years 4 to 6 meet in the Senior Primary undercover area (under Westbrook building). A teacher will be in attendance to supervise from 7:30am - 8:25am.

SUPERGIRL
BETTER THAN EVER
NPE

NAMBOUR CHRISTIAN COLLEGE

Middle School

Nambour Christian College Middle School aims to nurture and stimulate students, combining fresh and relevant academic challenges in an environment that fosters security, support and success.

MIDDLE SCHOOL **5.0**

5.1 MIDDLE SCHOOL GENERAL INFORMATION

BROAD OVERVIEW

In 1999, in recognition that adolescence has its own characteristics, elements and challenges, we opened our Middle School. The Middle School for Years 7, 8 and 9 is part of an integrated learning program that begins at NCC early learners and flows through to Year 12. However, because adolescence is a distinct developmental phase, it requires a unique response.

AIMS AND PHILOSOPHY

The Middle School is the bridge between Primary and Senior schooling. It aims to nurture, stimulate and challenge students. The twin goals of pursuing academic excellence and growing students into the example of Jesus are contained in our Mission Statement:

"We encourage all the students to pursue excellence according to their potential, so that they can develop into effective members of society, serving God and using their gifts and talents in their chosen fields".

To ensure that all students have the opportunity of reaching their full potential, the curriculum has been designed to meet the needs of the adolescent learner. In brief, the NCC Middle School aims to combine fresh and relevant academic challenges within a safe, secure, nurturing environment. The emphasis is on SECURITY, SUPPORT and SUCCESS.

THE STRUCTURE

The Middle School is organised in a geographically distinct area of the Secondary School. Middle School Family Groups are concentrated around the corridor of buildings C, D and N.

Our specialist Middle School staff are well trained in understanding the development needs of the growing adolescent. Knowing students and their needs (generally a 'Primary School' strength) will be combined with a lively interest and knowledge of specific content (a 'Secondary School' strength).

A SCHOOL THAT IS BASED ON CARE - PASTORAL CARE

One of the key elements in the College's decision to move into Middle Schooling was the obvious mismatch of adolescent needs and existing educational structures. The role of Pastoral Care, using well trained and competent teachers with understanding of the psychological, social, moral and ethical needs of adolescents is pivotal to creating a safe and secure environment in which students can have success.

By spending extended periods of time with the students, the teachers will develop an intimate understanding of the individual's developmental strengths and weaknesses. The Family Group teachers and the Year Level Coordinator of Year 7 students are also their teachers for some of their classes. The Family Group structure for Years 8 and 9 is designed to meet the needs of our students in a manner appropriate to their age and Year Level. Family Groups are gender based in Years 8 and 9 and are led by teachers of the same gender as their students. This initiative has resulted in very positive outcomes and compliments the special 'gender-specific' programs in the year levels such as camps.

Our College is built on the premise of partnership between home and school. The close involvement of parents is an important part of the Middle School philosophy. Students' attitudes towards learning and academic performance are enhanced when parents take an active interest in their education. Parent participation in the educational process is encouraged and welcomed. Information will be provided to families to help them understand the importance of their role in the learning activities of their children at home and how to become involved and effective. The College will offer regular, targeted programs to assist parents in their role. Seeing our children gently, positively and confidently through the Middle School years is every parent's desire. As a College, we wish to stand with parents in that endeavour.

CORE CURRICULUM

The introduction of the Australian Curriculum in English, History, Maths and Science in 2012 has necessitated extensive planning and preparation by our staff which is continually being reviewed and research-based ideas incorporated. The core curriculum also includes Core PE, Japanese for Years 7 and 8 and Biblical studies for Year 9.

5.1 MIDDLE SCHOOL GENERAL INFORMATION (cont...)

COMMUNITY SERVICE

Nambour Christian College has been very committed, since its inception, to offering aid to worthy organisations both locally and globally. Support has been given to groups such as Mercy International, World Vision and The Samaritan's Purse. Disaster Relief has been extended to areas of need.

Giving monetary aid or gifts is indeed commendable. Our Middle Schoolers are encouraged to offer their assistance to others through community service. This may include visiting the aged or infirmed; involvement in local projects such as tree planting or beautification schemes; assisting with 'Meals on Wheels' or tutoring Primary students. All Year 9 students are involved in assisting at events either within the College or in the wider community. These events include the Mooloolaba Triathlon, Grandparents' Day, the College Family Fun & Open Day, hosting of visiting groups to the College, and aiding in the organisation and running of Primary School sporting events.

OUTDOOR EDUCATION

Outdoor Education is seen as an important component of our College's curriculum. The College has a 55 hectare property adjacent to Borumba Dam, which will provide the centre for our outdoor education programs. Our planning is underway for the development of this site.

Our current outdoor education program in the Middle School is as follows:

YEAR 7 – STEPPING UP – FOCUS, FRIENDS AND FAITH

This Year 7 camp is strategically placed at the beginning of Term 2 after the students have experienced one term in the Middle School. It is designed to promote teamwork, understanding and co-operation. The students experience a wide range of adventure elements as well as instruction on the camp themes.

YEAR 8 – STEPPING FORWARD

In Year 8 we provide gender based camps, with the boys travelling to Pindari (NSW) and the girls to Kiah Park (near Gympie). These camps are generally staffed by the students' Family Group teachers and are designed to teach students camping and bushcraft skills.

YEAR 9 – STEPPING OUT – CELEBRATING MILESTONES

This camp is also a gender based camp aimed at celebrating the transition of our students from Middle School to Senior School. It also seeks to highlight the journey towards emerging adulthood. The two camps are held at Cooloola & Noosa Trails Network (boys) and Cooloola, Borumba Dam & Jimna Forest (girls).

SPORT

The focus of Middle School sport is on both the development of basic skills for most broad-based sports and the encouragement of participation. Inter-house competitions in swimming, athletics and cross-country are important dates on our sporting calendar. These, of course, open the door to competition at higher levels for College representatives.

From the beginning of 2013, our Middle School students have been involved in an extensive inter-house competition covering a wide range of sporting options. Each season begins with a training program to ensure students are equipped for the competition rounds.

NAMBOUR CHRISTIAN COLLEGE

Senior School

Nambour Christian College Senior School aims to Inspire and Equip students for successful futures. Students are led to further understand their special interests and gifts and to develop necessary skills and knowledge for a successful future.

SENIOR SCHOOL **6.0**

6.1 SENIOR SCHOOL GENERAL INFORMATION

Senior School aims to prepare students for life, not just living. Students are led to further understand their special interests and gifts and to develop necessary skills and knowledge for a successful future. They are guided to build on an understanding of God's love and are challenged to seek God's plans for their lives. Learning occurs in formal class situations and in a variety of extra-curricular activities. Students develop a greater role in decision making and leadership.

CURRICULUM

The curriculum in Years 11 and 12 are governed by the Queensland Curriculum Authority and Assessment (QCAA) Syllabuses and all our subjects have an approved Work Program. In addition to studying these courses, students can also be a part of the Headstart University program which will guarantee them entry into university at the end of Year 12. Courses in Years 11 and 12 are carefully designed to prepare students for the expectations required at university to help make this transition a smooth process.

Year 10 is an important preparation year for students in the Senior School, whether for further study, employment, or a combination of both. The Year 10 curriculum provides a vital link between the general education focus of Primary and Middle Schools to the specialised options of Years 11 and 12. During Year 10, students have the opportunity to have more choice in areas of study. Year 10 is regarded as the first year of a three year Senior Studies program.

With Year 10 being considered as the first year of Senior School, it is important that Year 9 students are carefully educated in making wise subject choices during Semester Two in preparation for their Senior Studies program. Year 10s are only required to study English and one level of Maths (Prevocational Maths/Maths A/Maths B), with the balance of their subjects being their four elective choices. The majority of students will continue into Year 11 and 12 unchanged in their chosen subjects; however, subject changes will be allowed during this time.

In addition to English and Maths, all students are required to complete the following courses: Religion and Ethics, Focus, Tutorial and Health and Fitness. These courses add to the complete curriculum offered to the students at Nambour Christian College. The Curriculum Matrix in the Senior School Academic Program outlines the offerings available to the students.

Although the work covered in Year 10 is of a Year 10 standard, the style of teaching, the varied learning opportunities and the types of assessment reflect those of Years 11 and 12. The timetable is structured in such a way as to allow for specialist Senior teachers to have a Year 10 class to give an even closer link to the following years. Through this, students are encouraged to develop increasing independence and responsibility for their learning throughout the year.

Years 11 and 12 presents students with a variety of subjects from which to choose a course. Many students are concerned with adequate preparation for tertiary study, via an OP. A majority of subjects that are offered to students provide credit towards an OP. Some students choose a vocational focus through vocational education subjects. There are an increasing number of students who choose a balanced course that still provides an OP but also includes some vocational education and training experiences.

As in Year 10, Years 11 and 12 are also required to study Chrisitian Living. Other core subjects such as Focus and Tutorials in Year 11 and Exit Preparation in Year 12 provide students with vocational learning, career education and life skills. Health and Fitness is also studied in Year 11 but not Year 12, as this time is given to Tutorials in English and Maths.

CHRISTIAN LIVING

The course across Years 10, 11 and 12 has a focus on practical aspects and issues related to recurring themes of 'Living with God', 'Living with Others' and 'Living with Yourself'. The program maintains the strengths of Biblical studies, which provides a solid platform for life and relationships. Integrated with this are real-life opportunities to develop character and values through practical service of others in a community setting.

Topics such as Biblical morality in relationships, resilient life and boundaries will be covered in an integrated 'head, heart and hands' approach. Students will also be provided with a workbook/journal in which to record their journey through the course and associated practical experiences. Other areas of College Life which contribute to the Christian Living Course is participation in weekly Chapels, Year Level camps and the Community Service Program, which requires all students to commit to one term of community service in Years 10, 11 and 12.

QUEENSLAND CERTIFICATE OF EDUCATION

All subjects offered at Nambour Christian College will contribute credit towards the Queensland Certificate of Education (QCE). If a student achieves 20 credits by the end of Year 12, they will receive their QCE at the end of Year 12. Students who are unable to achieve this will have an extra seven years to gain credits for their QCE. For most students, these credits will be achieved by successfully completing each course studied throughout Years 11 and 12. Credits can be achieved using other avenues and this can be studied in detail by visiting the QCAA website at www.qcaa.qld.edu.au. Some of these avenues include: completing a Certificate II or III in a traineeship, Duke of Edinburgh scheme, short

courses, a recognised certificate or award in areas such as music, dance, drama, sport, community development, etc.

6.1 SENIOR SCHOOL GENERAL INFORMATION (cont...)

SET PLAN

The Senior Education and Training (SET) plan is completed early in Year 9 and is monitored throughout Year 10, 11 and 12. The SET plan is a requirement of the Queensland Curriculum and Assessment Authority and allows students to keep track of their progress towards achieving their goals by the end of Year 12.

VOCATIONAL EDUCATION AND TRAINING

NCC offers several subjects that are primarily vocationally focussed, such as English Communication, Pre-Vocational Maths, Hospitality, Industrial Skills, Furnishings, Manufacturing and Recreation. NCC has a considerable number of School-based Trainees and Apprentices who combine study at school with on-the-job training as part of their pathway to the world of work. Students studying vocational education subjects are able to undertake Work Placement, which provides essential skills and relevant learning in the workplace. All Year 10 students are required to participate in the Work Experience program at the end of term three to help them with their possible vocation beyond school.

School based apprenticeships and/or traineeships can be offered to students from Semester Two of Year 10. Due to the nature and time required to complete a traineeship, these generally begin in Year 11. Approximately 10-15% of students in Years 11 and 12 are doing a traineeship at any one time.

STUDY AND ASSESSMENT PROGRAM

Senior students will need to develop sound self-managed study routines for completing homework, study and assessment tasks to the best of their ability. Parents have an important role in supporting and encouraging effective time management strategies. Students are exposed to a variety of learning opportunities on study and assessment techniques, usually in the context of their subject learning.

Senior students will find that their teachers are keen to assist with their learning activities in and out of the classroom. Many departments hold regular tutorial classes outside the normal timetable. The library is open until 4:30pm each day for student use. Assessment Calendars are provided at the beginning of each semester to assist students and parents to plan well. These calendars are also published on the College's website and regularly updated. While students need a balanced life, which includes activities, such as part-time work (up to 12 hours per week), church, youth group, sport, special interest areas and social occasions, students also need to commit to a study routine if they are to reach their academic potential.

The recommended time for homework and study considered necessary for adequate learning is:
Year 10 – 2 hours per night Year 11 – 2.5 hours per night Year 12 – 3 hours per night

CRITERIA FOR THE AWARDING OF ACADEMIC PRIZES

Academic Certificates

Academic Certificates in the Senior School acknowledge students who have consistently displayed a high level of academic achievement in English, Mathematics and their elective subjects. The criteria to receive an Academic Certificate requires students to achieve at least three A's on either the Term 1, Semester 1 or Term 3 report. If the criteria is met on the semester 2 report (after Speech Night), the Academic Certificate will be recognised the following year.

For vocational subjects, subject teachers will be consulted for inclusion.

Academic Awards

Academic Awards in Year 10 and Year 11 acknowledge students who are placed in the top three for their year level.

The criteria to receive an academic award are determined from Term 1, Semester 1 and Term 3 reports for OP eligible subjects only. Grades achieved on these reports are assigned a numerical value from 15 (A+) to 1 (E-) and each student's totals for all subjects are added together.

(This will be calculated for the top five subjects only, to be in alignment with the requirements for calculating OP's and Dux in Year 12).

Year 12 Subject Awards

For subjects where levels of achievements are awarded, the R6 rankings are used when these are submitted for verification, with the following additional criteria:

A result of HA 8 or better must be achieved by the top student; otherwise the award will not be given. All summative assessment must be completed.

For vocational education subjects, students must:

- Show initiative throughout the course. This can be evidenced through e.g. Work experience in relevant industry, a willingness to be involved in extension work (functions, coaching, etc.),
- Consistently produce work at industry standard.
- Display a consistent application in all aspects of the work environment (both theory and practical).

- Be a willing contributor to the class showing maturity, acceptable behaviours and being reliable and trustworthy.
- Maintain safe and effective work habits. (Please note, the teacher may use their discretion to apply other subject specific criteria relevant to their subject).

DUX OF THE COLLEGE

Dux of the College is awarded to the highest achieving student of Year 12 and is calculated from their 5 highest achieving OP eligible subjects. (To receive an OP, the results from five OP subjects are included, therefore for the calculation of Dux, only the results from the highest five subjects are included).

Academic placing for Year 12 students are determined form the R6 forms (required by the Queensland Studies Authority). Annually, these forms are submitted for verification at the end of Term 3, when the latest and fullest results for all students for each of their subjects is known. These results are known as 'verification results' and will be referred to as such in this document. (Please note: R6 forms are only submitted for OP eligible subjects).

To calculate DUX, 20 semester units will be counted and it is common that students will study subjects for four semesters across Year 11 and 12. Therefore, five subjects studied for four semesters will account for the 20 semester units. Where a change of subjects or pattern of study has occurred, the highest performing 20 semester units across their OP subject range will contribute towards this calculation.

The numerical value state on the R6 at verification (e.g. 5.2 for VHA2) is assigned to each result, where a proportion for subjects studied for less than four semesters assigned as appropriate. Therefore a student who exits a course at a VHA6 (5.6), but only studies this subject for two semesters (e.g. Music Extension) will receive 2.8 (being half of 5.6) for this subject and the balance of two semesters will come from the agreed verification results from another subject on a pro-rata basis.

From this data, the top students are identified and acknowledged at Speech Night as a part of the Head of College address. These students will receive an Academic Excellence Elite Certificate and no predetermined number of students will be acknowledged. It is considered that any of these students is eligible to be Dux, based on the outcomes of the R6 forms.

Once verification has occurred, it is possible that movement can occur from what was originally submitted on the R6 form. Finalisation of this process requires the panel chair to confirm the R6 form and once this has occurred, all data is re-entered for final calculations using the above criteria. College Dux, Runner Up Dux and possibly 3rd place will be announced at the Year 12 Valedictory Service on their final day of school. It is important to note that the number of A's that a student receives does not impact the calculation of the Dux at any stage.

OUTDOOR EDUCATION

Each Year Level in the Senior School participates in a compulsory Year Level camp. The Outdoor Education Program allows the further development of social, physical, spiritual, emotional and leadership skills in our students. Camps have been carefully designed to complement one another and are considered to be a major part of the College's curriculum. This compulsory part of the curriculum aims to provide a variety of experiences considered essential to the total development of each student. Whilst each camp is specific in its nature, it is intentional that students will develop skills in areas such as decision making, communication, team building, leadership and goal setting.

Year 10 – Leadership and National Milestones	Canberra
Year 11 – Leadership ... Towards 2017	Camp Somerset
Year 12 – 'It's Not About Me' Leadership Camp	Emu Gully

LEADERSHIP

The student leadership program at Nambour Christian College aims to prepare students for the journey through senior years as individuals and as a group; and to give opportunity for the students' world to be a better place through their meaningful contribution.

There are many definitions that aim to describe leadership. Two main principles have evolved as key components of effective student leadership within our culture. Firstly, the strong Biblical concept of servant leadership is widely understood and accepted amongst students. Secondly, the concept of a broad base of influence on the school community is well understood and valued by students. In recent years, a definition of leadership that has gained wide acceptance is: 'when anyone does anything which increases either effectiveness or satisfaction of a group of people, then leadership has been exercised' (Antarctic Division 1989).

Nambour Christian College takes seriously the responsibility to train and mentor good leaders. To achieve this, students are challenged to 'lead' and take responsibility through a range of opportunities. Some of these include: College Captains and Vice Captains, student led committees, student led Chapels, College Music Program, sport, school camps, Journey to LEAD program (Life Education and Discipleship), College Mission Trips, etc.

SENIOR SCHOOL ACADEMIC PROGRAM BOOKLET

A copy of this booklet with in-depth details of the Senior School subjects can be found on the College portal.

MUSIC
Toilets
NAMBOUR
CHRISTIAN COLLEGE
SOW TO HARVEST

NAMBOUR CHRISTIAN COLLEGE

Instrumental Music

Whether it be Grandparents Day, Open Day, the College Musical, Speech Nights or Carnival Under the Stars, College life is significantly enhanced by the diverse talents of the many students involved in the Vocal & Instrumental Music Program.

INSTRUMENTAL MUSIC **7.0**

7.1 MUSIC GENERAL INFORMATION

The NCC Vocal and Instrumental Music Program is a performance-based program that engages students in learning an instrument or voice from Prep to Year 12. The program offers students either individual, paired or small group tuition with a specialist teacher, and also involvement in various bands, choirs and ensembles.

PROGRAM AIMS

a) Align with and support the Vision and Aims of the College as highlighted in the Mission Statement.

b) Promote student appreciation and enjoyment of music through a program with an integrated focus. Students will:
- learn to read music through instruments or voice in private or group lessons
- develop performance skills through solo or ensemble experience
- encounter the expressive qualities of music
- develop musical perception and aesthetic sensitivity

c) To provide an extra dimension to the school classroom music program through bands, choirs and outreach programs.

7.2 MUSIC TUITION

STRINGS	WOODWIND	BRASS	OTHER
Violin	Flute	Trumpet	Percussion
Viola	Clarinet	French Horn	Guitar
Cello	Bass Clarinet	Trombone	Bass Guitar
Double Bass	Alto Saxophone	Euphonium	Piano / Keyboard
	Tenor Saxophone	Tuba	Vocal
	Baritone Saxophone		Theory / Music Craft
	Oboe		Jazz Studies
	Bassoon		

INDIVIDUAL LESSONS

Lessons are held on a weekly basis for a 30 minute lesson. Students are charged in advance with school fees, on a per lesson basis.

PAIRED LESSONS

Two students share a 30 minute weekly lesson. Students are charged a non-refundable, full Term fee in advance with school fees.

GROUP LESSONS

3-5 students share a 30 minute weekly lesson. Students are charged a non-refundable, full Term fee in advance with school fees.

TUITION AND FEES 2017

Individual	$35.00	per week Prep to Year 12
Pair	$196.00	per term Prep to Year 12 (* subject to criteria below)
Groups (3-5 students)	$140.00	per term Prep to Year 12 (* subject to criteria below)

* Subject to the availability of a partner/s of similar standard. Where appropriate partners cannot be found, enrolment may be made in an individual lesson or student may join a waiting list for an appropriate partner.

AMEB/TRINITY LONDON EXAMS

Students learning in individual lessons are encouraged to sit for external music exams. Teachers will liaise with parents to decide if the student is at an appropriate standard to take part.

7.2 MUSIC TUITION (cont...)

MAKE-UP LESSONS AND CREDITS POLICY

- Students are expected to attend all lessons.
- Students/parents must always notify the instrumental music tutor directly prior to any planned absences at least 24 hours before the day of the lesson (eg excursions, camps, holidays). Tutor contact numbers are listed on term schedules.
- Students/parents must always notify the instrumental music tutor directly prior to 8.00am on the day of the lesson for unplanned illness.
- **Catch up lessons are not available for Pair or Group lessons** unless the teacher is absent or the teacher reschedules the whole group.
- Make-up lessons or credits can only be made for individual lessons with prior notification of absence.
- Lessons missed through forgetfulness cannot be made up or credited.
- Withdrawal from the program must be made in writing on the official "Student Withdrawal" form. These forms must be r**eceived by the College at least four weeks prior to the end of term.** Students are committed for the full term of lessons. It is not possible to cancel lessons mid-term.

PROGRESS REPORTS

Issued at the end of each semester.

ENROLMENT CONDITIONS

Enrolment is voluntary; however, once enrolled, commitments and responsibilities are binding, and must be endorsed by parents before enrolment is accepted. By signing the enrolment form, parents and students agree:

- enrolment is for a **minimum** of one Term
- on enrolment into the program, your child will automatically continue lessons unless withdrawn from the program
- withdrawal from the program **must** be made in writing on the official 'Withdrawal From Instrumental Music' form
- these forms **must** be received by the College **at least four weeks prior** to the end of the Term. Students are committed for the full Term of lessons. **It is not possible to cancel lessons after the commencement of Term.**

PARENT COMMITMENT

The parent agrees to:

- support his/her child in honouring his/her commitment
- support and abide by the relevant College Instrumental Music Program policies
- maintain contact with the Instrumental Music Teacher in relation to student absences and, where necessary:
  - provide an instrument and keep it properly maintained
  - purchase the prescribed tutor book and necessary accessories
  - pay the required tuition fee

STUDENT COMMITMENT

The student agrees to:

- attend all scheduled lessons, rehearsals and performances
- sign the teacher's roster to confirm each lesson attendance
- practise REGULARLY (minimum of 20 minutes per day building up to at least 30 minutes)
- take care of, and properly maintain, the instrument
- bring tutor books, pencil, eraser, band folder (if issued) and instrument to all scheduled sessions
- assist with the setting up, and packing up, of equipment

INSTRUMENTS

The College owns a small number of hire instruments, mainly larger, more expensive instruments. Please contact the Instrumental Music Department for availability.

For students purchasing an instrument:

- invest in **quality** – quality instruments are easier to play; produce a better tone; last longer; require less servicing; are easier to service and retain a higher resale value
- seek advice before obtaining an instrument
- allow for ongoing expenses such as spare strings for guitar and traditional string instruments, spare reeds and cork grease for clarinets and saxophones, and valve oil and slide grease for brass instruments

Recommended Accessories

- music stand (enables music to be viewed at correct angle and height, promoting better posture – enables easier and better tone production)
- Instrument Care Kit (relevant to instrument – equipment to enable instruments to be kept in pristine condition)
- Metronome (recommended for intermediate and advanced students – keeps a regular background beat)

Repairs and Servicing of Instruments

- if you have a College instrument in need of repair or service, please contact the Head of Instrumental Music

- never attempt to repair an instrument, it may cause more damage
- personal instrument repairs or servicing can be booked in with a reputable service agent on the Coast and can be found in your local directory under 'Musical Instruments – Repairs'. The Instrumental Music Department can be contacted for names of repairers

7.3 PERFORMING GROUPS

All students are invited to participate in College Music Groups. Students wishing to join College Music Groups will be invited to join a group appropriate to their playing ability. Members of College Music Groups must be having lessons with a qualified Music Teacher (not necessarily at school, but this is encouraged). All students learning through the College Instrumental Music Program must make themselves available to join a music group. All groups run for the full year.

Students will be expected to join College bands and ensembles on reaching an appropriate standard. Failure to join a College band or ensemble, when required, may result in the termination of lessons.

PRIMARY BAND

This group is open to all Primary School students (other than students involved in Year 4 IMP), who play Brass, Woodwind and Percussion instruments. Rehearsals are held weekly during lunchtime. Performances include Instrumental Showcase, Carnival Under the Stars, Eisteddfod and Primary Awards Night.

COST	UNIFORM	EQUIPMENT	PRE-REQUISITES
Free	College Uniform	Own Instruments. Percussion, piano and amplifiers supplied.	Year 4 IMP participation or 12 months of lessons minimum.

MIDDLE SCHOOL BAND

This group is open to all Middle School students who play Brass, Woodwind and Percussion instruments. Rehearsals are held weekly during lunchtime. Performances include Instrumental Showcase, Carnival Under the Stars and Middle School Awards Night.

COST	UNIFORM	EQUIPMENT	PRE-REQUISITES
Free	College Uniform	Own Instruments. Percussion, piano and amplifiers supplied.	Grade 1 AMEB or higher.

WIND SYMPHONY

Our Senior Concert Band is open to all College students who play Brass, Woodwind and Percussion instruments. Rehearsals are held weekly after school. Performances include Instrumental Showcase, Carnival Under the Stars, Sunshine Coast Eisteddfod, NCC Senior Speech Night and external performance and tour opportunities as they arise. Membership is by invitation after audition.

COST	UNIFORM	EQUIPMENT	PRE-REQUISITES
Free	College Performance Uniform	Own Instruments. Percussion, piano and amplifiers supplied.	Grade 3 AMEB or higher. Subject to an audition.

STAGE BAND

This group is open to all Brass and Saxophone students with some bass guitar, guitar, drums/percussion and piano. Rehearsals are held weekly after school. Performances include Instrumental Showcase, Carnival Under the Stars, Sunshine Coast Junior Eisteddfod, NCC Senior Speech Night and external performance and tour opportunities as they arise. Membership is by invitation after audition.

COST	UNIFORM	EQUIPMENT	PRE-REQUISITES
Free	College Performance Uniform	Own Instruments. Percussion, piano and amplifiers supplied.	Grade 3 AMEB or higher. Subject to an audition.

ENSEMBLES

The College operates many ensembles during the year. These may include, Brass, Saxophone, Clarinet, Guitar, Strings etc. Ensembles rehearse during lunchtimes before or after school with the main intention of performing at the Sunshine Coast Eisteddfod.

OVERSEAS TOURS

The success of the College Music program is highlighted with the NCC Wind Symphony invited to perform at various overseas music festivals. In 2013, the Wind Symphony attended the Pacific Basin Music Festival in Hawaii. Held for the

7.3 PERFORMING GROUPS (cont...)

past 29 years, our students joined with other young musicians from around the world for this exciting event, where NCC won a Silver Award. In 2016, the Wind Symphony and Stage Band performed in the Rhapsody Rotorua International Music Festival in New Zealand which resulted in Gold and Silver awards respectively. It is our intention for the Wind Symphony to tour every few years.

YEAR 4 INSTRUMENTAL MUSIC PROGRAM

The Year 4 Instrumental Music Program (IMP) provides an opportunity for students to learn to read music, play an instrument and experience performing in an ensemble through a low cost, compulsory program.

Over the course of the year, students will have the exclusive use of a band instrument, quality weekly tuition with their instrument, and performance opportunities. Experienced teachers of instrumental music will provide peer group learning experiences for your child. All students in Year 4 participate in the music program.

The Year 4 IMP is a fantastic opportunity for all students to become involved in music and the program itself has simply become a component of the curriculum offered to students in Year 4 at Nambour Christian College.

COST	UNIFORM	EQUIPMENT	PRE-REQUISITES
$157.00 (per term)	College Uniform	All instruments & texts supplied	None

BAND AND ENSEMBLE REHEARSALS

Rehearsals are held before or after school or at lunch time, subject to agreement between the Head of Instrumental Music and the College.

PERFORMANCES

Students will perform throughout the year at various performances, chapels and College events. Most students will have the opportunity to perform at some of these events. Students are expected to attend all rehearsals held throughout the year.

NCC PERFORMANCE UNIFORM

All members of the String Orchestra, Wind Symphony, Stage Band and our Secondary School Choirs are required to wear a performance uniform. New students should purchase their uniform from the Uniform Shop by the end of Term 1. Current members of the groups should check sizes and organise a new uniform where appropriate, before Term 2 each year.

NCC Performance Uniform consists of:

- black pinstripe shirt – available from the uniform shop for $55 (absolutely no substitutes!)
- black pants/trousers – to be provided by student, most already own a pair. (NO skirts, jeans etc.)
- black socks – plain (male and female)
- black lace up school shoes (clean & polished)
- CAPA Tie – Boys; CAPA Scarf – Girls. These have been very kindly purchased by the P & F and will remain the property of NCC. Ties and Scarves must be returned when the student leaves the group. Failure to return the tie or scarf will incur a replacement fee of $20.

Checklist for correct wearing of the NCC Performance Uniform:

- the Performance Uniform must be worn properly, in its entirety, at all times when in public!
- boys shirts must be tucked in at all times
- boys ties must be worn properly at all times
- girls shirt to be worn untucked
- girls scarf must be worn properly at all times, tied on the right side of the collar
- trousers must be dress trousers with no logos, patterns or stripes
- trousers are to be worn at the waist, NOT on the hips and should be hemmed at the appropriate length
- socks must be plain black
- shoes (black lace up) must be clean and polished
- hair and jewellery should be worn in a manner consistent with normal College expectations

Students are reminded that they are representing Nambour Christian College when performing in public and should always try to look their best. Students who refuse to wear the uniform correctly will be excluded from the group.

ENQUIRIES

Enquiries about the Instrumental and Vocal Program, including lesson enrolments, can be made via the Instrumental Music Department by calling the main office 54513333 or emailing IMP@ncc.qld.edu.au

OKODA TRAI
Berakah Miniatures
NCC
Show Team

NAMBOUR CHRISTIAN COLLEGE

Co-Curricular

We understand that all children have special gifts and the initiatives implemented in the Co-Curricular program have been tailored in a way that allows all students to be involved. NCC also provides opportunities for students to be enriched and extended through a variety of activities and competitions.

EXTRA CURRICULAR **8.0**

8.1 OUTDOOR EDUCATION PROGRAM

The Outdoor Education Program allows the further development of social, physical, spiritual, emotional and leadership skills in our students. Camps have been carefully designed to complement one another and have been sequenced for gradual acceptance by children / parents who have not experienced times of separation.

The Outdoor Education Program is considered to be a major part of the College's curriculum.

The financial burden to parents has been limited by using cost-effective sites and staggering the costs of more expensive camps throughout the year.

This compulsory part of the curriculum aims to provide a variety of experiences considered essential to the total development of each student. Camps endeavour to cover a range of activities tailored to meet the needs of our students. These may include canoeing, archery, fishing, ropes courses, orienteering, abseiling and other activities to develop skills in areas such as decision making, communication, team building, leadership and goal setting.

The College has a 55 hectare property near Imbil, adjacent to Borumba Dam, Sunshine Coast, and this will provide the centre for our future Outdoor Education program.

The usual program follows (although subject to change):

PRIMARY SCHOOL

Prep	– Maleny Farm	-	Day trip only
Year 1	– Tunnel Ridge Ranch, Landsborough	-	Day trip only
Year 2	– Apex Camp, Mudjimba	-	Twilight
Year 3	– Underwater World	-	Overnight
Year 4	– Mapleton Holiday Centre	-	3 Days
Year 5	– Luther Heights (Coolum)	-	3 Days
Year 6	– Tuchekoi Campsite (Gympie)	-	3 Days

MIDDLE SCHOOL & SENIOR SCHOOL

Year 7	– Stepping Up - Focus, Friends and Faith		-	Maranatha Recreation Camp
Year 8	– Stepping Forward	Boys	-	Pindari Outdoor Education Centre
		Girls	-	Kiah Park
Year 9	– Stepping Out	Boys	-	Cooloola and Noosa Trails Network
	Celebrating Milestones	Girls	-	Cooloola, Borumba Dam & Jimna Forest
Year 10	– Leadership & National Milestones		-	Canberra
Year 11	– Leadership....Towards 2018		-	Camp Somerset
Year 12	– *'It's Not About Me'* Leadership Camp		-	Emu Gully

8.2 MISSION TRIPS

Our motto – 'Sow to Harvest' – has been foundational to the development of a culture within Nambour Christian College, which reaches out to others, both in the local community and into foreign countries less fortunate than ours.

Examples of this global focus can be seen in the Mission and Service Trips offered by the College as detailed below:

FIJI
A significant learning and growth experience for a number of our Year 12 students is the annual Mission Trip to Fiji. The trip is available to the final year senior students at the end of Term 3. They travel to remote villages and share the Gospel message with schools, churches and local communities through creative and performing arts activities. For many students, this is a timely opportunity for spiritual growth prior to them leaving school.

THAILAND
In 2001, our Head of College shared with the then Senior School students, a plan by Mercy International to build family units to house 100 HIV babies in Phetchabun in northern Thailand. Thus commenced an ongoing commitment by NCC students and staff to raise funds; visit the children's home and the associated school to assist in whatever way possible; and to provide teaching expertise and resources.

The biennial Mission Trip to Thailand is open to students from all Year Levels (Primary & Middle School students must be accompanied by a parent) and departs at the end of Term 4. Note: students in Year 9 in the same year of the trip are eligible to attend without a parent.

GULF CHRISTIAN COLLEGE - NORMANTON
The opportunity is provided each year for our Year 10 students to spend a week at Gulf Christian College - the school in Normanton that is owned by Nambour Christian College. Our students assist with the annual fundraising by the Gulf Christian College students at the local rodeo, spend time in their classrooms, build lasting friendships, work on projects around the school grounds and gain a better appreciation for the indigenous culture.

The annual trip to Gulf Christian College is during the last weeks of Term 2.

MALAWI
In conjunction with Neighbours Aid Community Stores (NACS), Nambour Christian College sent its first team of staff, students and parents to an orphanage and schools in Malawi during the June/July school holidays in 2011. The Mission Trip to Malawi is now a biennial event and is open to Senior School students. The whole College is involved in fundraising for the Malawi children's home and school by providing buildings, teaching resources and clothing for the children.

The Mission teams work on various projects while in Malawi to assist the local communities to become more self-sufficient.

8.3 CULTURAL EXCHANGE PROGRAM

Students have the opportunity to be part of the Cultural Exchange Program that has been established for some years at Nambour Christian College.

With sister school agreements in place in Japan, South Korea, Thailand and Indonesia, students have a wide choice of short term cultural tours or longer term cultural exchange (up to 12 months).

Biennial tours to Japan provide the chance for NCC students to visit Japanese schools. Longer term stays can be arranged whereby students are hosted with local families and attend one of the sister schools.

An opportunity is available for NCC students to spend 10 months in South Korea under the cultural exchange program in place with KyungHwa Girls Middle & High School.

Further details of the NCC Cultural Exchange Program are available from our College Registrar.

8.4 CREATIVE & PERFORMING ARTS PROGRAM

Nambour Christian College has developed a distinguished reputation amongst schools on the Sunshine Coast in the area of performing arts and provides our students with a wide selection of disciplines and facilities, including:

- a fully equipped Speech and Drama facility, with extensive costume wardrobe and stage props
- Film and Television Studio with five associated editing booths
- two fully equipped Music Classrooms with six Music Rehearsal Rooms in the CAPA building
- Art Studio with integrated kiln and open air 'wet' area
- Dance Studio in the Health & Fitness Centre
- Lecture Theatre and Outdoor Amphitheatre for drama and musical performances
- six specialised Instrumental Music Studios and two Orchestra and Ensemble rehearsal areas for the College Instrumental Music Program in the Abbenbroek building
- Music and Drama Centre in the Primary School

The courses available through the CAPA department include:

- Drama
- Music
- Music Extension
- Visual Art
- Media
- Film, Television & New Media

The NCC Creative and Performing Arts (CAPA) department provides a diverse range of opportunities for students to express their creative talent in co-curricular activities.

These include:

- NCC Vocal Groups, NCC Voices, Femme Voce, Fella Voce – these multi-award winning groups have set a new standard for schools in the region and the state. They not only perform at the Sunshine Coast Eisteddfod but share their talent in Community Outreach programs, Speech and Award nights, Grandparents Day, shopping centre performances and local concerts.

- College Musical – staged every two years by the Secondary School, this is a showcase of the talent within the College community. Recent performances include 'Godspell', 'Calamity Jane', 'Seussical the Musical', 'The Sound of Music', 'Beauty and the Beast', 'Thoroughly Modern Millie' and 'Bye Bye Birdie'.

8.5 Opti-MINDS CHALLENGE

The Opti-MINDS challenge provides Primary students with the chance to be involved in this fun and challenging event.

Nambour Christian College was selected to host the 2006 Opti-MINDS challenge for the Sunshine Coast region and has continued to be involved in entering teams. Over the years, we have had outstanding success in many sections of the competition, with NCC teams regularly representing the region at the State Titles.

8.6 BERAKAH FARM

The Agricultural Science facility at Nambour Christian College, Berakah Farm, is a fully functioning agricultural farm. Berakah Farm offers an exciting component to our College life.

Students are welcome at the farm during break times to engage in a range of activities.

Depending upon the time of the year, they could be planting, fertilising, weeding or harvesting. Many students love to work with the chickens, providing feed and collecting the eggs.

BERAKAH MINIATURES SHOW TEAM (BMST)
Much activity on the farm revolves around the Miniature Horses and the Berakah Miniatures Show Team. At the beginning of the year, students who are new to the College are invited to come and work with the horses at break times under the supervision of experienced members of the team. Those students who are interested enrol in "Boot Camp" which is a series of six lunchtimes of training over three weeks where students are trained and mentored in handling miniature horses. They can then attend an information evening with their parents to find what becoming a member of the Berakah Miniatures Show Team involves. By the end of Term One, the membership of the team is settled and training can begin for the many competitions the team enters throughout the year.

To become a full member of the team, students must be prepared to commit to a range of responsibilities:

- Daily tasks like cleaning out of stables, preparing feed, grooming, rugging and un-rugging their horse.
- Training of their horse for at least 20 minutes per day.
- Attending training events after school several times per term.
- Show preparation of their horse which includes full body clipping before each show.

- Attendance at most of the six shows we compete in for the year, and perhaps one or two training days or weekends over the full year.

8.6 BERAKAH FARM (cont...)

Handlers and their horses train to compete in a variety of events like Halter Class, Show Jumping, Hunter, Trail and Showmanship. Working with a miniature horse requires intelligence, patience, courage, perseverance, emotional control, discipline and a fair degree of panache!

Parents are a big part of our team, and we rely upon their participation and support. Parents can become involved by assisting with supervision at training afternoons, shows and camps. They can help at the Berakah Farm working bees, the Berakah Markets at the Carnival under the Stars, assist with transport of students and horses to the various competitions, help with weekend feeding and rugging of horses during the show season or be part of the core committee that manages the team.

Within the BMST there is the opportunity for training and mentoring in leadership. Our Team Captain is assisted by Group Leaders. Each Group Leader is responsible for three or four horses and their handlers. Each horse has a Lead Handler, Co-handler and Trainee. Regular training and debriefing is held for all students in leadership positions in the team.

Most of the shows are in Terms 2 and 3, with some training events held in Term 1. Regular shows for the Team include Kilcoy, Maleny, Caboolture, Nambour, Noosa and the MHAA State Championships.

Not only does membership of the Berakah Miniatures Show Team offer specific training in equine handling and husbandry, it offers a unique opportunity within our College for the development of the character of our students. Membership of the BMST:

- fosters resilience, patience and perseverance through preparing and presenting miniature horses at agricultural and MHAA shows and training events
- gives students duties and responsibilities outside of the classroom that are significant
- builds a rich sense of enjoyment and fun through care, competition and collaboration
- cultivates mature and ethical beliefs and practice through friendly, supportive competition
- provides a unique environment in which to develop the skills of 'getting along together'

Berakah Farm and the Berakah Miniatures Show Team hold a special place in the life of Nambour Christian College. For further information, talk to the Agricultural Science staff.

FACILITIES

The diversity of facilities and research activities on the farm are ideal as an introduction to agriculture for our Middle School students whilst providing a real-world setting for our Senior School students studying Agricultural Science as an OP subject.

Berakah Farm is part of the Secondary School campus and within close proximity to the other College facilities. This provides efficient access by students for both attending classes and visiting the farm during breaks.

The Berakah Farm consists of:

- Student Classroom – for conducting Agricultural Science lessons on the farm
- Animal Shed – including stables for the miniature horses
- "Big" Shed – includes teaching space and areas for washing vegetables, working with plants, extracting honey, mixing fertilisers, etc. It also contains a cold room, office and sales counter which together form a retail outlet for organic vegetables, eggs, honey, vegetable seedlings and nursery plants.
- Cattle Yards – for handling our lowline cattle
- Training Arena – for teaching student's animal handling skills and preparing the miniature horses for show events
- Pastures – for the miniature horses and cattle
- Citrus Orchard
- Bee Hives
- Vegetable Gardens – for Middle School students and for winter cropping by Senior School students
- Portable egg production unit (Pastured Free Range Poultry)
- Plant Nursery and Grow Tunnel – for plant propagation and vegetable seedlings

8.7 SPORTS PROGRAM

At Nambour Christian College it is our vision to provide a range of fun, interesting and challenging opportunities for students in sport. In order to fulfil this vision, a Sport Program has been implemented to cater for the diverse needs of students. Sport is a compulsory part of our curriculum and therefore full student attendance is required. A range of after school sport development opportunities also exist for Primary School students. These are seasonal and further information is available from the Primary Sport Coordinator.

SCISSA (SUNSHINE COAST INDEPENDENT SCHOOLS SPORTING ASSOCIATION)

A range of sports is offered for the SCISSA inter-school sport competition for students from Years 4 to 6. More details

including the winter and summer draws are available on the web site www.scissasport.com

Teams will be selected at the start of each season. As a member of the team, students will have a responsibility to be prepared for all games including having necessary equipment (e.g. mouth guards). NCC students are expected to contribute to our fine reputation by demonstrating good sportsmanship and conduct.

Along with the regular sport structure, the College will hold its annual Swimming, Cross Country and Athletics carnivals. From these carnivals, students have the opportunity, to be selected for representative teams in District, Regional and State competitions. There are also a range of opportunities in after-school competitions and state-wide knockout tournaments. Information about these opportunities will be provided to families throughout the year via assemblies and newsletters.

Following are the seasons and sports offered in the SCISSA program.

PRIMARY SCHOOL - WINTER SEASON (TERMS 1 & 2)

GIRLS	BOYS
Netball - Years 4, 5 & 6	Rugby - Under 10 & Under 12
T-Ball - Years 4, 5 & 6	Basketball - Years 4, 5 & 6
Touch Football - Years 4, 5 & 6	Soccer - Years 4, 5 & 6

PRIMARY SCHOOL - SUMMER SEASON (TERMS 3 & 4)

GIRLS	BOYS
Water Polo/Flipper Ball - Years 4, 5 & 6	Water Polo/Flipper Ball - Years 4, 5 & 6
Volleyball - Years 4, 5 & 6	Touch Football - Years 4, 5 & 6
Soccer - Years 4, 5 & 6	Volleyball - Years 4, 5 & 6
Basketball - Years 4, 5 & 6	AFL - Under 10 & Under 12

A range of non-competitive sports for both semesters is also offered to students during SCISSA time.

MIDDLE SCHOOL SPORT

Middle School Sport is included in timetable for students and is based on an interhouse competition with a different sport each term.

INDEPENDENT TRIAL DAYS

The opportunity exists for students in Primary and Secondary to excel in various Queensland school sports. District selections take place after school, then, if selected, the regional trial days occur during school time. These trials offer the students to achieve to a National level.

SECONDARY	PRIMARY
Tennis	Softball
Softball	Swimming
Baseball	AFL
Volleyball	Hockey Boys
Touch	Basketball
Cricket	Netball
Rugby League	Rugby League
Basketball	Soccer
Hockey	Cricket
AFL	Golf
Netball	Tennis
Rugby Union	Rugby Union
Soccer	Touch
Surfing	Track & Field
	Cross Country

8.7 SPORTS PROGRAM (cont...)

AFTER SCHOOL SPORTS AVAILABLE IN SECONDARY SCHOOL
It is recognised that a number of students excel in various sports. As a result, the following sports are offered to the students who will compete in the Sunshine Coast Schools Competition. It is a requirement of the students that they will attend all training sessions for their selected sport/s.

Please note that a team levy will be charged to the students for each sport that they participate in.

- Netball – Terms 1 and 2
- Volleyball – competitions take place throughout the year. Participating students will be notified at the start of the year of the various competition dates
- Basketball – Terms 2, 3 and 4
- Soccer – Terms 1, 3 and 4
- Rugby – Terms 2, 3 and 4

Various clubs meet at NCC for training both before and after school. These clubs cover the sports of volleyball, netball, futsal, basketball, rugby, athletics and cross country.

OVERVIEW OF NCC CARNIVALS – PATHWAYS TO NATIONALS AND BEYOND FOR PRIMARY AND SECONDARY
Several sporting carnivals are held during the year. Parents are encouraged to come and support their children's efforts in both the Primary and Secondary Schools.
Annual Carnivals include:

- Swimming, early Term 1
- Cross Country, late Term 1
- Athletics, late Term 2

If there are any changes to sporting dates or events, you can visit the College website at www.ncc.qld.edu.au where information will be relayed from the sports department to the school community.

8.8 SHALOM FITNESS

SHALOM Fitness is the name of the Gym within the Nambour Christian College Health & Fitness Centre. This outstanding sporting complex is the most modern and well-equipped facility of any school on the Sunshine Coast.

SHALOM Fitness is equipped with the latest and finest fitness equipment. It has a broad selection of cardio equipment, free weights and pin loaded machines. A matted area for floor exercises and stretches is also included.

SHALOM Fitness is managed by fully qualified staff and professional supervision and instruction is available. Full fitness assessments are also available through the 'state of the art' equipment available in the Centre.

You are able to download a copy of the SHALOM Fitness flyer from the College website. This flyer outlines:

- operating times
- class & fitness session timetable
- class information (Zumba, Pilates, etc)
- schedule of membership fees

SHALOM – Its Meaning
Most know that the Hebrew word Shalom is understood around the world to mean 'peace'. However, 'peace' is only one small part of the meaning of Shalom. In Israel and among Jewish people, the word 'shalom' is used to both greet people and to bid them farewell.

Looking further, the Biblical meaning of the word Shalom is far deeper than just 'peace', 'hello' or 'goodbye'. In several instances in which the word is used in the Bible, it means completeness, contentment, soundness, wholeness, health, welfare, safety, prosperity, rest, harmony and tranquillity.

8.9 INSTRUMENTAL MUSIC

The College has an extensive Instumental Music program. See Instrumental Music section 7.0.

NAMBOUR CHRISTIAN COLLEGE

Uniforms

The Nambour Christian College uniform is to be worn with pride both on campus and off campus.

UNIFORMS 9.0

9.1 SCHOOL UNIFORM

PRIMARY SCHOOL DAY UNIFORM

GIRLS (YEARS 1 - 6)

- Primary School hat worn to and from school and during breaks
- Primary School dress worn floor length or longer when kneeling
- for modesty, black cotton blend sports briefs are worn under dresses; no skins or bike pants
- black polishable lace up leather school shoes, with no straps, buckles, decoration or coloured stitching/laces are to be worn with turnover white ankle socks and kept clean and in good repair; no court, fashion or sports style shoe to be worn
- College jumper, polar fleece or College sports jacket can be worn on cold days
- bottle green winter weight tights are optional on cold days
- day socks for girls are turnover white ankle socks

BOYS (YEARS 1 - 6)

- Primary School hat worn to and from school and during breaks
- Primary School boys shirt and green shorts
- black polishable lace up leather school shoes or black jogger style shoes, with no straps, buckles, decoration or coloured stitching/laces are to be worn with green ankle socks and kept clean and in good repair; no fashion or sports style shoe to be worn;
- College jumper, polar fleece or College sports jacket can be worn on cold days
- long grey trousers are optional on cold days
- day socks for boys are green ankle socks

HATS

- Primary School students must wear the designated Primary School hat to and from school; no other hat style is allowed while at school; students must wear the designated Primary School hat during all breaks, outdoor lessons, sporting activities and whilst in the sun
- the 'no hat – no play' rule applies at our College
- Year 5 and Year 6 students will wear the designated formal school hat to and from school and on formal occasions with their day uniform; Year 5 and Year 6 students also require the Primary School hat

RAIN PONCHOS

- rain ponchos form part of the school uniform from Prep to Year 4 and can be purchased from the Uniform Shop

PRIMARY SCHOOL BACKPACKS

- these contain the College logo and are available from the Uniform Shop
- compulsory in 2017 for all year levels except Year 2 which will be phased in for commencement of 2018

PREP BOYS AND GIRLS

- Prep students wear the College sports uniform and House uniform

MIDDLE SCHOOL DAY UNIFORM

MIDDLE SCHOOL GIRLS (YEARS 7 - 9)

- Middle School dress; tie done up; dresses are to be floor length or longer when kneeling
- for modesty, black cotton blend sports briefs or bike pants may be worn but must not be visible below the dress
- College dress hat worn during breaks and outside practical lessons
- College jumper or College sports jacket can be worn on cold days
- beige stockings are optional on cold days
- black polishable lace up leather school shoes, with no buckles, decoration or coloured stitching, are worn with College white ankle socks (2 green stripes showing) and kept clean and in good repair; no court, fashion or sports style shoe to be worn

9.1 SCHOOL UNIFORM (cont...)

MIDDLE SCHOOL BOYS (YEARS 7 - 9)

- Middle School boys shirt tucked in, College grey shorts worn at the hip, black leather belt with small plain buckle
- Middle School boys hat worn during breaks and outside practical lessons
- black polishable lace up leather school shoes, with no decoration or coloured stitching, are worn with College grey socks (2 green stripes) and kept clean and in good repair; no fashion or sports style shoe to be worn
- College jumper or College sports jacket can be worn on cold days
- long grey trousers are optional on cold days

MIDDLE SCHOOL BACKPACKS (YEARS 7 - 9)

- these contain the College logo and are available from the Uniform Shop
- compulsory in 2016 for Year 7 and Year 8; will be phased in for other year levels over coming years.

SENIOR SCHOOL DAY UNIFORM

SENIOR SCHOOL GIRLS (YEARS 10 - 12)

- Senior School blouse; fully buttoned from the second top button; tie done up
- green pleated skirt; skirt to be floor length or longer when kneeling; skirt to be worn just below the waist and fully zipped
- for modesty, black cotton blend sports briefs or bike pants may be worn but must not be visible below the skirt
- College dress hat worn during breaks and outside practical lessons
- black polishable lace up leather school shoes, with no buckles, decoration or coloured stitching, are worn with College white ankle socks (2 green stripes showing) and kept clean and in good repair; no court, fashion or sports style shoe to be worn
- College blazer (compulsory - to be worn during Terms 2 and 3)
- College jumper may be worn under College blazer
- black stockings are optional on cold days

SENIOR SCHOOL BOYS (YEARS 10 - 12)

- Senior School white shirt tucked in; College grey shorts worn at the hip; black leather belt with small plain buckle
- Long grey trousers and school tie to be worn during Terms 2 and 3
- Senior School boys hat worn during breaks and outside practical lessons
- black polishable lace up leather school shoes, with no decoration or coloured stitching, are worn with College long knee high socks and kept clean and in good repair; no fashion or sports style shoe to be worn; socks to be worn pulled up at all times
- College blazer (compulsory - to be worn during Terms 2 and 3)
- College jumper may be worn under College blazer
- long grey trousers are compulsory during Terms 2 and 3

COLLEGE HOUSE AND SPORTS UNIFORM

COLLEGE SPORTS UNIFORM (PREP - YEAR 12)

- Primary School hat worn to and from school and during breaks (Primary cannot wear caps)
- NCC sports hat to be worn by Secondary School students
- NCC polo to be worn with NCC sports shorts
- Compression wear visible below bottom of sport shorts is NOT permitted
- Primary sports socks are white only, ribbed sports socks; worn to completely cover the ankle; not rolled or turned down
- NCC sports socks to be worn by Secondary School students
- Sports shoes should be jogger style and provide good ankle and arch support; Prep students may have velcro straps/laces; fashion sports shoes that do not provide adequate ankle and arch support for the College PE program are not to be worn; please note that flat-sole shoes such as 'volleys' and 'skate' shoes do not meet the criteria are not appropriate for PE and sport activities
- College green micro fibre track pants may be worn on cold days
- College jumper or College sports jacket can be worn on cold days

COLLEGE HOUSE UNIFORM (PREP - YEAR 12)

In addition to the College Sports Uniform, as stated above, the College House Uniform is:

- to be worn during inter-house events and PE lessons throughout the year
- house shirt is the colour of the student's house. Benjamin - green; Dan - red; Judah - blue; and Levi - gold

9.1 SCHOOL UNIFORM (cont...)

SPORT TEAM UNIFORMS

- uniform provided for selected SCISSA teams
- care and laundering is the student's responsibility
- student fee account will be billed for replacement of unreturned uniforms

SWIMWEAR

- modest one piece swimsuit only
- Speedo (standard or longer style) or board shorts (not below the knees) and must be of quick dry fabric
- if the student is selected in a College team for inter-school representative swimming, then swimmers as above can be worn
- swimming caps must be worn at public swimming pools

HAIR

HAIR - GENERAL

- must be clean, worn neatly and combed off the face
- extremes of style and colour NOT PERMITTED (colours should be your natural colour)
- no hair colouring of any description is allowed in the Primary School
- **style variations of concern will be addressed at the discretion of the school administration and may result in a suspension from school until standard is met.**

GIRLS HAIR (PREP - YEAR 12)

- hair is to be tied in 'ponytail', or similar, if longer than the top of the collar
- fringes longer than the eyebrow and long hair around the face MUST BE SECURED OFF THE FACE with pins, clips or headbands
- hair ties, head bands, ribbons, clips or scrunchies must be white, red, bottle green or black, and be discreet and unadorned; headbands must be narrow (up to 3cm)

BOYS HAIR (PREP - YEAR 12)

- minimum length #2 blade for Secondary School; minimum length #3 blade for Primary School
- hair not to be able to fall over the eyebrows, collar, or below the middle of the ear
- sideburns must not be longer than the bottom of the ear
- facial hair must be removed
- hair must be layered and cannot be worn tucked behind the ears
- hair cannot be tied back

JEWELLERY AND MAKEUP

PRIMARY GIRLS AND BOYS

- no jewellery permitted during sport for safety reasons
- boys and girls may wear a watch
- girls may wear one small gold/silver ring and one pair of earrings (standard size sleeper or studs; one each ear lobe)
- NO OTHER PIERCING PERMITTED
- NOT permitted - bracelets, anklets, necklaces or chains
- NOT permitted - make up of any form
- no nail polish is allowed in the Primary School

MIDDLE AND SENIOR SCHOOL GIRLS

- no jewellery during sport for safety reasons
- no leather, bead, cord jewellery, hoop earrings, bracelets, anklets, inspirational/cause bands
- watch may be worn
- small gold/silver ring may be worn
- small link gold/silver neck chain with small pendant may be worn
- one pair of standard size sleepers/studs (one each ear lobe) may be worn
- NO OTHER PIERCING PERMITTED
- LIGHT foundation only permitted
- no other makeup – lipstick, eye makeup, blush
- only clear nail polish and lip gloss may be worn
- tattoos must be covered at all times, including Outdoor Education camps, swimming and other sporting activities

MIDDLE AND SENIOR SCHOOL BOYS

- watch may be worn
- small link gold/silver neck chain with small pendant may be worn
- Senior School boys only may wear one ring
- NO PIERCING PERMITTED
- tattoos must be covered at all times, including Outdoor Education camps, swimming and other sporting activities

9.1 SCHOOL UNIFORM (cont...)

FREE DRESS AND CAMPS
'Free dress' is allowed on special days, school camps and other times as notified. Free dress must maintain a school standard and the following guidelines apply:

- no crude, rude or violent or otherwise unsuitable logos on T-shirts
- no two-piece swimsuits
- ONLY shirts with sleeves and of a length to thoroughly cover the midriff
- dresses should have sleeves and be of modest length
- skirts and shorts must also be of modest lengths
- tattoos must be covered at all times

ON CAMPS
Nightwear must be modest, as sometimes there is no allowance for privacy, such as when sleeping in tents or outdoors. Parents, please enforce these standards when your child is dressing for special days or packing for camps, and check that they are being maintained.

LABEL ALL BELONGINGS

- all belongings to be labelled with full name and class with a permanent marker/label
- lunch boxes, drink bottles, hats and jumpers are the most frequently lost items
- any items found will be placed in the lost property cupboards under Westbrook building, in the Primary School and the Responsible Thinking Classroom (RTC) in the Secondary School
- after a reasonable interval, unnamed articles will be taken to the Uniform Shop for sale as second hand clothing
- the College accepts no responsibility for lost property

UNIFORM SHOP
The Uniform Shop is operated by the College and was established to provide a service to parents and carers.

NORMAL TRADING HOURS
8:15am to 3:30pm each Tuesday during school Terms

PAYMENT OPTIONS
Payment options include cash, cheque, EFTPOS and credit cards. The Uniform Shop accepts MasterCard and VisaCard but not AMEX. Phone orders are most welcome with payment by credit card. Lay-by is available with 25% deposit and the balance required in six weeks. Lay-by is only offered during Term 4, with latest collected date being Family Administration Day (FAD).

UNIFORM SHOP ONLINE
To order online, simply set up a pre-paid account. Once registered, you can start placing your order. The Uniform Shop uses the FlexiSchools system, which is also used by NCC Cafes. Links to the Uniform Shop can be found on the NCC website via the Parent Portal.

JANUARY TRADING HOURS
Additional days have been set aside in January for new and existing families by appointment only. Appointments are made through the School Online Booking System website www.sobs.com.au The Uniform Shop will be open from Tuesday 13th January to Thursday, 22nd January 2015. On Family Administration Day (FAD) the Uniform Shop will be open from 7:00am to 6:00pm for picking up orders and collecting lay-bys only. There will be NO lay-bys available during January.

SECOND HAND UNIFORMS
The College has a policy relating to the sale of second-hand uniforms. Parents interested in selling second-hand uniforms are requested to contact the College for a copy of this policy. Second hand uniforms are sold throughout the year and can be handed into the Uniform Shop at any time during the year. Uniforms must be cleaned and pressed, have no holes or darns and have no paint, ink or other stains on them. Please fill out the Second Hand Uniforms for Resale form (collected from Uniform Shop, Main Reception or downloaded from website) and enclose with uniforms for resale in a bag. Uniforms that cannot be sold will be recycled and not returned to owner.

INAPPROPRIATE UNIFORMS
Parents are responsible for ensuring student uniforms are of correct length, not too tight and in good repair. Should uniforms be inappropriate to wear, parents will be notified to collect their students from school.

UNIFORM PRICE LIST **9.2**

9.2 SCHOOL UNIFORM PRICE LIST

PRIMARY SCHOOL GIRLS – YEAR 1 TO 6			**PRIMARY SCHOOL BOYS – YEAR 1 TO 6**		
DRESSES	All sizes	$75.00	SHIRTS	All sizes	$50.00
SOCKS (3 pack)	All sizes	$16.00	SHORTS	All sizes	$22.00
TIGHTS (Pair)	All sizes (Optional)	$10.00	SOCKS (3 pack)	All sizes	$16.00
HAT	All sizes	$30.00	HAT	All sizes	$30.00
FORMAL HAT (Yr 5 & Yr 6)	All sizes	$35.00	FORMAL HAT (Yr 5 & Yr 6)	All sizes	$35.00
MIDDLE SCHOOL GIRLS			**MIDDLE SCHOOL BOYS**		
DRESSES	All sizes	$75.00	SHIRTS	All sizes	$55.00
			SHORTS	All sizes	$46.00
SOCKS (Pair/Twin)	All sizes	$8.00/$15.00	BELT	All sizes	$20.00
STOCKINGS (Pair)	All sizes (Optional)	$9.00	SOCKS	All sizes	$10.00
HAT	All sizes	$65.00	HAT	All sizes	$35.00
SENIOR SCHOOL GIRLS			**SENIOR SCHOOL BOYS**		
BLOUSE	All sizes	$55.00	SHIRTS	All sizes	$40.00
SKIRT	All sizes	$55.00	SHORTS	All sizes	$46.00
SOCKS (Pair/Twin)	All sizes	$8.00/$15.00	BELT	All sizes	$20.00
STOCKINGS (Pair)	All sizes	$9.00	SOCKS	All sizes	$10.00
HAT	All sizes	$65.00	HAT	All sizes	$60.00
TIE	One size fits all	$8.00	TIE	All sizes	$25.00
WINTER UNIFORM					
LONG TROUSERS	Compulsory (Senior boys, Terms 2-3)	$56.00	POLAR FLEECE JACKET	Primary only	$45.00
SENIOR BOYS TIE	All sizes	$25.00	TRACK JACKETS	All sizes	$80.00
BLAZERS	All sizes	$190.00	JUMPERS	All sizes	$65.00
SPORTS AND HOUSE UNIFORM – PREP TO YEAR 12					
COLLEGE POLO	All sizes	$47.00	NCC SPORTS SHORTS	All sizes/styles	$30.00
HOUSE POLO	All sizes	$47.00	CAP (High school only)	One size fits all	up to $30.00
SOCKS - Primary (3 Pack)	All sizes	$12.00	TRACK PANTS	Unisex - All sizes	$35.00
SOCKS - High School (Pair/Twin)	All sizes	$8.00/$15.00	TRACK JACKETS	Unisex - All sizes	$80.00
OTHER ITEMS					
PONCHO	Sizes S-L	$22.00	WHIPBIRD POLO (Hospitality)	All sizes	$35.00
LIBRARY BAGS	One size	$16.00	CHEF UNIFORM	Jacket	$125.00
BACKPACKS - compulsory in 2017 for Prep - Year 9 (excluding Year 3)	Small (Primary/ Middle)	$70.00		Pants	$40.00
	Medium	$75.00		Skull cap	$25.00
MUSIC BAND SHIRT	All sizes	$55.00		Apron	$30.00
FOOTBALL SOCKS	All sizes	$10..00		Neck Tie	$15.00
NETBALL VISOR	One size	$10.00			

9.2 SCHOOL UNIFORM PRICE LIST (cont...)

Please note:

1. all prices include GST and are subject to change without notice
2. alternative items to those supplied by the College is not acceptable
3. Prep uniform comprises the sport and house uniform – please refer to Prep Information booklet for full details
4. day shoes are to be black polishable lace-up leather school shoes, with no straps, buckles, decoration or coloured stitching; kept clean and in good repair; no fashion or sports style shoe to be worn; Primary boys can wear black jogger style shoes.
5. sports shoes should be jogger style and provide good ankle and arch support; Prep students may have velcro straps/laces; fashion sports shoes that do not provide adequate ankle and arch support for the College PE program are not to be worn; please note that flat-sole shoes such as 'volleys' and 'skate' shoes do not meet the criteria are not appropriate for PE and sport activities
6. to ensure a longer life, uniforms are best dried in the shade
7. NCC Uniform Shop is open every Tuesday during Term from 8:15am to 3:30pm. Phone orders are welcome when accompanied with payment.

   No credit is extended in the Uniform Shop.

   Uniform Shop contact details:

   Phone: 5451-3348 (direct), 5451 3333 (Main Reception)

   Email: uniforms@ncc.qld.edu.au

NAMBOUR CHRISTIAN COLLEGE

Enrolment & Fee Information

ENROLMENT INFORMATION **10.0**

10.1 LEAVING PROCEDURES

NOTIFICATION OF STUDENT LEAVING

If families are intending to leave the College, the College must be informed in writing as soon as possible. Thirty (30) days written notice is required, otherwise one month fees will be charged in lieu of notice.

10.2 ENROLMENT CONTRACT (COPY)

I, the undersigned, being the parent/legal guardian of the above named student accept the offer made by Nambour Christian College. I accept the following conditions upon which the offer was made:

1. I understand that the College is founded on the basis of biblical Christian values and that the bible is the inerrant word of God.
2. In accepting the offer of enrolment made to my child, I understand that I am seeking a Christian biblical education for them and will support the College in these faith endeavours.
3. I also accept that they are admitted to the College on the condition that they will abide by the College rules and policies regarding commitment to studies, discipline, dress and conduct and that I will support the College expectations and policies in these matters, as they are now and as they may be changed from time to time.
4 It is accepted that during my child's enrolment, except in certain circumstances, the student will live in the care and control of her/his family. This does not apply to overseas students.
5. I will work in partnership with the College in the best interests of my child and all other students and will be guided by the College in the best way to develop the student's potential academically and in other aspects of their personal development. This may include recommendations to seek professional intervention.
6. I will support my child in complying with the College rules, codes of behaviour and policies in force and that I will keep the College indemnified against any loss or damage caused by any failure of my child to observe the aforesaid. I also understand that my child is expected to act at all times in accordance with the values and rules of the College and that serious breaches in this regard could lead to a cancellation of enrolment.
7. I agree that the College rules, code of behaviour and policies may be altered or added to at any time.
8. Fees and levies will be paid and will remain payable during any period of absence of my child from the College. I acknowledge that one month's notice of withdrawal of my child from the College is required or a month's fees in lieu of notice must be paid. Notice to withdraw will be in writing to the College at the earliest opportunity. I agree to pay all fees and levies in full by the specified due date or by automatic payment arrangement organised with the College or by formal payment schedule submitted to and accepted by the College. The request for a payment schedule extends the 14 days notice and outlines how and when fees will be paid. I acknowledge that when accounts remain unpaid, or payment schedules not adhered to, that a $50 per term administration fee will be charged.
9. I acknowledge that, unless otherwise agreed in writing with the College, I as parent/guardian am and will remain jointly and severally liable for the payment of fees and levies. Should any fees or levies not be paid by the due date and no alternative plan agreed, the College may, in its sole discretion, suspend or terminate my child's enrolment at the College and take legal action to recover outstanding fees and levies, including the costs and commissions associated with the collection of outstanding monies.
10. I acknowledge that the College may obtain a consumer credit report containing information about my credit from a credit reporting agency. I agree that if I default on my commitment to the College, this may be listed on my credit file.
11. I shall inform the College should there be a change of relationship which may occur subsequent to the signing of the Application for Enrolment form and the Enrolment Contract (ie. separation or divorce). Further, unless otherwise directed, the College will require that a new Enrolment Contract be completed by the person who is to assume the obligation of paying the College fees. Falling receipt of a new Enrolment Contract, the signed initial contract stands.
12. In the event of any medical or other emergency arising in which the College considers it impossible or impracticable to communicate with the undersigned parent/guardian, the College will take all reasonable care of my child but will not be responsible for the costs of any medical or dental attention or treatment administered to my child in such event, nor will it be responsible directly or indirectly for any act or omission of any medical or dental practitioner or medical officer attending or treating my child including attention provided at the College sick bay.

13. In this contract, the expression Head of College includes any person from time to time acting as Head of College or other staff members for the time being carrying out the duties or exercising the authority of the Head of College.
14. The Head of College has authority to apply whatever disciplinary measures are appropriate or necessary in relation to the conduct for my child both inside the College and at outside College related events. This includes behaviour whether inside or outside the College that might bring the good name of the College into disrepute and may include the decision to suspend/exclude/expel my child for any cause judged to be sufficient.
15. The College does not insure child's property of any description.
16. I agree to pay the Confirmation Fee of my child's enrolment. The amount of the deposit will be advised by the College. After signing this contract, no refund of the Confirmation Fee will be paid if my child does not commence at the College on the agreed date.
17. I will use our best endeavours to ensure the applicant will not be absent from the College without leave of absence, and that term dates, as advertised, will be adhered to. Students absent without leave being granted may forfeit credit for assignments missed during their absence.
18. I agree to my child taking part in all reasonable College activities, be they curriculum based or those designed to enrich and develop their skills.
19. I agree to demonstrate my support for the College, by attending (where possible) the functions outlined below, whilst my student is enrolled at the College:
    - end of semester and end of year events (whichever is applicable to my child's year level)
    - Parent/Teacher interview
    - Parent Information evenings
    - annual Carnival Under the Stars
    - New Parent Orientation evening
20. I agree to abide by the College Credit Policy, a copy of which was provided to me (page 6)as part of the Application for Enrolment.

CONSENTS

21. I consent to the student participating in all regular curricular, sporting and extra-curricular activities conducted with the approval of the College, such as day trips, excursions and functions. If my child is unable to participate, I will contact the College. Parents are asked to read the newsletters, student diaries and web site for notice of events and activities. I also agree to my child travelling on the College buses or any form of public or private transport where such transport is necessary or desirable.

    I accept that this consent lasts for the period the student is at the College and that no further consent need be sought for activities.
22. I understand that for all other activities/excursions (see below) where, in the reasonable opinion of the teacher in charge, specific consent is required, that additional consent will be sought.

    Examples of such activities include:
    - overnight activities
    - activities involving distance or extensive travel
    - activities which may have higher than average or inherent risk
23. I consent to my child being identified (filmed, photographed and/or named) in College related publications, including the College year book, newsletters, web site, social networking pages, records of achievement and DVD productions for end of year events, speech nights, musicals and the College Prospectus DVD.
24. I consent to informing the College should there be a change of relationship with may occur subsequent to the signing of the Application for Enrolment and the Enrolment Contract (ie. separation or divorce). Further, unless otherwise directed, the College will require a new Enrolment Contract to be completed by the person who is to assume the obligation of paying the College fees. Failing receipt of a new signed Enrolment Contract, the initial contract stands.
25. I consent to the College sharing my personal information (limited to name, address, telephone numbers, and occupation) to its associated supporting groups (i.e. Parents & Friends Association) and my child's details to the College Alumni Association, when she/he leaves the College.
26. The consent which I have given is valid at all times while my child is in the custody of the College, including but not limited to, such times as my child is on campus, is present at school camps or is attending or participating in a work experience program, excursions or functions.
27. I have made full and frank disclosure of all information requested by the College in the Application for Enrolment form and are aware of our continuing obligations to keep the College informed of any changes which may affect the student's wellbeing or progress at the College.
28. This contract will be binding and remain in force for the duration of my child's enrolment at the College. Parents/ Guardians or Agents signing on behalf of Overseas Students agree that they understand the College Dispute Resolution Policy.

FEE INFORMATION **10.3**

10.3 2017 FEE SCHEDULE

The Fee Schedule is to be read in conjunction with the College Credit Policy.

STANDARD FEES

Registration Fee	(payable per family)	$ 100.00
Confirmation Fee	(payable per student)	$ 250.00 (maximum $500 per family)

TUITION FEES (PER TERM – 4 TERMS PER YEAR)

Tuition fees and levies are billed each term and are payable by the first day of term, unless a payment arrangement is in place with the Business Office. A 3% discount applies to the tuition component of fees, if payment is made in full, for the whole year, by the first day of Term 1. No whole year discounts are available for concessional/discounted fees or for credit card payments.

PER TERM	EARLY LEARNING	PRIMARY Prep - Year 6	MIDDLE Years 7 - 9	SENIOR Years 10 - 12
1st child	Please contact the College Registrar for further information	1249	1774	1867
2nd child		1130	1605	1689
3rd child		894	1269	1335
4th child		309	426	448
5th child		FREE	FREE	FREE

1. Tuition Fees have increased by 3% in 2017.
2. The stated Tuition Fees include levies for Sport, Excursions, Curriculum, Technology, 'Your Tutor' Program and a portion of Outdoor Education Camp costs (Secondary School).
3. Student accident insurance is included in Tuition Fees.

ADDITIONAL FEES

The following levies are additional to Tuition Fees:

- Capital Levy - $125.00 per family per term
- Working Bee Levy - $ 80.00 per family per term
- Year 4 Music Program - $157.00 per student (in Year 4) per term

PAYMENT OPTIONS

1. Term fee payment is to be made in full by the first day of each term unless a payment plan has been made with the College prior to the commencement of the term.
2. An automatic payment schedule arranged with the College (e.g. direct debit payments)
3. Self managed direct debits from your bank account.

Payments can be made at the Business Office Monday to Friday from 8:00am to 4:30pm (school holidays 8:00am to 4:00pm). Cash, cheque, debit card, or a credit card are accepted (1% fee charged for credit cards).

Cheques are to be made payable to Nambour Christian College and forwarded to PO Box 500, Nambour Qld 4560. You can direct credit to the NCC bank account using details of the College bank account included on your Fee Statement.

PAYMENT DIFFICULTIES

If you are having difficulties paying, please contact the Business Manager on 5451 3333 to discuss options.

10.4 2017 BUS FEE SCHEDULE (PER TERM)

	Zone 1	Zone 2	Zone 3
1 Child	373	412	458
2 Children	628	658	708
3+ Children	750	779	829

1. A place on the bus is subject to availability of seats. Seating priority will be given to full time users.
2. No refunds will be given for days when children do not use the bus, including Year 12 students who do not use the bus at the end of Term 4.
3. There are three options with respect to the use of the College buses:-
   - full time, as per above schedule
   - AM or PM only, 60% of full time rate
4. A fee of $20 will be charged when parents make more than one change to bus arrangements per year.

10.5 OTHER FEES

INSTRUMENTAL MUSIC PROGRAM

- **Music Program** - music tuition will be billed along with Tuition Fees each term. Please note: Term 1 music tuition will be billed in March.
- **Instrument Hire** - invoiced separately and only to students participating in the hire program.

STUDENT ACCIDENT PROTECTION PLAN

This accident protection plan gives 24 hour-a-day, worldwide coverage to all full-time students at Nambour Christian College. For further information, contact Main Reception for an information brochure.

CHARGES IN LIEU OF NOTICE

When a parent wishes to withdraw a child/children from the College, a minimum of 30 days notice in writing addressed to the Registrar is required, otherwise one month's fees in lieu of notice will be charged. Any credit relating to Bus Charges will be calculated on a pro-rata basis.

WORKING BEE LEVY

Funds raised from the Working Bee Levy are used to maintain the grounds for the benefit of all students. In lieu of paying the Levy, parents may opt to work voluntary hours for the College. Working Bee credit vouchers can be issued each term for:

- Café assistance (8 hours per term)
- Classroom assistance (6 hours per term)
- Library assistance (6 hours per term)
- Saturday Working Bee (4 hours per term)
- Friends of Music (6 hours per term)
- Friends of the Farm (6 hours per term)
- Friends of Sport (6 hours per term)

BUILDING FUND

Donations to the Building Fund are tax deductible and may include gifts of $2 or more, property (purchased within 12 months of gifting) and trading stock. Donations to the building fund are sought to cover the cost of providing facilities for the use of students.

LIBRARY FUND

Donations made to the Library Fund will be used to resource our Library. These donations are tax-deductible and may include gifts over $2, property (purchased within 12 months of gifting), trading stock, cultural gifts and cultural bequests.

10.6 OUTDOOR EDUCATION CAMPS

The Outdoor Education program at NCC continues to provide a diversity of activities and experiences during a student's time at the College; to enhance their life skills and social interactions. However, the cost of venues and facilitators continues to rise sharply, due mostly to indemnity insurance costs for these external organisations. Therefore, parents are asked to contribute to the cost of their child attending a school camp.

- **Primary School:** Primary School Camps are not included in fees and will not be charged to your fee account. Allow up to $60 for Years 1 and 2 and allow $110 for Year 3 and $220-$280 for Years 4 to 6. These fees are payable before camp dates, as advised.
- **Middle & Senior School:** A proportion of camp fees are included in tuition fees; however, please allow for a contribution of between $210 - $395 for Years 7, 8, 9, 11 & 12 and $750 - $850 in Year 10. These fees are payable before camp dates, as advised.

10.7 CREDIT POLICY - FEE COLLECTION

- Full payment is due on the first day of each term unless prior arrangements are made with the Business Manager.
- Parents have three options to pay their account:
  a) payment is made in full by the specified due date each term; or
  b) an automatic payment schedule is arranged with the College (e.g. Direct Debit payments); or
  c) a formal extension is requested and a payment schedule is submitted to the College.

  All credit card payments will incur a 1% fee.
- Please contact the Business Office to make arrangements if your payment preference is either option b) or c) above.
- Parents who experience difficulty making payment by the due date are requested to contact the Business Office BEFORE the account becomes overdue. In most situations, parents will be required to sign a regular direct debit authority to meet payments.
- Parents who do not pay their account by the due date, and who fail to submit a payment schedule, or who fail to meet the arrangements of an agreed payment schedule, will be charged a $50 per term non-refundable administration fee.
- Where the account continues to remain unpaid and no arrangement has been entered into, further late charges will be incurred until payment is received in full.
- Where a parent is late with fee payments over several terms, a direct debit authority will be required if the College agrees for the enrolment to continue.
- Continual failure to maintain a suitable payment arrangement may jeopardise the student/s enrolment.
- All accounts MUST be settled in full prior to a family leaving the College. Payment arrangements may be negotiated in special circumstances. Failure to make full and final payment will result in the matter being referred to a Debt Collection Agency or Solicitor, and you may be requested to appear before a local Magistrates Court for a Minor Debt hearing. All costs and commissions associated with the collection will be added to the outstanding balance. In some cases, parents with delinquent accounts may have their credit rating affected or their wages garnished until the debt is paid in full.
- The College will at all times be open to negotiating mutual payment arrangements and we encourage parents to keep the Business Office informed of any relevant circumstances.
- Any changes to account responsibility must be advised to the Business Office in writing and new Enrolment Contract/s completed.
- The parent/s who sign the Enrolment Contract are responsible for outstanding debts, regardless of who is nominated as being responsible for fees.

10.8 DIRECT DEBIT / CREDIT CARD PAYMENTS

Payment of fees by the Direct Debit system is encouraged as it provides a convenient method for payment of school fees and is widely used by our parents.

Direct Debit payments are detailed on the Fee Statement and will auto-recalculate if account adjustments are made.

- Direct Debit payments can be weekly or monthly on Fridays; or fortnightly on Wednesdays or Fridays. Once set up, the amounts will be deducted automatically. Fees must be paid in full by the last day of school each year.
- Credit Card payments are processed on a monthly basis only, on Fridays. A 1% fee is charged for credit card payments.
- Remember to give careful consideration to the timing of the deduction to provide the best possible ease to your budgeting and to coincide with a deposit to your account, e.g. salary or parenting allowance.
- If parents wish to alter a Direct Debit / Credit Card payment, they must advise the College three days prior to the payment date.
- When a Direct Debit / Credit Card processing day falls on a public holiday, the payment will be processed on the previous working day.
- No bank fees are charged against a parent's account for a Direct Debit; however, a fee may apply if insufficient funds are in your account at the time of processing.
- Families with outstanding balances are to continue their Direct Debit / Credit Card payments over holiday periods until the account is paid in full.

In the event that a Direct Debit / Credit Card payment is rejected by the bank, the College will contact the family to arrange a 'make-up' payment.

If the situation arises where two (2) Direct Debit / Credit Card payments have been rejected, without contact with/from the family, then the College will take the following action:-

a) any Credit Card which has been rejected will continue to be processed on a daily basis, until such time as that payment has been satisfied. Any bank fees associated with the processing of such payments are the responsibility of the family involved.

b) any Direct Debit payment which has been rejected by a family's bank will continue to be processed on our nominated processing days – Wednesdays and Fridays, until such time as that payment has been satisfied. Any bank fees associated with the processing of such payments are the responsibility of the family involved and will be charged to their account.

Any payment which is stopped by the family (giving three days notice) must be made up before the end of that year. Options for making up such payments are as follows:–

a) a family may nominate to add the value of the stopped payment to a future payment, which must be nominated at the time of cancellation of that payment.

b) a family may nominate to have their automatic payments recalculated to increase further payments and absorb the value of the stopped payment.

c) a family may nominate to add the value of their stopped payment to the end of their payment schedule; however, if this option is taken up, all payments must be completed prior to 31st December of that year.

d) a $50.00 per Term charge will be added to your account if more than three changes to your automatic payments are made in any one Term.

10.9 PRIVACY POLICY

Nambour Christian College Ltd acknowledges its obligations under The Privacy Amendment Act (Private Sector) 2000, Commonwealth, and may from time to time review and update its policy to ensure it remains appropriate to current laws, technology and the College environment.

Information collected in the course of the enrolment process will be handled in compliance with the Act relating to the collection, use, disclosure, security, access and disposal.

In relation to personal information of students and parents, the primary purpose of collection is to enable the College to provide Christian schooling for the student. This includes satisfying both the needs of parents and the needs of the student throughout the whole period the student is enrolled at the College.

The purpose for which the College uses personal information of students and parents includes:

- To keep parents informed about matters related to their student's schooling, through correspondence, newsletters and magazines. On occasions this may include information such as academic and sporting achievements, student activities, photos and other news published in the College newsletters, magazines and on our College web site - www.ncc.qld.edu.au
- Day-to-day administration
- Looking after students' educational and vocational advancement, social and medical wellbeing
- Seeking applications for funding for student and College programs
- Seeking donations and marketing for the College, including public media - photos and student names may be included
- To satisfy the College's legal obligations and allow the College to discharge its duty of care

Information obtained in the normal course of an enrolment of a student will, during his/her association with the College, be given to support groups (e.g. Parents and Friends' Association and supporting cultural and sporting groups).

The College may include your contact details in a class list and in the College Communicator (a directory of parent and student addresses and contact details). If you do not agree to this, you must advise the Head of College immediately in writing. Ultimately, when the student finishes at the College, his/her name, address and date of attendance at Nambour Christian College will be stored on an Alumni database.

When information requested from parents/guardians is not obtained, the College may not be able to enrol or continue the enrolment of the student.

Personal student information will be held in a safe and secure manner and College staff are required to respect the confidentiality of personal information and the privacy of individuals. Should you provide the College with personal information of others, e.g. doctors, emergency contacts, grandparents, past students, it is assumed you have the consent of such contacts.

The College will not disclose your personal information except to those involved with your enrolment, or as a safety obligation. Full and frank disclosure is required when information is sought by Nambour Christian College for its stated purposes.

A more detailed version of the College's Privacy Policy can be obtained by contacting the Privacy Officer, Nambour Christian College Ltd on (07) 5451 3333. Further information on your rights can be found on the Australian Privacy Commissioner's web site - www.privacy.gov.au

10.10 CHILD PROTECTION POLICY

In line with new Government legislation under the Education (Accreditation of Non-State Schools) Act 2001, and Education Act 1988 and 1998, it is now mandatory for staff to report to the Head of College (who will then advise the Police) of any actual or suspected sexual abuse or other incidents of significant harm to students.

Our College has in place a Child Protection Policy for the benefit and protection of our students. Below is the procedure whereby parents, students and staff can report incidence/s of actual or suspected abuse.

REPORTING PROCEDURE

1. Should a staff member or student form a suspicion; observe worrisome conduct; have significant harm disclosed to them; then that student or staff member must inform the College Protection Officer and the staff member must complete a report immediately (Annexure D of Child Protection Policy).
2. Confidentiality will be maintained regarding persons disclosing this information. The person submitting the report is not liable, civilly, criminally or under an administrative process, for passing this information through the correct channels.
3. College Protection Officers are:
   Primary School - Mr Peter McNamara, Mrs Deb Holmes, Mr Rob Jansen and Mrs Shona Diggines
   Secondary School - Mrs Loida Paterson and Mr Brian Evans
   Their names and pictures are located in the Primary Office and Secondary Student Office
4. The College Protection Officers will inform the Head of Pastoral Care when they receive a report.
5. The Head of Pastoral Care will consult with the Head of College and Independent Protection Officer, Ms Suzanne Brooks, Barrister-at-Law.
6. The following course of action will apply:
   - The Head of College will report the matter to Police and submit a copy of the report. The College does not in any way investigate an alleged criminal offence. It will co-operate with the State authority. Criminal misconduct will result in criminal penalties as decided by legal process; a finding or plea of guilt at law will result in termination of employment or expulsion of the offender.
   - In consultation with the Police, the Head of College will contact parents to offer support to parents and child. In consultation with the Police, the Head of College will meet with the alleged offender to inform him/her of the allegation and course of action.
   - The alleged offender will be immediately stood down or suspended. This action is considered necessary in order to meet duty of care responsibilities.
   - The Head of College will offer appropriate support to the child/family along with appropriate support to the alleged offender.
   - If the matter is not criminal in nature, then the Head of College will consult with the parties involved, form a view and respond appropriately. A report of the incident will be filed.

OVAL
OVAL
CHURCH
Visitor Parking
Staff CARPARK
Staff CARPARK
Senior CARPARK
EARLY LEARNING CENTRE
NAMBOUR CHRISTIAN COLLEGE BUILDING KEY
PRIMARY CAMPUS
CODE NAME FUNCTION
1 MARREE ANOKA BUILDING PREP CLASSROOMS
2 PREP COLLEGE LIBRARY
3 TINA (WALLIS) CHEN BUILDING JUNIOR PRIMARY CLASSROOMS / FIRST AID / PASTORAL CARE
4 JACK EASTON BUILDING JUNIOR PRIMARY CLASSROOMS / LEARNING SUPPORT
5 WESTBROOK BUILDING SENIOR PRIMARY CLASSROOMS / COMPUTER LAB, /TUCKSHOP
6 POTTS BUILDING SENIOR PRIMARY CLASSROOMS / VISUAL ARTS
7 PHILLIPS BUILDING PRIMARY STAFF ROOM
8 MARGARET PAGNEY BUILDING SENIOR PRIMARY CLASSROOMS
9 ROWLANDS BUILDING PRIMARY SCHOOL ADMINISTRATION
10 ABERNETHY BUILDING MUSIC, SCIENCE, JUNIOR LIBRARY, PERFORMING ARTS, PRIMARY SCHOOL MUSIC
11 NORMANTON HOUSE BOARDING FACILITIES
12 NCC EARLY LEARNERS
13 PROPOSED CHILD CARE STAGE 2
SECONDARY CAMPUS
CODE NAME FUNCTION
A MARK EUNTAN BUILDING HOME ECONOMICS / SCIENCE LAB. / HOSPITALITY / JAPANESE
B NEWINGTON BUILDING LEARNING SUPPORT / RTC / COMPUTER LABORATORY
C AVERILL BUILDING GENERAL TEACHING / SECONDARY TUCKSHOP / FIRST AID
D CENTRAL BUILDING CENTRAL ADMINISTRATION / GENERAL TEACHING
E BLOCK UNIFORM SHOP / HIGH SCHOOL STAFF ROOM
F MARLOW BUILDING ADMINISTRATION
G EVANS BUILDING PERFORMING ARTS / MUSIC / FILM & TELEVISION
H PERDICHELL BUILDING GENERAL TEACHING
I TEMPLE BUILDING BUSINESS / TECHNOLOGY / GRAPHICS / FURNISHINGS
J BARTH COLOMEV BUILDING GRAPHICS / BUSINESS / ART / HOME ECONOMICS
K WYCLIFFE BUILDING LIBRARY
L ROB & JEAN DUNN BUILDING LECTURE THEATRE / IT SUPPORT
M JOHN FLYNN BUILDING YEAR 7 CLASSROOMS / YEAR 8 CLASSROOMS
N COURTYARD
O PROPOSED PERFORMING ARTS
P COLLABORATIVE LEARNING CENTRE
Q MIDDLE SCHOOL
R AG. SCIENCE BUILDINGS
S LEARN TO SWIM POOL
T PROPOSED TENNIS COURTS
U PROPOSED GRANDSTAND
V PROPOSED TENNIS COURTS
W PROPOSED SWIMMING POOL
X INDOOR STADIUM / GYMNASIUM / DANCE / PE
Y HANCOCK BUILDING
Z HOUSE

NAMBOUR CHRISTIAN COLLEGE