



2020

PARENT

HANDBOOK

MUELLER COLLEGE

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COLLEGE MANAGEMENT

Head of College - Paul Valesse

Deputy Head of College - Todd Langford

Head of Primary - Chris Mills

Head of Secondary - Ben Stiller

Early Learning Centre Director - Shelly Coulson

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1. HISTORY, MISSION & VISION

1.1 // HISTORY

Mueller College was developed as a ministry of the Mueller Community Church. The College commenced in 1990 using temporary accommodation while its first primary school building was being constructed. Students and staff moved into the new premises at 75 Morris Road, Rothwell, in January 1991. In 25 years, the College has grown to over 1700 students covering Prep to Year 12.

To provide the necessary facilities for our students, the College has invested heavily in resources including buildings, equipment, and the library. If you are keen to help, we encourage you to donate to the tax deductible Mueller College Building Fund and Mueller College Library Fund. Enquiries may be made at Reception.

1.2 // MISSION

The aim of Mueller College is to prepare its students for life in the world and eternity by applying Biblical principles through excellent education in a distinctly Christian environment. The specifics of this mission are:

- » To present God as Sovereign Ruler of all things and Christ, His Son as Saviour and Lord, through the power of the Holy Spirit.
- » To prepare educational programs which are in harmony with the revealed truth of the Bible and fulfil Government educational requirements consistent with this truth.
- » To help students develop and use their God-given talents in the service of God and mankind by providing quality educational programs addressing spiritual, academic, physical, social and emotional needs.
- » To teach students a Biblical world view, their roles and responsibilities as individuals and as members of the community.
- » To present to students the choice they have in becoming a disciple of Christ and to help them understand the consequences of their decision.
- » To resource the College with dedicated Christians, committed to the Mission of the College, who, through professional skills and spiritual gifts, influence and encourage students and the wider College community in the ways of God and recognise the role of faith in their ministry.
- » To support families in the role of raising their children and to encourage them to be involved in the life of the College.
- » To create an educational environment that encourages students to learn of God and respond to Him in love and obedience.
- » To encourage the College community to be active participants in their local Churches.

1.3 // VISION

The vision of Mueller College is to establish a Christ-centred environment that provides a safe and supportive educational community for encouraging personal and interpersonal growth.

2. ADMINISTRATION AND MANAGEMENT

2.1 // ADMINISTRATION

The Executive Director, Mr A Hatch, is concerned with the administration of the College formulating broad objectives, plans and policies, and overall decision-making.

2.2 // MANAGEMENT

The responsibility for achieving College objectives, plans and policies, lies with the Management staff. The executives responsible for the daily operations of the College are the Head of College, Deputy Head of College, Head of Primary, and Head of Secondary.

The Administration and Management teams integrate by way of the Management Committee that consists of Directors, Head of College, Chief Financial Officer and Workplace Health and Safety Officer. The Committee meets monthly and its primary function is to manage the College consistent with its mission and vision.

2.3 // COLLEGE TO HOME COMMUNICATION

Regular communication between the College and home is of great importance. The College will communicate with home by electronic newsletters, email, our website, parent portal and various social media channels. Mueller Connect is our weekly newsletter. Updated every Wednesday, Mueller Connect is where you can find out everything you need to know about what is happening around campus and is found at www.muellerconnect.com. The College Parent Portal is found at www.muellerhub.com/parentlounge. Parents are welcome to contact College Administration for assistance.

2.4 // HOME TO COLLEGE COMMUNICATION

Parents are encouraged to contact the school for any information about their children but please know that giving individual messages to students is not possible except in the case of an emergency. The first points of contact for parents are the classroom teachers, then Year Level Co-ordinators, sub-school co-ordinators, and Heads of Primary and Secondary. Appointments to discuss day-to-day affairs of the College should be made through Reception on 3897 2990, including appointments with The Head of College and individual teachers. Please remember teachers are better contacted during lunch hours or immediately after school and the use of email for communication is encouraged.

Please advise the College of change of address, email, personal and medical details over the course of the year. This information is important so parents can be contacted in the event of an accident and students receive appropriate medical care. Changes can be made directly on the Parent Portal.

Student absences must be reported and explained on the first day of absence by telephoning 3897 2792 for all student absentees (Primary and Secondary).

It is very important for notes and doctor's certificates, where appropriate, to be supplied for absences

3.1 // CURRICULUM

Mueller College is a distinctly Christian school that promotes a seamless education from Prep to Year 12. The College is conducted on a single campus and all courses of study are approved by the Queensland Curriculum and Assessment Authority and are governed by their policies. Further details on these policies are available in the Mueller College Assessment Policy.

Primary School

In accordance with the requirements of the Australian Curriculum, students study English, Mathematics, HASS, Science and HPE. Additionally, students study Music, Visual Art, Technology, Chinese, and Christian Studies. While all subjects have been written to be consistent with the Word of God, Christian Studies particularly teaches Godly values and attitudes. Students are expected to take part in all aspects of the program provided.

Middle School

Consisting of a three year transition from primary to senior school, the middle school program at Mueller College is designed to provide support and structure within an engaging environment with dedicated spaces, so our students reach their academic, social and developmental goals in a nurturing environment. A significant time of growth, change, challenges and intense learning, this structure promotes a seamless curriculum from Prep to Year 12.

Year 7

All Year Seven students are allocated to a form class and corresponding teacher. This teacher will work with the students for a significant portion of their timetable, teaching such subjects as English, Mathematics, Humanities and SL@M (Student Life @ Mueller). Depending on their personal area of expertise, they may also teach in areas such as the Arts, HPE and Music. In addition to those core subjects, students will study Design and Technology, Chinese, Christian Studies, and the Arts Rotation where they rotate through subjects such as Film and Television, Drama, Musical Theatre, Music, Visual Art and Dance.

Year 8

Similar to the previous year, Year Eight students continue to be allocated a set timetable that explores the various options of subjects on offer at Mueller College. A full list of other subjects studied is shown on the following page.

Year 9

In addition to their study of the core subjects of English, Mathematics, Humanities and Science, Year Nine students begin to experience more choice in their timetable and are able to select electives from an extensive list of options.

Year 10

Students in Year Ten will study eight subjects in preparation for the senior studies of Years 11 and 12. All students will study a common core of English, Mathematics, Science, History and Christian Studies.

| YEAR 7/8 (Study all) | YEAR 9 | YEAR 10 |
|----------------------------------|---------------------------------|--------------------------------------|
| The Arts | Business and Economics | Aerospace/STEM |
| Chinese | Chinese | Biology |
| Christian Studies | Dance | Business and Accounting |
| English | Design | Chemistry |
| Humanities | Digital Solutions | Chinese |
| Health and Physical Education | Drama | Dance |
| Home Economics | Extension English | Design |
| Industrial Technology / Graphics | Extension Science | Digital Solutions |
| Science | Film, Television and New Media | Drama |
| Mathematics | Geography | Essential Science |
| | Food Technology | Extension English |
| | Industrial Technology | Extension Mathematics |
| | Music | Extension Science |
| | Physical Education | Fashion |
| | Practical Business Applications | Film, Television and New Media |
| | STEM | Food and Nutrition |
| | Textiles and Fashion | Geography |
| | Visual Art | Industrial Technology |
| | | Legal and Justice Studies |
| | | Music |
| | | Philosophy and Reason |
| | | Physical Education |
| | | Physics |
| | | Practical Business Applications |
| | | Psychology |
| | | Visual Art |
| | | Certificate II in Kitchen Operations |
| | | Certificate II in Sport & Recreation |

These subjects are consistent with Government requirements. Exam support and in class assistance will be provided for verified students working within the mainstream curriculum.

Senior School (Years 11 and 12)

In the final two year of schooling, in order to be eligible for a Queensland Certificate of Education (QCE), students are required to meet certain criteria. These criteria, and subjects offered are outlined in the specific Mueller College Subject Guides. The Head of College reserves the right to cancel any subject due to teacher availability or lack of participants in the subject.

A full list of subjects and information can be found on muellerconnect.com

3.2 // VOCATIONAL EDUCATION SUBJECTS AND TRAINEESHIPS

Vocational Education Subjects/Traineeships will be offered in some subject areas and may involve industry placement. Offers will be confirmed by an interview with a member of the Future Pathways department.

3.3 // WORK EXPERIENCE / WORK PLACEMENT

Work experience is available in Term Three for Years Ten to Twelve students. Some students in Years 11 and 12 are involved in Work Placement in accordance with Traineeship, TAFE or School-based Apprenticeship requirements. During Term Three of Years 9 and 10, students will meet with staff to discuss their future direction and to complete Set Plans.

3.4 // SUBJECT CHANGES - SECONDARY

If a student wishes to make a subject change, consultation with the relevant HoDs, parents, teachers and Future Pathways department will then occur. When approved, the school will facilitate the changes.

3.5 // HOMEWORK

Homework is a valued and important part of the learning process at Mueller College. We have more detailed information about homework in the Mueller College Homework Policy.

Primary School

Homework expectations vary between year levels. Homework for students in the early years (P–2) will be the learning of sight words, memory verses and reading aloud which will be supported by a reading log. Homework in the upper years (3–6) will generally involve the learning of memory verses and consolidation of literacy or numeracy skills. Homework is expected to be completed however it should not be a major imposition on families and if you have any concerns please contact your classroom teacher.

Secondary School

Homework in the secondary school takes the form of reviewing material covered during the school day, completing set homework tasks and working on assessment tasks. Homework expectations vary between subjects but students will generally have homework to complete on school nights. It is an expectation that homework is completed and if it is not done, students will be required to complete this at school in break times and parents will be contacted if it is not consistently completed. Students are responsible for recording their homework. Those in the middle school will be required to use the 'Reminders' app.

3.6 // ASSESSMENT AND REPORTING

Assessment is a core part of learning and is completed in almost every subject in the school. Taking many forms, assessments vary depending upon the year level and subject area. Parents are encouraged to communicate with class teachers if there are concerns or issues which will affect assessment. Formal report cards which provide a summary of student progress are issued via Parent Portal at the end of each semester. A progress report is also available for Secondary students after Term One.

Primary School

In the primary school, assessment is ongoing throughout the semester, however there are times towards the end of term where formal testing will occur, especially in the upper years.

Secondary School

In the secondary school, assessment is more formal and is implemented according to an Assessment Schedule which is released in the second week of each term via Parent Portal. For assessment other than exams, students will also submit a draft prior to the due date for feedback purposes. Assessment procedures are outlined in the Mueller College Assessment Policy.

3.7 // EXCURSIONS AND CAMPS

Mueller College is committed to the provision of educationally valid excursions, including camps. Excursions will be prepared, managed, supervised and monitored in a way that seeks to ensure the health, safety and security of the participating students and staff, as well as others who may be affected by the conduct of an excursion. Compulsory camps will run for Years 2, 3, 4, 5, 7, 8, 9, 10 and 11. Year 6 students have the option to attend the Melbourne/Canberra tour for an additional cost. There will also be subject specific camps held over the course of the year which are outlined in the “Fees” section. Please refer to points eleven and twelve of Section Five: “Fees” for information regarding payment. Parent Portal will be used to grant permission for attendance and to disseminate all information regarding camps and excursions. Permission to attend Mueller incursions or excursions, must be given through Parent Portal. The College will not accept hand-written parent notes or phone calls to Student Services as adequate permission, and students will not be allowed access to attend.

3.8 // LEARNING RESOURCES

3.8.1 // Textbook Hire

Located in the library, textbook hire, funded by the QLD government, is available for secondary school students. Parents may discuss textbook hire concerns with library staff.

3.8.2 // Booklists

Booklists are available online at www.muellerconnect.com. Any booklist enquiries can be directed to the Library.



3.8.3 // Education and Computer Technology

Technology is used as a tool to provide an education which remains grounded in Christian values while preparing students for the future of critical thinking and digital citizenship.

Below are the recommendations for the use of technology in 2019. The technology handbook provides more information regarding expectations and requirements surrounding the use of technology at Mueller College.

Prep - Year 4

Teachers will be able to book a class set of iPads for use during the school day.

Years 5 - 9

Will be allocated a College owned and managed iPad for use throughout the year. The device will be given to the student at the beginning of the year and handed back to the College at the end of the year or when the student leaves the College.

Years 10 - 12

The curriculum in Year 10 -12 is less dependent on specific apps and more reliant upon researching, word processing, content creation and data manipulation. Thus, students are permitted to bring a device of their choice. NB: Whilst the iPad can perform these functions well, a laptop is more efficient in and practical for students. A phone is not suitable for the student's device.

Mueller Connect has comprehensive subject specific device recommendations for your reference - www.muellerconnect.com.

4. > STUDENT PRESENTATION

4.1 // UNIFORM

The College is a Sun Smart Accredited School. All students are required to wear suitable sun protective hats and sunscreen for all outdoor activities. Sunscreen is provided by the College and kept in classrooms, sports kits and buses. The wearing of sunglasses is encouraged.

4.1.1 // Suppliers

All new Mueller College uniforms can be purchased through The School Locker at North Lakes. They are open 7 days/week and have a dedicated Mueller College section in store which stocks the entire range of Mueller uniforms:

The School Locker

4-6 Burke Crescent,
North Lakes

Online Store: www.theschoollocker.com.au

P: (07) 3490 1400

SECOND HAND UNIFORMS

Second hand uniforms are available at **The Mueller Shop** (N Block)

Hours: Tuesday 8am-11am
Thursday 8am-11am
2:30-3:30pm on the first day of each term

P: (07) 3897 2767

E: uniforms@mueller.qld.edu.au



UNIFORM > PREP AND PRIMARY



Prep Uniform



Primary Formal and Sports



Winter Additions

PREP

| BOYS | GIRLS | WINTER ADDITIONS |
|-------------------------------|------------------------------|---------------------------------|
| Primary Mueller Hat | Primary Mueller Hat | |
| Primary Mueller Polo | Primary Mueller Polo | Mueller Fleecy Cardigan |
| Boys Mueller Shorts with Logo | Girls Mueller Sports Shorts | Mueller Fleecy Track Pants |
| Dark Sandals or Sports Shoes | Dark Sandals or Sports Shoes | Mueller Ankle Socks/Sport Shoes |

PRIMARY FORMAL UNIFORM - YEARS 1-6

| BOYS | GIRLS | WINTER ADDITIONS |
|-----------------------------------|---|----------------------------|
| Primary Mueller Hat | Primary Mueller Hat | |
| Mueller Check Shirt | Mueller Check Dress (knee length) | Mueller Fleecy Cardigan |
| Boys Mueller Shorts with Logo | Option: Navy bike pants underneath for warmth/modesty | Mueller Fleecy Track Pants |
| Plain Black Leather Lace Up Shoes | Plain Black Leather Lace Up, Maryjane style or Velcro Shoes | Navy Tights with Dress |
| Mueller Ankle Socks | Mueller Ankle Socks | |

PRIMARY SPORT UNIFORM - YEARS 1-6

(Worn on days specified by timetable)

| BOYS | GIRLS | WINTER ADDITIONS |
|---------------------------------|---------------------------------|----------------------------|
| Primary Mueller Hat | Primary Mueller Hat | |
| Primary Mueller Polo | Primary Mueller Polo | Mueller Fleecy Cardigan |
| Boys Mueller Shorts with Logo | Girls Mueller Sports Shorts | Mueller Fleecy Track Pants |
| Sport Shoes/Mueller Ankle Socks | Sport Shoes/Mueller Ankle Socks | |

UNIFORM MIDDLE AND SENIOR



Formal Uniform



Sport Uniform



Winter Additions

FORMAL UNIFORM

| BOYS | GIRLS | WINTER UNIFORM (Terms 2 & 3) |
|------------------------------------|-------------------------------------|--|
| Mueller Hat | Mueller Hat | |
| Blue & White Striped Mueller Shirt | Blue & White Striped Mueller Blouse | Mueller Wool Jumper |
| Secondary Boys Mueller Tie | Secondary Girls Mueller Tie | Ladies Blazer (Compulsory Years 10-12) |
| Mueller Dress Shorts | Mueller Calf Length Skirt | Men's Blazer (Compulsory Years 10-12) |
| Mueller Belt | | Navy Full Length Stockings (Girls optional) |
| Mueller Walk Socks | Mueller Formal Socks | Mueller Trousers (Optional Years 7-10) (Compulsory Years 11-12) |
| Plain Black Leather Lace up Shoes | Plain Black Leather Lace up Shoes | Boys Navy Blue Socks |

SPORT UNIFORM

(Worn on days specified by timetable)

| BOYS | GIRLS | WINTER UNIFORM (Terms 2 & 3) |
|---------------------------------|-----------------------------|---------------------------------|
| Mueller Hat | Mueller Hat | |
| Red Mueller Polo | Red Mueller Polo | Sports Jacket |
| Mueller House Shirt | Mueller House Shirt | Mueller Track Pants |
| Mueller Sports Shorts with logo | Girls Mueller Sports Shorts | |
| Mueller Ankle Socks | Mueller Ankle Socks | |
| Sport Shoes | Sport Shoes | |

4.1.3 // Uniform Specifications:

The uniform policy provides more information regarding expectations and requirements surrounding the uniform at Mueller College.

- » Manipulation of the uniform’s natural fall is not permitted
- » Hat options include the formal hat, bucket hat or cap. NB: Students are required to have a school hat with them at all times
- » Sport uniform is to be worn only on specified days that are determined according to a student’s timetable
- » House shirts are only allowed to be worn on carnival days and for HPE lessons, not for inter-school sport. NB: allocated houses may change between primary and secondary school
- » Formal shoes must be plain, black leather, raised heel, lace up, and enclosed. All shoes must be in good condition and without graffiti. NB: Due to workplace health and safety requirements, thick-soled/platform/buckled shoes or “skate” shoes are not permitted
- » Sport shoes must be suitable for sport and physical activity. This does NOT include skate shoes, or canvas style high tops, lace ups or slip on shoes
- » Primary swimming requires a swimming cap
- » Occasionally, the College has a Free Dress day for fundraising purposes. Students are to wear clothing that imitates the fit and length of the school uniform. This is to include sleeved tops, mid-length shorts/skirts, a hat and enclosed shoes.



4.2 // PRESENTATION SPECIFICATIONS:

- » Plain contact lenses only are to be worn at school or at school events
- » Extreme hairstyles are not allowed (e.g. mohawk, mullets, afros, undercut, top knots, pony tails, tracks, etc.). Students whose hairstyles are deemed 'extreme' by the Head of Secondary will be requested to rectify the infringement by a set date. Hair should be of a natural hair colour. If these expectations are breached, students may be suspended until it is corrected
- » Clear plastic insertions in piercings, or Band-Aids covering, are unacceptable
- » Visible body piercings or tattoos are not permitted.

Boys

- » Hair length is to be no longer than the top of the collar and middle of the ear. It must be kept out of the eyes
- » Clipper haircuts must not be shorter than a no. 2 blade
- » Facial hair/sideburns are not permitted, and boys will be asked to shave if they arrive at the College with facial hair
- » Forms of jewellery including necklaces, chains, leather (wrist, neck and ankle), and rings are not permitted.

Girls

- » Subtle, natural makeup is permitted
- » Two plain sleepers or studs in each lobe is permitted
- » One dress ring is permitted
- » Other forms of jewellery including necklaces, chains, leather (wrist, neck and ankle) are not permitted
- » If hair is shoulder length or longer, it must be fully tied back, out of the face, at all times
- » Hair accessories must be navy, red or white.

The Head of Sub-School will be the final arbitrator regarding correct uniform.

Please check the College website for the 2020 Fee Schedule. Fees for overseas students may be obtained by inquiry from the College Registrar.

5.1 // TUITION FEE POLICIES

Mueller College's strategic plan identifies that the College is to conduct its relationships, programs and business dealings in a way that demonstrates Christian values and ethics. Parents are likewise accountable to the College for prompt and full payment of invoiced fees according to the terms of enrolment.

1. **Due Dates** - Fees are due on the first day of each term unless an alternate schedule has been agreed to in writing with the Accounts Manager. Fee invoices will generally be issued 21 days prior to the commencement of the school term. If fees are not paid by the due date and you have not signed a current year payment plan then the account will be listed as overdue and reviewed by the Finance Committee.
2. **Early Payment Discount** - An early payment discount of 5% off the tuition fees applies if the full year tuition fee is paid prior to **28th January 2020**.
3. **Family Discounts** - The following reduction to tuition fees is only applied when more than one student per family attends Mueller College or Carmichael College in Prep to Year 12:
 - 2 Students** – 10% reduction to every student
 - 3 Students** – 15% reduction to every student
 - 4 Students** – 25% reduction to every student
 - 5 Students** – 30% reduction to every student
 - 6 Students** – 40% reduction to every student
4. **Contacting Accounts** - The preferred method of communication with the Accounts Manager is via e-mail (accounts@mueller.qld.edu.au). This is especially important if you are making requests to the Accounts Manager so that two-way communication can be fully documented for future reference. Parents are also strongly encouraged to provide a current email address to ensure that important financial information such as invoices, payment plans and other notifications are received in a timely manner.
5. **Payment Methods** - Our preferred methods of payment are BPAY or using the Parent Lounge on-line payment system.
6. **Overdue Accounts** - Should you experience financial hardship or difficulty with payment of fees, you are invited to discuss an alternate payment schedule with the Accounts Manager on a strictly confidential basis. Communication is vital. All parents or guardians who have signed an Enrolment Contract/Confirmation of Enrolment are jointly and severally liable for the payment of fees. The College reserves the right to make an overdue administration charge of 10% of the outstanding balance if fees remain unpaid at the end of the year without a prior arrangement being made. Failure to pay overdue accounts may result in the enrolment of the student/s being stopped or cancelled.
7. **Notification of Withdrawal** - We commit resources on the basis of confirmed enrolments and will suffer loss from inadequate notification of termination. Therefore, notification of withdrawal from the College must be in writing (letter or email), giving one full term's notice. Otherwise, fees for the following term become due and payable.

8. **Confirmation of Enrolment Fee** - The non-refundable confirmation of enrolment fee of \$300 is payable immediately after the student enrolment position is offered, and will be transferred to the students school fee account on commencement at the College.
9. **Remission of fees** - No remission of fees, either in whole or in part will be made should the student be absent for any reason whatsoever, including in circumstances where the student is suspended or expelled from the College.
10. **Building Fund / Library Fund Contributions (Tax Deductible)** - Parents are invited to make a tax-deductible donation to the Mueller College Building or Library Fund. Suggested contribution is \$250 per year per family. Cheques are to be made payable to the Mueller College Building Fund or Mueller College Library Fund.
11. **Excursions, camps and other activities** - The cost of all compulsory excursions, camps, and activities is included in the fees for tuition and there will not be any additional charges for them. Compulsory excursions, camps and activities are either curriculum related or something that every child in the year level or subject is expected to attend if at all possible. Some examples of these are: Year Level Camps (Years 2, 3, 4, 5, 7-11), Wilderness Camp, Biology Camp, and graduation activities.
12. **Non-compulsory or extra-curricular excursions, camps, or activities** will be charged separately and must be paid prior to the event. Some examples of these are: Year 6 Canberra Tour, Sports Camp, Sports Academies, Extra-Curricular Sports, Ski Trip, Melbourne Arts Tour, Missions Trips, and Instrumental Music Lessons. Payments are to be made via Parent Lounge only. **NB: Where tuition fees are outstanding, parents are expected to bring their account up to date before students will be permitted to attend. Inclusion in non-compulsory camps or excursions is by application and at the discretion of the Head of College and Finance Committee. Criteria for inclusion includes, but is not limited to behaviour and payment of school fees.**





6. THE MUELLER COLLEGE DAY

6.1 // STAFF SUPERVISION

Staff members are not rostered for duty until 8am each morning and this finishes at 3:30pm. Thus, teacher supervision outside of these hours is limited. Consequently:

- » Students are not to be on the grounds until 8am unless they are part of an excursion, field exercise, camp group, sporting activity or Outside School Hours Care
- » Parents are requested to ensure that their children have been collected or have left the school grounds by 3:30pm each day, unless students are attending an approved activity
- » Parents wishing their children to be at school outside the hours of teacher supervision provided may avail themselves of the fee-for-service arrangement of Outside School Hours Care.

6.2 // TIMETABLE

- » The school day commences at 8:35am for all Years 1-12 students. Prep students start at 8:40am
- » The school day finishes at 3:00pm for Prep students
The school day finishes at 3:05pm for Years 1-6 students
The school day finishes at 3:10pm for Years 7-12 students.

6.3 // LATE ARRIVALS AND EARLY DEPARTURES

When a student arrives late or leaves early:

- » LATE ARRIVAL: Primary and Secondary students must report to Student Services (N Block) where they will be signed in and the roll amended. A late slip will be provided and is to be given to the class teacher
- » LEAVING EARLY: If a student is being taken home early, parents should sign the student out at Student Services (N Block). Secondary students presenting notes to leave must have them dated and signed by a parent
- » Once at school, students do not have permission to temporarily leave school grounds to purchase food (or visit offsite facilities) with a signed note. They must be escorted by parent or guardian
- » Students do not have permission to call parents on their personal mobiles to arrange pickup. All communication home is to be done through Student Services.

6.4 // TUCKSHOP

The tuckshop is located in the centre of the campus and can be accessed by all students in Years 1-12. All food is prepared in the Trade Skills kitchen daily with an emphasis on healthy eating. Volunteers are always welcome.

- » Open five days a week. Purchases can be made with cash, eftpos or Flexischools
- » Free fruit is available every day to all Year 1-12 students.

Mueller College recognises that protecting students from harm and the risk of harm is fundamental to maximising their personal and academic potential. For this reason the welfare and best interests of your children will always be our primary consideration.

Mueller College is strongly committed to the care and well-being of students and staff and this section describes the policies. Detailed policies may be accessed on the College website at www.mueller.qld.edu.au.

The interests of the students are best served when home and school are united in their approach. Parents are therefore required to support the policies and guidelines of the College. Policies may be varied at any time, and will be communicated by announcement at school assembly, publication in the school's newsletter, through daily notices to students, or on the College website at www.mueller.qld.edu.au.

We expect our students to show respect to our staff, volunteers, and their peers, and comply with safe practices. Employees must ensure that their behaviour towards and relationships with students are lawful and reflect proper standards of care for students. The College will respond diligently to a report of suspected or actual harm, or risk of harm to a student.

7.1 // PASTORAL CARE

Chaplains seek to facilitate the aims of the Mueller College mission, and provide support to students and families. Mueller College has two Chaplains, one male and one female. Students are free to approach a chaplain at any time.

7.2 // PROTECTION FROM HARM

Queensland legislation defines harm as any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing. Harm can be caused by:

- » Physical, psychological or emotional abuse or neglect;
- » Sexual abuse or exploitation; or
- » Domestic or family violence.

The Head of College, and the Workplace Health & Safety Officer ensure that:

- » Staff understand and fulfil their obligations under the policies of the College
- » New staff provide an acceptable reference from their previous employer
- » Non-teaching staff and non-parent volunteers who have contact with children have a current positive suitability notice issued by the Commissioner for Children and Young People and Child Guardian.

If the Head of College receives a report of harm to your child, he will support the child by:

- » Responding rapidly and diligently to the report;
- » Reassuring the student;

- » Protecting the child's confidentiality as much as possible;
- » Offering continuous support; and
- » Providing counselling if requested.

7.2.1 // Grievance Policy

Mueller College takes seriously complaints and concerns that may be raised by parents, and they will be dealt with promptly. If a parent has a grievance concerning a student or staff member, please discuss the issue in the first instance with the staff member. If the problem is not resolved then please contact the relevant Head of Sub School; failing that, contact the Head of College.

a) What should you do if you become aware or reasonably suspect that harm has been caused to a student of the College by a member of staff, someone outside of the College or by other students?

Report your concerns to the Head of College, Heads of Sub Schools, or to any other staff member.

b) What will happen next?

If you report your concerns to staff other than the Head of College, staff will report it immediately to the Head of College and the Executive Director. If the complaint concerns the Head of College then staff will report it to the Executive Director who is Chairman of the College Management Committee. Any action that needs to be taken under staff disciplinary procedures as a result of an allegation not requiring police intervention will be handled confidentially within the College.

It will be reported to police immediately if the harm relates to sexual abuse; or to the Department of Families if appropriate; or it may be dealt with internally if the matter does not require mandatory reporting to an outside authority.

c) What about confidentiality?

It is our policy that confidentiality between the College and parents will be respected and any concerns raised by parents will not rebound adversely on their children. Thus, knowledge of it will be limited to the Head of College, the Executive Director and those directly involved.

Each person who has access to information regarding suspected or disclosed harm has an obligation to observe appropriate confidentiality. However, the College is unable to promise absolute confidentiality since the steps of the policy will require disclosing, internally and externally, certain details involved in responding to the report. State authorities can compel people to give evidence about actions under the policy and to produce documents. You would be fully informed if information you provided were to be passed on to a third party.

d) What should I do if I require more information?

The College's complete Child Protection Policy is available on the College website at www.mueller.qld.edu.au. Parents and students may access this policy at any time. You may also make an appointment to discuss the policy with the Head of College if you wish to clarify any matters.

7.3 // CODE OF CONDUCT

The purpose of the Mueller College Behaviour Management Policy is to facilitate an environment which equips students for life in the world and eternity, by applying Biblical principles through excellent education in a distinctly Christian environment. This policy is available on Parent Portal.

7.3.1 // Student Behaviour Expectations

The Christian orientation of the College means that the responsibility of the students is to:

- » Obey God’s Word, respect authority and care for others
- » Participate in and contribute to the broader life of the College
- » Represent the College and its high standards of behaviour and dress at all times, including travel to and from school and when in public. NB: Students must understand that their behaviour at all times impacts the reputation of the College and the Mueller Community. Behaviours that adversely affect the well-being of the community will be investigated and dealt with according to the behaviour management policy, particularly in relation to dress and public displays of affection
- » Maintain standards of honesty, courtesy, modesty, and moral purity in word, action and language as consistent with the values taught at school
- » Respect the property rights of the school and every member of the school. All breakages and damage must be reported to the Head of College or sub schools immediately by the person responsible. All breakages and damage caused by irresponsible or malicious actions of a student must be paid for by the student, parents or guardian of the student. Payment for breakages and damage will be in addition to any disciplinary measures or other appropriate action deemed necessary by the College
- » Act according to the code of conduct when using devices.
NB: it is a criminal offence to use mobile phones (or any device) to menace, harass or offend another person. Students who use their device to engage in personal attacks, harass another person, or post private information about another person using messages, taking or sending photos or objectionable images or bullying other students, or who use vulgar, derogatory or obscene language while using a mobile phone may have their phones confiscated for collection by police, as determined by the Head of College.

7.3.2 // Student Travel To and From School

a) Student car driving and parking

- » Students who drive to school are not allowed to park on-site, or along Morris Road. They are to use the Wattle Road parking spaces.
- » Any form of dangerous, erratic or attention-seeking driving will not be tolerated.
- » Vehicles must not be used during the school day; drivers must travel on school buses for activities outside the campus, including sport and excursions.
- » The Morris Road speed limit is 40 kph at all times.

b) Internal road safety

- » Motorists parking, setting down or picking up passengers, may not use the “No Standing” zones
- » Bus zones must be kept clear at all times
- » All drivers are asked to observe the speed limits (15 kph) posted on the College internal roads
- » Special care is required where pedestrians and vehicles may use the same area or where children may cross internal roads
- » Children using on-site car parks, which contain median strips, must use these strips for walking away from cars (when arriving at school) and for walking to cars (when leaving school).

c) Student cycling

Students may cycle to school provided they are competent riders, their bicycles are in safe working condition, and they wear appropriate bicycle helmets. Students must abide by road rules, and dismount when crossing roads and once in the school grounds. Students are to use bicycle racks and secure with locks during school hours.

d) School crossing safety

Mueller College Crossing Supervisors are employed by the Transport Department from 7:45am to 8:45am and 3:00pm to 3:30pm. All students and parents crossing Morris Road are asked to use the crossing during these times.

Pedestrians are to wait behind the yellow line until the supervisor is in place in the middle of the road with the STOP sign and blows the whistle. When the whistle blows, pedestrians are to cross between the red and white poles. When the signs are taken down, the supervisor can no longer allow pedestrians to cross under his/her supervision.

e) Bus transport

Mueller College is serviced by two external bus providers:

Hornibrook Bus Lines

P: 3284 1622

W: www.hornibrook.com.au

For transport to and from: Kallangur, Mango Hill, Petrie, Strathpine, Redcliffe, Sandgate or Bracken Ridge. Contact Hornibrook Bus Lines for details of bus times and fares.

Kangaroo Bus Lines

P: 1300 287 525; 5498 6466

W: www.kangaroobuslines.com.au

For transport to and from: Deception Bay, Narangba, Burpengary, Morayfield, and Caboolture. Contact Kangaroo Bus Lines for details of bus times and fares.

The table below outlines the expectations regarding the conduct of Mueller College students when using bus transport options.

| SAFE BUS CODE OF CONDUCT (based on Qld Department of Transport directives to all bus operators) | |
|---|---|
| BEHAVIOUR | ACTIONS REQUIRED |
| Respect other people and property | <ul style="list-style-type: none"> » Treat other people and their possessions with respect. » Follow the teacher & driver's directions without argument. » Do not cause damage to the bus in any way. |
| Wait for the bus in an orderly manner | <ul style="list-style-type: none"> » Wait well back from the bus (2m+) until it stops. » Stand quietly without calling out or shouting. » Do not play with balls on footpaths. » Do not push other people in the line. |
| While on the bus, students should: | <ul style="list-style-type: none"> » Always follow instructions from the teacher/driver about safety on the bus. » Sit properly on a seat if one is available (in an allocated seat if directed). » Always wear a seat belt if bus fitted with seat belts. » Store bags under the seat or in appropriate luggage areas. » Speak quietly and not create unnecessary noise. |
| While on the bus, students should not: | <ul style="list-style-type: none"> » Bully other students. » Place feet on the seat. » Fight, spit or use offensive language. » Throw any article around or from the bus. » Consume food or drink (except water). » Allow any part of their body to protrude out of the bus windows. » Stand forward of the front seat. |
| Use designated stops | <ul style="list-style-type: none"> » Get on and get off the bus at the correct designated stop. |
| When getting off the bus, do so in an orderly manner | <ul style="list-style-type: none"> » Wait until the bus stops before standing to get off. » Get off the bus in a quiet and orderly fashion. » When you get off the bus, take two (2) big steps away from the bus. » If an article is dropped under the bus DO NOT retrieve it. » Never cross the road in front of or behind the bus; wait until the bus has moved away and it is safe to cross the road. |
| In case of an emergency or a breakdown, follow the driver's directions | <ul style="list-style-type: none"> » Wait until the bus stops before standing to get off. » Leave the bus in a quiet and orderly fashion. » Wait in the area indicated by the driver. |

7.3.3 // Bullying (including cyberbullying)

By definition, bullying is repeated oppression, psychological or physical, of a less powerful person or group by a more powerful person or group. It may be manifested in many ways e.g. harassment (verbal, sexual or psychological), victimisation, alienation, coercion, intimidation, exclusion, ostracism, discrimination. Bullying results in hurt, fear, loss of self-esteem and decreased social effectiveness for the victim.

In any form, bullying is not acceptable behaviour within Mueller College because it is entirely contrary to the ideals of the school. In accordance with the school's Mission Statement, Mueller College seeks to eradicate bullying by developing in the classroom and publicly in assemblies:

- » Student respect and concern for others, of all races and creeds;
- » Student responsibility for their own behaviour;
- » Critical and effective thinking and problem solving skills in students;
- » Life skills related to healthy life styles; and
- » An environment that nurtures and promotes student self-esteem and self-confidence.

a) Dealing with reports of bullying

The following steps are a guide to dealing with reports of bullying.

1. It is never acceptable to the College to turn a blind eye to bullying. If bullying is reported, staff will act immediately to ensure student safety.
2. A clear account of the incident will be recorded and given to the Head of College or delegate.
3. The Head of College or delegate will then work through the school's Bullying Prevention Policy.

b) Help for students

Students who have been bullied will be helped and supported by:

- » Offering an immediate opportunity to discuss the experience with staff of their choice;
- » Reassuring the student; offering continuous support; and
- » Providing encouragement to form and maintain friendships with non-bullying students
- » Discovering why the student became involved;
- » Establishing the wrong doing and the need to change; and
- » Enlisting the support of parents/caregivers to help change the behaviour and attitude of the student, where appropriate.

7.3.4 // Social Networking – Electronic Media

It is a condition of enrolment or continued enrolment at Mueller College that students adhere to the following boundaries in regard to social networking sites and electronic media:-

- » Demonstrate respect for others and their school
- » Not make any comment on social networking sites (whether the profile or user-generated content is identifiably theirs or belonging to someone else) or any other digital media including email that targets any Mueller College student or staff with perceived negative intent, or undermines the name and/or good work of the school
- » Not upload photos or videos taken on the College campus, or which identify the College in any way without the permission of the Head of College.

7.4 // STUDENT BELONGINGS

7.4.1 // Lost & Found

Lost property boxes are located at:

- » Near the Primary toilets (A Block courtyard)
- » Outside the tuckshop.

7.4.2 // Money & Valuables

Students should not bring large sums of money or other items of value to school. If, however, it is necessary, any money or valuable item(s) should be left in safekeeping with Student Services (N Block). They can be collected at the end of the school day. The school accepts no responsibility for loss of money and/or valuables or damage to same.

All students are provided a locker and padlock to secure their personal belongings. Students are responsible to properly secure their lockers with the padlock provided. Failure to do so, resulting in the loss of a student's personal belongings, will not be the responsibility of the College.

7.4.3 // Technology

1. All student mobile phones are to be stored in student bags and lockers during the school day. They have the option of handing them in to Student Services for more secure storage. Students found in possession of a mobile phone during school hours can expect to face disciplinary action.
2. Students are not to contact parents or guardians during the day. Such requests should be made through Student Services (N Block).
3. The school accepts no responsibility for replacing lost, stolen or damaged electronic devices.
4. Expectations regarding devices are outlined in the Student User Guide. Failure to comply with these expectations will be dealt with in accordance with the Behaviour Management Policy. Both documents are accessible from Parent Portal or the College website.

7.5 // DETENTIONS AND SUSPENSIONS

The College will encourage students to respect themselves and others. The Behaviour Management Policy outlines the expectations for students. Those who disrupt classes, breach school rules and/or display disrespectful behaviour will be dealt with according to this policy and will be transitioned through the progressive levels of consequences if wrong behaviours continue, which may include detention, suspension, or in the case of incidents involving serious breaches of behaviour, immediate removal of students by parents or guardians. Any process involving suspension or exclusion will involve communication with parents.

NB: The Head of College is the final arbiter on matters of behaviour management.

7.6 // HEALTH

Sick students

If students are sick, it is advisable to keep them at home. Parents will be contacted by the school to collect students who exhibit signs of illness during the day.

First aid

First Aid may be provided at school. In the cases of serious injury or illness, parents will be requested to take students to a doctor or to hospital by ambulance if necessary. Where there is an emergency, the school will arrange for an ambulance to attend the scene, and if necessary the ambulance will take the student to hospital.

Infectious diseases

Please be considerate of your child's friends and teachers. Illnesses in the following table spread quickly and easily through whole classes and families. Parents should ensure that children are appropriately vaccinated. This table should be read in conjunction with the 'time out' poster published by Qld Health (https://www.health.qld.gov.au/__data/assets/pdf_file/0022/426820/timeout_poster.pdf).

| ILLNESS | EXCLUSION PERIOD |
|----------------------------|--|
| Chicken Pox | At least 5 days after last eruption when all blisters have crusted |
| Diarrhoea | At least 24 hours without symptoms |
| German Measles (Rubella) | At least 4 days from when rash appears |
| Measles | At least 4 days from when rash appears |
| Mumps | At least 9 days after onset of swelling |
| School Sores (Impetigo) | At least 24 hours on antibiotics |
| Whooping Cough (Pertussis) | At least 5 days on antibiotics or 21 days from the onset of coughing |

Medication

If children are ill enough to require medication, they should remain at home. If, however, a child is well enough to attend school but needs medication, then prescribed medication will only be administered by Mueller College staff if:

Doctor prescription medication

1. Written authorisation is received from the child's parent and medical practitioner. Please complete the Student Medication Request Form available from the College website, Student Services and Primary Administration.
2. The medication is supplied in its original container, clearly labelled by a pharmacist with the child's name.

Pharmacy over the counter medication

1. Written authorisation is received from the child's parent (letter).
2. The medication is supplied in its original container.

Treatment for long-term conditions such as asthma, epilepsy, diabetes and mental health requires a medical plan from the child's medical practitioner or specialist detailing the medical condition of the child and how the condition is to be managed. This is in addition to the written authorisation for the administration of medication.

7.8 // VISITORS

For security and Workplace Health and Safety reasons, all visitors to the school must first report to the main College reception. After permission is obtained, a register detailing the name and reason for the visit must be signed. A visitor badge will be issued and returned to Reception before leaving the school.

7.9 // DOGS

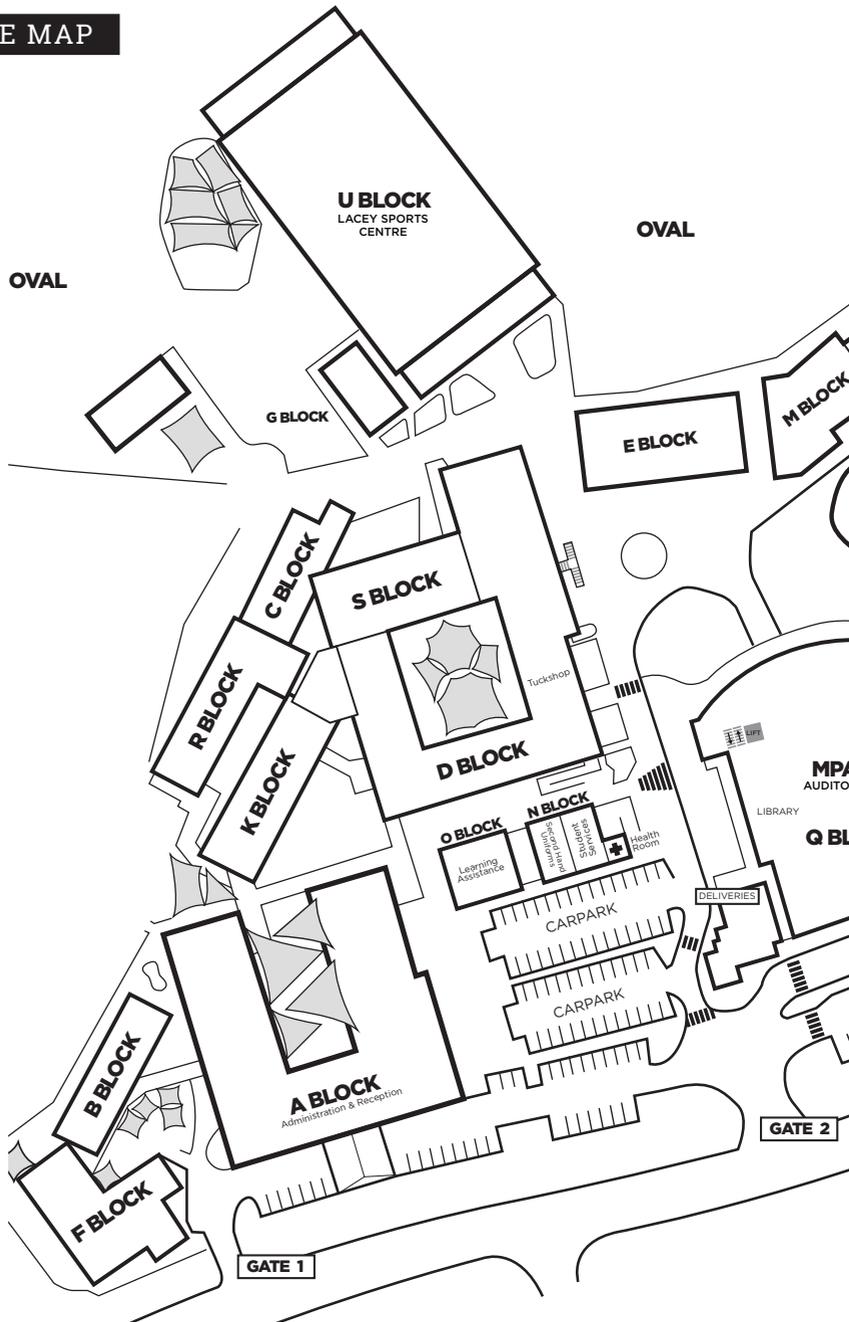
No dogs are permitted on the campus other than registered assistance dogs.

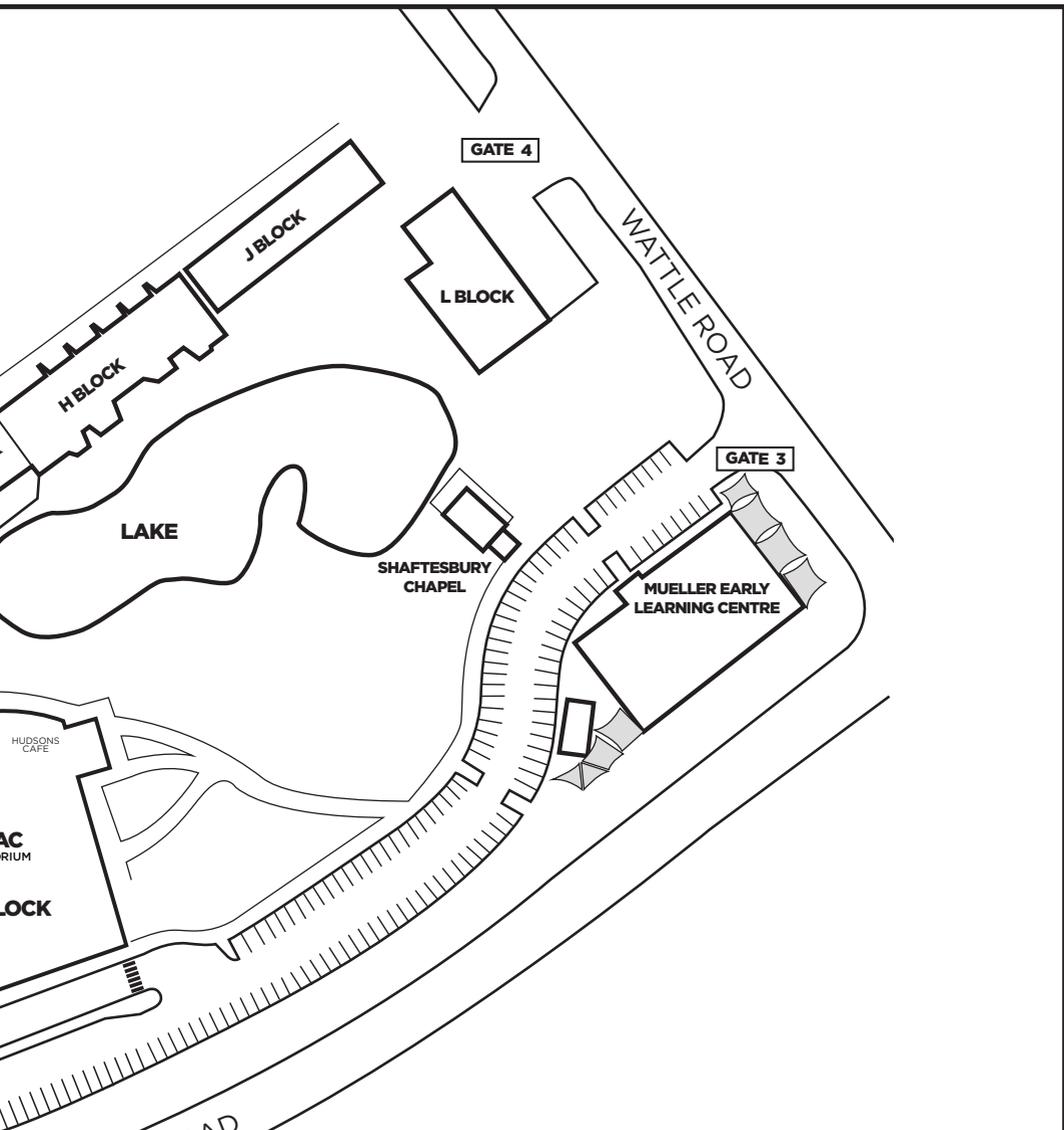


8. > PRIVACY POLICY

1. The School collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School to provide schooling to the pupil and to enable them to take part in all the activities of the School.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.
4. Health information about pupils is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about pupils from time to time.
5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a pupil to another school. This includes to other schools, government departments, medical practitioners, and people providing services to the School, including specialist visiting teachers, coaches, volunteers and counsellors.
6. Personal information collected from pupils is regularly disclosed to their parents or guardians.
7. Generally the School does not store personal information in the 'cloud' – which means that it resides on off-site servers. There are limited occasions when cloud storage may involve servers situated outside Australia, in which case appropriate data handling and security arrangements are in place – as required in Australia.
8. The School's Privacy Policy sets out how parents or pupils may seek access to personal information collected about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the pupil, or where pupils have provided information in confidence.
9. The School Privacy Policy also sets out how you may complain about a breach of privacy and how the School will deal with such a complaint.
10. As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent. Provision is also made for individuals to opt-out from direct marketing.
11. On occasions information such as academic and sporting achievements, pupil activities such as school camps and excursions and similar news is published in School newsletters, magazines and through our online media channels. This may include photographs and video clips.
12. We may include pupils' and pupils' parents' contact details in a class list and School directory.
13. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose this information to third parties.

9. COLLEGE MAP





Administration: A-Block
Health Room & Student Services: N-Block
Learning Assistance: O-Block
Library: MPAC Q-Block (level 2)
Auditorium: Q-Block (level 3)

Knowledge and Obedience in Christ 1 John 2:3

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