



GEELONG  
LUTHERAN  
COLLEGE

# Parent Handbook 2024

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# College ETHOS AND VALUES

## OUR VISION

To be a leading, innovative, Christ-centred learning community that inspires students to be caring, confident and creative citizens.

## OUR MISSION

Geelong Lutheran College shares the mission of all Lutheran schools and aims to encourage and support students, informed and sustained by the word of God, to develop their God-given talents so that they may shape and enrich their world.

## OUR CREST – THE LUTHER ROSE

The College Crest is based on Luther's rose. There is a black cross in the naturally red heart; for from the heart, we must believe in Jesus, who was crucified for our salvation. The painful reality of the cross should promote a living faith within the heart. The heart stands in a white rose to show a faith that is giving joy, comfort and peace. The rose is white, the colour of purity to show that our joy does not come from the darkness of the world. The rose is placed in a sky-blue field; for our joy in Jesus is already a beginning of heavenly things, as we understand our salvation. All this is encircled by a golden ring; for our heavenly salvation lasts forever and is more precious than anything else.



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## OUR MOTTO

The College Motto **Christ is All** is taken from Colossians 3:11. *The theme is central to life itself. For to the believer, life is a living, intimate, ever lasting relationship with God Himself. Christ is the only way to that life in which the believer is committed to follow the way of Christ's love in all aspects of living both on earth and in heaven.*

## OUR VALUES

**Wisdom** is more than knowing. It is the basis for making good decisions and giving a sense of direction. Wisdom has a scriptural basis. It is developed through knowledge and learning grounded in the Christian faith.

**Honour** is respect for self, one another and the community in which we live. It incorporates aspects of love, service, courage and humility.

**Purpose** is living with intention. It embraces our unique talents and abilities and gives us assurance, hope, mindfulness and direction as we go about our daily lives.



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# Profile of a Geelong Lutheran College Student

Develop students who extol, **Wisdom, Honour and Purpose**

The **Profile of a Geelong Lutheran College Student** is a framework which hones the opportunities for student growth from a holistic perspective, preparing each student for their post school career and life. Through this, we seek to be 'a leading, innovative, Christ-centred learning community that inspires students to be caring, confident and creative citizens'. (GLC Vision Statement)

The College Motto '**Christ is All**' (Colossians 3:11) reflects that, to the believer, life is a living, intimate, everlasting relationship with God Himself. Christ is the only way to that life in which the believer is committed to follow the way of Christ's love in all aspects of living, both on earth and in heaven.



Each of our students are gifted in numerous ways. Along with a focus on academic excellence, we believe that a holistic approach to education is delivered through experiences which enhances students' social and emotional development, physical and mental wellbeing and opportunities to engage in a strong faith based pastoral care program.

**GLC ST John's Newtown Prep - Year 6**  
**St John's Lutheran Kindergarten 3 & 4 Year old**  
**GLC Armstrong Creek Prep - Year 12**

# HOME - SCHOOL *Partnership*

## PARTNERSHIP

The College values our partnership with parents and families as we educate and care for students. Effective partnership is based on mutual trust and respect, as well as a positive mindset recognising that others are doing their best, working towards the same positive outcomes for the children in our mutual care.

### College staff will:

- Build positive rapport with parents through formal and informal interactions
- Be available to communicate with parents as required
- Respond to email or phone messages in a timely manner
- Be proactive in communicating about significant concerns
- Approach concerns with professionalism and maintain confidentiality
- Be supportive of parents as primary carers, advocates and learning partners
- Share your child's learning journey through Seesaw, parent teacher interviews, formal meetings as required and informal interactions.

### We encourage parents to:

- Talk with your child about what they do at school - their learning, their social relationships, etc
- Support your child in talking through little problems as they arise at school, encouraging independence, resilience and help seeking as required (see below)
- Engage in the College community through special events and opportunities to volunteer
- Support your child's learning through home learning tasks, practice of skills (eg times tables) and asking questions
- Foster a love of reading and learning through sharing books/stories together – reading to, reading with, and hearing reading
- Communicate proactively where concerns arise
- Trust that College staff have the best interests of your child (and others') at heart.

## PARENT CODE OF CONDUCT

To ensure such cooperation and support, the Parent Code of Conduct outlines the College's expectations for a student's Parents, guardians, and caregivers. This policy can be found on the GLC website. <https://www.glc.vic.edu.au/general-info/policies>

## TALKING ABOUT SOCIAL CONCERNS AT SCHOOL

Sometimes children bring social concerns and stories home from school. As a Restorative Practice school, we use the WARM acronym (below) to help students unpack social situations in order to build empathy, resilience, responsibility and connection, as well as a focus on the positive steps that can be taken to repair harm. This approach can also be used at home to frame discussion about these concerns.

<b>W</b>		What happened?
<b>A</b>	Affective Language	How did that make you feel?
		How do you think others felt?
<b>R</b>	Repair	How do we fix this?
		What could <b>you</b> do to help fix this?
<b>M</b>	Moving forward	Do you need help with this?
		How can others (including adults) help you?

## COMMUNICATION

Proactive and supportive communication between parents and teachers is critical in building trust and understanding, thereby effectively supporting our students. Teachers welcome an email, phone call or personal conversation. Please be aware that sometimes a story told at home may have some further context that a teacher can provide, and so a request for clarification can often be very enlightening!

Teachers will respond to phone messages and emails as their schedule allows and this may take a day (or perhaps longer if a matter needs to be queried further). If you wish to speak with your child's teacher about a particular matter, a time can be scheduled for a face to face meeting or phone call.

# Student

# BEHAVIOUR AND RESTORATIVE PRACTICES

Restorative practices are an evidence-based approach to relational behavioural management and is the approach employed at GLC. Restorative practice aims to improve behaviour by improving relationships between people.

Restorative practices involve proactive elements such as an inclusive and positive school environment and explicit development of relational culture. This is developed through building empathy and teaching relationship skills such as problem-solving and conflict resolution.

At GLC, a restorative approach is used to support student behaviour through affective language and interactions.

This enables students to:

- Take responsibility and repair harm
- Learn the expected behaviour in a situation, both inside and outside the classroom
- Build healthier relationships and more effective learning through increased understanding and self-regulation
- Build capacity to advocate for themselves
- Allow time for forgiveness and healing.

Where relational or behavioural incidents occur, consequences are a part of our restorative approach in order to build personal accountability and address harm.

INCIDENT LEVEL		MINOR → MODERATE → SIGNIFICANT → EXTREME			
		RECURRING		RECURRING	
TYPICALLY MANAGED BY	SECONDARY	Wellbeing Mentor Teacher	Wellbeing Mentor Teacher Year Level Coordinator	Dean of Students Head of Secondary	Head of Secondary Principal Head of College
	PRIMARY	Class Teacher	Class Teacher Assistant Head of Primary Head of Primary	Head of Primary Principal	Head of Primary Principal Head of College
EXAMPLE CONSEQUENCES	SECONDARY	<ul style="list-style-type: none"> <li>• Mini-chat</li> <li>• Circle time</li> <li>• Observe &amp; monitor</li> </ul>	<ul style="list-style-type: none"> <li>• Homework Club</li> <li>• Detention (lunchtime or after school)</li> <li>• Circle Time</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension (Internal or external)</li> <li>• Behavioural Contract</li> <li>• Review of Enrolment</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension (External)</li> <li>• Cessation of enrolment</li> </ul>
	PRIMARY	<ul style="list-style-type: none"> <li>• Mini-chat</li> <li>• Circle time</li> <li>• Observe &amp; monitor</li> </ul>	<ul style="list-style-type: none"> <li>• Time Out (agreed consequences)</li> <li>• 'Ready to Learn' Plan</li> <li>• Circle Time</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension (Internal or external)</li> <li>• Behavioural Contract</li> <li>• Review of Enrolment</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension (External)</li> <li>• Cessation of enrolment</li> </ul>

# 2024 Term Dates

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## BEGINNING OF 2024 YEAR

### Senior Executive staff return

Monday 8 January

### Admin staff return

Monday 15 January

### New Staff Induction

Thursday 18 January

Friday 19 January

### Student Free Days

#### Professional Learning Days

Monday 22 January

Tuesday 23 January

Wednesday 24 January

Thursday 25 January

### Australia Day Public Holiday

Friday 26 January

## TERM 1

9 weeks (Monday 29 January – Wednesday 27 March)

### Students First Day

#### Prep to Year 7, Year 11 & Year 12

Monday 29 January

#### Year 8 to Year 10

Tuesday 30 January

### Parent Teacher Student Interviews

Wednesday 27 March 3.45 pm – 7.30 pm

Thursday 28 March 8.30 am – 2.30 pm

### Students Last Day

Wednesday 27 March

### Student Free Day

Thursday 28 March

## TERM 2

11 weeks (Monday 15 April – Tuesday 25 June)

### Student Free Day

#### Report Writing Day

Friday 7 June

### Student Free Days

#### Professional Learning Days

Wednesday 26 June

Thursday 27 June

Friday 28 June

## TERM 3

10 weeks (Monday 15 July – Thursday 19 September)

### Primary Parent Teacher Student Interviews

Thursday 18 July 3.45 pm – 7.30 pm

Tuesday 23 July 3.45 pm – 7.30 pm

### Secondary Parent Teacher Student Interviews

Thursday 19 September 3.45 pm – 7.30 pm

Friday 20 September 8.30 am – 2.30 pm

### Students Last Day

Thursday 19 September

### Student Free Day

Friday 20 September

## TERM 4

9 weeks (Monday 7 October – Thursday 5 December)

### Geelong Cup Public Holiday

Wednesday 23 October

### Student Free Day

#### Report Writing Day

Friday 22 November

### Students Last Day

Thursday 5 December

### Last day for Executive and Admin staff

Friday 13 December

# COLLEGE *Communication*

## PARENT ACCESS MODULE (PAM)

PAM is an online system that allows all parents to:

- Report absences.
- Update medical information.
- Monitor your child's learning progress and achievement instantly.
- View teacher and student feedback on learning and assessment tasks. You can also add/ interact with this feedback by including your own written comments.
- View your child's submitted learning tasks.
- See student learning and assessment tasks due dates.
- View overdue learning and assessment tasks.
- Access and download your child's Assessment Reports in PDF format.
- View Student Timetable.
- Book Parent Teacher Interviews (PTI) and your PTI reports.
- Access to downloadable relevant school information documents.

To access PAM, go to the following (secure site) <https://pam.glc.vic.edu.au> Use your unique username and login (provided by the College) to enter PAM.

It is an expectation of the College that parents regularly engage with PAM on a weekly basis to learn of their child's learning progress.

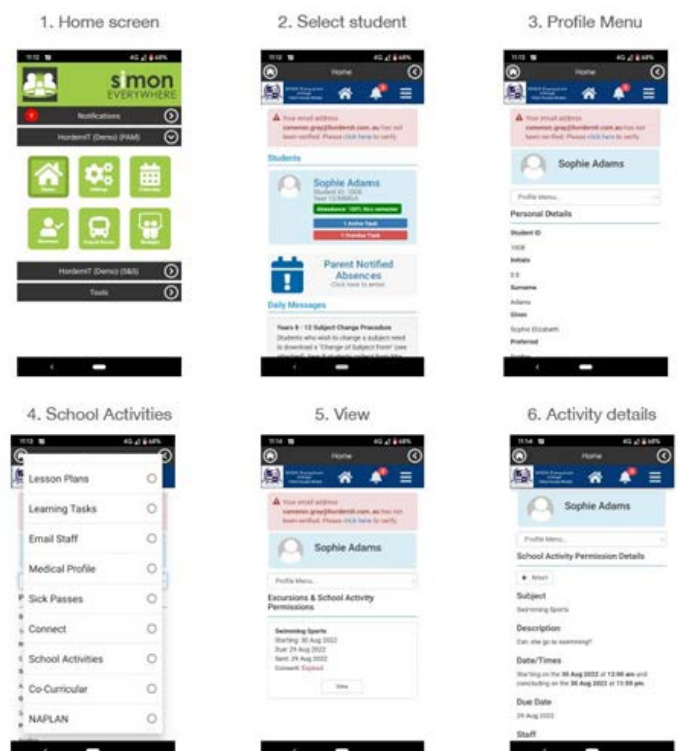
## SIMON EVERYWHERE APP



The SIMON everywhere App, allows you to use PAM on the go, on your smartphone device. SIMON Everywhere is available on both the Android Play Store and Apple App Store.



Finding  
your  
child's  
info:





# COLLEGE *Communication*

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## DIARY USAGE

The diary is to organise schoolwork and help communication between home and school. It is expected that students look after their diary.

### PRIMARY

#### Prep to Year 6 Students should:

- Hand in their diary each morning
- Have their diary signed each day
- Years 5-6: record important dates and reminders as prompted by teachers

#### Parents role:

- Read and sign notes from teachers
- Use the diary to write notes to teachers
- Sign the diary each day

### SECONDARY

#### Years 7 to 12 Students should:

- Take their diary to all classes
- Use it to organise their work and their time
- Write out important dates, homework and assignments

## STAFF EMAIL ADDRESSES

All staff can be contacted using this email format:

**firstname.surname@glc.vic.edu.au**

Where possible staff will respond within one working day.

## TIMES TO SEE TEACHERS

We encourage communication between parents and teachers to make schooling most effective. If you wish to see your child's teacher, before and after school are the best times since interruptions during class are not desirable. If you have a major matter to discuss with a teacher, please make an appointment in advance for a mutually suitable time. The relevant Head of School or the Principal may also take part in meetings which involve major concerns.

## WHO TO CONTACT

#### For general enquiries contact:

**GLC St John's Newtown campus**

[sjreception@glc.vic.edu.au](mailto:sjreception@glc.vic.edu.au)

**GLC Armstrong Creek campus**

[acreception@glc.vic.edu.au](mailto:acreception@glc.vic.edu.au)

#### For general concerns about your child always begin contact with:

**Classroom Teacher / Mentor Teacher**

[firstname.surname@glc.vic.edu.au](mailto:firstname.surname@glc.vic.edu.au)

#### For matters that require escalation these are the people to contact in order:

##### Primary:

**GLC St John's Newtown**

Head of Primary - Stephen Illingworth

**GLC Armstrong Creek**

Head of Primary - Nicola Rule

##### Secondary:

**Year Level Coordinator**

[firstname.surname@glc.vic.edu.au](mailto:firstname.surname@glc.vic.edu.au)

**Dean of Students**

[firstname.surname@glc.vic.edu.au](mailto:firstname.surname@glc.vic.edu.au)

**Head of Secondary**

Head of Secondary - Josh Symes

# COLLEGE *Communication*

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## KEY STAFF CONTACTS

### CROSS CAMPUS STAFF

<b>Executive Principal</b>	Sue Ellis
<b>Business Manager</b>	Paul Riddle
<b>Director of Teaching &amp; Learning (Primary)</b>	Vicki Schilling
<b>Human Resources, Risk and Compliance</b>	Kylie Stonehouse
<b>Executive Assistant / Admin Manager</b>	Nikki Harrop
<b>Finance Manager</b>	Anthony Aitken
<b>Fees / Accounts Receivable</b>	Jenni Vost
<b>Accounts Receivable</b>	Emma Doherty
<b>Payroll / HR Administrator</b>	Charmaine Rhodes
<b>Marketing Manager</b>	Callie Fry
<b>Marketing Assistant</b>	Nick Roberts
<b>Facilities Manager</b>	Brett Burns
<b>Facilities Administrator (Bus Coordinator)</b>	Kelly Arkley
<b>Student Services / Academic Administrator</b>	Fiona Berry
<b>College Nurse</b>	Molly Evans

### ST JOHN'S NEWTOWN STAFF

<b>Head of Primary</b>	Stephen Illingworth
<b>Assistant Head of Primary</b>	Jeanette Pelchen
<b>Kindergarten Service Leader</b>	Nicole Fecchio
<b>Wellbeing Coordinator</b>	Angela McLean
<b>Administration Assistant / Enrolments</b>	Catherine Van Zetten
<b>Reception / First Aid Officer</b>	Rianan Plummer

### ARMSTRONG CREEK

<b>Head of Primary</b>	Nicola Rule
<b>Assistant Head of Primary</b>	Louise Porra
<b>Head of Secondary</b>	Josh Symes
<b>Director of Teaching &amp; Learning (Secondary)</b>	Scott Reynolds
<b>Director of Staff (Secondary)</b>	Sharlene Tattersall
<b>Dean of Students Years 7-8</b>	Jeremy Wirges
<b>Dean of Students Years 9-10</b>	Sarah Candari
<b>Dean of Students Years 11-12</b>	Georgia Quirk
<b>Chaplain</b>	Georgia Pearson
<b>Wellbeing Coordinator</b>	Natasha Rae
<b>Wellbeing Coach Years P-6</b>	Sarah McDonald
<b>Wellbeing Coach Years 7-12</b>	Jeff Rieniets
<b>Registrar</b>	Reena Morris
<b>Reception</b>	Merrilee Haker

# COLLEGE *Communication*

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## NEWS AND EVENTS

### College Website

The College website provides information regarding recent and future news and events and is updated regularly. [www.glc.vic.edu.au](http://www.glc.vic.edu.au)

### Seesaw / Diaries

Staff may use Seesaw (Primary School) and College diaries to communicate classroom updates and information.

### College Newsletter

Our College wide newsletter is a wonderful source of information regarding the students' day to day engagement and events at the College. It is published three times a term.

### Facebook

Both campuses have their own facebook page. Please follow these pages for regular updates information and happenings from around the College.



#### GLC St John's Newtown campus

[facebook.com/GLCstjohnsnewtown](https://facebook.com/GLCstjohnsnewtown)



#### GLC Armstrong Creek campus

[facebook.com/GLCarmstrongcreek](https://facebook.com/GLCarmstrongcreek)

### College communication via email

All general communications from the College via email will come from [noreply@glc.vic.edu.au](mailto:noreply@glc.vic.edu.au)

# Attendance

## ATTENDANCE

### ST JOHN'S NEWTOWN

School students may arrive at school after **8:30 am** and be collected or leave by **3:40 pm** unless they are in a supervised activity. Students arriving after the school day has commenced or leaving during the school day are required to sign in or out at Reception. Please do not take or collect your child directly from their class.

### ARMSTRONG CREEK

Students should arrive at school after **8:20 am** and be collected or leave by **3:30 pm** unless they are in a supervised activity. Students arriving after the school day has commenced or leaving during the school day are required to present their diary to be signed in or out at the Student Services counter. Please do not take your child directly to their class or collect them directly from their class.

## LESSON TIMES

### ST JOHN'S NEWTOWN

8:45	Students to be in classroom
9:00	Devotions and lessons
11:00	Recess
11:30	Lessons resume
1:00	Lunch
1:45	Lessons resume
3:15	Dismissal

### ARMSTRONG CREEK

8:55	Home Group/Devotions
9:20	Lesson 1
10:05	Lesson 2
10:50	Recess
11:15	Lessons 3
12:00	Lesson 4
12:45	Lunch
1:35	Lesson 5
2:20	Lesson 6
3:05	Dismissal


## ABSENCE REPORTING

### DAY TO DAY ABSENCES

Whenever possible medical appointments, music lessons, dental appointments etc. should be arranged for outside of class times to avoid the interruption of a student's learning.

If your child is not attending school for any reason, please contact the College **before 9:30 am**. A text message will be sent to the nominated parent/s if a student is absent without notification.

Please advise any absences to the College office via:

- **Simon Everywhere App** 
- **Email**  
St John's Newtown [sjreception@glc.vic.edu.au](mailto:sjreception@glc.vic.edu.au)  
Armstrong Creek [ac.studentservices@glc.vic.edu.au](mailto:ac.studentservices@glc.vic.edu.au)
- **Phone**  
St John's Newtown Campus **5221 5221**  
Armstrong Creek Campus **5264 1038**

Year 10-12 students must provide a medical certificate or complete an 'Application for Approved Absence' in the case of absences from a SAC. Please note any absence from a SAC must comply with the reasons outlined in the 'Senior School Policies and Procedures' booklet.

### LEAVE DURING TERM TIME

Leave approval needs to be sought in advance from the Head of Primary/Secondary for any planned absence of one week or more, such as family holidays, etc. during term time. Please be aware that there are restrictions on term time holidays in the Senior School as outlined in the 'Senior School Policies and Procedures' booklet. There is no reduction in College fees for any leave taken during term time

Applications should be directed to the emails below for processing:

**GLC St John's Newtown campus**  
[sjreception@glc.vic.edu.au](mailto:sjreception@glc.vic.edu.au)

**GLC Armstrong Creek campus**  
[ac.student.services@glc.vic.edu.au](mailto:ac.student.services@glc.vic.edu.au)

# Your INFORMATION

## CHILD SAFETY

Geelong Lutheran College is committed to being a Child Safe organisation. The College has a zero tolerance for child abuse and is committed to acting in children's best interests and in keeping them safe from harm. Geelong Lutheran College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture.

If you have any concerns that relate to a child in immediate need of protection or you have formed a belief that a child is at significant risk of harm, please follow the following steps as advised by the Department of Education.

<https://providers.dffh.vic.gov/making-report-child-protection>

## CHANGES TO FAMILY DETAILS

Please update any changes immediately by contacting the College Office. This includes address, contact numbers and parenting arrangements.

## MEDICAL INFORMATION

A student's medical and emergency contact information is maintained by parents using the PAM (Parent Access Module) portal every Semester. This information is available to staff both within the College environment and while on excursions. Parents should indicate any medical conditions or other health concerns (eg. hearing difficulties, sight impairment, asthma, anaphylaxis, diabetes, mental health condition, pain condition) by entering relevant information into the student's PAM profile. The PAM profile must be updated when any medical or contact details change as this is the information staff refer to in case of emergency. Medication and health support is coordinated by the College Nurse (AC) and First Aid Officer (SJ).

Should your child be unwell, please keep them home for their speedy recovery and to reduce the spread of infection. If your child contracts a contagious disease (eg measles, chicken pox, mumps, whooping cough, scarlet fever, COVID-19) or head lice, please notify the College Office immediately.

## STUDENT INSURANCE

All Geelong Lutheran College students are insured with basic coverage while they are engaged in school activities, or organised sporting activities (including travel to and from such activities). This student insurance is provided free of charge to all families of Lutheran Schools in Australia, through the Lutheran Church of Australia. Claim forms are available from the College Office.

Students engaging in overseas travel require relevant travel and medical insurance.

## VIDEO SURVEILLANCE (CCTV)

Geelong Lutheran College uses video surveillance (CCTV) at both campuses. The objectives of the CCTV network are to:

- Improve the safety and security of both staff and students.
- Provide a means of remote, real-time monitoring of the College grounds.
- Deter unwarranted access to the College grounds.
- Discourage undesirable activities on the College grounds.
- Record evidential data and provide a means of retrieval where necessary.

### Use of the CCTV Network

The CCTV network is capable of monitoring and recording at all times, on all days of the year. The use of our CCTV network operates within the *Surveillance Devices Act of 1999 (Vic)*. CCTV footage will only be accessed to assist in post-event investigation or potentially as evidence. Disclosure of recordings will be on a need-to-know basis and may not necessarily be shared with parents in the event of an incident.

Access to footage is approved by the Head of College, Principal, Heads of School or delegate.

# ICT Information

## MOBILE PHONES AND SMART DEVICES

The College understands that mobile phones provide a sense of safety and security for students and parents.

**However, students are not permitted to make or receive phone calls throughout the course of the school day. Students may only contact parents during the day through the Student Services Office.**

Primary School students are discouraged from bringing mobile phones to school, however if they are necessary, students must hand them to their teacher each morning for safe storage and collect at the end of the day.

Secondary School students must keep their mobile phones switched off and safely secured inside their locker. Students will need to hand their mobile phones to Student Services if they are found to be using them during the school day, with parents collecting them from the College on the second occasion.

Smart devices (eg. smart watches) are to be programmed so that they do not send and receive messages during the school day.

## DIGITAL CITIZENSHIP (ICT USAGE)

At Geelong Lutheran College, we expect our students to abide by the values of our College. These expectations extend to the online environment. We expect our students to be digital citizens who use ICT to further their learning in an eSafe (electronically safe) learning environment – in wise, purposeful and honourable ways.

Families are asked to confer with their child/ren and discuss the importance of following the *Principles of Digital Citizenship for Students* at GLC. A consent will be sent out annually via PAM.

## PRINCIPLES OF DIGITAL CITIZENSHIP FOR STUDENTS AT GLC

### RESPECT

- I treat others the way I like to be treated – with respect and kindness.
- I respect the privacy of others by only sharing information with permission.
- I respect other people's property by only legally downloading games, images, music or movies.
- I respect the College by refraining from taking photos or video on College grounds or in my College uniform.
- If I need to contact my parents during the school day, I will go to Student Services.

### RESPONSIBILITY

- I am accountable for my actions and I take a stand when I see something that is wrong.
- I take care of the ICT equipment assigned to me.
- I make responsible decisions about the school's network settings and security.
- I listen to and follow instructions from my teacher.
- I only use social media outside of school hours unless given permission by a teacher.
- I only use my phone outside of school times unless given permission by a teacher.

### REASONING

- I question what is real and what is not... and make good choices.
- I only access online content that is relevant to my learning task.
- I make thoughtful decisions about the information I use in my work.

### RESILIENCE

- I learn from mistakes with ICT and make improvements and changes.
- I seek help from parents and teachers when I feel uncomfortable with online content or interactions.

For more information about supporting your child in the online environment go to: <https://www.esafety.gov.au/about-the-office/resource-centre/brochure-parents-guide-to-online-safety>

# General INFORMATION

## GRIEVANCES

Geelong Lutheran College values its relationship with its parents and will address concerns that are communicated to the College. In the first instance, parental concerns should be directed to the **relevant staff member**. If these concerns are not addressed in either a timely or fair manner, then contact should be made with the relevant Dean of Students Coordinator, Head of Primary or Head of Secondary or the Principal. <https://www.glc.vic.edu.au/general-info/policies>

## WITHDRAWAL FROM THE COLLEGE

If a student is to be withdrawn from Geelong Lutheran College, parents are required to give one full term's notice IN WRITING to the Principal [principal@glc.vic.edu.au](mailto:principal@glc.vic.edu.au) prior to the student leaving the College, or one term's fees in lieu of such notice, as stated in the Enrolment Contract. <https://www.glc.vic.edu.au/general-info/policies>  
The date of any notice given during term time will not be used to calculate the length of the notice.

## BEFORE AND AFTER SCHOOL CARE

Camp Australia is the provider of Before and After School care. Before School Care commences at 7.00 am and students remain with the carers until 8.45 am. After school care is available from 3.30 pm – 6:00 pm. Vacation Care during school holidays is provided at the Geelong Lutheran College Armstrong Creek campus.

We recommend that you enrol your child with Camp Australia in the case of emergency where you are not able to collect your child at the required time. There is no charge to enrol and no charges are made until the service is used. Information is available from [www.campaustralia.com.au](http://www.campaustralia.com.au)

## RELIGIOUS OBSERVANCE

Geelong Lutheran College is part of a national network of over 80 Lutheran Schools, Colleges and Early Learning Centre's educating more than 40,000 students around Australia. The College has an open enrolment policy, welcoming students from a diverse range of backgrounds. It is expected that students and families are respectful of the College's ethos and that students participate in Christian Studies lessons and devotional activities. Although Christian faith is neither presumed nor demanded, behaviour in line with our Christian values is expected. The teachings of Geelong Lutheran College are according to the teachings of the Lutheran Church of Australia.

## LUNCHES

Our College strongly encourages families to provide lunches for their children that are healthy and include a variety of foods including vegetables and fruit, and that they are encouraged to drink water. Please refrain from sending in lollies, chocolates, soft drinks or drinks in glass containers. If cough lollies are necessary, a note should be sent to the teacher explaining this. As part of our sustainable practices, we encourage non-packaged items where possible.

As we have students at our College who have various allergies, we ask that parents are mindful of the types of food they send in their child's lunch.

## CANTEEN

### ST JOHN'S NEWTOWN

The College currently operates a Canteen service on Wednesday through 'Fresh Lunch Fairies'. You need to register to use the service and **pre-order online by 9pm Tuesdays** at:

<https://www.school24.net.au/>  
Use School Registration ID: **25236963**

### ARMSTRONG CREEK

The College currently operates a Canteen service on Tuesday and Thursday through 'Fresh Lunch Fairies'. You need register to use the service and **pre-order online** at:

<https://www.school24.net.au/>  
Use School Registration ID: **25236963**

# GENERAL *Information*

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## HOMEWORK

### PRIMARY STUDENTS

Homework can consist of any of the following:

- Regular reading
- Learning to read and spell words
- Learning number facts
- Completing Maths Pathways Modules (Year 5-6)
- Preparing for class activities
- Preparing for speaking and listening
- Revising or completing inquiry activities.

### SECONDARY STUDENTS

Homework and study can consist of any one or more of the following:

- Completing the set work for the night
- On-going projects and assignments
- Additional reading in the subject area
- Revision of earlier work
- Wider reading of relevant material including novels, non-fiction, newspapers, etc.
- Memorisation of information, formulae, vocabulary etc.

### SUGGESTED HOMEWORK AND REVISION TIME

#### Year 7 & 8 students:

60 minutes per night.

#### Year 9 & 10 students:

90 minutes per night.

#### Year 11 & 12 students:

May spend up to 180 minutes each night on homework and study.

Students should formulate a homework and study schedule using the template in the school diary. This schedule should be realistic and include time for out of school activities, completing set work and study.

## ASSESSMENT TASKS (YEARS 7 -12)

It is the student's responsibility to take notice of due dates and plan around commitments to meet deadlines. Students are provided with appropriate dates for each subject at the start of the unit. Each student's SIMON Calendar has the live and up-to-date scheduling of SACs and assessment tasks.

Students are expected to submit assessments on the due date. In general, work will be submitted during the relevant subject's lesson, but on occasions teachers may make special arrangements for submission if they will not be seeing their classes on the due date. Under some circumstances it may not be possible for the work to be submitted on time and a request for an extension should be made with the appropriate Year Level Coordinator (Years 7-10) prior to the due date. Where appropriate a medical certificate should accompany the request.

Please note that problems with technology or equipment are not an acceptable excuse for late submission, and students should manage their time so that allowance is made for the unexpected. The Senior School Policy and Procedures handbook provides further information of additional VCE and VCAL expectations.

Should an interview at another time be required by either the parents or teacher, these should be organised with the individual class teacher. To allow for ample time and preparation for such a meeting, please make an appointment via email with the teacher or the office to set a mutually convenient time.

## CO-CURRICULAR ACTIVITIES

From time-to-time co-curricular activities such as excursions, camps, theatre, sporting activities, swimming and singing at special events are planned. These are all considered to be part of the Curriculum and help in achieving a well-rounded education. All students are expected to participate in these activities.

Parents are notified of camps, excursions and events via PAM. Where permission is required to attend any activity, this is provided by parents using the PAM request.



# GENERAL *Information*

## REPORTING PROCEDURES

### PRIMARY

There will be on-going communication between the parent-student-teacher through communication via formal interviews, information sessions, Seesaw updates and diary notes.

Seesaw is an online platform where student work can be viewed, shared and responded to. Details will be sent home via the Class Teacher.

### PRIMARY

Reporting & interview schedule			
Term 1	Term 2	Term 3	Term 4
3-way meeting Parent, student, teacher	Written Reports	Interviews available. Learning Celebration Event.	Written Reports
Shared learning via SeeSaw			

### SECONDARY

Reporting & interview schedule			
Term 1	Term 2	Term 3	Term 4
Interim Report End of Term interview	Full Report	Interim Report End of Term interview	Full Report Years 7 - 11
Year 7-12 progressive reporting and ongoing individual meeting with parents as needed or requested			

Should an interview at another time be deemed valuable by either the parents or teacher, these should be organised with the individual class teacher. To allow for ample time and preparation for such a meeting, please make an appointment with the teacher/s concerned to set a mutually convenient time. The relevant staff may also be included.

## EMERGENCY PROCEDURES FOR STUDENTS

### ST JOHN'S NEWTOWN

Throughout the year, students and staff engage in practicing emergency drills in accordance with compliance regulations. The designated evacuation areas at St John's Newtown are the **Oval** and **The Plaza**.

### ARMSTRONG CREEK

Throughout the year, students and staff engage in practicing emergency drills in accordance to compliance regulations. Any parents/volunteers on site during a drill are expected to participate, following staff directions. The designated evacuation area at GLC Armstrong Creek is the **Soccer Field**.

## LOCKERS

Lockers are provided to Secondary School students to secure their personal belongings throughout the day. Students will receive a College supplied combination lock to secure their locker. This lock will be used for the duration of their time at the College. Lockers should be kept clean and tidy, free of rubbish and food scraps. Regular inspections will take place to ensure students are keeping their locker tidy and free from damage or vandalism.

# GENERAL *Information*

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## RESOURCE CENTRE - ARMSTRONG CREEK

Students are encouraged to read widely, borrow books regularly and be responsible for returning them on time.

### CIRCULATION PROCEDURE

All student loans are for two weeks.

Loans may be renewed. However, if the item is requested by another student Library staff will ask for the item to be returned as soon as possible.

#### Primary students

Prep, Year 1 – 2 books on loan

Year 2, Year 3 and Year 4 – 3 books on loan

Year 5 and Year 6 – 4 books on loan

#### Secondary students

Years 7-12 - 5 books on loan

### OVERDUE BOOKS

Students will be sent a reminder notification about overdue items. If not returned, an additional notification will then be sent to parents/caregivers requesting their assistance to find and return the overdue item/s.

### LOST BOOKS

For books not returned following the reminder notifications, a replacement fee will be charged to the Parent account.

If an item is found after the replacement fee has been charged, reimbursement will not be possible.

### OLDER FICTION GUIDELINES

As part of our goal to guide and empower students in their reading choices, a selection of items in the Resource Centre collection have been determined to be intended for older (adolescent) readers and allocated to the Young Adult collection. The College restricts the borrowing of these items to students below Year 8, subject to parental approval. Books in the Young Adult collection are indicated on the catalogue record and by a sticker on the spine of the book.

Permission will be requested when students up to Year 8 ask to borrow these items. Please email to

**library@glc.vic.edu.au**

The College requests the understanding and support of parents/carers as opinions about appropriate reading choices vary from family to family. We appreciate the values that families are instilling in their young people; consequently, it is suggested that parents/carers take interest in their child's reading choices and habits.

These guidelines are discussed with students each year. They are encouraged to make appropriate reading choices as the teaching and library staff continue to expand their reading opportunities and experience.

Queries can be directed to the Teacher Librarian, your Wellbeing Mentor or English teacher.

## LIBRARY - ST JOHN'S NEWTOWN

Students are encouraged to read widely, borrow books regularly and be responsible for returning them on time.

Texts provided to the classroom are often related to the current Inquiry learning topic/concept, and are determined in conjunction with the classroom teacher. Books for personal reading are taken out under the student's name, whereas class texts are taken out under the teacher's name.

### CIRCULATION PROCEDURE

All students' loans are for one week. Loans may be renewed. However, if the item is requested by another student, the students is required to return as soon as possible.

#### For home borrowing

Prep – 1 book on loan

Year 1/2 – 2 books on loan

Year 3/4 – 3 books on loan

Year 5/6 – 4 books on loan

### OVERDUE BOOKS

Students will be reminded to return books verbally.

Then a note goes home in the diary.

After this a printout of the overdue book is sent home again via the dairy asking for assistance to find and return the overdue books.

### LOST BOOKS

A replacement book is requested.

# GENERAL *Information*

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## **PARENTS & FRIENDS (P&F)**

Parent participation is critical and highly valued. All parents are encouraged to take an active role by supporting the P & F with the various activities planned each year. The P & F raise funds to assist the College in providing the students with a high standard of equipment and resources. Funds raised may be used to support the provision of various aids to the students' education, comfort and enjoyment. A Parents & Friends Group has been established and acts under the policies of the College and under the direction of the Principal. Each family unit (including carers) who has a child at the College is automatically a member of the group. The P & F welcome any new committee members. Meeting dates and times are accessible on the GLC website. [www.glc.vic.edu.au](http://www.glc.vic.edu.au)

## **PARENT INVOLVEMENT AND VOLUNTEERS**

Support is often sought for assisting in the classroom, sporting programs, excursions and learning assistance programs. All volunteers over the age of 18 are required to have the following before taking part in College related activities involving students:

- Working with Children Card
- "Valuing Safe Communities" training (provided through the College)
- Child Protection Training (provided online by the College).

Parents can access this training and share their WWC evidence by emailing [humanresources@glc.vic.edu.au](mailto:humanresources@glc.vic.edu.au)

## **PHOTOGRAPHY/VIDEOGRAPHY BY PARENTS**

The College acknowledges that parents will want to take photos/videos of their children while they are engaged in College-related activities. The College will communicate with parents on an ongoing basis to ensure they understand the risks of publishing the photos and videos and how to best protect their own children and other students' safety and privacy.

It is not permitted to share other students' images on social media without permission.

# COLLEGE *Transport*

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## PARKING: PICK UP AND DROP OFF

### ST JOHN'S NEWTOWN CAMPUS

Pick up and drop off parks are allocated in Aberdeen Street and Pakington Street. The 'Kiss and Go' 2 - minute parks provide an express lane for the quick movement of traffic. Please remain in your car in these zones.

Staff are on duty to assist students at the Aberdeen and Pakington Street gates until 3.35 pm. The congestion is much less after 3.25 pm to pick up children.

### ARMSTRONG CREEK CAMPUS

Students pick up and drop off is allocated to the western car park. The 'Kiss and Go Zone' is an express lane for students who do not require support when leaving the car.

To prevent congestion, arrange to collect your child after 3.10 pm. Staff are on duty at the car park until 3.30 pm.

Please always obey the directions of the staff on duty as they are assigned to ensure the safe and smooth operation of the Car Park.

## BICYCLES / SCOOTERS

Students may choose to ride their bicycle or scooter to and from school. Bike racks are provided for students to safely store their bike at both campuses. Helmets must be worn.

Bike racks are outside reception at St John's Newtown campus and a bike shed is available at Armstrong Creek campus.

## STUDENT DRIVERS

Students who obtain their Probationary Drivers License during the school year can apply to drive to and from school. Application forms are available from Student Services and must be approved by the Principal prior to students driving to school.

## BUSES

Geelong Lutheran College, operates, owns and contracts buses used for transport to and from school along with class excursions, camps etc. All buses routes deliver students to the Armstrong Creek Campus. Limited options are available for St John's Newtown students based off Armstrong Creek campus bus routes and pick up and drop of locations. The routes for all buses are determined according to needs of families each year.

Parents indicate their bus travel requirements via a communication request, usually in the year prior to the requirement. We have availability for part-time and full-time bus travelers with very limited availability for casual use and only by prior permission from the Facilities Manager. Bus fares are charged to the Term 1 fee statement.

**If a student travels on a College bus to and from school, the student ID card MUST BE used to 'tap on or off'.** The College uses Roll Call software to track student journeys and the Roll Call app can be used by parents to track student journeys.

For full details of the bus routes, please view Bus Travel under the Enrolments tab on the College website <https://www.glc.vic.edu.au/enrolments/bus-travel> or email: [buses@glc.vic.edu.au](mailto:buses@glc.vic.edu.au)

### BUS BEHAVIOUR

All students travelling on College buses for any reason are bound by the College's behavior expectations.

- Students must wear seatbelts whilst travelling on buses.
- Students are expected to remain seated, calm and respectful to others.
- Students must respond to any reasonable request by the bus driver or bus monitor to ensure safety for all.

### LOST CARDS

All Secondary students and Primary bus travellers will be provided with Student ID cards (Bus cards). If a card is lost or stolen during this time, a replacement can be requested from [buses@glc.vic.edu.au](mailto:buses@glc.vic.edu.au) at the cost of \$10.

# College FEES & PAYMENTS

## FEE PAYMENT

Fee statements are issued at the beginning of each year and must be paid to the College via direct debit. A Payment Option / Direct Debit form is provided to parents to complete. This form allows parents to request their preferred payment preference (credit card or bank account), and their frequency of payment (upfront, fortnightly, monthly or termly). All fees and charges must be finalised by the end of November.

Any queries regarding fees can be emailed to [fees@glc.vic.edu.au](mailto:fees@glc.vic.edu.au)

## CONVEYANCE ALLOWANCE

### Travel allowance to and from school

Parents may be able to claim for Conveyance Allowance if the following applies:

- You live more than 4.8 km from the College
- You use College buses to transport your child to school (this allowance will be retained by the College to supplement the cost of providing the bus service)
- A public bus service is not available
- You drive your child to school

Information regarding claims for Conveyance Allowance is available on our website and sent to parents via PAM. Any questions should be directed to the College Accounts Office: [fees@glc.vic.edu.au](mailto:fees@glc.vic.edu.au)

## CAMPS & EXCURSIONS

Camps are a key part of the core curriculum and the cost of Year 3 – Year 9 level camps are included in the tuition fees. Additional charges will apply for camps that form part of the curriculum in Year 9 - 10 elective subjects. In 2022, these subjects are VCAL, and VCE Outdoor and Environmental Studies and Year 9 -10 Outdoor Environment.

The cost of excursions is covered within the tuition fees. Attendance is expected of all students.

## CAMPS, SPORTS AND EXCURSIONS FUND (CSEF)

Parents may be eligible for a payment towards the cost of camps and excursions if:

On the first day of Term Two (Monday 15 April 2024), a parent or legal guardian of a student is an eligible beneficiary of one of these cards:

- Veterans Affairs Gold Card
- Centrelink Health Care Card
- Pensioner Concession Card

OR they are a temporary foster parent.

OR the student is 16 years or older and holds a valid concession card (such as a Youth Allowance Health Care Card)

AND the parent or legal guardian must submit an application by the due date.

Payments are:

- \$125 per year for eligible primary school students
- \$225 per year for eligible secondary school students.

Payments are made directly to the College and are tied to the student. Most payments start from March onwards.

Information regarding claims for the Camps, Sports and Excursions Fund will be available on our website and sent to parents via PAM. Any questions should be directed to the College Accounts Office [fees@glc.vic.edu.au](mailto:fees@glc.vic.edu.au) or you can find information on the Victoria State Government website: [www.education.vic.gov.au/about/programs/Pages/csef.aspx](http://www.education.vic.gov.au/about/programs/Pages/csef.aspx)

## UNIFORM POLICY

We are proud of our College uniform as it presents a positive image of our College and our students.

### The uniform must be:

- Clean, neat and in good repair.
- Worn correctly at all times.
- Worn while travelling to and from school.
- The blazer must be worn to and from school and may be removed during the school day. It must be worn on all formal outings, opening and closing chapels and formal assemblies. For special occasions, parents and students will be advised that "formal uniform is required".
- On days where the forecast is for temperatures of 30° or higher, students are not required to wear their blazer.
- Hats are compulsory for outdoor sport, during recess and lunch time during Term 1 and 4 and during extended times outdoors in Terms 2 and 3.
- Parents must advise the College if their child is out of uniform via the student diary.
- **Prep and Year 1 Students** - To enable Prep and Year 1 students to be independent and to participate and engage fully in gross motor opportunities they will wear the sports uniform all year.

## UNIFORM PURCHASE

All uniform for Geelong Lutheran College must be purchased from Bellarine Uniforms

This can be done in person at their Moorabool Street shop or online.

### Bellarine Uniforms

**162 Moorabool Street Geelong 3220**

**5221 9199**

**[www.noone.com.au/school/geelong-lutheran-college](http://www.noone.com.au/school/geelong-lutheran-college)**

## SECONDHAND UNIFORM

Where possible we encourage you to buy new from our supplier as indicated above. If you choose to buy secondhand it is important that the uniform items you are buying are the up-to-date with the correct College logo. Please use this book as a guide, check your child's diary or visit the College website for what to purchase.

**[www.glc.vic.edu.au](http://www.glc.vic.edu.au)**

The old GLC uniform is no longer allowed to be worn.

## HOUSE COLOURS

Your student will be entered into a House on their enrolment at GLC. This will be the House they belong to from Prep to Year 12. Family groups will be in the same House.

There are 4 Houses. The colours are the same at our St John's Newtown and Armstrong Creek campuses. The names are different at each campus and reflect the history and location of the individual campuses.

GLC Year 6 students entering Year 7 at the Armstrong Creek campus will remain in the same House colour and adopt the name of the new House at Armstrong Creek.

### ST JOHN'S NEWTOWN CAMPUS

**Barton - Blue**

**Deakin - Yellow**

**Higgins - Green**

**Parkes - Red**

### ARMSTRONG CREEK CAMPUS

**Anglesea - Blue**

**Torquay - Yellow**

**Fairhaven - Green**

**Breamlea - Red**

## HAIR

Hair **must** be a natural colour. Hair at or longer than shoulder length must be tied back. Scrunchies or ribbons: navy blue, light blue or white.

Clips: plain brown or black.

House coloured scrunchies or ribbons may be worn during House events where the House polo shirts are worn.

## FACIAL HAIR

It is **expected** that boys are clean shaven.

## MAKE UP

Makeup and coloured nail polish is not permitted. Light foundation is permissible for Secondary students.

## JEWELLERY

Medical alert jewellery, plain chain with simple cross and watches are permissible. Students with pierced ears may wear plain gold, silver sleepers or studs (up to 2) in each earlobe. Clear retainers may be worn in ear piercings.

Body piercings (other than in the earlobes) should not be visible.

<p>YES (insert a green tick here instead of 'yes')</p>	<p>Studs up to 3mm: gold, silver, stones</p>  <p>Sleepers up to 8mm</p>  <p>Thin necklaces with small crosses only</p> 
<p>NO (insert a red cross here instead of 'no')</p>	<p>No pattern/character earrings.</p>  <p>No pearls</p>  <p>No thick hoops</p>  <p>No thick chains with large crosses</p> 

## LAYERING

Additional layers worn underneath uniform should not be seen, eg. no long sleeve top under short sleeve shirt.

## SEASONAL TRANSITION

Students may wear summer or winter uniform during the final 2 weeks of Terms 1 and 3, and the first 2 weeks of Terms 2 and 4 to dress appropriate to the weather.

## CULTURAL CONSIDERATIONS

As an inclusive school we invite you to contact the College should there be specific cultural needs regarding uniform observance.

## CASUAL DRESS DAYS

On casual dress days we expect students to maintain a modest style of dress which will allow them to full participation in school activities. Clothing should be safe and SunSmart for playtime. Any images and slogans must sit comfortably with our College values.

## SWIMWEAR

Race style swimwear must be worn at College swimming events. For example one-piece bathers, speedo or jammers, preferably in a navy colour.

# GLC Uniform

## SUMMER WARDROBE

### TERM 1 & TERM 4

**Dress**



**Short sleeve shirt**



**Shorts**



**Jumper**



**Blazer**



\* Yr 12 Blazer requires braid to be added

**Trousers**



**Optional Spray Jacket**



(if worn, must be worn over the blazer)

**Navy socks over ankle**



**Bucket hat  
(Prep - Year 12)**



**Cap  
(Year 7 - Year 12)**



**Panama Hat  
(Year 7 - Year 12)**





# GLC Uniform

## WINTER WARDROBE

### TERM 2 & TERM 3

**Tunic**  
(Year 2 - Year 4)



**Kilt**  
(Year 5 - Year 12)



**Long sleeve shirt**



**Jumper**



**Blazer**



\* Yr 12 Blazer requires braid to be added

**Trousers**



**Shorts**



**Navy Tie**  
Year 2 - Year 10



**Light blue Tie**  
Year 11 - Year 12



**Navy Socks over ankle**



**Navy Tights**



**GLC Beanie**



**GLC Scarf**



**Navy full finger gloves**



### WINTER OPTIONS

# GLC Uniform

## SPORTS UNIFORM

**Rugby Top**



**Soft Shell Jacket**



**Track Pants**



**Shorts**



**House Polo**  
**SJ - Barton**  
**AC - Angelsea**



**House Polo**  
**SJ - Deakin**  
**AC - Torquay**



**House Polo**  
**SJ - Parkes**  
**AC - Breamlea**



**House Polo**  
**SJ - Higgins**  
**AC - Fairhaven**



**Cushioned Navy**  
**Sports Socks**



**Bucket hat**  
**(Prep - Year 12)**



**Cap**  
**(Year 7 - Year 12)**



## FOOTWEAR

### SCHOOL SHOES

Footwear complements the uniform and allows students to safely participate in school activities. Shoes must be black, able to be polished and enclosed. No zipper shoes are permitted.

#### Regulation Shoes



#### Non-regulation Shoes



### SPORTS SHOES

Sport shoes need to be predominately WHITE, GREY, NAVY or BLACK in colour. Soft canvas shoes, sports shoes without laces, skate style shoes and ankle boots are not suitable for sporting activities.

#### Regulation Shoes



#### Non-regulation Shoes





**GEELONG  
LUTHERAN  
COLLEGE**



**GLC ST JOHN'S  
NEWTOWN  
K - Yr 6**

33 Aberdeen Street  
Newtown 3220  
03 5221 5221

**GLC ARMSTRONG CREEK  
P - Yr 12**

2-38 Burvilles Road  
Armstrong Creek 3217  
03 5264 1038

**[glc.vic.edu.au](http://glc.vic.edu.au)**