

2017

# PARENT

## HANDBOOK

## MUELLER COLLEGE

75 Morris Road, Rothwell, QLD 4022

Phone (07) 3897 2990 Fax (07) 3204 0404

**Website:** <http://www.mueller.qld.edu.au>

**Email:** [admin@mueller.qld.edu.au](mailto:admin@mueller.qld.edu.au)

## DIRECTORS

Mr L G Miller, MSc, BAppSc, DipEd (Chairman of the board)

Mr R L Heazlewood, MSc, BSc (Hons), MRACI

Mr L J Heazlewood, BSc, DipEd, DipEngin(C.S.), GradOIEAust, MACS CT

Dr M D Heazlewood, MB, BS, MA, DipPM, ThL, FRACGP

Mr A J Hatch, BEd(Sec)

Mr S Ginn DipTh

## COLLEGE MANAGEMENT

**Head of College** - Paul Valeso

**Head of Teaching and Learning** - Todd Langford

**Head of Primary** - Chris Mills

**Head of Secondary** - Ben Stiller

**Early Years Co-ordinator** - Charmaine Winwood

**Middle School Co-ordinator** - Elizabeth Scheu

**Early Learning Centre Director** - Shelly Coulson

## CONTENTS

<b>1. HISTORY, MISSION &amp; VISION</b> .....	<b>4</b>
1.1 // History	
1.2 // Mission	
1.3 // Vision	
<b>2. ADMINISTRATION &amp; MANAGEMENT</b> .....	<b>5</b>
2.1 // Administration	
2.2 // Management	
2.3 // College to Home Communication	
2.4 // Home to College Communication	
<b>3. ACADEMICS</b> .....	<b>6</b>
3.1 // Curriculum	
3.1.1 // Primary	
3.1.2 // Middle School	
3.1.3 // Senior School	
3.1.4 // Vocational Education Subjects and Traineeships	
3.1.5 // Courses Approved by Queensland Studies Authority	
3.1.6 // Subject Changes - Secondary	
3.1.7 // Homework and Assignments	
3.1.8 // Excursions / Camps	
3.2 // Assessment and reporting	
3.3 // Work experience / Work placement	
3.4 // Textbook Hire	
3.5 // Education and computer technology	
4.1 // The College Uniform	
<b>4. COLLEGE UNIFORM</b> .....	<b>11</b>
4.2 // Purchasing Uniforms	
<b>5. FEES 2017</b> .....	<b>15</b>
5.1 // Tuition Fee Policies	
<b>6. THE MUELLER COLLEGE DAY</b> .....	<b>18</b>
6.1 // Staff supervision	
6.2 // Timetable	
6.3 // Tuckshop	
<b>7. HEALTH &amp; SAFETY</b> .....	<b>20</b>
7.1 // General	
7.2 // Chaplains	
7.3 // Protection from Harm	
7.4 // Bullying (Including Cyberbullying)	
7.5 // Sun protection	
7.6 // Code of conduct	
7.7 // Detentions and suspensions	
7.8 // Grievance policy	
7.9 // Health	
7.10 // Late slips and early departures	
7.11 // Lost and found	
7.12 // Technology	
7.13 // Social networking – electronic media	
7.14 // Internet safety tips for parents	
7.15 // Drugs and Alcohol guidelines for parents	
7.16 // Money and valuables	
7.17 // Student travel to and from school	
7.18 // Visitors	
7.19 // Dogs	
<b>8. PRIVACY POLICY</b> .....	<b>35</b>
<b>9. 2017 CALENDAR</b> .....	<b>36</b>
<b>10. COLLEGE MAP</b> .....	<b>40</b>

## 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 1400 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 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 & MANAGEMENT

### 2.1 // ADMINISTRATION

The working Directors, Mr R L Heazlewood, Mr L J Heazlewood, Mr L G Miller and Mr A Hatch, are 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, Head of Teaching and Learning, Head of Primary, Head of Secondary, Early Years Co-ordinator and Middle School Co-ordinator.

The Administration and Management teams integrate by way of the Management Committee that consists of Directors, Head of College, Early Years Co-ordinator, 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, smartphone app (available at iTunes and Android app stores), our website, parent portal and various social media channels. The College Parent Portal is found at [www.muellerhub.com/parentlounge](http://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.
- » The first points of contact for parents are the classroom teachers, then Year Level Co-ordinators and Heads of Primary and Secondary Schools. Appointments to discuss day to day affairs of the College should be made through the Front Office on 3897 2990.
- » The Head of College is available by appointment (Phone 3897 2990).
- » Teachers are only available for calls during non-teaching periods. Appointments can be made through the Front Office (Phone 3897 2990). Please remember teachers are better contacted during lunch hours or immediately after school. 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 Doctors' certificates, where appropriate, to be supplied for absences.
- » In a school of over 1400 students, giving individual messages to students is not possible, except in the case of an emergency.

### 3. ACADEMICS

#### 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.

##### 3.1.1 // PRIMARY

Our Primary syllabus meets all the requirements of the Australian Curriculum (English, Mathematics, History, Science, Geography and HPE). Additionally, students study Music, 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 consistent with those espoused by our National Safe Schools Framework. All students are expected to take part in all aspects of the programme provided.

##### 3.1.2 // MIDDLE SCHOOL

The Middle School incorporates Years 7, 8 and 9 and is specifically concerned with the development of students in early adolescence. As well as providing a smooth transition to the Secondary School, our Middle School promotes a continuing seamless curriculum from Prep to Year 12.

##### a) Year 7

Where possible Year Seven students will have the one significant teacher for Pastoral Care, English, Maths and History. Specialist teachers will conduct lessons in Science, Art, Music, Chinese, Health and Physical Education, Information Technology Systems, Home Economics, Christian Studies, Industrial Skills and Geography.

##### b) Year 8

In harmony with the College philosophy and to provide children with a broad range of learning experiences, the subjects in the table on the following page are offered as part of the set curriculum.

##### c) Middle School Sport

Students in these years have organised interschool and recreational sport. All students take part in this sports programme and are encouraged to join an interschool team to represent Mueller College.

##### d) Year 9

Students in Year 9 study nine subjects. All students will study a common core of English, Mathematics, Science, History, Christian Studies, Health and Physical Education, as well as four elective subjects from the following table.

##### e) Year 10

Students in Year 10 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, Health and Physical Education, as well as three elective subjects from the following table.

YEAR 8 (Cover all subjects below)	YEAR 9 (Select 4 Elective Subjects below)	YEAR 10 (Select 3 Elective Subjects below)
The Arts	Business and Economics	Business Enterprise
Chinese	Business Information Processing	Chinese
Christian Studies	Chinese	Dance
English	Dance	Design, Technology and Aerospace
Geography	Design, Technology and Aerospace	Digital Technologies
Health and Physical Education	Digital Technologies	Drama
History	Drama	Extension English
Home Economics	Extension English	Extension Mathematics
Industrial Technology / Graphics	Extension Science	Extension Science
Information Technology Systems	Food and Fashion	Fashion
Introducing Consumerism	Food Technology	Film, Television and New Media
Mathematics	Geography	Food and Nutrition
Music	Information Technology Design	Geography
Science	Music	Graphics
	Physical Education	Industrial Technology Design
	Visual Art	Legal Justice Studies
		Music
		Physical Education
		Visual Art and Dance
		Certificate II in Kitchen Operations

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



### 3.1.3 // SENIOR SCHOOL (YEARS 11 AND 12)

Students are required to study six subjects, including English, which is compulsory. Certificate III in Christian Ministry (also known as Kickstart 3D) and Sport are part of the common core of the student's education. Students will be required to study a mathematics subject at least one semester in Year 11 to be eligible for a Queensland Certificate of Education (QCE).

Five subjects must be selected from the following list. However, the Head of College reserves the right to cancel any subject due to financial constraints, teacher unavailability or lack of participants in the subject.

#### Authority Subjects

Accounting	English for ESL Learners	Modern History
Aerospace Studies	Film, Television and New Media	Music
Ancient History	Geography	Music Extension (Year 12 only)
Biology	Graphics	Physical Education
Business Communication Technology	Home Economics	Physics
Chemistry	Information Technology Systems	Science 21
Chinese	Legal Studies	Technology Studies
Dance	Mathematics A	Visual Arts
Drama	Mathematics B	
English	Mathematics C	

#### Authority Registered Subjects

Authority Registered Subjects will not contribute to an O.P. Subjects not listed may be available to study externally through the Queensland School of Distance Education (maximum of 2 subjects). However, the Head of College reserves the right to cancel any subject due to financial constraints, teacher unavailability or lack of participants in the subject.

Communication English	Certificate III in Visual Art
Fashion	Certificate III in Business
Industrial Skills	Certificate II in Furniture Making
Provocation Maths	Certificate III in Hospitality/Certificate III in Events
Recreation	Certificate III in Christian Ministry and Theology

### 3.1.4 // VOCATIONAL EDUCATION SUBJECTS AND TRAINEESHIPS

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

### 3.1.5 // COURSES APPROVED BY QUEENSLAND STUDIES AUTHORITY

Courses of study are approved by the Queensland Curriculum and Assessment Authority and are governed by their policies. The Head of College reserves the right to cancel any subject due to financial constraints, teacher unavailability or lack of participants in the subject.

### 3.1.6 // SUBJECT CHANGES - SECONDARY

If a student wishes to make a subject change, a subject change request form is required within the first two weeks of the semester. Consultation with the relevant HOD's, parents, teachers and Heads of Sub Schools will then occur. When approved the school will facilitate the changes to subjects.

### 3.1.7 // HOMEWORK AND ASSIGNMENTS

Students will be expected to review all material covered during the school day and to complete tasks which may be assigned by the teacher. Set homework assignments will not be excessive for written and learning activities and will generally be as follows:

<i>Prep</i>	<i>Sight words and home reading</i>
<i>Year 1- 4</i>	<i>Up to 1 hour per week</i>
<i>Year 5-6</i>	<i>Up to 2 hours per week</i>
<i>Year 7</i>	<i>Up to 3-4 hours per week</i>
<i>Years 8-9</i>	<i>Up to 5 hours per week</i>
<i>Years 10-12</i>	<i>Will vary per subject</i>

All Primary children are expected to learn memory verses, review tables and spelling and read aloud to parents. Homework should not be an imposition, and if you have concerns, please contact your class/subject teacher. Failure to adequately complete homework tasks by students in Years 7 to 12 will adversely affect their final results. Parents will be contacted in the event of continued failure by their child to complete homework tasks. Parents are expected to monitor homework by regularly viewing your student's online diaries. iPads will regularly be used to complete homework.

### 3.1.8 // EXCURSIONS / 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. Camps will run for Years 2, 3, 4, 7, 8, 9, 10 and 11 as compulsory year level camps. There will also be subject specific camps held over the course of the year.

Inclusion in non-compulsory camps or excursions is by application and at the discretion of the Head of College. Criteria for inclusion include, but are not limited to behaviour and payment of school fees.

### 3.2 // ASSESSMENT AND REPORTING

Assessment is ongoing for all Primary year levels. There are times towards the end of term when whole year level testing may occur, especially in upper Primary. A Primary parent information evening is held in the first few weeks of Term 1. Parent/teacher interviews are held throughout the year - please refer to the Calendar for these dates.

Informal assessment is ongoing and regular throughout the year through comments and suggestions on assignments, projects or homework. Assessment schedules will be added to Parent Portal at the beginning of term. Formal written reports will be issued at the end of each semester and will provide a summary of the progress of the student. Parents are encouraged to communicate with class teachers by email if there are concerns or problems and with Heads of Sub Schools as well. Secondary students are expected to adhere to the school wide assessment policy.

### 3.3 // WORK EXPERIENCE / WORK PLACEMENT

Year 10 students attend work experience outside the school. Unless there are no other alternatives, students will not be placed with immediate family or relatives. 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 students in Year 10 will meet with staff to discuss their future direction and to complete Set Plans.

### 3.4 // TEXTBOOK HIRE

- » Textbook Hire (TBH) is located in the Library.
- » TBH is for students in Years 7–12. The Qld Government provides support to parents by paying a textbook allowance to the College, which is used to administer the TBH scheme.
- » Parents can discuss Textbook hire concerns with library staff.

This year the 2017 Book lists will be outsourced to The School Locker.

Their contact details are:

#### The School Locker

**P:** (07) 3490 1400

**W:** [www.theschoollocker.com.au](http://www.theschoollocker.com.au)

Website Ordering - <http://www.theschoollocker.com.au>

Packs can be home delivered or collected from The School Locker. Pick up from Text Book Hire is not available.

Secure on line payments via credit or VISA debit card is required when you place your order online.

All stationery must be labelled with the student's name.

### 3.5 // EDUCATION AND COMPUTER TECHNOLOGY

iPads are compulsory for Years 5 to 12 and accessed in lower primary through specialist areas. The iPads are 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. To this end, iPads are used extensively across the school and in all subject areas. Students are required to sign a *Student Acceptable Use Agreement* which can be found on the College website. Please refer to 7.13 for our Technology Policies.

## 4. COLLEGE UNIFORM

### 4.1 // THE COLLEGE UNIFORM

- » The formal uniform must be worn on all days except specified sports days when it is replaced with the sports uniform. This is determined by the students timetable.
- » Sports shoes are required with the sports uniform. The requirement for sports shoes is that they are suitable for sport and physical activity. This does not include skate shoes and canvas style slip on shoes.
- » Mueller socks are compulsory and must be purchased from The School Locker.
- » Formal shoes, which are part of the formal school uniform for all year levels, must be plain, black leather, flat-soled, and a closed in shoe. All shoes must be in good condition and without graffiti. Thick-soled/platform/buckled shoes or “skate” shoes are not permitted. Due to workplace health and safety requirements these and other styles of shoes will not be permitted, please refer to incorrect footwear styles at the bottom of this page. The Head of College will be the final arbitrator regarding correct footwear. Primary school students may wear velcro or Maryjane styled shoes.
- » The sports cap or bucket hat is to be worn with the sports uniform. One or the other must be worn when in the sun and while moving between classes.
- » The Primary hat is to be worn with the formal and the sport uniforms at all times while outside.
- » The sports uniform is only to be worn on specified sports days. Parents please check students' timetables to confirm days of wear. Students must wear hats and sunscreen for all outdoor sports and bathing caps for Primary swimming. The wearing of sunglasses is encouraged and these are available from The School Locker.
- » Primary Sporting Houses and Colours are allocated by surnames beginning with: A – G : Bribie – Red, H – N : Moreton – Yellow, O – Z : Stradbroke – Green
- » Middle & Secondary Sporting Houses are allocated on a discretionary basis. Bribie - Blue Moreton - Yellow Fraser - Maroon Stradbroke - Green Secondary House shirts are allowed to be worn on specified sports days throughout the year.
- » Occasionally, the College has a Free Dress day for fundraising purposes. Students are to wear modest clothing for the school day. This is to include, sleeved shirts/tops/t-shirts, mid length shorts/skirts, a hat and closed in shoes. Please do not send your student to school in tank tops, singlet tops, short shorts, sandals or thongs.

#### CORRECT FOOTWEAR



#### INCORRECT FOOTWEAR



**UNIFORM > PREP & PRIMARY**



Prep Uniform



Primary Formal and Sports



Winter Additions

**UNIFORM > MIDDLE & SENIOR**



Formal Uniform



Sport Uniform



Winter Additions

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

PRIMARY BOYS - YEARS 1-6		
FORMAL UNIFORM	SPORTS UNIFORM (Worn on days specified by timetable)	WINTER ADDITIONS
Mueller Check Shirt	Prep/Primary Mueller Polo	Mueller Fleecy Cardigan
Boys Mueller Shorts with Logo	Boys Mueller Shorts with Logo	Mueller Fleecy Track Pants
Prep/Primary Mueller Hat	Prep/Primary Mueller Hat	
Plain Black Leather Lace Up Shoes	Sport Shoes	
Mueller Ankle Socks	Mueller Ankle Socks	

PRIMARY GIRLS - YEARS 1-6		
FORMAL UNIFORM	SPORTS UNIFORM (Worn on days specified by timetable)	WINTER ADDITIONS
Mueller Check Dress (knee length) Option: Navy bike pants underneath for warmth/modesty	Prep/Primary Mueller Polo	Mueller Fleecy Cardigan
Prep/Primary Mueller Hat	Girls Mueller Sports Shorts	Mueller Fleecy Track Pants
Plain Black Leather Lace Up Shoes	Prep/Primary Mueller Hat	Navy Tights With Dress
Mueller Ankle Socks	Sport Shoes	
	Mueller Ankle Socks	

BOYS - MIDDLE & SENIOR (YEARS 7-12)		
FORMAL UNIFORM	SPORTS UNIFORM (Worn on days specified by timetable)	WINTER UNIFORM (Terms 2 & 3)
Blue & White Striped Mueller Shirt	Red Mueller Polo (inter-school sporting activities) Mueller House Shirt	Mueller Trousers
Mueller Dress Shorts/Trousers		Middle Boys Mueller Tie
Boys Mueller Belt (from The Mueller Shop)	Boys Mueller Sports Shorts with Logo	Senior Boys Mueller Tie
Boys Mueller Walk Socks	Mueller Ankle Socks	Mueller Wool Jumper or Mueller Sports Jacket may be worn with either Formal or Sports Uniforms
Plain Black Leather Lace up Shoes	Sports Shoes	Mueller Track Pants (sport days only)
Senior Boys Mueller Tie	Mueller Cap or Bucket Hat	Mens Blazer - Optional
Mueller Formal Hat		Blazer - 2018 compulsory for Seniors

GIRLS - MIDDLE & SENIOR (YEARS 7-12)		
FORMAL UNIFORM	SPORTS UNIFORM (Worn on days specified by timetable)	WINTER UNIFORM (Terms 2 & 3)
Blue & White Striped Blouse	Red Mueller Polo (inter-school sporting activities) Mueller House Shirt	Navy Stockings – Optional (No Knee-Hi allowed)
Mueller Calf Length Skirt		Mueller Track Pants (sport days only)
Middle Girls Mueller Tie	Girls Mueller Sports Shorts	Mueller Wool Jumper or Mueller Sports Jacket may be worn with either Formal or Sports Uniforms
Senior Girls Mueller Tie	Mueller Ankle Socks	Ladies Blazer - Optional
Mueller Ankle Socks	Sports Shoes	Blazer - 2018 compulsory for Seniors
Plain Black Leather Lace up Shoes	Mueller Cap or Bucket Hat	
Mueller Formal Hat		

## 4.2 // PURCHASING UNIFORMS

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 North Lakes

4-6 Burke Crescent  
North Lakes

**Online Store:** [www.theschoollocker.com.au](http://www.theschoollocker.com.au)

**P:** (07) 3490 1400

### SECOND HAND UNIFORMS

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

### Shop Hours

Tuesday 8am-11am  
Thursday 8am-11am

The Mueller Shop will also be open from 2:30-3:30pm on the first day of operation each term.

### Contact The Mueller Shop

**P:** 3897 2767

**E:** [uniforms@mueller.qld.edu.au](mailto:uniforms@mueller.qld.edu.au)



## 5. FEES 2017

Mueller College has a simple one fee tuition policy. This means the tuition fee covers all the costs of compulsory or curriculum related excursions, camps and activities. You are not charged any additional levies or fees during the course of the year. The fee schedule below is for domestic students. Fees for overseas students may be obtained from the Registrar.

TUITION FEES					
LEVEL	ANNUAL	THE ANNUAL FEE IS SPLIT ACROSS 4 TERM PAYMENTS			
		TERM 1	TERM 2	TERM 3	TERM 4
Prep	\$3940	\$985	\$985	\$985	\$985
Year 1	\$3940	\$985	\$985	\$985	\$985
Year 2	\$3940	\$985	\$985	\$985	\$985
Year 3	\$3940	\$985	\$985	\$985	\$985
Year 4	\$3980	\$995	\$995	\$995	\$995
Year 5	\$3980	\$995	\$995	\$995	\$995
Year 6	\$3980	\$995	\$995	\$995	\$995
Year 7	\$5480	\$1370	\$1370	\$1370	\$1370
Year 8	\$6340	\$1585	\$1585	\$1585	\$1585
Year 9	\$6340	\$1585	\$1585	\$1585	\$1585
Year 10	\$6340	\$1585	\$1585	\$1585	\$1585
Year 11	\$6660	\$1665	\$1665	\$1665	\$1665
Year 12	\$6660	\$1665	\$1665	\$1665	\$1665

### 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. An invoice notifying parents of the amount due will be sent out at least 21 days prior to each due date.
- 2. Family Discounts** - The following reduction to tuition fees only is 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

## FAMILY DISCOUNT EXAMPLES

Year Level	Gross Tuition	Discount %	Discount \$	Net Tuition Fee
<b>Family with 2 children enrolled</b>				
Y2	\$3,940	10%	(\$394)	\$3,546
Prep	\$3,940	10%	(\$394)	\$3,546
<b>TOTAL</b>	<b>\$7,880</b>		<b>(\$788)</b>	<b>\$7,092</b>
<b>Family with 3 children enrolled</b>				
Y8	\$6,340	15%	(\$951)	\$5,389
Y5	\$3,980	15%	(\$597)	\$3,383
Y3	\$3,940	15%	(\$591)	\$3,349
<b>TOTAL</b>	<b>\$14,260</b>		<b>(\$2,139)</b>	<b>\$12,121</b>
<b>Family with 4 children enrolled</b>				
Y11	\$6,600	25%	(\$1,665)	\$4,995
Y9	\$6,340	25%	(\$1,585)	\$4,755
Y7	\$5,480	25%	(\$1,370)	\$4,110
Y5	\$3,980	25%	(\$995)	\$2,985
<b>TOTAL</b>	<b>\$22,460</b>		<b>(\$5,615)</b>	<b>\$16,845</b>
<b>Family with 5 children enrolled</b>				
Y11	\$6,660	30%	(\$1,998)	\$4,662
Y9	\$6,340	30%	(\$1,902)	\$4,438
Y7	\$5,480	30%	(\$1,644)	\$3,836
Y5	\$3,980	30%	(\$1,194)	\$2,786
Y3	\$3,940	30%	(\$1,182)	\$2,758
<b>TOTAL</b>	<b>\$26,400</b>		<b>(\$7,920)</b>	<b>\$18,480</b>
<b>Family with 6 children enrolled</b>				
Y11	\$6,660	40%	(\$2,664)	\$3,996
Y9	\$6,340	40%	(\$2,536)	\$3,804
Y7	\$5,480	40%	(\$2,192)	\$3,288
Y5	\$3,980	40%	(\$1,592)	\$2,388
Y3	\$3,980	40%	(\$1,576)	\$2,364
PREP	\$3,940	40%	(\$1,576)	\$2,364
<b>TOTAL</b>	<b>\$30,340</b>		<b>(\$12,136)</b>	<b>\$18,204</b>

- 3. Early Payment Discount** - An early payment discount of 5% off the tuition fees applies if the full year tuition fee is paid prior to **23rd January 2017**.

- 4. Contacting Accounts** - The preferred method of communication with the Accounts Manager is via e-mail ([accounts@mueller.qld.edu.au](mailto: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 Fees** - Should you experience financial hardship or difficulty with payment of fees, you are invited to discuss the possibility of a concession or alternate payment schedule with the Accounts Manager on a strictly confidential basis. Communication is vital. All parents or guardians who have signed a Confirmation of Enrolment are jointly and severally liable for the payment of fees. The College reserves the right to make an overdue charge of 10% of the outstanding balance if fees remain unpaid at the end of the year without a prior arrangement being made.
- 7. Notification of Withdrawal** - 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 confirmation of enrolment fee of \$300 is payable immediately after the student enrolment position is confirmed. The confirmation of enrolment fee is non-refundable if the student does not start at the College on the agreed starting date. The confirmation of enrolment fee paid will be transferred to the students school fee account on commencement at the College.
- 9. Exclusion of Students** - Exclusion from the College will entitle parents to have the fees owing adjusted up to the date of exclusion.
- 10. Building Fund / Library Fund Contributions** (Tax Deductible) - 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 is expected to attend if at all possible. Some examples of these are: **Year Level camps (Years 2, 3, 4, 7-11), Wilderness camp, Biology camp, Graduation activities.**

Non-compulsory or extra-curricular excursions, camps, or activities will be charged separately in the term in which the event occurs. Some examples of these are:

**Year 5/6 Melbourne Tour, Sports camp, Music camp, Music tour, Sports academies, Missions trips, Instrumental music lessons.**

The costs of all non-compulsory or extra-curricular excursions, camps, or activities must be paid in full prior to the event. **Where tuition fees are outstanding, parents are expected to bring their account up to date before students will be permitted to attend any non compulsory or extra-curricular excursions, camps or activities.**

**6.1 // STAFF SUPERVISION**

---

- » Staff members are not rostered for duty until 8am each morning; teacher supervision before this time is limited.
- » 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.
- » Staff members are rostered to undertake supervision until 3:30pm each day. Parents are requested to ensure that their children have been collected or have left the school grounds by this time.
- » 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 after or before-school care provided by 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
- » The school day finishes at 3:10pm for Years 7-12

**6.3 // TUCKSHOP**

---

- » The Tuckshop is open five days a week, from 8.30am till 2.00pm.
- » Purchases can only be made in cash, eftpos or Flexischools.
- » Tuckshop is not available for Prep Students
- » Primary students may order their morning tea and lunch on separate bags before 9am or via Flexischools. Please write orders on each bag and place money inside the bag. If one amount of money is enclosed for both breaks, please put money in lunch bag and state on the bag that it is for both meals. When printed bags are not used, please add 10 cents for each bag required. If your child writes out his/her own bag, please ensure they use a ballpoint pen and that their writing is clearly legible. Also if your child goes to Sport on Friday, please ensure that SPORT is written on the front of the bag. Correct money is appreciated but change will always be given, taped to front of order bag. If insufficient money is tendered, a substitute will be placed in the order.
- » All prices are subject to change without notice.

**6.1 // STAFF SUPERVISION**

---

- » Staff members are not rostered for duty until 8am each morning; teacher supervision before this time is limited.
- » 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.
- » Staff members are rostered to undertake supervision until 3:30pm each day. Parents are requested to ensure that their children have been collected or have left the school grounds by this time.
- » 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 after or before-school care provided by 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
- » The school day finishes at 3:10pm for Years 7-12

**6.3 // TUCKSHOP**

---

- » The Tuckshop is open five days a week, from 8.30am till 2.00pm.
- » Purchases can only be made in cash, eftpos or Flexischools.
- » Tuckshop is not available for Prep Students.
- » Years 1-3 are not permitted to buy directly from the Tuckshop.
- » Primary students may order their morning tea and lunch on separate bags before 9am or via Flexischools. Please write orders on each bag and place money inside the bag. If one amount of money is enclosed for both breaks, please put money in lunch bag and state on the bag that it is for both meals. When printed bags are not used, please add 10 cents for each bag required. If your child writes out his/her own bag, please ensure they use a ballpoint pen and that their writing is clearly legible. Also if your child goes to Sport on Friday, please ensure that SPORT is written on the front of the bag. Correct money is appreciated but change will always be given, taped to front of order bag. If insufficient money is tendered, a substitute will be placed in the order.
- » All prices are subject to change without notice.
- » For the Primary school, all hot food must be ordered in the morning as food is made to order.
- » Over the counter service is available from 12.40pm for snacks, drinks, ice blocks etc. If drinks or ice-blocks are ordered, children are to bring the order bag back to

the Tuckshop counter to collect them. Ice blocks are available at lunch only.

- » Volunteers are needed. Please come along and enjoy meeting new Mums and Dads. Volunteers do not need to handle cash.

## 7. HEALTH & SAFETY

### 7.1 // GENERAL

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 policies on Child Protection, Bullying and Harassment, Emergency Procedures, Crisis Care and Counselling, Drugs, Workplace Health and Safety and Privacy. Detailed policies may be accessed on the College website at [www.mueller.qld.edu.au](http://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 either by announcement at school assembly, or publication in the school's newsletter, or through daily notices to students, or on the College website at [www.mueller.qld.edu.au](http://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 reflect proper standards of care for students, and are not unlawful. The College will respond diligently to a report of suspected or actual harm, or risk of harm to a student.

### 7.2 // CHAPLAINS

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.

### 7.3 // PROTECTION FROM HARM

#### a) What is 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.

#### b) How does the College try to prevent harm?

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.

#### c) How will the College help my child?

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.

#### d) 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?

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

#### e) 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.

#### f) 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.

### **g) What should I do if I require more information?**

The College's complete Child Protection Policy is available at Reception. 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.

## **7.4 // BULLYING (INCLUDING CYBERBULLYING)**

---

### **a) Definition**

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.

### **b) 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.

### **c) 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.

## **7.5 // SUN PROTECTION**

---

The College is a Sun Smart Accredited School. All students are required to wear suitable sun protective hats (see section on Uniforms) and sunscreen for all outdoor activities, for all seasons, including winter. Sunscreen is provided by the College and kept in classrooms, sports kits and buses. Where possible, events are organised outside peak UV radiation periods. Swimming carnivals are held either in the evening or in covered venues. Sun protection issues are included in the health curricula.

## **7.6 // 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.

- » The Christian orientation of the College means that the responsibility of the students is to obey God's Word, to respect authority and to care for others.
- » Students are encouraged to participate in and contribute to the broader life of the College.
- » Students are expected to represent the College and its high standards of behaviour and dress at all times, including travel to and from school and when in public. 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.
- » Standards of honesty, courtesy, modesty, and moral purity in word, action and language are to be maintained.
- » Students are encouraged to make friends and be friendly to others. However, we have a "hands-off", "lips-off" policy that precludes outward displays of affection between students while at school or travelling to and from school and at school events.
- » Students must remain in the grounds unless prior permission has been obtained

from an approved College Officer. Students must sign out when leaving before 3:10pm. Primary students must be signed out by a parent or guardian.

- » Students are expected to wear their uniforms consistent with the uniform policy.
- » Only natural foundation, clear nail polish and lip balm are permitted.
- » Boys. Faddish hairstyles including afro-style or untidy/unkept appearance are not acceptable. Ponytails and beards are unacceptable. Generally hair should be evenly layered and neatly groomed. No cut below a number 3 blade is acceptable. Hair length should be no longer than the collar, above the eyes if combed forward and cut above the ears. Hair should be of the student's own natural colour. Earrings, chains and visible body piercing or tattoos are not permitted. Clear plastic insertions in piercings are unacceptable. One plain ring is acceptable.
- » Girls. Faddish hairstyles and colours are unacceptable. Hair is to be well groomed and cut in a moderate style. Shoulder length and longer hair should be tied back using white, blue or red hair ties. Hair needs to be tied back neatly off the face and eyes. Hair should be of the student's own natural hair colour.
- » Girls with pierced ears may wear only one plain sleeper or stud in each ear lobe and one dress ring only. Other visible body piercing or tattoos are unacceptable. Clear plastic insertions in piercings are unacceptable.
- » The appropriateness of uniforms and appearance is determined by the Head of College and Sub Schools.
- » Each student is expected to 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.
- » Plain contact lenses only are to be worn at school or at school events.
- » 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 will have their phones confiscated for a period decided by the Head of College. Students should note that, in extreme cases, the school will involve the police.

## 7.7 // DETENTIONS AND SUSPENSIONS

- » The College will encourage students to respect the behaviour code.
- » Students who disrupt classes, breach school rules and/or display disrespectful behaviour will be dealt with according to the behaviour management policy.
- » Students will be transitioned through progressive levels of consequences if wrong behaviours continue, which may include detention, suspension, or in the case of incidents involving serious breaches of behaviour may require immediate removal

of students by parents or guardians.

- » Any process involving suspension or exclusion will involve interaction with parents.
- » In the event of exclusion from Mueller College, parents will forfeit their holding deposit.
- » The Head of College is the final arbiter on matters of behaviour management.

## 7.8 // 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 the child's teacher, please discuss the issue in the first instance, with the teacher. If the problem is not resolved then please contact the relevant Head of Sub School; failing that, contact the Head of College.

## 7.9 // HEALTH

### a) 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.

### b) 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.

### c) 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 ([http://www.health.qld.gov.au/ph/documents/cdb/timeout\\_poster.pdf](http://www.health.qld.gov.au/ph/documents/cdb/timeout_poster.pdf)).

ILLNESS	EXCLUSION PERIOD
Chicken Pox	At least 5 days after last eruption when all blisters have crusted
Diarrhoea	At least <b>24 hours without symptoms</b>
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

#### d) 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 an addition to the written authorisation for the administration of medication.

#### 7.10 // LATE SLIPS AND EARLY DEPARTURES

---

When a student arrives late or leaves early:

**Primary and Secondary students:** must report to Student Services N block, where the roll will be amended. A late slip will be provided and is to be given to the class teacher. If a student is being taken home early, parents should sign the student out at Student Services N block.

#### 7.11 // LOST AND FOUND

---

Lost property boxes are located at:

- » Near the Primary toilets (A Block courtyard)
- » Outside D25

#### 7.12 // TECHNOLOGY

---

1. All student mobile phones are expected to be handed in to Student Services. Students found in possession of a mobile phone during school hours can expect to face disciplinary action.
2. Students should not phone parents or guardians requesting to go home or be picked up from school. 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. The school accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from school.

5. Phones should be clearly marked with the name of the owner.
6. iPads are a learning tool, to be used under teacher supervision in teaching and learning environments, for teaching and learning purposes. They are not a substitute for other class equipment or textbook requirements, nor are they an entertainment device and should not be treated as such. Use of iPads at school outside of class times is not permitted as per the Student User Guide and Acceptable Use Agreement. Storage and transport guidelines should be followed at all times as per the Student User and Acceptable Use Agreement. All students are issued a Student User Guide and Agreement which is to be signed and returned at the start of the school year before their iPad can be used at school. All inappropriate and unacceptable use of iPads will be dealt with under the Mueller College Behaviour Management Policy and Discipline Processes. An electronic copy of the **Mueller College Student User Guide and Acceptable Use Agreement** can be accessed on the College website.
7. iPads are to be safely stored when not in use. Years 5 and 6 students are to store their iPad in their classroom. Years 7-12 students are provided with lockers to store their belongings, including iPads.

#### 7.13 // 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:-
- » Students must demonstrate respect for others and their school.
- » Students must 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.
- » Students must not upload to the Web photos or videos taken on the College campus, or which identify the College in any way without the permission of the Head of College.

#### 7.14 // INTERNET SAFETY TIPS FOR PARENTS

---

Here are some safety tips from [www.cybersmartkids.com.au](http://www.cybersmartkids.com.au):

- » Spend time online with your kids. Check out good sites together.
- » Help your kids use the Internet as an effective research tool.
- » Be aware of online stranger danger, particularly in chat rooms. Set house rules about what information your children can give to others and where they can go online.
- » Put the computer in a visible area of the home, such as the living room, rather than a child's bedroom.
- » Talk to your kids about their Internet experiences, the good and the bad. Let them

know it is okay to tell you if they come across something that worries them (it doesn't mean that they're going to get into trouble).

- » Teach your kids that there are ways they can deal with disturbing material. They should not respond if someone says something inappropriate and they should immediately exit any site if they feel uncomfortable or worried.
- » Teach children that information on the Internet is not always reliable.
- » Encourage children to treat others in the same way they should in real life by giving them understanding of netiquette.
- » Know the best ways of avoiding spam.
- » Consider using filters.

## **7.15 // DRUGS AND ALCOHOL GUIDELINES FOR PARENTS**

---

### **Alcohol Facts**

- » Alcohol is the number one drug of choice for young people and kills six times more young people than all illicit drugs combined (National Research Council & Institute of Medicine, 2004).
- » The average age of a child's first drink is now 12, and nearly 20% of 12-20 year-olds are considered binge drinkers (AMA: Brain Damage Risks).
- » 86% of adolescents at age 14 Year old report that they use alcohol (White & Hayman, 2006a).
- » Over 80% of alcohol consumed by 14 to 17 year olds is drunk at levels that cause acute harm (Chikritzhs, Pascal, & Jones 2004).
- » Research shows that parents underestimate the extent of teen drinking. 31% of youths who said they had been drunk in the past year were said by their parents to be non-drinkers (Lake County Prevention Task Forces and Coalition, n.d.)

### **Alcohol & the Adolescent Brain**

Alcohol consumption in adolescence can PERMANENTLY damage the wiring of the brain. The area of the brain forming "new" memories is particularly affected. The brain goes through dynamic change during adolescence (ages 12 - 21), and alcohol can seriously damage long and short-term growth processes.

Frontal lobe development and the refinement of pathways and connections continue until age 16, and a high rate of energy is used as the brain matures until age 20 – 25. Damage from alcohol at this time can be long-term and irreversible. In addition, short-term or moderate drinking impairs learning and memory far more in youth than adults. Adolescents need only drink half as much to suffer the same negative effects.

### **Helping your teen remain alcohol free**

### **1. Explain the Risks**

Learn and explain the risks of underage drinking. Emphasise that drinking alcohol is not a 'rite' of passage but a dangerous drug for a developing brain.

### **2. Early and Frequent Talks**

Surveys reveal binge drinking occurs in children as young as sixth graders. Communicate and encourage your child to communicate with you about the pressures, and the experiences that they are going through in relation to drugs and alcohol.

### **3. Set Clear Rules**

Set clear rules about underage alcohol use. Be specific. Be fair and consistent when setting rules about alcohol and drug use. Harm minimisation strategies should be discussed with teens that encounter alcohol use.

### **4. Set Clear Consequences**

Reasonable consequences need to be set for unacceptable behaviour, and carried out consistently. Harsh and / or inconsistent discipline and high conflict in families is also associated with high rates of alcohol use (Jenkin & Toumbourou, 2005).

### **5. Know your teenager's friends**

Get to know your teenager's friends and their families.

### **6. Be aware of your adolescent's activities**

Know where your teens are, whom they are with and what they are doing. Know whose parties they are attending, where and who will be present and supervising.

### **7. Be and Stay Involved**

Develop daily positive interactions with your adolescent. Having regular family meals together is a good way to stay in touch.

### **8. Develop Good Communication**

- » Communication with your child is vital. Talk through goals, conflicts, friends and other issues or concerns that they may have.
- » Make time for your son / daughter daily
- » Tolerate differences
- » Remove the stigma of 'failure' from your home
- » Learn to say 'NO' to your child
- » Let your adolescent know that you are willing to just listen

- » Try not to be defensive
- » Give adolescents lots of positive feedback
- » Encourage adolescents to take responsibility for their own problems
- » Friendships are important in adolescence
- » Doing everything for your adolescent is not useful

### **Create a resilient family**

Adolescents benefit from a positive relationship with at least one adult who has developed a healthy lifestyle and positive values.

Create opportunities for family members to express love and care for each other. Apart from physical affection (hugs and kisses), helping each other and asking questions regarding the wellbeing of a family member are positive and reinforcing actions.

Practice good communication. Be open and honest with your thoughts and feelings.

Respect others and be responsible. As adolescents get older, they are able to and should take on more responsibilities. Get them to contribute to daily home functions, and encourage him or her to take on a part-time job.

Do things together so each person develops a sense of belonging in the family. Prioritise some important family activities, such as sitting down for meals at least a few times a week.

Connect to others. Encourage your adolescent to engage with friends, people at school, in the neighbourhood and wider community.

Adopt strategies to cope and bounce back. Strong families will pull together in difficult times. A positive attitude and the quality of optimism are important elements of resilience - the knowledge of how to believe in yourself in spite of difficulties and that there will be a satisfactory solution in the end.

### **7.16 // MONEY AND VALUABLES**

---

- » Students must 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. Wallets should not be left in school bags or lockers.

### **7.17 // STUDENT TRAVEL TO AND FROM SCHOOL**

---

#### **a) Student car driving and parking**

- » Student drivers must provide the Head of Senior School with vehicle registration number and evidence of a current driver's licence.

- » Students who drive to school are not allowed to park on site.
- » 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.
- » Written authorisation from parents is required for taking other students in vehicles.
- » Motorists parking or setting down or picking up passengers, please do not use the "No Standing" zones. Bus zones must be kept clear at all times.
- » The Morris Road speed limit is 40 kph at all times.

#### **b) Internal road safety**

Parents are asked to observe the speed limits (15KPH) 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 should dismount when crossing all roads. Students must abide by road rules, and dismount once in the school grounds. Students are to use bicycle racks and secure with locks during school hours.

#### **d) Bus transport**

Mueller College is serviced by two external bus providers:

##### **Hornibrook Bus Lines**

**Ph:** 3284 1622  
[www.hornibrook.com.au](http://www.hornibrook.com.au)

Parents who live at Kallangur, Mango Hill, Petrie, Strathpine, Redcliffe, Sandgate or Bracken Ridge should contact the Hornibrook Bus Lines for details of bus times and fares.

##### **Kangaroo Bus Lines**

**Ph:** 1300 287 525; 5498 6466  
[www.kangaroobuslines.com.au](http://www.kangaroobuslines.com.au)

Parents who live at Deception Bay, Narangba, Burpengary, Morayfield, and Caboolture may be catered for by the Kangaroo Bus Lines, 2 Motorway Drive Burpengary QLD 4505.

## 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"> <li>» Treat other people and their possessions with respect.</li> <li>» Follow the teacher &amp; driver's directions without argument.</li> <li>» Do not cause damage to the bus in any way.</li> </ul>
Wait for the bus in an orderly manner	<ul style="list-style-type: none"> <li>» Wait well back from the bus (2m+) until it stops.</li> <li>» Stand quietly without calling out or shouting.</li> <li>» Do not play with balls on footpaths.</li> <li>» Do not push other people in the line.</li> </ul>
While on the bus, students should:	<ul style="list-style-type: none"> <li>» Always follow instructions from the teacher/driver about safety on the bus.</li> <li>» Sit properly on a seat if one is available (in an allocated seat if directed).</li> <li>» Always wear a seat belt if bus fitted with seat belts.</li> <li>» Store bags under the seat or in appropriate luggage areas.</li> <li>» Speak quietly and not create unnecessary noise.</li> </ul>
While on the bus, students should not:	<ul style="list-style-type: none"> <li>» Bully other students.</li> <li>» Place feet on the seat.</li> <li>» Fight, spit or use offensive language.</li> <li>» Throw any article around or from the bus.</li> <li>» Consume food or drink (except water).</li> <li>» Allow any part of their body to protrude out of the bus windows.</li> <li>» Stand forward of the front seat.</li> </ul>
Use designated stops	<ul style="list-style-type: none"> <li>» Get on and get off the bus at the correct designated stop.</li> </ul>
When getting off the bus, do so in an orderly manner	<ul style="list-style-type: none"> <li>» Wait until the bus stops before standing to get off.</li> <li>» Get off the bus in a quiet and orderly fashion.</li> <li>» When you get off the bus, take two (2) big steps away from the bus.</li> <li>» If an article is dropped under the bus DO NOT retrieve it.</li> <li>» 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.</li> </ul>
In case of an emergency or a breakdown, follow the driver's directions	<ul style="list-style-type: none"> <li>» Wait until the bus stops before standing to get off.</li> <li>» Leave the bus in a quiet and orderly fashion.</li> <li>» Wait in the area indicated by the driver.</li> </ul>

### e) School crossing safety

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

When the Supervisor displays the "Children Crossing" signs, 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.

### 7.18 // 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.

### 7.19 // 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.



(The College reserves the right to vary dates and to add further items as required).

JANUARY	
Pupil free days	16-20
<b>Term 1 Begins, Yr 1-12 8:30am // Mega Chapel 1:45pm</b>	23
Prep A students start only Prep A	23
Kickstart Conference Yr 10 & 11	23
IEP Meetings Commence	23
Prep A students only	24
Prep B students start only Prep B	25
Australia Day Public Holiday	26
Year 12 Academic Interviews	27
Prep B students only	27
All Prep Students at school	30
Senior Assessment Information Evening	30
Primary Swimming Carnival	31
FEBRUARY	
Year 11 & 12 Film Night	3
Mueller College Commissioning Service	5
Secondary Twilight Swimming Carnival	6
Year 7-12 Photos	7
Capatians' Breakfast Leadership Conference	7
Prep-2 Photos	8
Year 3-6 Photos	9
Biology Camp	10-12
Catch up photos	14
Year 7 Immunisations - 1st Round	15
Secondary Arts Camp	17-19
Secondary Sports Camp	17-19
Year 7 Camp – Luther Heights	20-22
MARCH	
Anti-Bullying Week	13-17
Year 12 Drama Performance	16

National Day of Action Against Bullying	17
Year 11-12 Block Exams	24-31
Last Day of Term 1 - MegaChapel 1:45pm	31
APRIL	
Pupil Free Day	18
<b>Term 2 - Day 1</b>	19
Primary/Secondary Parent Teacher Interviews 3:30-7:30pm	19
Secondary Cross Country	21
Mueller College ANZAC Service	24
ANZAC Day	25
Primary Cross Country	26
Year 11 & 12 Film Night	28
MAY	
Labour Day Holiday	1
Year 11 Camp	2-5
NAPLAN	8-12
Year 8 Camp	10-12
Mueller Fete	20
JUNE	
Annie Musical	2-3
Year 11 & 12 Block Exams	12-20
Year 7 Immunisations - Round 2	12
Year 10 Careers Day	19
Year 11 Survival Camp	20-24
World Refugee Day	20
Primary Athletics Carnival	21-22
Last Day of Term 2, Prep-Year 6 Closing Chapel	23
Melbourne Arts Tour	23-27
JULY	
Pupil Free Days	10-11
<b>Term 3 - Day 1</b>	12
Year 12 QCS Preparation	12-13
Primary/Secondary Parent Teacher Interviews 3:30-7pm	17

Year 12 Commedia Workshop	18
Careers Expo	19
Year 12 Drama Commedia workshop	19
Careers Expo	20
Secondary Pre-carnival Athletics Events	20
Secondary Athletics Carnival	21
Subject Selection Night	26
Year 11 & 12 Film Night	28

### AUGUST

Year 10 Set Plans	3
Music Tour	11-14
Ekka Holiday	14
Launch Youth Conference	17
Music Cafe Senior Students	25
Secondary Arts Day	22
Primary Sports/Music Photos	25
Year 12 QCS Test	29-30

### SEPTEMBER

Year 12 Block Exam	5-11
Year 10 Grimm Tales Performance	7
Year 11 Block Exams	8-14
Education Sports Carnival (Prep-Year 2)	11
Basketball State Championships	14-17
Last Day of term 3 – Closing Chapel Prep-12	15

### OCTOBER

Queen's Birthday Day	2
<b>Term 4 - Day 1</b>	<b>3</b>
Year 10 Camp	4-6
Year 12 Rec Wilderness Trek	4-7
Year 9 Camp	11-13
Secondary Arts Show	16
Verification Day	16
Mueller Film Awards	20
Sports Awards Night	26
Year 9 Semi-formal	27

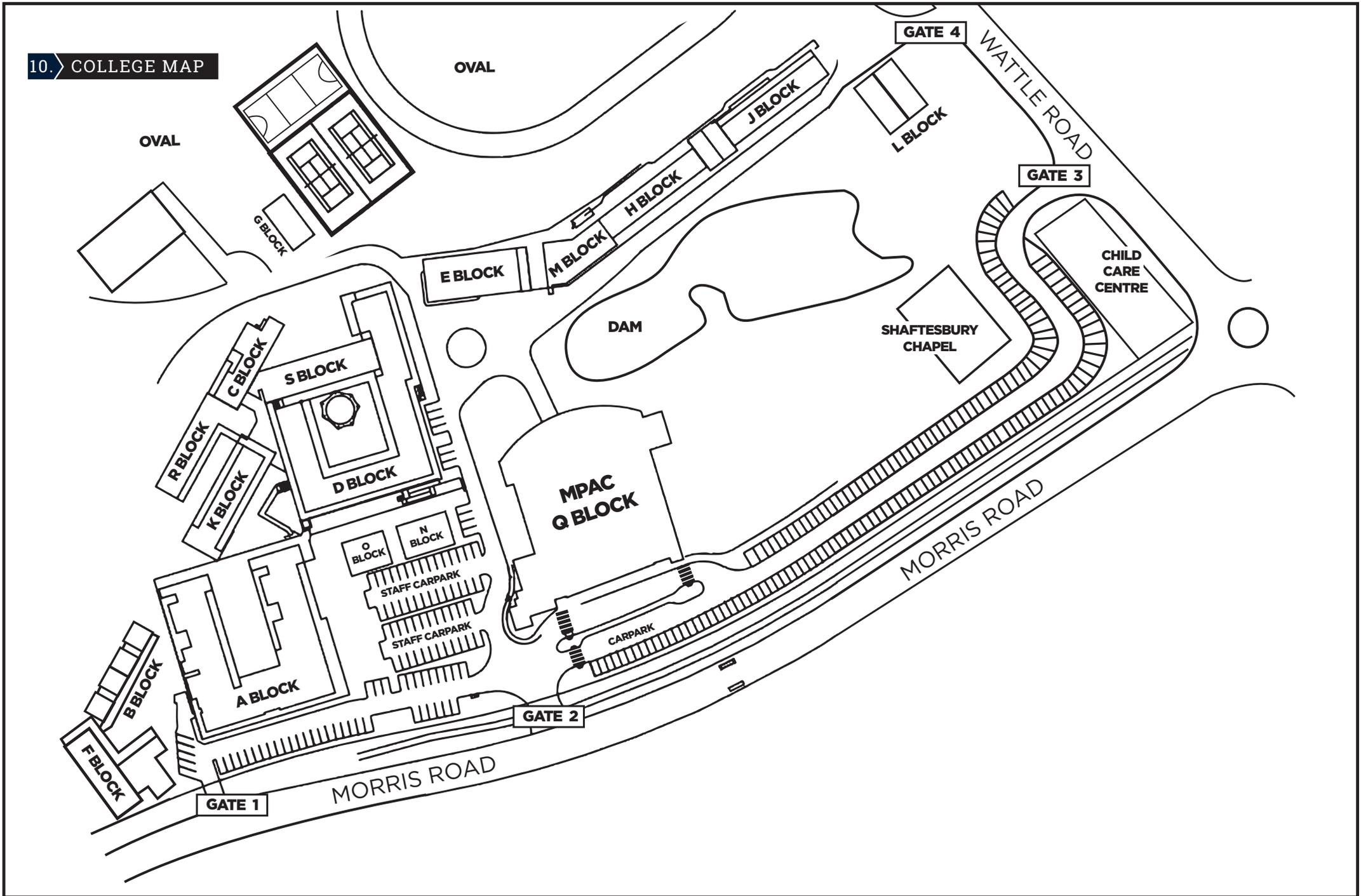
### NOVEMBER

Presentation Night	1
Year 7 Immunisation - Round 3	3
Music Cafe	3
Prep-12 New Student Orientation Evening	7
Year 12 Exam Block	8-15
Year 11 Drama Performance	9
Prep 2018 Cohort Orientation for students	9
Year 12 Graduation	15
Year 9 Drama Performance Alice in Wonderland	16
Year 12 Formal & Year 12 Last Day	17
Year 6 Graduation	20
Year 11 Exam Block	20-24
Year 6 into 7 Gala Day	21
Year 7 (2018) Parent Information Evening	21
Prep's Last Day - Graduation	23
<b>Last Day Years 1-11 Mega Chapel 1:45pm</b>	<b>24</b>
Pupil Free Week	27-1

### JANUARY 2018

Pupil Free	15-19
Academic Year Commences	22
Australia Day Public Holiday	27

10 COLLEGE MAP





# Knowledge and Obedience in Christ 1 John 2:3

---

**ADDRESS** 75 Morris Road, Rothwell, QLD, 4022 **PHONE** (07) 3897 2990 **FAX** (07) 3204 0404  
**EMAIL** [admin@mueller.qld.edu.au](mailto:admin@mueller.qld.edu.au) **WEBSITE** [www.mueller.qld.edu.au](http://www.mueller.qld.edu.au)



CHRISTIAN EDUCATION FROM PREP TO YEAR 12  
MUELLER COLLEGE LIMITED ABN: 48 011 019 113 CRICOS: 01095B