MUELLER COLLEGE
75 Morris Road, Rothwell, Q 4022
Phone (07) 3897 2990                Fax (07) 3204 0404

COLLEGE DIRECTORS
Mr R L Heazlewood, MSc, BSc. (Hons), MRACI (Exec.Dir.)
Dr M D Heazlewood, MB, BS, MA, DipPM, ThL, FRACGP
Dr V J Heazlewood, MB, BS, (Hons), FRACP
Mr L G Miller, MSc, BAppSc, DipEd.
Mr W R Lowe, DipTh.

PRIMARY SCHOOL

PRINCIPAL (PRIMARY)
Mr P Valese, BA (Asian Studies) DipEd, GradCertAppLing

EDUCATION CONSULTANT
Miss A E Kielly, MEd. (Christ.Ed.) BEd, DipT., CertT.

ASSISTANT PRINCIPAL (PRIMARY)
Mrs C Winwood, BEd, DipT.

EARLY YEARS CO-ORDINATOR
Mrs J Kapinga, DipT.

MUELLER COLLEGE EARLY LEARNING CENTRE
Miss S Coulson, BEd, DipTeach(E.C.)

SECONDARY SCHOOL

PRINCIPAL (SECONDARY)
Mr C R Krueger, MEd, BEd, DipT, GradDipEdAdmin.
CertMechEngin, MIIA(Aust),MACEA

DEAN OF STUDIES (SECONDARY)
Mr N Jacob, MSc (Hons) BSc, DipEd.
DEAN OF STUDENTS (SECONDARY)
Mr L G Miller, MSc, BAppSc, DipEd.

SECONDARY HEADS OF DEPARTMENT

MATHS/SCIENCE
Mr R Everitt, MSc, BA, DipEd.

ENGLISH/HUMANITIES
Mr W Gilliver, BD, BA, GradDipMin, DipEd.

PRACTICAL ARTS
Mr T Langford, BAppSc, (HMS-Ed)

LOTE/CHINA MISSIONS/INTERNATIONAL STUDENTS
Mr P Valese, BA (Asian Studies) DipEd, GradCertAppLing

DIRECTOR OF MUSIC
Mr R Yusupov, BMusic, BEd.

LEARNING SUPPORT
Mrs C Moller, BEd, MEd.

CAREERS GUIDANCE COUNSELLOR/VET CO-ORDINATOR
Mr G Nowell, Qual Print (TAFE); DipArt (TAFE); BAdVocTeach; MCA

GUIDANCE AND SCHOOL COUNSELLOR
Ms C Malengret, BEd, GradDip (Counselling)

SUPPORT SERVICES

WORKPLACE HEALTH AND SAFETY OFFICER
Mr L Heazlewood, BSc, DipEd, DipEngin(C.S.), GradOIEAust, AACS

CHIEF FINANCIAL OFFICER
Mr T Tang, BCom, FCA, FCPA, FTIA
TECHNOLOGIES MANAGER
Mr A Kuhl
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Mueller College has been developed as a ministry of the Mueller Community Church. It is a part of the church vision to become more effective in outreach and service to the local community and further afield in global evangelism.

COLLEGE MISSION STATEMENT
The aim of Mueller College is to prepare its students for life in the world and eternity by applying Biblical principles through excellent education and exemplary Christian living.

GOALS AND OBJECTIVES:
• 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 which 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.

COLLEGE ADMINISTRATION
The Management Committee consists of a minimum of five persons which includes at least one Church Elder and the Primary and Secondary School Principals. Its primary function is to:
• promote Christian education
• be responsible for financial management
• develop and maintain facilities and resources
• employ teaching personnel
• manage the College consistent with the aims and purposes of the church

The Executive Director, as Chairman of the Management Committee welcomes any enquiries regarding the Mission Statement, Goals and Objectives, and College Administration.
The Principals are responsible for:
- the welfare of all students and staff,
- the smooth and efficient school operation,
- enrolments and continuing attendance,
- ensuring educational programs, resources and facilities are appropriate and adequate,
- ensuring professional development and support of staff is consistent and ongoing,
- providing open communication for the whole College community,
- advising the College Management Committee and the Faith and Action Association.

Appointments to discuss day to day affairs of the College with the Principals, should be made through the College office (3897 2990).

FAITH & ACTION – PARENT ASSOCIATION

The Faith and Action Association consists of interested parents who meet monthly to determine school needs and take appropriate action. All parents are encouraged to attend.

CHAPLAINCY SERVICES

In keeping with the Mueller College mission statement the aim of the College is to prepare students for life in the world and eternity by applying Biblical principles through excellent education and exemplary Christian living. Chaplaincy services seek to facilitate this aim and provide effective counsel and support to students and families open to such support.

Chaplains at Mueller College operate in both the Primary and Secondary schools. Each sub-school has a dedicated chaplain, specifically focusing on the needs of the students at their stage of schooling. Chaplaincy services are voluntary, with students able to freely approach a chaplain at any time.

COLLEGE FACILITIES

Mueller 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. A substantial building program has been implemented to provide the necessary facilities for our school population.

There is a tax deductible Mueller College Building Fund and Mueller College Library Fund. Families are encouraged to donate to either or both of these funds. A suggested family contribution is $300 per year to either fund. Cheques should be made payable to the particular fund.

COLLEGE POLICIES

Mueller College is strongly committed to the care and well-being of students and staff and maintains Policies on many issues, including Child Protection, Bullying and Harassment, Emergency Procedures, Crisis Care and Counselling, Drugs, Workplace Health and Safety and Privacy. Policies may be accessed by contacting the Principals or the Workplace Health and Safety Officer or the College website at www.mueller.qld.edu.au.
The interests of the students are best served when home and school are united in their approach. Parents are therefore required to support the Policies and Guidelines of the College, including matters of discipline, attendance, completion of prescribed homework, assessment items and the correct wearing of school uniforms. Reference should be made to other sections in this Parent Handbook for further details on policies, guidelines, codes of behaviour, dress etc. These may be varied at any time by announcement at school assembly and publication in the school’s newsletter or through daily notices to students.

CHILD PROTECTION POLICY

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 the children within our College will always be a primary consideration.

We expect our students to show respect to our staff and volunteers and to comply with safe practices and we expect all employees to 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.

What does the College mean by harm?

Recent Queensland legislation defines harm as:

- Any detrimental effect of a significant nature on the child’s physical, psychological or emotional wellbeing. It is immaterial how the harm is caused. Harm can be caused by:
  - Physical, psychological or emotional abuse or neglect;
  - Sexual abuse or exploitation; or
  - Domestic or family violence.

How does the College protect students from harm?

The College has a comprehensive Child Protection Policy, which covers the actions to be taken if a member of staff or a parent of the College becomes aware or reasonably suspects that harm has been done to a student of the College by a member of staff, people outside the College or by other students.

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 a Principal, other senior administrator, or to any other College staff member.

What will happen next?
If you report your concerns to a member of staff other than the Principal, the member of staff will report it to the Principal immediately, or if the subject of the complaint is the Principal then the member of staff will report to the Chairman of the College Management Committee.
What will the Principal or the Chairman of the College Management Committee do?
If the Principal or Chairman of the Management Committee receives a report of harm or suspected harm to a student of the College and he/she becomes aware of the harm having been caused or reasonably suspects the harm to have been caused, then 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.

What happens about confidentiality?
Your report will be treated in a confidential manner and with respect. Knowledge of it will be limited to the Principal and those directly involved. The Chairman of the College Management Committee may also need to be informed. It is the College’s policy that confidentiality between the College and parents will be respected as much as possible and any concerns raised by parents will not rebound adversely on their children.

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.

Any action, which needed to be taken under staff disciplinary procedures as a result of an allegation not requiring police intervention, would be handled confidentially within the College.

How will the College help my child?
The Principal will ensure that the following things are done to reduce the chance of harm occurring:

• Ensure that each staff member understands and fulfils their obligations under this Policy and the Policy for reporting abuse.
• Ensure that there is an acceptable reference for each staff member engaged since the commencement of this protocol, from his or her previous employer.
• Ensure that each staff member (who is not a teacher) and volunteer (who is not a school parent) who has contact with children has a current positive suitability notice issued by the Commissioner for Children and Young People and Child Guardian.

If the Principal receives a report of harm to your child, he/she 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.
What should I do if I require more information?
The College’s complete Child Protection Policy is available at the school administration. Parents and students may have access to this policy at any time. You may also make an appointment to discuss the policy with the Principal if you wish to clarify any matters.

BULLYING PREVENTION POLICY
By definition bullying is repeated oppression, psychological or physical, of a less powerful person or group by a more powerful person or group of persons. It may be manifested in many ways e.g. harassment (verbal, sexual or psychological), victimisation, alienation, coercion, intimidation, exclusion, ostracism, discrimination.

In any form, bullying is not acceptable behaviour and results in hurt, fear, loss of self-esteem and decreased social effectiveness for the victim. Within the context of Mueller College bullying is entirely contrary to the ideals of the school. In accordance with the school’s Mission statement therefore this policy seeks to:

- develop in students respect and concern for others, of all races and creeds;
- develop in students an understanding that they must take responsibility for their own behaviour;
- develop in students critical and effective thinking and problem solving skills;
- develop in students life skills related to healthy life styles; and
- develop an environment that nurtures and promotes student self-esteem and self confidence.

Implementation
The following steps are a guide to dealing with reports of bullying.
1. If bullying is suspected or reported, the incident should be dealt with immediately by the member of staff who has been approached, to ensure the student’s safety. It is never acceptable to turn a blind eye to bullying.
2. A clear account of the incident should be recorded and given to the Principal or delegate.
3. The Principal or delegate will then work through the school’s Bullying Prevention Policy.

Students
Students who have been bullied will be supported by:
- offering an immediate opportunity to discuss the experience with a member of staff of their choice;
- reassuring the student;
- offering continuous support; and
- providing encouragement to form and maintain friendships with non-bullying students.

Students who have bullied will be helped by:
- discussing what happened;
- 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.

Within the curriculum the school will raise the awareness of the nature of bullying through inclusion in assemblies and subject areas, in an attempt to eradicate such behaviour.

SUN PROTECTION POLICY
The College is a Sun Smart Accredited School. All students are required to wear suitable sun protective hats (as per section on School 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.

COURSES OF STUDY
Primary
Our Primary syllabus meets all requirements of Education Queensland and includes the core subjects of English, Mathematics, Science, Studies of Society and the Environment, Health and Physical Education, Music, Art, Technology, and Chinese. Students in Years P/1/2 are involved in a Motor Program for several weeks each term. The students in Years 3/4/5/6 will commence a regular fitness program for several weeks each term also. Swimming is taught in Terms 1 and 4 of each year.

Subjects have been written to be consistent with the Word of God. Students are involved in daily Christian Studies. This includes the teaching of Godly values and attitudes which are in line with the values espoused by our National Safe Schools Framework.

All students are expected to take part in all aspects of the program provided.

Assessment is of an on-going nature for all primary grades. There are times towards the end of terms when whole year level testing may occur, especially in the upper primary grades. A parent information evening is held in the first few weeks of Term 1. Parent/teacher interviews are arranged at the beginning of Term 2 and the middle of Term 3. Reports to parents are sent home at the end of Term 2 and Term 4.

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.

Generally, Year 7 students will have a home teacher for Devotions, English, Mathematics and Social Studies. Specialist teachers will take Science, Art, Music, Chinese, Health/Physical Education and Computer Studies and Biblical Studies.
Years 8 and 9 will follow the normal curriculum for these years, but will meet with Year 7 for Sport, Swimming and Athletic carnivals, Parade and Chapel. Each term there will be some inter-school competition with local schools. Middle School students wear the Secondary School uniform but with distinguishing socks and ties. Year 7 students wear the Secondary sport shirt (Red Polo Shirt).

**Year 8**
In harmony with the College philosophy and to provide children with a broad range of learning experiences, the following subjects are offered.

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<td>Computer Literacy</td>
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<tr>
<td>English</td>
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<td>Graphics</td>
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<td>Health and Physical Education</td>
<td>Music</td>
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<tr>
<td>Home Economics</td>
<td>Science</td>
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These subjects are consistent with the requirements of Education Queensland and the National Curriculum requirements. Special classes and curriculum are provided for students who require extra help in English, Maths, Science or SOSE.

**NOTE:** Students experiencing difficulty with English may be exempted from another subject to attend the Learning Support Unit for additional English.

**Year 9**
Students in Year 9 study nine subjects. All students will study a common core of English, Mathematics, Science, at least one Social Science (History, Geography, or Civics), Biblical Studies, as well as FOUR subjects from the following list:

<table>
<thead>
<tr>
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<tr>
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<td>Home Economics</td>
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<tr>
<td>Business Studies</td>
<td>Industrial Technology</td>
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<td>Computer Studies</td>
<td>Chinese</td>
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<tr>
<td>Drama</td>
<td>Music</td>
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<td>Graphics</td>
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Year 10

Students in Year 10 will study six subjects in preparation for the Senior Studies of Years 11 and 12. All students will study a common core of English, Mathematics, Science and Biblical Studies, as well as THREE elective subjects.

Senior Secondary
Years 11 and 12

Students will be required to study six subjects, with English being the only compulsory subject. Biblical Studies 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:

Authority Subjects

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<tr>
<td>Ancient History</td>
<td>Health and Physical Education</td>
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<tr>
<td>Art</td>
<td>Legal Studies</td>
</tr>
<tr>
<td>Biology</td>
<td>Mathematics A</td>
</tr>
<tr>
<td>Business Communication Technology</td>
<td>Mathematics B</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Mathematics C</td>
</tr>
<tr>
<td>Chinese</td>
<td>Modern History</td>
</tr>
<tr>
<td>Drama</td>
<td>Multi-Strand Science</td>
</tr>
<tr>
<td>English as a Second Language</td>
<td>Music</td>
</tr>
<tr>
<td>Geography</td>
<td>Music Extension</td>
</tr>
<tr>
<td>Graphics</td>
<td>Physics</td>
</tr>
<tr>
<td>Home Economics</td>
<td>Technology Studies</td>
</tr>
<tr>
<td>English Extension</td>
<td>Aerospace Studies</td>
</tr>
</tbody>
</table>

Authority Registered Subjects

<p>| Communication English                |
| Computer Studies                    |
| Creative Arts                       |</p>
<table>
<thead>
<tr>
<th>Hospitality Practices</th>
</tr>
</thead>
<tbody>
<tr>
<td>Industrial Technology</td>
</tr>
<tr>
<td>Leisure and Recreational Studies</td>
</tr>
<tr>
<td>Certificate III in Christian Ministry and Theology</td>
</tr>
<tr>
<td>Pre-Vocational Maths</td>
</tr>
<tr>
<td>Information Communication and Technology Studies</td>
</tr>
</tbody>
</table>

**Vocational Education Subjects and Traineeships**

Vocational Education Subjects/Traineeships will be offered in some subject areas and may involve industry placement. Offerings will be confirmed by an interview with the Careers Guidance Counsellor.

**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). The Principal reserves the right to cancel any subject due to insufficient numbers to make a viable class size.

**Courses Approved by Queensland Studies Authority**

Courses of study are approved by the Queensland Studies Authority (QSA). The Principal reserves the right to cancel any subject due to financial constraints, teacher unavailability or lack of participants in the subject.

**Subject Changes**

If a subject change becomes necessary, this will need to be effected within the first three weeks of the semester. This requires consultation with the relevant teachers, guidance counsellor, the parents and administration. A written request is required from the parent or guardian to consider the change. The school will provide the appropriate form to facilitate changes to subjects.

**ASSESSMENT AND REPORTING**

Assessment is on-going and regular, with Parent/Teacher interviews planned at various stages of the year. (See calendar on pages 31 and 32). Formal written reports will be issued at the end of each Semester and will provide a summary of the progress of the student. Informal reporting will occur throughout the year through comments and suggestions on assignments, projects or homework. Parents are encouraged to communicate with class teachers if there are concerns or problems. Communication between parents and teachers can be greatly enhanced by the use of email.

**HOMEWORK AND ASSIGNMENTS**

All 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:

<table>
<thead>
<tr>
<th>Prep School</th>
<th>No homework</th>
</tr>
</thead>
</table>


### Homework

All Primary children are expected to learn memory verses, review tables and spelling and read aloud to parents.

Homework should not be seen as an imposition on families. If there are any problems associated with this activity, please contact your class/subject teacher. Failure to adequately complete homework tasks by children in Years 7 to 12 will adversely affect their final results. Parents will be contacted in the event of continued failure by their children to complete homework tasks. Parents are expected to monitor homework by regularly viewing and signing your child’s student Diary.

#### Tutorial Service

Teachers of secondary students offer tutorials in some subjects during lunch breaks and also after school hours, by arrangement.

### WORK EXPERIENCE/WORK PLACEMENT

Students in Year 10 are involved in work experience. This involves working in industry or specialised locations outside the school. Unless there are no other alternatives, generally, 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.

### EXCURSIONS / CAMPS

Mueller College is committed to the provision of educationally valid excursions – including camps, as part of the school curriculum. 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.

### GENERAL INFORMATION

#### SCHOOL CAPTAINS, PREFECTS AND STUDENT LEADERS

Student leaders will be selected from each year level, Year 6 to Year 12. Students will be nominated for these positions and will be selected according to the leadership qualities, behaviour, attitude and modelling of outstanding attributes. They will have various responsibilities and duties and their main role will be to encourage other students in the school to give of their best. School Captains and Prefects will be chosen from student leaders at the end of Year 11. Their role will be to mentor and assist the student leaders within the School, as well as accepting responsibilities for various events and functions.

<table>
<thead>
<tr>
<th>Year</th>
<th>Hours Per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-4</td>
<td>Up to an hour</td>
</tr>
<tr>
<td>5-6</td>
<td>Up to 2 hours</td>
</tr>
<tr>
<td>7</td>
<td>Up to 3-4 hours</td>
</tr>
<tr>
<td>8-9</td>
<td>Up to five hours</td>
</tr>
<tr>
<td>10-12</td>
<td>Vary per subject</td>
</tr>
</tbody>
</table>
CODE OF CONDUCT

- 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 school uniform in public.
- Standards of honesty, courtesy, modesty, moral purity in word, action and language are to be maintained.
- Students must remain in the grounds unless prior permission has been obtained from the Principal. Students must sign out when leaving before 3.10pm.
- Students are expected to wear their uniforms without additional adornments (e.g. jewellery, coloured socks).
- Only natural foundation, clear nail polish and lip balm are permitted.
- Boys’ hair. Faddish hairstyles, 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. Earrings, chains, and visible body piercing or tattoos are not permitted. One plain ring is acceptable.
- Hair should be of the student’s own natural hair colour. A plain colour just one shade different from the natural colour is acceptable – no foils or streaks allowed.
- Girls’ hair. 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 students’ own natural hair colour. A plain colour just one shade different from the natural colour is acceptable – no foils or streaks allowed. Girls with pierced ears may wear only one sleeper in each ear lobe and one dress ring only. Other visible body piercing is unacceptable.
- The Principals are the final arbiters with respect to appropriateness of all uniform requirements.
- 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 Principals, Deans, Coordinators or Assistant Principal 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.

DETENTIONS AND SUSPENSIONS

- Students who disrupt classes, breach school rules and/or display disrespectful behaviour will be placed on detention, under supervision. Such detentions may be at lunchtime, or from 3.10pm to 5.00pm, on Saturday mornings from 8.00am to 10.00am or in some cases 12 Noon.
- If a student continues to be placed on detention, he/she may be placed on an internal or external suspension for a period of time. Internal suspensions commence at 8.30am and conclude at 5.00pm.
• The school will endeavour to assist the student to respect the school behaviour code; however, failure to do so may result in exclusion.
• 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.
• Principals are the final arbiters on matters of behaviour management.
• In the event of exclusion from Mueller College, parents will forfeit their holding deposit.

COMMUNICATION
• It is our desire that regular communication between the College and home is considered to be of great importance.
• To accomplish this, weekly newsletters will be sent home.
• Parents are encouraged to contact the school for any information or general communication.
• The Principals may not always be available, so please telephone to make appointments.
• Teachers are only available for calls during non-teaching periods. Appointments must be made for interviews through the Office. Please remember teachers are better contacted during lunch hours or immediately after school. The use of email for communication is encouraged.
• Student absences must be explained by a note from parent/guardian.
• Please advise the College of change of address and/or personal details. This information is important, so parents can be contacted in the event of an accident, etc.

GRIEVANCE POLICY
Mueller College welcomes suggestions and comments from parents and takes seriously complaints and concerns that may be raised.
The College will endeavour to ensure that concerns are dealt with speedily and those who have raised them are kept informed about progress.
If a parent has a grievance concerning a student matter or the child’s teacher, in the first instance, please discuss the issue with the teacher. If the problem is not resolved then please contact the Principal.

ABSENCE FROM SCHOOL
Parents or guardians must telephone the school and leave a message (see number below) on the day the student is absent, giving a reason. On return to school the student should bring a note from the parent or guardian and give it to the form teacher during form class.
• **Primary** students’ absences must be reported by telephoning 3897 2793
• **Secondary** students’ absences must be reported by telephoning 3897 2792

It is very important for notes and Doctors’ certificates, where appropriate, to be supplied for absences involving Years 11 and 12 students as assessment consideration can be given in extenuating circumstances.

SICK STUDENTS
If students are sick it is advisable to keep them at home. Parents will be contacted by the school to collect students who exhibit signs of illness during the day.
FIRST AID
First Aid may be provided at school. In the cases of serious injury or illness parents will be requested to take students to a doctor or to hospital by ambulance if necessary. Where there is an emergency, the school will arrange for an ambulance to attend the scene, and if necessary the ambulance will take the student to hospital.

INFECTIOUS DISEASES

<table>
<thead>
<tr>
<th>ILLNESS</th>
<th>EXCLUSION PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Measles</td>
<td>At least 7 days from when rash appears</td>
</tr>
<tr>
<td>German Measles (Rubella)</td>
<td>At least 5 days from when rash appears</td>
</tr>
<tr>
<td>Chicken Pox</td>
<td>At least 7 days after last eruption when all blisters have crusted.</td>
</tr>
<tr>
<td>Mumps</td>
<td>At least 9 days after onset of swelling</td>
</tr>
<tr>
<td>Diarrhoea</td>
<td>At least 24 hours without symptoms</td>
</tr>
<tr>
<td>Vomiting</td>
<td>At least 24 hours without symptoms</td>
</tr>
<tr>
<td>Glandular Fever</td>
<td>Illness lasts 2-6 weeks (blood test to diagnose)</td>
</tr>
<tr>
<td>School Sores (Impetigo)</td>
<td>Sores must be completely covered.</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Very contagious. Characterised by red/sore/itchy/weeping eyes</td>
</tr>
</tbody>
</table>

Please be considerate of your child’s friends and teachers. These illnesses spread quickly and easily through whole classes and families. Parents should ensure their child/ren receives appropriate vaccinations.

MEDICATION
A “Student Medication Request Form” must be completed by a parent or person with legal responsibility for a student who requires medication to be administered during school time or who may require administration of emergency medication (eg. for a severe allergic condition). These forms are available from the school office. Only certain medications can be administered and must be authorised by the student’s medical practitioner. In certain cases students may self-administer medication (eg. asthma puffers) but the school should be notified of such requirements. Medication will only be administered by persons authorised by the Principal, typically office staff (primary) and teacher aides (secondary). Parents or guardians must advise the College of any changes in medication and if such a change occurs a new Student Medication Request Form is required.

LATE SLIPS AND EARLY DEPARTURES
• **Primary students** will report to Reception. They must collect a late slip and hand it to their class teacher. If a student is being taken home early, parents must complete the sign-out sheet at Reception.
• **Secondary students** must report to D25 (Teacher Aide Room) and sign in the late register. Teacher Aides will then adjust the roll. A late note will be given to the student from the
Teacher Aide’s office which must be given to the class teacher. Blank slips are available in the back of the Student’s Diary. Parents/guardians are required to provide the school with a legitimate reason for the student’s late arrival or early departure in writing. If a student is being taken home early, parents must sign secondary students out at D25.

WORKING BEES
Each school family is expected to participate in one working bee each year. The benefits to you from working bees are a sense of ownership and pride in the school’s appearance as a result of your personal efforts, an opportunity for fellowship with other families in the school community and a physical contribution that helps to minimise the cost of fees.

There are six working bees spread throughout the first three school terms – the last term is a particularly busy one for staff, students and parents alike. At the commencement of the school year you will be provided with a response slip to indicate your preferred working bee date or provide payment of a discounted levy of $35 in lieu of a working bee. At the end of third term invoices for the full $50 working bee levy will be issued by mail to those families who have not responded or fulfilled their working bee commitments. This money is directed back into the improvement of school facilities. Working Bees are administered by the Faith and Action Association.

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 the Office before leaving the school.

FRIENDSHIPS
Students are encouraged to make friends and be friendly to others. However, we have a “hands-off”, “lips-off” policy which precludes outward displays of affection between students while in attendance at school or travelling to and from school.

LOST AND FOUND
When property goes astray, or something is found that belongs to someone else, please check the lost property boxes, either:

• Near the Primary toilets (A Block courtyard), or
• The box outside D25 (Secondary).

MOBILE PHONES
Policy
1. All student mobile phones must be handed in to D25 (secondary) or Front Office/Primary Teacher (primary) at start of school day and collected at the end of the day.
2. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.
3. The school accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from school.
4. Phones should be clearly marked with the name of the owner.

Unacceptable Use
1. It should be noted that it is a criminal offence to use mobile phones to menace, harass or offend another person. Students who use their phones to engage in personal attacks, harass another person, or post private information about another person using SMS 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 Principal. Students should note that, in extreme cases, the school may consider it appropriate to involve the police.

2. Students found in possession of a mobile phone during school hours will face disciplinary action and confiscation of the phone.

3. Students should not phone parents or guardians requesting to go home or be picked up from school. Such requests should be made through the teacher aides in D25.

SOCIAL NETWORKING POLICY – Electronic Media

It is a condition of enrolment or continued enrolment at Mueller College that students adhere to the following boundaries in regard to computer use of social networking sites and electronic media:- Students must demonstrate respect to 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 person with perceived negative intent, or undermines the name and/or good work of the school.

Current social networking sites and digital media forms would include, but not be limited to:- Myspace, Facebook, email, Bebo, MSN, text messaging, all mobile content - all texting and mobile transmission of photos, as well as mobile platforms of social networking sites.

INTERNET SAFETY TIPS FOR PARENTS

Tips for parents for student use of e-mail and Internet at home.

Growing up with the Internet.

Children need parents and carers to teach them how to make smart choices about who and what they find online.

• Spend time online with your kids. Check out good sites together. The Internet can be a fun family activity!
• Help your kids use the Internet as an effective research tool – learn about handy homework tips for kids and also good searching ideas.
• Be aware of online stranger danger, particularly in chat rooms. Set house rules about what information your children can give out and where they can go online.
• Put the Internet computer in a public area of the home, such as the living room, rather than a child’s bedroom. It needs to be visible.
• 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 by it.
• 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, labels and safe zones.

REMEMBER: Children need parents and family members to help them become cybersmart.

Source: www.cybersmartkids.com.au

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 Teacher Aides in Room D25 or at the main office Reception. 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.

PORTABLE CD PLAYERS, IPODS, MP3’S AND MP4’S ETC.
Any electronic devices should not be brought to school and if found will be confiscated and returned at a later date.

TEXTBOOK HIRE
A textbook hire and stationery facility is available to all students. Textbook Hire encompasses students from Years 7 – 12. Whilst participation in the textbook hire and stationery scheme is not compulsory, we encourage all families to participate in both these facilities, as all profit is channelled back into providing additional school resources.

• For Year 7 students (Maths, Science and English texts only). The cost is $50 per year.
• For Years 8 to 9 students. The cost is $60 (textbooks only).
• For Years 10, 11 and 12 students. The cost is $70 (textbooks only).
• For Years 11 and 12 Graphics Calculator Hire is $50 per year per student (additional to Textbook Hire Fee).
• The Queensland Government provides additional support by paying a textbook allowance per student directly to Faith and Action.
BOOK LISTS AND STATIONERY
Years 1-12 book list requirements are also sold through Textbook Hire and Stationery (pencils, exercise books, etc.).

- Book lists are issued directly to students during fourth term and stationery items are packed for collection prior to school finishing or on designated dates in January.
- All stationery must be labelled with the student’s name.
- Opening Hours are Monday to Friday, 8.30am to 3.30pm and is situated in N2.
- Eftpos is available for payment.
- Phone 3897 2744, Fax 3897 2720 or email – k.nolan@mueller.qld.edu.au

Voluntary help is needed during peak season, October to March. Please apply by phone or in writing through the Secondary Principal.
BUS TRANSPORT

There is a Code of Conduct that applies for all students travelling by bus.

SAFE BUS BEHAVIOUR

Parents are asked to help reinforce our rules for children who catch buses:

<table>
<thead>
<tr>
<th>BEHAVIOUR</th>
<th>ACTIONS REQUIRED</th>
</tr>
</thead>
</table>
| Respect other people and property | • Treat other people and their possessions with respect.  
• Follow the teacher & driver’s directions without argument.  
• Do not cause damage to the bus in any way. |
| Wait for the bus in an orderly manner | • Wait well back from the bus (2m+) until it stops.  
• Stand quietly without calling out or shouting.  
• Do not push other people in the line. |
| Whilst on the bus, conduct yourself in an orderly manner | STUDENTS SHOULD:  
• Always follow instructions from the teacher/ driver about safety on the bus.  
• Sit properly on a seat if one is available (in an allocated seat if directed by the teacher/ driver).  
• Always wear a seat belt if bus fitted with seat belts.  
• Store bags under the seat or in appropriate luggage areas.  
• Speak quietly and not create unnecessary noise. |
| | STUDENTS SHOULD NOT:  
• Bully other students.  
• Place feet on the seat.  
• Fight, spit or use offensive language.  
• Throw any article around or from the bus.  
• Consume food or drink (except water).  
• Allow any part of their body to protrude out of the bus windows.  
• Stand forward of the front seat. |
| Use designated stops | • Get on and get off the bus at the correct designated stop. |
| When getting off the bus, do so in an orderly manner | • Wait until the bus stops before standing to get off.  
• Get off the bus in a quiet and orderly fashion.  
• When you get off the bus, take two (2) big steps away from the bus.  
• If an article is dropped under the bus DO NOT retrieve it.  
• **Never cross the road in front of or behind the bus; wait until the bus has moved away and it is safe to cross the road.** |
| In case of an emergency or a breakdown, follow the driver’s directions | • Wait until the bus stops before standing to get off.  
• Leave the bus in a quiet and orderly fashion.  
• Wait in the area indicated by the driver. |
Mueller College is serviced by two different external bus providers:

- **Hornibrook Bus Lines – Telephone 3284 1622**
  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.

- **College Bus Arrangements**
  Parents who live at Deception Bay, Narangba, Burpengary, Morayfield, and Caboolture may be catered for by the College buses.
  If parents wish their children to travel on any of the four Mueller College bus runs from these catchment areas, please contact the school office.

**STUDENT CAR DRIVING AND PARKING**

Student drivers must provide the Dean of Students with vehicle registration number and evidence of drivers licence. Any form of dangerous, erratic or attention-seeking driving will not be tolerated and parking privileges will be withdrawn from offenders.

Students who drive to school are asked to park their vehicles in Morris Road. However the internal roadway near the Childcare Centre may also be used. No student cars should park in the main car park located between the tuckshop and the Performing Arts Complex or in the basement of this building.

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 is required for taking other students in vehicles. To transport siblings to or from school, a driver must submit written approval from the parents.

In the case of students outside the family, written approvals must be submitted from the parents of both the driver and the student/s.

When driving within the college grounds, the 15 kph speed limit must be observed.

**CAR PARK AND 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).
SCHOOL CROSSING SAFETY
School Crossing Supervisors are employed by the Transport Department. The supervisors for Mueller College work the crossing in the mornings from 7:45am to 8:45am and in the afternoons 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 has placed 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 and the crossing becomes once again a simple pedestrian crossing.

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.

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. Once at school all bicycles must be locked in the bike racks provided.

STUDENT BANKING
Mueller College has a student banking facility with the Commonwealth Bank. Thursday is banking day.

• Primary classes have their own satchels in which are placed the students’ deposit books and money. The satchels are then taken to the main office for processing. They are then returned directly to the class teacher. Deposit books are returned to the students.
• Middle School and Secondary students can place their deposit books in the satchel in the Secondary Teacher Aide room in D25 and be collected from there in the afternoon.
• The commission from student banking is administered by the Faith and Action Committee and channelled back into the school community.
DAILY ROUTINE

Teachers are involved in fellowship meetings daily until 8.30am. Teacher supervision before this time is limited. School begins at 8.35am each day, the primary school finishes at 3.05pm and secondary classes at 3.10pm.

SUPERVISION OUTSIDE SCHOOL HOURS

Staff members are not rostered for duty until 8:00am each morning. Parents are discouraged from sending their children to school before this time. Staff members are also 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 OSHC staff (Outside School Hours Care).

MUELLER COLLEGE BELL TIMES

PREP / PRIMARY / MIDDLE / SENIOR SECONDARY

<table>
<thead>
<tr>
<th></th>
<th>PREP</th>
<th>PRIMARY</th>
<th>SECONDARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>START</td>
<td>8.45am</td>
<td>8.35am</td>
<td>8.30am</td>
</tr>
<tr>
<td>MORNING TEA</td>
<td>10.45 – 11.20am</td>
<td>10.45 – 11.20am</td>
<td>10.25 – 10.50am</td>
</tr>
<tr>
<td>LUNCH</td>
<td>12.55 – 1.30pm</td>
<td>12.55 – 1.30pm</td>
<td>12.50 – 1.40pm</td>
</tr>
<tr>
<td>FINISH</td>
<td>2.45pm</td>
<td>3.05pm</td>
<td>3.10pm</td>
</tr>
</tbody>
</table>
SCHOOL UNIFORM REQUIREMENTS
PREP, PRIMARY, MIDDLE, AND SENIOR SECONDARY

UNIFORM SHOP HOURS (“N” BLOCK)
Monday 8.15am - 9.30am
Tuesday 8.30am - 9.30am, 12.30pm - 1.30pm, 2.30pm - 4.00pm
Thursday 8.15am - 11.30am

ORDERS AND PAYMENT
Orders may be placed and collected at a later date, or alternatively, Lay-By is available. Payments may be made by cash, cheque, Eftpos or Credit Card. Cheques should be made payable to “Mueller Community Church Ladies Ministry”.

SECOND HAND UNIFORM POLICY
Uniforms being left for resale must be:
• washed, ironed and in good condition;
• clearly labelled with name and price and contact telephone number;
• listed on a signed “for sale” form available from the Uniform Shop.

A 20% charge applies to all items sold. GST applies to all new sales and commissions on second-hand goods.

UNIFORM SHOP INFORMATION
Prep, Primary, Middle and Senior Secondary School

FORMAL UNIFORM
Formal Uniform must be worn on all days except specified Sports Days when it is replaced with the Sports Uniform. Primary Girls may wear Navy Bike Pants under the formal dress for modesty or warmth.

FORMAL HATS are to be worn with formal uniform by all students in Years 7-12 at all times when out of class.

SHOES Plain Black, leather, flat-soled lace-up school shoes are part of the formal school uniform. Thick-soled or platform shoes or buckled shoes are not permitted, due to workplace health and safety requirements. Velcro and “skate” shoes not acceptable.

SOCKS
** All Socks must be purchased from the Uniform Shop (see Uniform Requirements).

SPORTS UNIFORM - Students must wear hats and sunscreen for all outdoor sports and bathing caps for swimming. The wearing of sunglasses is encouraged and these are available from the Uniform Shop. While House shirts are worn on other specific days, we ask that parents please check students’ timetables to confirm days of wear.

ADDITIONAL ITEMS - All uniform items, (except shoes) are available from the Uniform Shop as well as a range of School accessories, Band, Choir and Orchestra Uniforms, including assorted Spartan navy school bags with 12 months’ warranty and Swimming bags in assorted colours, Bathing Caps and Sunglasses.
# PREP AND PRIMARY REQUIREMENTS

## PREP UNIFORM

<table>
<thead>
<tr>
<th>BOYS</th>
<th>GIRLS</th>
<th>Winter Additions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prep/Primary Polo</td>
<td>Prep/Primary Polo</td>
<td>Navy Fleecy Sloppy Jo</td>
</tr>
<tr>
<td>Navy Boys Shorts with Logo</td>
<td>Navy Girls Shorts with Logo</td>
<td>Cardigan</td>
</tr>
<tr>
<td>Prep/Primary Mueller Hat</td>
<td>Prep/Primary Mueller Hat</td>
<td>Track Pants</td>
</tr>
<tr>
<td>Dark Sandals</td>
<td>Dark Sandals</td>
<td>White Sport Shoes/White Socks</td>
</tr>
</tbody>
</table>

## PRIMARY UNIFORM

### Boys - Years 1-6

<table>
<thead>
<tr>
<th>Formal Uniform</th>
<th>Sports Uniform</th>
<th>Winter Additions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check Shirt</td>
<td>Primary Polo</td>
<td>Navy Fleecy Sloppy Jo</td>
</tr>
<tr>
<td>Navy Shorts with Logo</td>
<td>Navy Shorts with Logo (same as formal)</td>
<td>Cardigan</td>
</tr>
<tr>
<td>Navy Mueller Hat</td>
<td>Hat (same as formal)</td>
<td>Track Pants</td>
</tr>
<tr>
<td>Plain Black Lace Up Shoes</td>
<td>White Shoes</td>
<td></td>
</tr>
<tr>
<td>Mueller Socks **</td>
<td>Mueller Socks **</td>
<td></td>
</tr>
</tbody>
</table>

### Girls - Years 1-6

<table>
<thead>
<tr>
<th>Formal Uniform</th>
<th>Sports Uniform</th>
<th>Winter Additions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check Dress (knee length)</td>
<td>Primary Polo</td>
<td>Navy Fleece Sloppy Jo</td>
</tr>
<tr>
<td>Navy Mueller Hat</td>
<td>Navy Girls Shorts with Logo</td>
<td>Cardigan</td>
</tr>
<tr>
<td>Plain Black Lace Up Shoes</td>
<td>Hat (same as formal)</td>
<td>Track Pants or</td>
</tr>
<tr>
<td>Mueller Socks **</td>
<td>White Shoes</td>
<td>Navy Tights</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mueller Socks **</td>
</tr>
</tbody>
</table>
## MIDDLE AND SENIOR SECONDARY SCHOOL REQUIREMENTS

### BOYS - MIDDLE & SECONDARY SCHOOL

<table>
<thead>
<tr>
<th>Formal Uniform</th>
<th>Sports Uniform</th>
<th>Winter Uniform (Terms 2 &amp; 3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue &amp; White Striped Shirt</td>
<td>Red Polo Shirt and House Shirt</td>
<td>Navy Trousers – Optional</td>
</tr>
<tr>
<td>Navy Dress Shorts/Trousers</td>
<td>Navy Sports Shorts</td>
<td>Mid Boys' Tie (Years 7 – 9) Snr Boys' Tie (Years 10-12)</td>
</tr>
<tr>
<td>Plain Black Belt (purchased from Uniform Shop)</td>
<td>Mueller Sports Socks</td>
<td>Navy Jumpers or Microfibre Sports Jackets may be worn with either Formal or Sports Uniforms</td>
</tr>
<tr>
<td>Mid Boys Socks - Years 7-9</td>
<td>Navy Jumper or Microfibre Jacket may be worn with either Sports or Formal Uniform</td>
<td></td>
</tr>
<tr>
<td>Snr Boys Socks - Years 10-12</td>
<td>Mid Tie - Yr 7 – 9 Snr Tie - Yr 10 – 12</td>
<td>MicrofibreTrack Pants (Sports Days only)</td>
</tr>
<tr>
<td>Plain Black Leather Lace up Shoes</td>
<td>White Sports Shoes</td>
<td></td>
</tr>
<tr>
<td>Formal Hat</td>
<td>Navy Cap</td>
<td>Blazers (Optional)</td>
</tr>
</tbody>
</table>

### GIRLS - MIDDLE & SECONDARY SCHOOL

<table>
<thead>
<tr>
<th>Formal Uniform</th>
<th>Sports Uniform (Sports Day Only)</th>
<th>Winter Uniform (Terms 2 &amp; 3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue &amp; White Striped Blouse</td>
<td>Red Polo Shirt and House Shirt</td>
<td>Navy Stockings – Optional (No Knee-Hi allowed)</td>
</tr>
<tr>
<td>Navy calf length Skirt</td>
<td>Sports Shorts with logo</td>
<td>Navy Jumper or Microfibre Jacket may be worn with either Sports or Formal Uniform</td>
</tr>
<tr>
<td>Mid Tie - Yr 7 – 9 Snr Tie - Yr 10 – 12</td>
<td>Mueller Sports Socks</td>
<td>MicrofibreTrack Pants (Sports Days only)</td>
</tr>
<tr>
<td>Mid Socks - Years 7 - 9</td>
<td>White Sports Shoes</td>
<td></td>
</tr>
<tr>
<td>Snr Socks - Years 10–12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plain Black Leather Lace up Shoes</td>
<td>Navy Cap</td>
<td>Blazers (optional)</td>
</tr>
<tr>
<td>Formal Hat</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PROCEDURE FOR TUCKSHOP

The Tuckshop is open five days a week, from 8.30 am till 1.30 pm. Parents are encouraged to join our voluntary workers who make this service available for students (Lunch is provided for workers).

All Primary Orders Are To Be Placed On Bags. Method of Ordering Follows:

Please Note:
When printed bags are not used, please add 5 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. All prices are subject to price rise without notice. If insufficient money is tendered, a substitute will be placed in the order.

NO OTHER CREDIT WILL BE GIVEN.

Thank you for your co-operation. We welcome all help and any suggestions can be directed in writing to the Tuckshop Convenor.

NO CREDIT WILL BE GIVEN TO SECONDARY STUDENTS (YEARS 7 - 12).

Method of Ordering
All orders are to be placed in Tuckshop box in classroom each morning BEFORE 9.00am. ALL FOOD MUST BE ORDERED. PLEASE USE A SEPARATE BAG FOR BIG AND LITTLE LUNCH. Please write orders on each bag and place money inside the bag, stating amount of money enclosed and how much change is required. Fold bag over several times. DO NOT STAPLE OR TAPE BAGS. If one amount of money is enclosed for both big and little lunch, please put money in main bag and state on bag that it is for both meals.

Little Lunch
Little lunch is done by bag ordering only (Years 1-6). These orders require only one bag whether for hot and/or cold food.
ALL HOT FOOD MUST BE ORDERED IN THE MORNING as we cook only what is ordered. Over the counter service is available from 12.40pm for snacks, drinks, ice blocks etc. If drinks are ordered children are to bring the order bag back to the Tuckshop counter to collect them - drinks or ice blocks.

Primary school children are not permitted to go to the Tuckshop. They are to order their little lunch and big lunch on bags prior to morning tea.
TUCKSHOP IS NOT AVAILABLE FOR PREP CHILDREN.
VOLUNTEERS ARE URGENTLY NEEDED. PLEASE COME ALONG AND ENJOY MEETING NEW MUMS AND DADS. VOLUNTEERS DO NOT NEED TO HANDLE CASH.
MUeller College Tuition Fees – 2010

<table>
<thead>
<tr>
<th>YEAR LEVEL</th>
<th>TUITION FEES # Per Term</th>
<th>TUITION FEES # Per Annum</th>
<th>ANCILLARY FEES (Per Annum) (Charged in Term 1 only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PREP SCHOOL</td>
<td>$610.00</td>
<td>$2440.00</td>
<td>$230.20</td>
</tr>
<tr>
<td>YEAR 1</td>
<td>$610.00</td>
<td>$2440.00</td>
<td>$230.20</td>
</tr>
<tr>
<td>YEAR 2</td>
<td>$610.00</td>
<td>$2440.00</td>
<td>$260.20</td>
</tr>
<tr>
<td>YEAR 3</td>
<td>$610.00</td>
<td>$2440.00</td>
<td>$280.20</td>
</tr>
<tr>
<td>YEAR 4</td>
<td>$610.00</td>
<td>$2440.00</td>
<td>$304.20</td>
</tr>
<tr>
<td>YEAR 5</td>
<td>$610.00</td>
<td>$2440.00</td>
<td>$324.20</td>
</tr>
<tr>
<td>YEAR 6</td>
<td>$610.00</td>
<td>$2440.00</td>
<td>$315.20</td>
</tr>
<tr>
<td>YEAR 7</td>
<td>$720.00</td>
<td>$2880.00</td>
<td>$338.20</td>
</tr>
<tr>
<td>YEAR 8</td>
<td>$980.00</td>
<td>$3920.00</td>
<td>$318.20</td>
</tr>
<tr>
<td>YEAR 9</td>
<td>$980.00</td>
<td>$3920.00</td>
<td>$338.20</td>
</tr>
<tr>
<td>YEAR 10</td>
<td>$980.00</td>
<td>$3920.00</td>
<td>$318.20</td>
</tr>
<tr>
<td>YEARS 11 – 12</td>
<td>$1090.00</td>
<td>$4360.00</td>
<td>$353.20</td>
</tr>
</tbody>
</table>

Please Note:

# The college reserves the right to change or vary the tuition fees in its sole discretion and at any time.

Note: GST applies to some of the ancillary fees.

Other LEVIES

Subject Levies - In Years 7 to 12 there will be subject levies applied. These will be calculated for each student and charged to accounts with tuition fees.

Bus Levies - Bus Levies are charged by the term.

Instrumental Music - A charge will be made for Tuition and/or Instrument Hire where applicable.

Queensland School of Distance Education Levies will be required when students choose to study through this institution.

Camp Fees - Camp Fees are generally not covered by school fees and need to be paid for separately. They must be paid in full prior to the event, unless special arrangements have been made.
NOTES:
1. The following discount on net General Tuition Fees ONLY applies if fees for the full year are paid by 19th February, 2010, i.e. If paid by Cash/Cheque/Eftpos/ BPay - 5%
   If paid by Credit Card - 3%
2. Reduced fees per student are available where more than one student per family attends the College in Prep, Primary or Secondary school.
   - 2 students 10% reduction Tuition Fees Only
   - 3 students 15% reduction Tuition Fees Only
   - 4 students 20% reduction Tuition Fees only
   Special rates apply where there are more than 4 children per family attending the College. (Please contact the Accounts Manager if appropriate).

Fees are payable **within 21 days of issue of invoices** at the commencement of each term unless prior arrangements have been made with the Accounts Manager. Arrangements can be made for payment by instalment and/or bank transfer if necessary. Please request an interview to have a schedule prepared.

Our preferred methods of payment are by:
- BPAY
- Direct debit to your bank account or
- EFTPOS (at the front office or by telephone).

3. It is our general policy that children should not be prevented from having a Christian education due to financial circumstances. Should parents experience difficulty with these fees, they must discuss the matter with the Accounts Manager. Any concessions granted will apply to that year’s fees only. However, **all families will be expected to make a commitment to regular payment of fees.** In any new school year, an appointment must be made at the beginning of the year to discuss the current position regarding payment of fees. Application for fee concessions will require disclosure of certain family financial details. This information will be handled with strict confidentiality.

4. The operation of a fees account with the College is a time-consuming and costly service. If any account remains outstanding without communication with our Accounts Manager, then we reserve the right to close the account with fees required to be paid by cash in advance. In the event of any account balance being outstanding at the end of the calendar year the College reserves the right to make a **service charge** amounting to 10% of the outstanding balance against the account.

5. **Ancillary Fees** include such items as Excursions, Paper, General Administration, School Yearbook, Sports Levy, Student Insurance and School Diary (as applicable). No rebates are available in regard to these costs. Ancillary fees include GST where applicable, but do not include costs of school camps.

6. Notification of withdrawal from the School must be in writing, giving one full term’s notice. **Otherwise, one term’s fees are payable in lieu of notice.**

7. Exclusion of students from the College will entitle parents to have the fees owing adjusted up to the date of exclusion. However, the holding deposit is forfeited in these circumstances.
8. Fees for Overseas students may be obtained by enquiry from the Accounts Manager.
**CALENDAR – 2010**

*(When booking family holidays please reconfirm school dates with the office)*

The calendar was accurate at the time of printing, but the College reserves the right to change or vary dates and to add further items to the calendar as circumstances may require.

### JANUARY
25 Pupil Free Day  
26 Australia Day Holiday  
27 **All students attend – Years 1-12 at 8.30am – Opening Chapel, Parents welcome**  
27 Prep A students commence  
28 Prep B students commence  
29 All Prep students commence

### FEBRUARY
7 Mueller College Staff Commissioning Service  
8 Faith and Action Meeting  
9 Secondary Twilight Swimming Carnival – Deception Bay Pool  
10 Primary Parent Information Evening  
12-14 Secondary Sports Camp  
19-21 Music/Art Camp  
22 Prayer Afternoon  
Primary Swimming Carnival (date to be advised)

### MARCH
1 Years 11 and 12 Assessment Information Evening (QSA)  
8 Faith and Action Meeting  
9 Primary Cross Country  
14 Mueller College Church Service – Years 4, 5, 6  
24-31 Mid-Semester Exams for Secondary  
31 Primary Parent/Teacher Interviews Years 1-6 (3.30pm – 7.00pm)

### APRIL
1 **Whole School Easter Celebration – Parents welcome**  
2-19 Mid Semester Vacation  
19 Pupil Free Day (Monday)  
20 **Term 2 commences (Tuesday)**  
23 Mid Semester Reports - Secondary  
26 Anzac Day Holiday (Monday)  
30 Secondary Cross Country

### MAY
3 Labour Day Holiday  
4 Secondary Parent Teacher Interviews – 3.30pm – 7.30pm Yrs 7-12  
8 Mueller College Fete  
10 Faith and Action Meeting  
11-14 National Testing Week – Years 3, 5, 7 and 9  
17 Prayer Afternoon  
19 Secondary Music Concert  
21-24 Year 11 Leadership Camp  
30 Mueller College Church Service – Years 10, 11, 12

### JUNE
7 Faith and Action Meeting  
9 Primary Music Concert  
10 Prep-Year 3 Tabloid Sports  
14 Queen’s Birthday Holiday  
15-21 End Semester Exams  
24 Report Cards for Years 1-6
24-25 Trial QCS Test
26 June - 12 July Semester 1 Vacation

JULY
12 Pupil Free Day
13 Term 3 commences for students (Tuesday) – Whole School Chapel Service – Parents Welcome
19 Faith and Action Meeting
19 Years 7 – 12 Reports
26 Parent/Teacher Interviews for Middle and Secondary Schools – Yrs 7-12 from 3.30pm to 7.30pm

AUGUST
2 1.45pm – 3.00pm Year 9 into 10 Course Information Afternoon
2 6.00pm – 7.15pm Year 8 into 9 Course Information Evening
2 7.00pm – 8.45pm Year 10 into 11 Course Information Evening
6-9 Music Tour
7 MCC Missionary Conference
9 Pupil Free Day (All students)
9 Parent/Teacher Interviews for Primary
10 Market Day
11 Brisbane Show Holiday (All students)
16 Prayer Afternoon
29 Mueller College Church Service – Years 7, 8, 9
31 August – 1st September – Year 12 QCS Test

SEPTEMBER
6 Music Arts Cafe
9-15 Mid-Semester 2 Exams
13 Faith and Action Meeting
17 End of Term 3
18 – 3 Oct Mid-Semester 2 Vacation

OCTOBER
4 Term 3 Commences (Monday)
11 Faith and Action Meeting
11 Prayer Afternoon
18 Pupil Free Day for Primary and Secondary
18-22 Year 10 Work Experience
24 Mueller College Church Service – Years Prep to 3
20 Mueller Sports Awards

NOVEMBER
3 Mueller College Presentation Evening
8 Faith and Action Meeting
9 Orientation Day – Years 1-12
15 Prep Orientation Evening
10-16 Year 12 Exams
17 Year 12 Graduation
18 Primary Music Concert
19 Last Day for Year 12 / Senior Formal
22-26 Exams for Years 7-11
26 Last Day for Years 10 and 11
29 Year 6 Graduation
30 Graduation Day for Year 9

DECEMBER
2 Prep Graduation
3 Report Cards Years 1 – 9, 11
3 Exit Statements Years 10 and 12
3 Last day for Years Prep–9 – Years 1-9 Christmas Celebration Chapel, Parents welcome
NOTE: Athletics, Cross Country and Swimming Carnival dates to be confirmed through the Mueller Messenger (Wednesdays for Primary and Thursdays for Secondary).

MUELLER COLLEGE PRIVACY INFORMATION NOTICE

Notice to all Parents:

A copy of our Privacy Policy is available from the College office or on our website.

MUELLER COLLEGE - STANDARD COLLECTION NOTICE

1. The College collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil’s enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling for your son/daughter.

2. Some of the information we collect is to satisfy the College’s legal obligations, particularly to enable the College to discharge its duty of care.

3. Certain laws governing or relating to the operation of schools require that certain information is collected, for example Public Health laws.

4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We may ask you to provide medical reports about pupils from time to time.

5. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, medical practitioners, and people or organisations providing services to the College, including specialist visiting teachers, coaches and volunteers.

6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.

7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions, information such as academic and sporting achievements, pupil activities and other news is published in School newsletters, magazines and on our website. This may also be in video clip or photo form.

8. Parents may seek access to personal information collected about them and their son/daughter by contacting the College. Pupils may also seek access to personal information 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. As you may know the College 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 College’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.

10. We may include your contact details in a class list and School directory. If you do not agree to this you must advise us prior to enrolment.
11. If you provide the College 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 College. The reason for disclosure is that they can access the information if they wish. The College does not usually disclose information to third parties.
In the event of FIRE:
- Evacuate to assembly area
- Use shortest practicable route to assembly area
- Do not walk through or under buildings
- Move quickly – do not run
- Have your name checked at assembly area

First Aid Stations:
- Prep School Centre Assembly Area
- Assembly Area (Primary)