2016
A-Z GUIDELINES FOR PARENTS AND STUDENTS

VERSION DATE: 8th February, 2016
Faith Lutheran College
Lutheran Co-education in the Barossa Valley

Magnolia Road, Tanunda  SA  5352
P.O. Box 296, Tanunda  SA  5352
Telephone: 08 8561 4200   Fax: 08 8563 2408
Email: office@faith.sa.edu.au
Web: www.faith.sa.edu.au

CONTACT DETAILS

Principal
Mr Steven Wilksch
principal@faith.sa.edu.au
PA: Mrs Nerida Harris
Phone: (08) 8561 4201

Deputy Principal
Mr Ivan Muster
deputy@faith.sa.edu.au
Phone: (08) 8561 4208

College Pastor
Pastor Phil Joppich
pastor@faith.sa.edu.au
Phone: (08) 8561 4209

Director of Student Learning
Mr Craig Moore
studentlearning@faith.sa.edu.au
Phone: (08) 8561 4210

Director of Welfare
Ms Sarah Ruwoldt
welfare@faith.sa.edu.au
Phone: (08) 8561 4223

Director of Administration
Mr Ivan Muster
timetable@faith.sa.edu.au
Phone: (08) 8561 4229

Year 8 Co-ordinator
Mr Joel Darling
8coordinator@faith.sa.edu.au

Year 9 Co-ordinator
Ms Judy Minge [Terms 2 to 4]/
Mrs Janelle Vanderloo[Term 1]
9coordinator@faith.sa.edu.au

Year 10 Co-ordinator
Mr Nick Schmidt
10coordinator@faith.sa.edu.au

Year 11 Co-ordinator
Mrs Jessica Herrmann
11coordinator@faith.sa.edu.au

Year 12 Co-ordinator
Ms Judi Schmidt
12coordinator@faith.sa.edu.au

College Counsellor
Mr Joel Darling
counsellor@faith.sa.edu.au
Phone: (08) 8561 4207

Student Services
Phone: 08 8561 4222
studentservices@faith.sa.edu.au

Student Absences
Phone: 08 8561 4222
studentabsences@faith.sa.edu.au

Village Care Groups
villagename@faith.sa.edu.au
(for example: bethany@faith.sa.edu.au)

Business Manager
Mr Stephen Grieger
businessmanager@faith.sa.edu.au
Phone: (08) 8561 4200

Director of Community Relations
Mrs Linda Parbs
communityrelations@faith.sa.edu.au
Phone: (08) 85614200

BACC Venue Manager
Mrs Jo Buck
baccmanager@faith.sa.edu.au
Phone: (08) 8561 4299

OFFICE TIMES
Faith Lutheran College: Monday to Thursday 8.15am to 4.30pm
Friday 8.15am to 4.00pm

Barossa Arts & Convention Centre: Monday to Friday 9.00am to 5.00pm
Phone: (08) 8561 4299

Front Cover designed by Ashleigh Harris (Year 12 2015)
## CONTENTS

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIMS OF FAITH LUTHERAN COLLEGE</td>
<td>5</td>
</tr>
<tr>
<td>COLLEGE MOTTO &amp; EMBLEM</td>
<td>6</td>
</tr>
<tr>
<td>BUILDING A CHRISTIAN COMMUNITY</td>
<td>6</td>
</tr>
<tr>
<td>2016 INFORMATION</td>
<td>8</td>
</tr>
<tr>
<td>TERM DATES</td>
<td>8</td>
</tr>
<tr>
<td>IMPORTANT DATES FOR YEAR LEVELS</td>
<td>8</td>
</tr>
<tr>
<td>VILLAGE CARE GROUPS</td>
<td>10</td>
</tr>
<tr>
<td>LEADERSHIP TEAM</td>
<td>11</td>
</tr>
<tr>
<td>TEACHING STAFF</td>
<td>11</td>
</tr>
<tr>
<td>ADMINISTRATION &amp; SUPPORT STAFF</td>
<td>13</td>
</tr>
<tr>
<td>HELPFUL BIBLE PASSAGES</td>
<td>15</td>
</tr>
<tr>
<td><strong>A – Z INFORMATION</strong></td>
<td></td>
</tr>
<tr>
<td>AEROSOL SPRAYS</td>
<td>16</td>
</tr>
<tr>
<td>APPOINTMENTS</td>
<td>16</td>
</tr>
<tr>
<td>ASSESSMENT</td>
<td>16</td>
</tr>
<tr>
<td>ATTENDANCE</td>
<td>18</td>
</tr>
<tr>
<td>BEHAVIOURAL EXPECTATIONS OF STUDENTS</td>
<td>18</td>
</tr>
<tr>
<td>BEHAVIOUR MANAGEMENT</td>
<td>19</td>
</tr>
<tr>
<td>BICYCLES</td>
<td>19</td>
</tr>
<tr>
<td>BOUNDARIES</td>
<td>19</td>
</tr>
<tr>
<td>BUS TRAVEL</td>
<td>20</td>
</tr>
<tr>
<td>BUSHFIRE SAFETY</td>
<td>21</td>
</tr>
<tr>
<td>CAMPS</td>
<td>24</td>
</tr>
<tr>
<td>CANTEEN</td>
<td>25</td>
</tr>
<tr>
<td>CHAPEL</td>
<td>25</td>
</tr>
<tr>
<td>CO-CURRICULAR MUSIC ENSEMBLES</td>
<td>25</td>
</tr>
<tr>
<td>COLLEGE GOVERNANCE</td>
<td>26</td>
</tr>
<tr>
<td>COMMUNICATION</td>
<td>26</td>
</tr>
<tr>
<td>COMMUNITY SERVICES</td>
<td>27</td>
</tr>
<tr>
<td>COUNSELLING</td>
<td>27</td>
</tr>
<tr>
<td>DETentions</td>
<td>28</td>
</tr>
<tr>
<td>DRIVERS – YEAR 11 &amp; 12 STUDENTS</td>
<td>28</td>
</tr>
<tr>
<td>EMERGENCY PROCEDURES FOR STUDENTS</td>
<td>29</td>
</tr>
<tr>
<td>END OF YEAR VALEDICTORY SERVICE</td>
<td>30</td>
</tr>
<tr>
<td>EXAMS FOR YEAR 10-12 STUDENTS</td>
<td>30</td>
</tr>
<tr>
<td>HARASSMENT</td>
<td>31</td>
</tr>
<tr>
<td>HOMEWORK GUIDELINES</td>
<td>33</td>
</tr>
<tr>
<td>HOW TO CONTACT FAITH STAFF</td>
<td>34</td>
</tr>
<tr>
<td>ILLNESS AND INJURY</td>
<td>34</td>
</tr>
<tr>
<td>ICT EXPECTATIONS FOR STUDENTS</td>
<td>35</td>
</tr>
<tr>
<td>INSTRUMENTAL MUSIC PROGRAM</td>
<td>37</td>
</tr>
</tbody>
</table>
**CONTENTS**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEAVE: EARLY HOLIDAY AND LATE ARRIVAL</td>
<td>38</td>
</tr>
<tr>
<td>LESSON TIMES</td>
<td>38</td>
</tr>
<tr>
<td>LIBRARY / RESOURCE CENTRE</td>
<td>38</td>
</tr>
<tr>
<td>LOCKERS</td>
<td>39</td>
</tr>
<tr>
<td>LOST PROPERTY</td>
<td>39</td>
</tr>
<tr>
<td>MAP OF FAITH LUTHERAN-College</td>
<td>40</td>
</tr>
<tr>
<td>MOBILE PHONE ACCEPTABLE USE</td>
<td>41</td>
</tr>
<tr>
<td>MOVEMENT OF STUDENTS DURING LESSON TIMES</td>
<td>41</td>
</tr>
<tr>
<td>MOTOR VEHICLES</td>
<td>41</td>
</tr>
<tr>
<td>MUSIC/PERSONAL LISTENING DEVICES</td>
<td>42</td>
</tr>
<tr>
<td>OFFICES</td>
<td>42</td>
</tr>
<tr>
<td>PASTORAL CARE</td>
<td>43</td>
</tr>
<tr>
<td>PERSONAL PROPERTY</td>
<td>43</td>
</tr>
<tr>
<td>PRIVATE INFORMATION POLICY</td>
<td>43</td>
</tr>
<tr>
<td>PROHIBITED ITEMS ON COLLEGE GROUNDS</td>
<td>44</td>
</tr>
<tr>
<td>POLICIES</td>
<td>44</td>
</tr>
<tr>
<td>QUIET TIME</td>
<td>45</td>
</tr>
<tr>
<td>RELATIONSHIPS: STAFF – STUDENT</td>
<td>45</td>
</tr>
<tr>
<td>RELATIONSHIPS: STUDENT - STUDENT</td>
<td>45</td>
</tr>
<tr>
<td>SENIOR STUDENTS – YEAR 11 &amp; 12</td>
<td>46</td>
</tr>
<tr>
<td>SEXUAL ABUSE POLICY</td>
<td>46</td>
</tr>
<tr>
<td>SICK BAY</td>
<td>47</td>
</tr>
<tr>
<td>STATIONERY SUPPLIES</td>
<td>47</td>
</tr>
<tr>
<td>STUDENT BANKING</td>
<td>47</td>
</tr>
<tr>
<td>STUDENT ID CARDS</td>
<td>47</td>
</tr>
<tr>
<td>STUDENT OWNED DEVICES AGREEMENT</td>
<td>48</td>
</tr>
<tr>
<td>STUDENT SERVICES</td>
<td>48</td>
</tr>
<tr>
<td>STUDENT TIMETABLES</td>
<td>49</td>
</tr>
<tr>
<td>STUDY SKILLS</td>
<td>49</td>
</tr>
<tr>
<td>SUN SMART &amp; PROTECTION</td>
<td>50</td>
</tr>
<tr>
<td>TRAFFIC EXPECTATIONS AT FAITH</td>
<td>50</td>
</tr>
<tr>
<td>UNIFORM REQUIREMENTS FOR STUDENTS</td>
<td>50</td>
</tr>
<tr>
<td>VALUABLE PERSONAL ITEMS</td>
<td>55</td>
</tr>
<tr>
<td>VISITORS</td>
<td>55</td>
</tr>
<tr>
<td>WET WEATHER POLICY</td>
<td>56</td>
</tr>
<tr>
<td>WORSHIP</td>
<td>56</td>
</tr>
</tbody>
</table>
FAITH LUTHERAN COLLEGE

AIM AND PURPOSE

Faith Lutheran College is a coeducational Christian Secondary College, delightfully situated amongst vineyards on 25 hectares of land on the north-eastern side of Tanunda at the foot of the Barossa Ranges.

The College is committed to providing a complete and distinctive education.

The College's philosophy of education is based upon the Holy Scriptures and acknowledges the Christian home to be the primary and fundamental agency of Christian education.

The Word of God is central to all aspects of college life.

OUR COLLEGE AIMS TO PROVIDE...

- an opportunity for students to find through Christ Christian identity, meaning, purpose and empowerment.
- the opportunity for the Christian teachers and students in the college to work, interact and study together, believing in the forgiveness and life Christ offers.
- a unique, safe, supportive and peaceful educational environment and Christian community in which each student is given the opportunity to develop their God-given gifts and talents to the fullest.
- the support, guidance, information and freedom necessary to discuss issues, make decisions and take positive action from a Christian perspective.
- pastoral care for each individual student through skilled and well qualified Christian teachers, where open and honest communication is maintained with the family.
- an educational environment that develops the whole person by:
  1. initiating and nurturing a personal faith in Christ and a life commitment to Him;
  2. encouraging each student to become an active participant in the programme of the congregation and parish of which he/she is a member;
  3. helping students develop values, attitudes, relationships and leadership emanating from, and consistent with, their Christian faith;
  4. providing a programme of academic and vocational studies which aims at excellence and covers as broad a range as possible;
  5. providing opportunities for growth in creative, artistic and cultural pursuits;
  6. promoting the physical health, emotional and social safety and well-being of students;
  7. helping students identify their God-given talents so that they can use these in the service of others, and to the glory of God throughout their life in their chosen vocation;
  8. developing self-confidence, and a sense of worth for the person, and a respect and consideration for others in the community;
  9. equipping young people to become not only useful and responsible members of society but also strongly encourage them to look for, and take up, leadership opportunities;
  10. developing positive and responsible attitudes towards the whole of God’s creation;
  11. developing appropriate attitudes toward work and leisure, coupled with a willingness and ability to adjust as conditions change;
  12. developing a sustainable and global outlook on life so that in Christian love students reach out and help both local and overseas communities in need.
The College’s emblem and motto remind us that Faith is a Christian College established by Lutheran congregations of the Barossa Valley and surrounding area. The oval outline of the emblem represents a shield and reminds us that God is our strength and refuge. Jesus Christ is symbolised by the cross in the middle of the emblem. This epitomises the mercy and grace God has bestowed upon us through his Son. It is through our faith that we are saved by God’s grace and brought into a living relationship with Him. To learn of God’s love and grace we look to the Bible. The open Bible symbolises that God’s word is read and applied to our whole life. The response of faith is depicted by the figures under the cross. These figures express praise and thanks to God, as well as indicating that Christian Faith, by its very nature, is active.

The motto “Saved by Grace” comes from Ephesians 2:8-10, where St. Paul says, “For by grace you have been saved through faith, and this is not your own doing, it is the gift of God.”

BUILDING AND LIVING IN A CHRISTIAN COMMUNITY

A foundation statement from which our aims, purposes and mission derive.

As members of Faith Lutheran College, a Christian community, we are called to live our lives together as a response to God for what He, in Jesus has done for us. This means that we love and serve each other as Jesus loves and serves us.

Galatians 5:6b “What matters is faith that works through love.”

John 3:16 “For God loved the world so much that he gave his only Son, so that everyone who believes in him may not die but have eternal life.”

A Christian community is a group of people, at one with each other, with Jesus as the centre and the example. We live together at the College as a Christian community for a large part of the week.

Therefore:

- Our lives should be lived in loving service to God and each other.
- Our Christian Studies program will reflect the teaching and ministry of the life of Jesus.
- We will always be building our Christian community with the help of the Holy Spirit.

Each member of our community is involved in building the Christian community. We do this in all we do, in the way we worship, relate to each other, decide issues and learn.
With God’s grace we are building a Christian community. The following characteristics are part of this process:

1. **Christian Vision**
   With Jesus as our centre we are building our Christian community through forgiveness, caring and servant hood. We nurture the faith growth of staff and students through God’s word and sacraments and the consistent effort to practice and model His love. We have a shared commitment to the Christian vision of our College.

2. **A Firm Commitment to our Community**
   We place great value on our community. We have a shared commitment to support each other and to recognise each other as individuals. Included in this commitment is a significant ability to rejoice with each other, mourn with each other, delight in each other’s achievements and make each other’s life experiences our own. We maintain an engaging and challenging prayer and devotional life. We want our community to achieve. We are many communities within a community, whether we are a Faculty community, a sporting team, a Village Care Group or a Year Level.

3. **An Emphasis on Servant hood**
   We have an ability to appreciate each other’s gifts and our own limitations. Our community recognises the wisdom and gifts of each other. We see the need for interdependence. All assume responsibility. As a community, whilst praise builds up our community, humility characterises all individual and group achievements.

4. **Contemplative Community**
   As a Christian community we are a praying community: as a full College, in Village Care Groups, in small groups and as individuals. We spend time in critical self-examination. We do not hide our inadequacies and imperfections but together we resolve them. We benefit from our differences. All staff and students are welcome into our family. We support and affirm each other, each person is free to be, to listen, to reflect.

5. **An Appreciation of Difference**
   Each unique person is accepted as a gift to our community from God. We willingly work together for the benefit of our community not for individual gain or praise.

6. **A Safe Place To Be**
   Our College community is a place where we feel protected and safe. There is forgiveness, caring, healing and we can show our emotions without fear of ridicule.

7. **A Peaceful Place To Be**
   We have the Spirit of our community, the Holy Spirit working salvation, peace, love and bringing wisdom.

8. **An Openness in our Communication**
   We communicate honestly with each other. Often conversation goes beyond small talk. We share in our worship, our prayer life together, our devotions and our singing. We welcome constructive criticism. People feel free to be themselves.

9. **A Telling of our Story**
   People have time to tell their story, to discuss, work, support and encourage the building of Christian community. Often the telling of a person’s story becomes a focus for growth. We are learning to listen.

10. **A Reaching Out Community**
    We accept that building the Christian community at Faith cannot be undertaken in isolation from the community outside Faith, we accept that church without mission is not church, therefore we will seek every possible opportunity to extend and expand our Faith Lutheran College community into the wider community.
2016 INFORMATION

TERM DATES

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
<th>Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Monday 1st February to Friday 15th April</td>
<td>11</td>
</tr>
<tr>
<td>2</td>
<td>Monday 2nd May to Friday 1st July</td>
<td>9</td>
</tr>
<tr>
<td>3</td>
<td>Monday 25th July to Friday 30th September</td>
<td>10</td>
</tr>
<tr>
<td>4</td>
<td>Monday 17th October to Wednesday 7th December</td>
<td>8.5</td>
</tr>
</tbody>
</table>

IMPORTANT DATES FOR YEAR LEVELS

Year 8  Co-ordinator: Mr Joel Darling   8coordinator@faith.sa.edu.au

<table>
<thead>
<tr>
<th>Term</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>Monday 1st February  Orientation Day</td>
</tr>
<tr>
<td></td>
<td>Wednesday 30th March to Friday 1st April  Year 8 Camp</td>
</tr>
<tr>
<td></td>
<td>Tuesday 12th April  Year 8 to 11 Parent/Teacher Interviews - Surnames A to K</td>
</tr>
<tr>
<td></td>
<td>Wednesday 13th April  Year 8 to 11 Parent/Teacher Interviews - Surnames L to Z</td>
</tr>
</tbody>
</table>

Term 2

Term 3
<table>
<thead>
<tr>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday 19th August  Grandparents and Caregivers Day</td>
</tr>
<tr>
<td>Friday 2nd September  Student Free Day</td>
</tr>
<tr>
<td>Wednesday 7th September  Year 8 into Year 9 Information Evening</td>
</tr>
</tbody>
</table>

Term 4
<table>
<thead>
<tr>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday 20th October  Year 8 to 11 Parent/Teacher Interviews</td>
</tr>
<tr>
<td>Tuesday 6th December  Year 8 Award Ceremony - afternoon</td>
</tr>
<tr>
<td>Wednesday 7th December  Last Day of the College Year</td>
</tr>
</tbody>
</table>

Year 9  Co-ordinator: Mrs Janelle Vanderloo [Term 1]/Mrs Judy Minge [Terms 2, 3 and 4]   9coordinator@faith.sa.edu.au

<table>
<thead>
<tr>
<th>Term</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>Monday 1st February  Orientation Day</td>
</tr>
<tr>
<td></td>
<td>Tuesday 12th April  Year 8 to 11 Parent/Teacher Interviews - Surnames A to K</td>
</tr>
<tr>
<td></td>
<td>Wednesday 13th April  Year 8 to 11 Parent/Teacher Interviews - Surnames K to Z</td>
</tr>
<tr>
<td>Term 2</td>
<td>Tuesday 10th to Thursday 12th May  NAPLAN Testing</td>
</tr>
<tr>
<td>Term 3</td>
<td>Tuesday 10th to Thursday 12th May  NAPLAN Testing</td>
</tr>
<tr>
<td></td>
<td>Wednesday 7th September  Year 9 into Year 10 Information Evening</td>
</tr>
<tr>
<td>Term 4</td>
<td>Thursday 20th October  Year 8 to 11 Parent/Teacher Interviews</td>
</tr>
<tr>
<td></td>
<td>Monday 7th to Friday 11th November  Year 9 Camp (2 camps – Mon to Wed, Wed to Fri)</td>
</tr>
<tr>
<td></td>
<td>Tuesday 6th December  Year 9 Award Ceremony - afternoon</td>
</tr>
<tr>
<td></td>
<td>Wednesday 7th December  Last Day of the College Year</td>
</tr>
</tbody>
</table>
### Year 10

**Co-ordinator:** Mr Nick Schmidt  
[10coordinator@faith.sa.edu.au](mailto:10coordinator@faith.sa.edu.au)

#### Term 1

- **Monday 1st February**  
  Orientation Day
- **Tuesday 12th April**  
  Year 8 to 11 Parent/Teacher Interviews - Surnames A to K
- **Wednesday 13th April**  
  Year 8 to 11 Parent/Teacher Interviews - Surnames L to Z

#### Term 2

- **Thursday 23rd June to Tuesday 28th June**  
  Year 10 Exams
- **Wednesday 29th June**  
  Year 10 Work Education Workshops
- **Thursday 30th June**  
  Year 10 PLP Day
- **Friday 1st July**  
  Year 10 Retreat Day

#### Term 3

- **Wednesday 17th August**  
  Year 10 to Year 11 Information Evening
- **Friday 2nd September**  
  Student Free Day
- **Monday 19th to Friday 23rd Sept**  
  Work Experience
- **Monday 19th to Thursday 22nd Sept**  
  Year 10 Retreats
- **Monday 26th to Friday 30th Sept**  
  Work Experience
- **Monday 26th to Thursday 29th Sept**  
  Year 10 Retreats

#### Term 4

- **Thursday 20th October**  
  Year 8 to 11 Parent/Teacher Interviews
- **Monday 5th December**  
  Year 10 Award Afternoon Ceremony
- **Wednesday 7th December**  
  Last Day of the College Year

### Year 11

**Co-ordinator:** Mrs Jessica Herrmann  
[11coordinator@faith.sa.edu.au](mailto:11coordinator@faith.sa.edu.au)

#### Term 1

- **Monday 1st February**  
  Orientation Day
- **Tuesday 12th April**  
  Year 8 to 11 Parent/Teacher Interviews - Surnames A to K
- **Wednesday 13th April**  
  Year 8 to 11 Parent/Teacher Interviews - Surnames L to Z

#### Term 2

- **Monday 20th to Thursday 23rd June**  
  Year 11 Exams
- **Friday 24th June**  
  Student Free Day for Year 11 students ONLY
- **Monday 27th June**  
  Year 11 Research Project Day
- **Tuesday 28th June**  
  Year 11 Research Project Day
- **Wednesday 29th to Friday 1st July**  
  Year 11 Camp

#### Term 3

- **Wednesday 17th August**  
  Year 11 into Year 12 Information Evening
- **Friday 2nd September**  
  Student Free Day

#### Term 4

- **Thursday 20th October**  
  Year 8 to 11 Parent/Teacher Interviews
- **Friday 25th to Wednesday 30th Nov**  
  Year 11 Exams
- **Thursday 1st December**  
  2017 Research Project Preparation – Day One
- **Friday 2nd December**  
  Year 11 into Year 12 2017 - Subject Information Day
- **Monday 5th December**  
  2017 Research Project Preparation – Day Two  
  Year 11 Award Ceremony - afternoon
- **Wednesday 7th December**  
  Last Day of the College Year
## 2016 INFORMATION

### Year 12
**Co-ordinator:** Ms Judi Schmidt  
**12coordinator@faith.sa.edu.au**

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 1st February and Thursday 4th February</td>
<td>Year 12 Focus Days</td>
</tr>
<tr>
<td>Monday 22nd February</td>
<td>Year 12 Parent/Teacher Subject Information Evening</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term 2</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday 1st June</td>
<td>Year 12 Parent/Teacher Interviews – 4pm to 7pm</td>
</tr>
<tr>
<td>Monday 4th July to Friday 8th July</td>
<td>Year 12 Exams</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term 3</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday 2nd September</td>
<td>Student Free Day</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term 4</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday 28th October</td>
<td>Year 12s Last Day of Lessons</td>
</tr>
<tr>
<td>Monday 7th November to Tuesday 22nd November</td>
<td>Year 12 Exams</td>
</tr>
<tr>
<td>Thursday 1st December</td>
<td>Year 12 Exams</td>
</tr>
<tr>
<td>Wednesday 7th December</td>
<td>Last Day of the College Year Valedictory Service – 7.00pm</td>
</tr>
</tbody>
</table>

### VILLAGE CARE GROUPS

<table>
<thead>
<tr>
<th>VILLAGE</th>
<th>STAFF</th>
<th>EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>BETHANY</td>
<td>Steve Dutschke, Barb Garwood (Sem 2 only), Avylon Magarey</td>
<td><a href="mailto:bethany@faith.sa.edu.au">bethany@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>EBENEZER</td>
<td>Craig Chidgey, Louise Pumpa, Ben Schwarz</td>
<td><a href="mailto:ebenezer@faith.sa.edu.au">ebenezer@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>GNADENBERG</td>
<td>Bob Mitchell, Cherie O’Dea, Pauline Sachse</td>
<td><a href="mailto:gnadenberg@faith.sa.edu.au">gnadenberg@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>GNADENFREI</td>
<td>Neil Lambert, Kirsty Rosenzweig</td>
<td><a href="mailto:gnadenfrei@faith.sa.edu.au">gnadenfrei@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>GOMERSAL</td>
<td>Alison McLean, Derek Stacy</td>
<td><a href="mailto:gomersal@faith.sa.edu.au">gomersal@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>GREENOCK</td>
<td>Melanie Spehr, Michael Nokes</td>
<td><a href="mailto:greenock@faith.sa.edu.au">greenock@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>GRUENBERG</td>
<td>Mel Crawford, Colin Davis, Ev Leske</td>
<td><a href="mailto:gruenberg@faith.sa.edu.au">gruenberg@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>HOFFNUNGSTHAL</td>
<td>Edward Liebelt, Lynlee Mangelsdorf, Janelle Vanderloo (Terms 2-4)</td>
<td><a href="mailto:hoffnungsthal@faith.sa.edu.au">hoffnungsthal@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>JACOB’S CREEK</td>
<td>Michael Borgas, Marguerite Doecke</td>
<td>jacob’<a href="mailto:screek@faith.sa.edu.au">screek@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>KRONDORF</td>
<td>Neil Jaensch, Michael Knowles, Kathy Smith</td>
<td><a href="mailto:krontdorf@faith.sa.edu.au">krontdorf@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>LANGMEIL</td>
<td>Claire Codrington, Ian Jaensch</td>
<td><a href="mailto:langmeil@faith.sa.edu.au">langmeil@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>LIGHT PASS</td>
<td>Ashley Clarke, Kerry Schwier</td>
<td><a href="mailto:lightpass@faith.sa.edu.au">lightpass@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>NEUKIRCH</td>
<td>Chris Mardle, Simon McKenzie</td>
<td><a href="mailto:neukirch@faith.sa.edu.au">neukirch@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>NORTH RHINE</td>
<td>Tracy Bonython, Craig Moore, Leewen Rattanatray</td>
<td><a href="mailto:northrhine@faith.sa.edu.au">northrhine@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>PENRICE</td>
<td>Mark Eather, Kirsty Hansen</td>
<td><a href="mailto:penrice@faith.sa.edu.au">penrice@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>ROSENTHAL</td>
<td>Kathryn Eather, Ryan Foulis</td>
<td><a href="mailto:rosenthal@faith.sa.edu.au">rosenthal@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>SIEGERSDORF</td>
<td>Jeremy Borgas (Term 1), Lorraine Jaunay, Phil Joppich (part Term 1), Bronwyn Young</td>
<td><a href="mailto:siegersdorf@faith.sa.edu.au">siegersdorf@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>ST. KITTS</td>
<td>Jason Rosenzweig, Michelle Schwarz</td>
<td><a href="mailto:stkitts@faith.sa.edu.au">stkitts@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>STOCKWELL</td>
<td>Larry Krieg, Marianne Nelson, Sarah Ruwoldt</td>
<td><a href="mailto:stockwell@faith.sa.edu.au">stockwell@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>VINE VALE</td>
<td>Frank Cammans, Trudi Hayward, Lisa Norwood</td>
<td><a href="mailto:vinevale@faith.sa.edu.au">vinevale@faith.sa.edu.au</a></td>
</tr>
</tbody>
</table>
## 2016 INFORMATION

### LEADERSHIP TEAM

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr Steven WILKSCH</td>
<td>Principal</td>
<td><a href="mailto:principal@faith.sa.edu.au">principal@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Mr Ivan MUSTER</td>
<td>Deputy Principal / Director of Administration</td>
<td><a href="mailto:deputy@faith.sa.edu.au">deputy@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Pastor Phil JOPPICH</td>
<td>College Chaplain</td>
<td><a href="mailto:pastor@faith.sa.edu.au">pastor@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Mr Craig MOORE</td>
<td>Director of Student Learning</td>
<td><a href="mailto:studentlearning@faith.sa.edu.au">studentlearning@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Ms Sarah RUWOLDT</td>
<td>Director of Welfare</td>
<td><a href="mailto:welfare@faith.sa.edu.au">welfare@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Mr Stephen GRIEGER</td>
<td>Business Manager</td>
<td><a href="mailto:businessmanager@faith.sa.edu.au">businessmanager@faith.sa.edu.au</a></td>
</tr>
</tbody>
</table>

### TEACHING STAFF

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs Jane BAGSHAW</td>
<td>Learning Support Coordinator (shared)</td>
<td><a href="mailto:jbagshaw@faith.sa.edu.au">jbagshaw@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Tracy BONYTHON</td>
<td></td>
<td><a href="mailto:tbonython@faith.sa.edu.au">tbonython@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Mr Jeremy BORGAS</td>
<td>Contract Term 1</td>
<td><a href="mailto:jborgas@faith.sa.edu.au">jborgas@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Mr Michael BORGAS</td>
<td>Science Coordinator</td>
<td><a href="mailto:mborgas@faith.sa.edu.au">mborgas@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Mr Glen BRITTAINE</td>
<td>Relief Coordinator</td>
<td><a href="mailto:gbrittain@faith.sa.edu.au">gbrittain@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Sandy BRITTAINE</td>
<td>Learning Support Coordinator (shared)</td>
<td><a href="mailto:sbrittain@faith.sa.edu.au">sbrittain@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Mr Frank CAMMANS</td>
<td>Music Coordinator</td>
<td><a href="mailto:fcammans@faith.sa.edu.au">fcammans@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Mr Craig CHIDGEY</td>
<td>Christian Studies Coordinator</td>
<td><a href="mailto:cchidgy@faith.sa.edu.au">cchidgy@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Ms Trish CIRILLO</td>
<td>Careers Coordinator</td>
<td><a href="mailto:tcirillo@faith.sa.edu.au">tcirillo@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Mr Ashley CLARKE</td>
<td>PE and Sports Coordinator</td>
<td><a href="mailto:aclarke@faith.sa.edu.au">aclarke@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Claire CODRINGTON</td>
<td>Learning Enrichment Coordinator (Shared)</td>
<td><a href="mailto:ccodrington@faith.sa.edu.au">ccodrington@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Melanie CRAWFORD</td>
<td>2016 Music Contract</td>
<td><a href="mailto:mcrawford@faith.sa.edu.au">mcrawford@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Mr Joel DARLING</td>
<td>Student Counsellor Year 8 Coordinator</td>
<td><a href="mailto:jdarling@faith.sa.edu.au">jdarling@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Mr Colin DAVIS</td>
<td>Creative Arts Coordinator</td>
<td><a href="mailto:ccdavis@faith.sa.edu.au">ccdavis@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Marguerite DOECKE</td>
<td></td>
<td><a href="mailto:mdoecke@faith.sa.edu.au">mdoecke@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Mr Stephen DUTSCHKE</td>
<td></td>
<td><a href="mailto:sdutschke@faith.sa.edu.au">sdutschke@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Kathryn EATHER</td>
<td></td>
<td><a href="mailto:keather@faith.sa.edu.au">keather@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Mr Mark EATHER</td>
<td></td>
<td><a href="mailto:meather@faith.sa.edu.au">meather@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Mr Ryan FOULIS</td>
<td></td>
<td><a href="mailto:rfoulis@faith.sa.edu.au">rfoulis@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Barb GARWOOD</td>
<td>On leave Semester 1</td>
<td><a href="mailto:bgarwood@faith.sa.edu.au">bgarwood@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Kirsty HANSEN</td>
<td>LOTE Coordinator</td>
<td><a href="mailto:khansen@faith.sa.edu.au">khansen@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Trudi HAYWARD</td>
<td>Peer Support Coordinator</td>
<td><a href="mailto:thayward@faith.sa.edu.au">thayward@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Jessica HERRMANN</td>
<td>Year 11 Coordinator</td>
<td><a href="mailto:jherrmann@faith.sa.edu.au">jherrmann@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Mr Ian JAENSCHE</td>
<td>Detentions Coordinator</td>
<td><a href="mailto:ijaensch@faith.sa.edu.au">ijaensch@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Mr Neil JAENSCHE</td>
<td>SACE Coordinator</td>
<td><a href="mailto:njaensch@faith.sa.edu.au">njaensch@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Lorraine JAUNAY</td>
<td></td>
<td><a href="mailto:launay@faith.sa.edu.au">launay@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Mr Michael KNOWLES</td>
<td></td>
<td><a href="mailto:mknowles@faith.sa.edu.au">mknowles@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Mr Larry KRIEG</td>
<td></td>
<td><a href="mailto:lkrieg@faith.sa.edu.au">lkrieg@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Mr Neil LAMBERT</td>
<td></td>
<td><a href="mailto:nlambert@faith.sa.edu.au">nlambert@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Mr Ev LESKE</td>
<td>PLP Coordinator, Exchange Student Coordinator</td>
<td><a href="mailto:eleske@faith.sa.edu.au">eleske@faith.sa.edu.au</a></td>
</tr>
</tbody>
</table>
## 2016 INFORMATION

### TEACHING STAFF

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr Edward LIEBELT</td>
<td>Mathematics Coordinator</td>
<td><a href="mailto:eliebelt@faith.sa.edu.au">eliebelt@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Avylon MAGAREY</td>
<td></td>
<td><a href="mailto:amagarey@faith.sa.edu.au">amagarey@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Lynlee MANGELSDORF</td>
<td>Year 7/8 Transition Coordinator</td>
<td><a href="mailto:lmangelsdorf@faith.sa.edu.au">lmangelsdorf@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Christine MARDLE</td>
<td>PLP Coordinator, Instrumental Coordinator</td>
<td><a href="mailto:cmardle@faith.sa.edu.au">cmardle@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Mr Simon McKENZIE</td>
<td>eLearning Coordinator</td>
<td><a href="mailto:smckenzie@faith.sa.edu.au">smckenzie@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Ms Alison MCLEAN</td>
<td>English Coordinator Research Project Coordinator</td>
<td><a href="mailto:amclean@faith.sa.edu.au">amclean@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Judy MINGE</td>
<td>Year 9 Coordinator - Terms 2 to 4, Work Experience Coordinator</td>
<td><a href="mailto:jminge@faith.sa.edu.au">jminge@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Mr Bob MITCHELL</td>
<td>Agriculture Coordinator Winery Manager</td>
<td><a href="mailto:bmitchell@faith.sa.edu.au">bmitchell@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Marianne NELSON</td>
<td>2016 Agriculture Contract</td>
<td><a href="mailto:mnelson@faith.sa.edu.au">mnelson@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Mr Michael NOKES</td>
<td></td>
<td><a href="mailto:mnokes@faith.sa.edu.au">mnokes@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Ms Lisa NORWOOD</td>
<td></td>
<td><a href="mailto:lnorwood@faith.sa.edu.au">lnorwood@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Cherie O’DEA</td>
<td>Visual Arts Coordinator</td>
<td><a href="mailto:codea@faith.sa.edu.au">codea@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Louise PUMPA</td>
<td></td>
<td><a href="mailto:lpumpa@faith.sa.edu.au">lpumpa@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Ms Leewen RATTANATRAY</td>
<td></td>
<td><a href="mailto:lattanatray@faith.sa.edu.au">lattanatray@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Mr Jason ROSENZWEIG</td>
<td>Design and Technology Coordinator</td>
<td><a href="mailto:jrosenzweig@faith.sa.edu.au">jrosenzweig@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Kirsty ROSENZWEIG</td>
<td></td>
<td><a href="mailto:krosenzweig@faith.sa.edu.au">krosenzweig@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Di SANDERS</td>
<td>VET Coordinator School Based New Apprenticeships</td>
<td><a href="mailto:dsanders@faith.sa.edu.au">dsanders@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Ms Judi SCHMIDT</td>
<td>Year 12 Coordinator Geography Coordinator</td>
<td><a href="mailto:jschmidt@faith.sa.edu.au">jschmidt@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Mr Nick SCHMIDT</td>
<td>Year 10 Coordinator</td>
<td><a href="mailto:nschmidt@faith.sa.edu.au">nschmidt@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Mr Ben SCHWARZ</td>
<td>Performance Coordinator</td>
<td><a href="mailto:bschwarz@faith.sa.edu.au">bschwarz@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Michelle SCHWARZ</td>
<td>History Coordinator</td>
<td><a href="mailto:mschwarz@faith.sa.edu.au">mschwarz@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Ms Kerry SCHWIER</td>
<td>Librarian</td>
<td><a href="mailto:kschwier@faith.sa.edu.au">kschwier@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Kathy SMITH</td>
<td>WHS Officer</td>
<td><a href="mailto:ksmith@faith.sa.edu.au">ksmith@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Ms Melanie SPEHR</td>
<td></td>
<td><a href="mailto:mspehr@faith.sa.edu.au">mspehr@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Mr Derek STACY</td>
<td></td>
<td><a href="mailto:dstacy@faith.sa.edu.au">dstacy@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Janelle VANDERLOO</td>
<td>Year 9 Coordinator – Term 1</td>
<td><a href="mailto:jvanderloo@faith.sa.edu.au">jvanderloo@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Ms Bronwyn YOUNG</td>
<td>Food &amp; Hospitality Coordinator</td>
<td><a href="mailto:byoung@faith.sa.edu.au">byoung@faith.sa.edu.au</a></td>
</tr>
</tbody>
</table>
## 2016 INFORMATION

### ADMINISTRATION & SUPPORT STAFF

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs Jillian BEITZ</td>
<td>BACC Receptionist, Box Office</td>
<td></td>
</tr>
<tr>
<td>Mr Richard BIRRELL</td>
<td>Bus Coordinator</td>
<td><a href="mailto:rbirrell@faith.sa.edu.au">rbirrell@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Ms Jo BUCK</td>
<td>BACC Venue Manager</td>
<td><a href="mailto:jbuck@faith.sa.edu.au">jbuck@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Miss Bernadette DEE</td>
<td>Laboratory Assistant</td>
<td></td>
</tr>
<tr>
<td>Mrs Naomi DUGGAN</td>
<td>Enrolments Coordinator</td>
<td><a href="mailto:nduggan@faith.sa.edu.au">nduggan@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Sue FELTUS</td>
<td>Uniform Shop Manager</td>
<td><a href="mailto:sfeltus@faith.sa.edu.au">sfeltus@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Jenny GERHARDY</td>
<td>Canteen Assistant</td>
<td></td>
</tr>
<tr>
<td>Mr Lachlan GIERKE</td>
<td>Senior ICT System Administrator</td>
<td><a href="mailto:lgierke@faith.sa.edu.au">lgierke@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Mr Manfred GREIF</td>
<td>Bus Driver/Grounds</td>
<td></td>
</tr>
<tr>
<td>Mr Adam GRIEGER</td>
<td>ICT System Administrator</td>
<td><a href="mailto:agrieger@faith.sa.edu.au">agrieger@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Marie GRIEGER</td>
<td>Library Assistant</td>
<td></td>
</tr>
<tr>
<td>Mrs Nerida HARRIS</td>
<td>Principal’s PA</td>
<td><a href="mailto:nharris@faith.sa.edu.au">nharris@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Mr John HEGARTY</td>
<td>Building Maintenance Assistant</td>
<td></td>
</tr>
<tr>
<td>Mrs Sue HEWITT</td>
<td>Food and Hospitality Assistant</td>
<td></td>
</tr>
<tr>
<td>Mrs Lyn JAENSCH</td>
<td>Science IT &amp; Laboratory Assistant</td>
<td></td>
</tr>
<tr>
<td>Mr Matthew KLEEMAN</td>
<td>BACC Technician Assistant</td>
<td></td>
</tr>
<tr>
<td>Mrs Diane KOCH</td>
<td>Home Economics Assistant</td>
<td></td>
</tr>
<tr>
<td>Mr Adam KOVARICH</td>
<td>Grounds</td>
<td></td>
</tr>
<tr>
<td>Mrs Carol KRETSCHEMER</td>
<td>Music &amp; PE Assistant</td>
<td></td>
</tr>
<tr>
<td>Mrs Karen LAMBERT</td>
<td>Student Services Officer, First Aid</td>
<td></td>
</tr>
<tr>
<td>Mrs Sharon LEADBEATER</td>
<td>BACC Receptionist</td>
<td></td>
</tr>
<tr>
<td>Mr Ron LOVELL</td>
<td>BACC Technical Services Manager, VET Instructor</td>
<td></td>
</tr>
<tr>
<td>Mrs Tammy MIEGLICH</td>
<td>Marketing Assistant</td>
<td></td>
</tr>
<tr>
<td>Mrs Jan NEUMANN</td>
<td>Finance Assistant</td>
<td><a href="mailto:jneumann@faith.sa.edu.au">jneumann@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Lynette NITSCHKE</td>
<td>Learning Support Assistant</td>
<td></td>
</tr>
<tr>
<td>Mrs Julia NOBES</td>
<td>Administration Assistant</td>
<td></td>
</tr>
<tr>
<td>Ms Sharron NOBLE</td>
<td>Finance Assistant</td>
<td><a href="mailto:snoble@faith.sa.edu.au">snoble@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Linda PARBS</td>
<td>Director of Community Relations</td>
<td><a href="mailto:lparbs@faith.sa.edu.au">lparbs@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Mr Neville PASCOE</td>
<td>Grounds &amp; Maintenance Coordinator</td>
<td></td>
</tr>
<tr>
<td>Ms Jane RENNER</td>
<td>Art Assistant</td>
<td></td>
</tr>
<tr>
<td>Mrs Catherine RIVERS</td>
<td>School Assistant - VET/Careers</td>
<td></td>
</tr>
<tr>
<td>Mrs Teresa ROOCKE</td>
<td>Student Services Officer, First Aid</td>
<td></td>
</tr>
<tr>
<td>Mr Graeme RUWOLDT</td>
<td>Finance Manager</td>
<td><a href="mailto:gruwoldt@faith.sa.edu.au">gruwoldt@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Mel SABEENEY</td>
<td>Learning Support Assistant</td>
<td></td>
</tr>
</tbody>
</table>
### 2016 INFORMATION

#### ADMINISTRATION & SUPPORT STAFF

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs Pauline SACHSE</td>
<td>Leadership Team Assistant</td>
<td><a href="mailto:psachse@faith.sa.edu.au">psachse@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Bianca SAEGENSCHNITTER</td>
<td>Canteen Manager</td>
<td></td>
</tr>
<tr>
<td>Mrs Lorna SCHILLER</td>
<td>Canteen Assistant</td>
<td></td>
</tr>
<tr>
<td>Mr Paul SCHIMANSKI</td>
<td>Agriculture Assistant</td>
<td></td>
</tr>
<tr>
<td>Mrs Rowena SLOANE</td>
<td>Library Assistant</td>
<td></td>
</tr>
<tr>
<td>Mrs Elaine TSCHARKE</td>
<td>Teaching Staff Assistant, Photographer</td>
<td><a href="mailto:etscharke@faith.sa.edu.au">etscharke@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Carolyn ZADOW</td>
<td>Canteen Assistant</td>
<td></td>
</tr>
</tbody>
</table>
HELPFUL BIBLE PASSAGES

<table>
<thead>
<tr>
<th>Feeling</th>
<th>Verses</th>
</tr>
</thead>
<tbody>
<tr>
<td>When ...</td>
<td></td>
</tr>
<tr>
<td>Anxious</td>
<td>Psalm 121, Psalm 46:1-7, Psalm 139</td>
</tr>
<tr>
<td>Bored</td>
<td>Job 38, Psalm 103, 104, Ephesians 3:14-21</td>
</tr>
<tr>
<td>Can’t sleep</td>
<td>Psalm 4:6-8, Psalm 130, Psalm 121</td>
</tr>
<tr>
<td>Challenged</td>
<td>Ephesians 6:10-20, Philippians 4:4-7</td>
</tr>
<tr>
<td>Crisis looms</td>
<td>Job 28:12-28, Proverbs 8:1-5, 32-36</td>
</tr>
<tr>
<td>Cruising in life</td>
<td>Psalm 33:12-22, Psalm 100, 1 Timothy 6:6-10, James 4:13-15</td>
</tr>
<tr>
<td>Dealing with death</td>
<td>1 Corinthians 15:1-28, 1 Thessalonians 4:13-5:11, Revelation 21, 22</td>
</tr>
<tr>
<td>Depressed</td>
<td>Psalm 88, Psalm 34:8-10, Psalm 71:1-12, Isaiah 40:1-8</td>
</tr>
<tr>
<td>Discouraged</td>
<td>Psalm 23, Psalm 42, Psalm 43</td>
</tr>
<tr>
<td>Experience loss</td>
<td>1 Peter 1:3-9, John 11:32-37</td>
</tr>
<tr>
<td>Faith is weak</td>
<td>Mark 9:14-27, Psalm 126, Psalm 146, Hebrews 11</td>
</tr>
<tr>
<td>Fear death</td>
<td>John 11, 14:1-6, 17:6-26, 20, 2 Corinthians 5:1-10, 1 John 3:1-3</td>
</tr>
<tr>
<td>Forgiveness is needed</td>
<td>Luke 15:11-24, 1 John 1:9, Psalm 51:1-12</td>
</tr>
<tr>
<td>Friends let you down</td>
<td>Psalm 41:7-9, Psalm 53:12-14, 1 Corinthians 13</td>
</tr>
<tr>
<td>Jealous</td>
<td>Psalm 49:16-20, James 3:9-12, James 4:1-3</td>
</tr>
<tr>
<td>Lazy</td>
<td>Matthew 25, Revelation 3:14-22</td>
</tr>
<tr>
<td>Lonely</td>
<td>Psalm 27:7-14</td>
</tr>
<tr>
<td>Making a new home</td>
<td>Psalm 127, Proverbs 17:1, Ephesians 5:21-33, Colossians 3:12-14, 1 Peter 3:1-17, 1 John 4:7-12</td>
</tr>
<tr>
<td>Out for a good time</td>
<td>Galatians 5:13-14, 15-26</td>
</tr>
<tr>
<td>Peace is required</td>
<td>John 14:1-14, Romans 8</td>
</tr>
<tr>
<td>Sad</td>
<td>Psalm 46, John 20:1-23</td>
</tr>
<tr>
<td>Satisfied</td>
<td>Proverbs 11:2, Proverbs 30:8-9, Psalm 100, Luke 16:19-31</td>
</tr>
<tr>
<td>Starting a new job</td>
<td>Psalm 1, Proverbs 16:3-7, Philippians 3:7-11</td>
</tr>
<tr>
<td>Things are getting worse</td>
<td>2 Timothy 3, Hebrews 13:5b-8</td>
</tr>
<tr>
<td>Thinking about God and the nation</td>
<td>Deuteronomy 8, Psalm 85, 118, 124, Isaiah 41:8-10, Micah 4:1-5, Micah 6:6-16</td>
</tr>
<tr>
<td>Weary</td>
<td>Matthew 11:28-30, Psalm 95:1-7</td>
</tr>
<tr>
<td>Worried</td>
<td>Psalm 46, Matthew 6:7-13, 25-34</td>
</tr>
<tr>
<td>You want to live successfully</td>
<td>Romans 12</td>
</tr>
<tr>
<td>You want to worship</td>
<td>Psalm 24, 84, 116, 145-150</td>
</tr>
<tr>
<td>You've sinned</td>
<td>Psalm 51, Isaiah 53, John 3:14-18, 1 John 1:8-9</td>
</tr>
</tbody>
</table>
AEROSOL SPRAYS

Student are not use to use aerosol sprays (like deodorants) within confined spaces like buses and corridors as this is an extremely dangerous practice as some people can have a severe reaction to them. Students are reminded that there is a health issue associated with aerosol sprays.

Students are requested to move to an outdoor space, away from doorways and thoroughfares, if they need to use sprays during the day. Under no circumstances, should students use an aerosol spray on a bus.

APPOINTMENTS

Students requiring a meeting with the Principal or Deputy Principal, Business Manager, Student Counsellor or College Pastor need to make an appointment at the College Reception before the start of the day, during morning tea or lunch and after school.

ASSESSMENT

The Assessment Policy seeks to ensure that all students develop good study habits and endeavour to meet stated deadlines.

The policy relates to the specific expectations that South Australian Certificate of Education (SACE Board of SA) has with respect to the submission of pieces of work that count towards a student’s final result. Such pieces are referred to as ‘summative assessment items’ whereas work submitted as practice pieces are referred to as ‘formative assessment tasks’. Contact with Parents/Caregivers is an integral and very important part of the assessment policy. The College diary and/or email will be the main means of communication.

Years 8 and 9

In Years 8 and 9, staff are guiding students in the importance of producing quality work by the required deadline. Students will become aware of the necessity of negotiation with the Subject Teacher if they foresee difficulty in producing the relevant work on time and will expect consequences if they fail to meet deadlines without negotiation. If summative work is not eventually produced, it will receive a zero mark at a time judged appropriate by the Teacher. Parents/Caregivers will be informed of the failure to produce work via the College and/or email.

Years 10, 11 and 12

In Years 10, 11 and 12, the policy of giving a zero mark for non-production of work on the deadline will apply in line with SACE Board of SA guidelines. In Years 10 and 11, a formal ‘zero’ letter will be sent home. In Year 12 the student will be expected to remain at the College in their study lessons utilising this time to complete all work. Parent contact will be made via letter and a follow-up phone call.

Exceptions to giving the zero marks are:

1. The production of a medical certificate that a student has been too unwell to complete the work by the deadline. A new deadline will be negotiated.
2. A note or phone call from the Parent/Caregiver regarding a serious event that has prevented completion of work. A new deadline will be negotiated.

These notes must be received before, on or as soon as possible after, the due day. The member of staff will exercise professional judgement on the nature of the note as a valid reason for non-submission.

Submission of Summative Assessment Pieces

All staff and students are expected to follow these general procedures:
Negotiation of Deadlines

- Every time summative assignments are set, staff will discuss and negotiate the submission dates and times with students.
- On occasions, individuals may require different dates from the rest of the class due to prior commitments. In these instances, the member of staff will exercise professional judgement.
- Students are expected to record their assessment commitments in their diaries.

Face-To-Face Submission of Work

- All work is to be handed up at the beginning of lesson time, face to face with the relevant Teacher (or Relief Teacher)
- No work will be handed up via Student Services.
- Work must be submitted in the format requested by the Teacher.

Plagiarism (Copying)

- Work submitted for assessment must be the student’s own work.
- Material from other sources must be quoted and properly referenced.
- Teachers expect students to provide drafts of their assessment material as evidence that the work is the student’s own.
- Work that is copied from other sources will be awarded a zero mark and Parents/Caregivers will be informed.
- If a student willingly allows another student to copy their work then they will be awarded zero mark also.

Absence from College on a Due Date

- If a student is absent due to illness on the day of a deadline, the student needs to send the work to College with a friend/relative or work can be emailed or faxed to the relevant member of staff. If this is impossible, Parents/Caregivers are encouraged to phone the College on the deadline day explaining the circumstances and the likely date for the production of the assessment piece. However, on all occasions, the Parent/Caregiver needs to provide the student with a brief explanatory note in the student’s diary and/or email.

Absence from Tests

- If a student is absent only on the day of a test, the student should expect to do the test the next day or at a mutually convenient later date.
- If a student is absent for an extended period of time, then a Doctor’s certificate will be required and the student may be required to undertake the test or an equivalent test upon their return to College.

Appeal Process

- All students have the right to question the assessment that the Teacher has made of their work in assignments and tests.
- If the student is not satisfied that the assessment was accurate and correct, they should approach their Teacher and ask for clarification.
- If the student is still not satisfied, he/she should ask for a re-assessment of the work.
- If there is still dissatisfaction, the student has the right to ask the Teacher to have the Faculty Co-ordinator of the Subject (or another Teacher) assess the work in question.
- Once the work has been re-assessed in this manner, the Appeal Process is closed and the student has to accept the assessment as being correct.
ATTENDANCE

Absentees
Parents/Caregivers are asked to phone the College Services Office on 8561 4222 or email the College (studentabsences@faith.sa.edu.au) when a student is absent. The College has an 'out of hours' answering service where messages can be left if the phone is unattended.

There is a section in the College diary to be filled in and shown to the Village Care Group staff on the student’s return to the College.

Students’ Absentee Roll
The roll is marked each day by Village Care Group staff indicating students arriving late and those absent, giving a reason if known. Absentees for which no reason is recorded are followed up via an SMS message or a phone call home by the Student Services Office. Rolls are also taken for all classes throughout the day.

Punctuality
The morning bell is rung at 8.35am. Students who arrive after 8.40am are late and should report immediately to Student Services where the late time will be noted. Village Care Group staff will speak to students who continually arrive late to College. Students arriving to College late twice within a 2 week period, without parental authorization, will be issued a detention.

Leaving the College during the Day
Students who need to leave the College in the course of the day need to have a signed note from their parents or there has been contact by Student Services via email or phone, and must sign out at Student Services.

Student Leave: Early Holiday and Late Arrival
Students wishing to have any special leave (including family holidays) must make a request in writing to the Principal at least two weeks prior to the date the leave is needed.

- For a period less than one month, the Principal is able to accept or reject the written request.
- For a period greater than one month, the Principal must recommend or not recommend, then forward the appropriate form directly to the Director of School and District Operations (DECD) for their action.

If any leave is granted, parents are required to notify Village Care Group staff (via the VCG Email address – for example: Bethany VCG – bethany@faith.sa.edu.au) of the student’s impending absence.

BEHAVIOURAL EXPECTATIONS OF STUDENTS

Faith Lutheran College expects its students to be courteous and respectful towards staff, each other and visitors. Students must also show respect for their learning environment.

The College endeavours to foster a sense of community in which staff and students work together harmoniously in a spirit of Christian love and forgiveness, so that all students can achieve to their full potential.
ALL STUDENTS AND TEACHERS

<table>
<thead>
<tr>
<th>HAVE THE RIGHT TO:</th>
<th>HAVE RESPONSIBILITY TO:</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Learn and teach without being disrupted by others.</td>
<td>▪ Not disrupt others.</td>
</tr>
<tr>
<td>▪ Be treated courteously and respectfully.</td>
<td>▪ Treat others with respect and courtesy.</td>
</tr>
<tr>
<td>▪ Work in a clean, safe environment.</td>
<td>▪ Help maintain a clean, safe environment.</td>
</tr>
<tr>
<td>▪ Feel proud of their College.</td>
<td>▪ Act in ways which honour the College.</td>
</tr>
<tr>
<td>▪ Have his/her personal property and work respected.</td>
<td>▪ Respect others people’s property and work.</td>
</tr>
</tbody>
</table>

CLASSROOM RULES

<table>
<thead>
<tr>
<th>HAVE THE RIGHT TO:</th>
<th>HAVE RESPONSIBILITY TO:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Be punctual and regular in attendance.</td>
<td>2. Don’t eat or chew in the classroom.</td>
</tr>
<tr>
<td>3. Come prepared with all the required equipment.</td>
<td>4. Don’t disrupt others in the classroom.</td>
</tr>
<tr>
<td>7. Use IT resources in an appropriate manner to support learning.</td>
<td>8. Do not access your mobile phone without the</td>
</tr>
<tr>
<td></td>
<td>permission of your teacher.</td>
</tr>
</tbody>
</table>

BEHAVIOUR MANAGEMENT

As Faith’s Behaviour Management Policy is a lengthy document it has not been included in this document. The policy comprises a general statement on behavioural expectations, behaviour management procedures and specific structures in the College.

Parents are invited to view the Behaviour Management Policy available on request from the Principal’s PA, Mrs Nerida Harris (nharris@faith.sa.edu.au)

BICYCLES

Students are encouraged to maintain a healthy lifestyle and are invited to ride to and from the College if they live in the local area.

Cyclists are urged to use the bike tracks provided and exercise extreme care at all times as well as fulfilling all road rules. Cyclists are to wear an Australian Standards approved helmet.

Bicycles are to be parked in the bicycle racks during the day and it is suggested that students have a security device.

BOUNDARIES

Throughout the school day (8.00am – 3.30pm) all students must remain within the bounds as displayed on the College map (as displayed on Page 38). Students may be required to attend other areas outside of the College bounds that are under direction and supervision of their Teacher.
BUS TRAVEL

As students travel to and from Faith by bus, or use them for excursions, students are expected to cooperate and observe the following bus rules that allow maximum safety, and allow students to be seen by the general public as good ambassadors for our College. These rules are based on common sense, courtesy and consideration for others.

They also allow the Driver’s attention to be focused on road traffic and the conditions without being distracted by student behaviour.

Bus Safety Rules

 Students must line up at the appropriate place without pushing and wait until the bus is stationary and the Driver/Teacher tells them to enter.
 All students must be seated, and sit in the same place throughout the year unless the Driver directs otherwise.
 Where provided, a seatbelt must be worn at all times.
 No part of the body, head or limbs must protrude from the windows. This is a State safety regulation.
 Nothing is to be thrown in the bus OR from the bus. Students must act in a responsible and respectful manner to other road travellers.
 Students must wait for the bus to stop before alighting. Only cross the road once the bus has moved off. DO NOT WALK in front of a bus.
 Bags are to be placed under seats or in the parcel racks. NOT IN THE AISLE.
 The use of aerosol sprays on buses is banned. It is an extremely dangerous practice as some people can have a severe reaction to them. Those who choose to ignore this ban can expect consequences.
 Students must produce a signed diary note or a message on a mobile device with a contact number (essential for all DECD buses) to the Bus Driver if a student is to alight at a different bus stop from their regular nominated bus stop.

Students Expectations on a Bus

 Be polite and orderly at all times and under no circumstances should the behaviour of a student interfere with the well-being of any other passenger or the Driver.
 Show respect for each other’s property. Any damage done to the bus by a student must be paid for by the student.
 Use appropriate language at all times (no swearing, abusive or threatening language).
 Wear their uniform correctly on the bus and when walking to and from the College and the bus.
 Students are not to eat or drink on the bus unless agreed to by the driver.
 No smoking is allowed either on the bus, at bus stops or walking to and from home. School rules apply to students in regard to behaviour at the bus stop. Good behaviour is expected at all times.

Students who repeatedly refuse to follow the above rules and expectations will be warned and may be excluded temporarily or permanently from the bus. Misbehaviour will be dealt with through the College’s behaviour management process. Under certain circumstances discipline could mean that a student’s right to travel on a Faith College bus could be reviewed. If a student is suspended from using the bus for a period of time, no reduction in bus fares will be given.

Student Bus Leaders

Senior students will be nominated as Leaders on all Faith bus services. These students will be trained in the requirements and responsibilities that they may need to perform in the event of any emergency. All buses will be issued with laminated procedures that are easily accessible in the event of an emergency.

Casual Use of Buses

A bus fare is required if students travel casually on LinkSA bus routes to Angaston, Birdwood, Cambrai, Eudunda, Freeling, Gawler, Kersbrook, Lobethal, Nuriootpa, Saddleworth, Tarlee, Williamstown. Students holding a LinkSA bus pass must obtain permission from LinkSA to travel on a different bus route.

Casual bus fares cannot be charged to your College fee accounts. Students will be required to pay on boarding. For enquires on fares and services Parents/Caregivers are to be directed to the Bus Coordinator, Student Services or Reception, or direct to LinkSA on 8564 3022
Students may casually use the Education Department buses (Bethany, Gomersal, Lyndoch, Rowland Flat and Cockatoo Valley) but must contact the Student Services or Reception 24 hours prior to using any of these services. **Casual users may be refused travel without prior arrangement.**

If a student misses a bus, the College requires parental permission for the student to be transported by a staff member or another adult.

**Excursions**
- Normal bus and courtesy rules apply.
- Do not enter a bus until the Driver or Teacher is present.
- The bus must be left clean and tidy.
- Students who cannot cooperate with the bus driver on these matters will find themselves being disciplined at the College.

**BUSHFIRE SAFETY FOR FAITH LUTHERAN COLLEGE**

In February 2010, Faith College engaged the CFS to conduct an assessment of the bushfire risk for Faith College. This assessment determined the site and surrounding landscape to be of **low risk**.

In line with this CFS assessment, Faith Lutheran College will not close on days declared **Catastrophic**. Students and staff who drive through areas of high fire risk on such days are advised to take an alternative safe route to and from the College and if none exists, to activate their fire plan.

As detailed in the full policy, Faith College reserves the right to:
- cancel bus travel on catastrophic days
- cancel bus travel on non-catastrophic days where there is deemed to be a risk to safety
- cancel bus travel to areas with no fire activity, but where the bus travels through an area declared catastrophic or presents risk
- retain students at Faith College for parent/caregiver collection until the perceived threat has passed
- release students to nominated alternate care

**Emergency Services Contacts**
- CFS Emergency 000
- CFS Hotline [fire information] 1300 362 361
- Police - Nuriootpa: 8568 6620
  Eudunda: 8581 1100
  Kapunda: 8566 2266
  Mt Pleasant: 8568 2023
  Williamstown: 8524 6288
  Gumeracha: 8389 1007
  Woodside: 8389 7277

**College Emergency Phone Contacts**
- (08) 8561 4200 / (08) 8561 4201 / (08) 8561 4295 **(dedicated info line)**
- Principal, Steven Wilksch mobile: 0407 721 835
- Bus Coordinator, Richard Birrell: 0458 614 203

**Communication**
As part of the planned bushfire management strategy, the predominant communication with College families will occur through SMS, the College website and the dedicated College info line (08) 8561 4295.
College families should be aware that the College reserves the right to cancel any and all bus travel regardless of the presence of fire activity. **Given that Faith College is located in the Mount Lofty area, if a catastrophic day is declared in Mt Lofty, no students will be permitted to travel home by bus.**

In the event that communication with families is not possible (power outage, no phone services etc), the College will enact this policy and contact parents/caregivers as soon as is practicable.

**Communicating that a catastrophic day has been declared**

Normally the declaration of a catastrophic day will occur between 4pm and 6pm on the day preceding the catastrophic day. If this declaration is made during College opening hours, and if this information is provided to the College, then Faith College will notify parents via text message. Families should not rely upon Faith College to be the sole source of communicating the declaration of a catastrophic day.

Ultimately it is the responsibility of each family to ascertain if the ‘next day’ has been determined as catastrophic. If this is the case, then each family should enact their bushfire survival plan which includes deciding if your child/children will be permitted to travel to the College by bus. Families are reminded that some bus operators will still run on catastrophic days, while others won’t – so it is imperative that families have a plan to avoid the risks of children being left at bus stops when buses may not be running. Further in this policy, advice is provided to parents/caregivers concerning which buses may run on catastrophic days.

On the **day that has been declared catastrophic**, Faith College will...

- notify all staff and families via SMS (as soon as is practicable) that a catastrophic declaration has been made. The SMS will confirm which bus routes will be cancelled (Receptionist, Principal’s PA, Bus Coordinator)
- update information on website (Director of Community Relations/Marketing Assistant)
- update College Infoline (Receptionist/Principal’s PA)

In the case that a catastrophic day be declared **during the school day** (after students have arrived) or where Faith College determines there to be potential risk to students travelling on bus services, the College will...

- notify all staff and families via SMS. SMS will confirm which bus routes will be cancelled (Receptionist/Principal’s PA/Bus Coordinator)
- update information on the website (Director of Community Relations/Marketing Assistant)
- update College Infoline (Receptionist/Principal’s PA)

**Bus travel on a day declared as catastrophic**

Faith College students travel on DECD, Link SA and Faith owned buses. The following outlines the procedures for all bus services / operators / services.

While the following details the procedure for bus travel on days declared catastrophic, College families are reminded that Faith College reserves the right to cancel services where there is a perceived risk to students, even if the day has not been declared catastrophic.

**DECD Bus travel**

DECD operate the following services:

- Cockatoo Valley/Lyndoch
- Gomersal/Bethany
- Lyndoch
- Rowland Flat

On days declared catastrophic, it is the policy of DECD to cancel all bus services.
LINK SA Bus Travel
Link SA operate the following services:
- Birdwood/Mt Torrens
- Cambrai
- Eudunda
- Freeling/Marananga
- Gawler
- Gawler via Williamstown
- Kersbrook
- Lobethal
- Nuriootpa/Ebenezer
- Saddleworth
- Tanunda Loop
- Tarlee

Parents and caregivers should be aware that Link SA provides a public service (accepts paying passengers – not just students). It should be anticipated that Link SA will often run services even on a catastrophic day. Parents and caregivers will need to determine if they will permit their own child/ren to travel to the College on a Link SA bus (on a catastrophic day).

Parents and caregivers should be aware however, that despite the Link SA services operating in the morning, if a catastrophic day has been declared, (or if there is a potential threat), Faith College will not permit students to travel home on Link SA buses.

Faith Bus Travel
Faith College does not operate bus routes, however, it does use its own buses for the purpose of excursions, camps and transporting students to College sanctioned events and activities.

Where it is known that a bushfire is likely to threaten part of a route, bus drivers, under no circumstances, should depart the College before obtaining clearance from the Principal.

Where unexpected bushfire threatens a bus in transit, no attempt should be made to drive along roadways obscured by smoke or flame, unless a clear direction to do so is given by a Fire Control Officer. In the event that no direction is received the driver should...

- reverse the route, return to a safe refuge and notify, as soon as possible, the Principal, Bus Coordinator and local emergency service
- immediately designate a staff member to monitor conditions and communicate with College and relevant authorities

Alternate Student Collection and Accommodation (for bus travelling students)
In the event that bus travel is cancelled and students remain at the College, Faith College will...

- require students to be picked up and signed out by parents/caregivers
- only release students to an alternate carer if express permission has been given by parents (written note, phone call, or as nominated on the ‘Alternate Student Collection and Accommodation’ form)
- endeavour to maintain contact with families

In the event that students remain at the College, the following roles have been assigned. Nominated staff are required at the College until released by the Principal...

- Principal – communication with emergency services / media
- Student Services Staff, Principal PA – communication with families (sign in and out students / release students to alternate carers)
- Receptionist – manage phones
- Community Relations, Marketing and IT staff – manage website, info line, social media
• Year Level Coordinators and Leadership Team – student supervision and management in BACC
• Canteen staff – student catering /care
• Teaching staff who are able to remain at the College are encouraged to do so

(Any staff member responsible for the above roles who is unable to be at the College on a catastrophic day must advise the Daily Organiser who will reassign duties to another staff member. Reassignment of duties must be ‘like for like’. For instance a Year Level Coordinator replaced with a year level teacher.)

Parent/Caregiver Responsibilities
• ensure Faith College has up to date parent/caregiver contact information (mobile, email etc.)
• complete the Alternate Student Collection and Accommodation form as a matter of priority
• take steps to determine if a catastrophic day has been declared
• have a bush fire plan that includes knowing in advance what you will do on a catastrophic day in relation to whether your children will be going to school or staying home. Inform the College of your decision
• talk to your children about your bushfire plan
• be familiar with this policy
• monitor radio station ABC891 on a battery operated radio
• respond to a decision made by Faith College to cancel bus services and therefore arrange collection of children from Faith College

Student and Staff Drivers
The South Australian Government recommends that residents leave a catastrophic fire risk area the day before the risk day and not return until after the risk has passed. The government also recommends that residents do not travel on a catastrophic day.

Students
Students who drive to and from the College should not do so on a catastrophic day. If a Catastrophic day is declared during the school day, staff from Student Services will notify student drivers they will not be permitted to drive until contact with parents/caregivers has been made and permission given.

Staff
On catastrophic days, staff in affected areas may elect not to attend Faith College (leave without pay). Any staff member named in this policy who is absent must ensure the Daily Organiser is made aware of their role (in regard to this policy) so that a replacement can be appointed.

Circumstances whereby the College would ‘lock down’ and prevent all students from leaving
In the event that a bushfire was to threaten the immediate community (including surrounding towns), Faith College reserves the right to ‘lock down’ and retain all students after the official school day has concluded. In this case parents/caregivers would be notified by SMS and would be required to collect students when safe to do so.

C CAMPS
All students are required to attend their Year Level Camp as part of the curriculum expectations of Faith Lutheran College.

<table>
<thead>
<tr>
<th>Year</th>
<th>Camp Description</th>
<th>Location</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>VCG Team Building Camp (3 days)</td>
<td>Mylor</td>
<td>30th March – 1st April 2016</td>
</tr>
<tr>
<td>9</td>
<td>Aquatics Camp (3 days)</td>
<td>Lake Bonney, Barmera</td>
<td>7th to 9th or 9th - 11th November 2016</td>
</tr>
<tr>
<td>10</td>
<td>Retreat/Bushwalk (4 days)</td>
<td>Tothill Ranges or Melrose</td>
<td>19th – 22nd or 26th – 29th Sept 2016</td>
</tr>
<tr>
<td>11</td>
<td>Recreational Camps (3 days)</td>
<td>Woodhouse</td>
<td>29th June – 1st July 2016</td>
</tr>
<tr>
<td>12</td>
<td>Focus Days (2 days)</td>
<td>Faith Lutheran College</td>
<td>1st and 4th February 2016</td>
</tr>
</tbody>
</table>
Camps are organised by the respective Year Level Coordinators. Communication regarding each camp will be sent home with students in advance of the camp dates. In the Term One fees, there will be a non-refundable deposit of $50.00 for the Year Level Camp for each child in the family.

Students, who do not attend their Year Level Camp without negotiation with the Year Level Coordinator / Deputy Principal, at least two weeks in advance, will be required to pay for the camp’s full cost.

**Canteen**

The Canteen operates under the guidelines of ‘right bite’ healthy food and drink choices, based on the Australian Dietary Guidelines for Children and Adolescents and The Australian Guide to Healthy Eating.

The Canteen operates five days a week:

- Before the start of the day for a limited range of foods and lunch orders
- Recess for sale of food and drinks, and lunch orders
- Lunch for a range of seasonal foods including daily specials
- After 3.15pm for approximately fifteen minutes

Lunches can be ordered before Village Care Group and at recess at the canteen so that students are guaranteed their choice of food. If a student forgets their lunch or money, contact with the student’s parent/caregiver will be made to authorise that the canteen can supply a food item, which needs to be paid for the next day.

A review of the canteen menu occurs each term and is published in the College newsletter ‘The Vineyard’.

**Chapel**

We acknowledge that the Faith Lutheran College community is comprised of students, staff and families from diverse backgrounds. This diversity is also evident when it comes to spiritual ideas and beliefs. There are some who believe in Jesus Christ, some who are interested in learning more about the Christian faith and those who do not believe. We do not assume that people who are part of the Faith community worship on a regular basis. The College provides two types of devotional activities for its students and staff: compulsory daily devotions and voluntary worship.

Staff and students are required to attend Chapel every Tuesday and Friday at 8:40 am. When the 8.35am bell sounds, staff and students move into the Chapel and sit in the VGC seating in a quiet and respectful manner. Staff are requested to support this process and provide positive role modelling to the students.

**Co-Curricular Music Ensembles**

The Faith Lutheran College Music Faculty offers students a wide range of opportunities. Invitations for performances in the community and parishes are numerous, as well as College calendar events during the year. At times extra rehearsals are necessary in order to cope with the demand of these performances.

The Co-curricular Ensembles have rehearsal times at either lunch time or after school. Actual times will be published early in the year. In 2016, the following Ensembles may be offered dependent on student interest:

- Combined Choir
- Jazz Ensemble
- Orchestra [Tenderfoot Orchestra]
- Concert Choir [Junior and Senior]
- String Ensemble
- Guitar Ensemble [Junior and Senior]
- Percussion Ensemble
- Wind Ensemble [Flarinets]
- Musical Orchestra
COLLEGE GOVERNANCE

The governance of Faith Lutheran College has been entrusted to the Faith Lutheran College Association. During 2015, the governance responsibilities were transferred to the College Board, under the supervision of the Lutheran Schools Association (LSA). The College will continue to organise the May and November meetings which will become opportunities to showcase the College to members of our supporting congregations. Pastors and Congregation members will receive reports and have opportunities to provide feedback, but will no longer have voting rights.

College Board
The Board comprises:
- The Chairperson, the Vice-Chairperson, the Secretary, one Pastor and seven other persons.
- Non-voting consultants are the Principal, Business Manager and College Pastor.

College Board Members

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairperson</td>
<td>Mr Paul Brown</td>
</tr>
<tr>
<td>Vice-Chairperson</td>
<td>Ms Tracy Low</td>
</tr>
<tr>
<td>Secretary</td>
<td>Pastor David Gogoll</td>
</tr>
<tr>
<td>Pastor</td>
<td>Mrs Jane Evans</td>
</tr>
<tr>
<td>Business Manager</td>
<td>Mr Jack Gregg</td>
</tr>
<tr>
<td>College Pastor</td>
<td>Mr Michael Scheer</td>
</tr>
<tr>
<td>Minutes Secretary</td>
<td>Mrs Wilf Kubisch</td>
</tr>
<tr>
<td></td>
<td>Mrs Nerida Harris</td>
</tr>
</tbody>
</table>

If you wish to contact the College Council, please email: Mrs Nerida Harris n.harris@faith.sa.edu.au.

COMMUNICATION

There are several ways that students, Parents/Caregivers and the College can communicate with each other:

Faith Lutheran College App
Faith Lutheran College has an app that provides communication to our community. This includes information regarding upcoming events, notices, alerts, newsletters and contact details. The Faith Lutheran College App is available for Apple and Android devices.

‘The Vineyard’
This is the College newsletter which is published fortnightly and shared via email with our community. It contains reports of student achievements and relevant information that students, Parents/Caregivers need to keep up to date. The ‘Vineyard’ is also posted on the College’s website.

Telephone Messages for Students
On every occasion an attempt to pass on messages to students is made but it is not always possible to locate the student in a short period of time. If a student is expecting a message, they should check its arrival at Student Services during recess or lunch.

College Info Line
Faith Lutheran College has a dedicated Info Line for Parents/Caregivers to access for up to date information in regards to College activities and Bushfire/Emergency arrangements. College Info Line is (08) 85 61 4295.

Diary
The Diary is used for communication between home and College. Parents/Caregivers should use it to communicate to staff regarding issues of concern, and staff likewise will write notes to Parents/Caregivers if there are issues they may need to communicate to them.

E-mail
The College and individual staff members can be contacted via e-mail. In general, addresses are the person’s surname preceded by the first initial and then @faith.sa.edu.au (e.g. swilksch@faith.sa.edu.au).
COMMUNITY SERVICES – useful organisations for Students & Parents

There are a range of services provided by local and national government agencies as well as non-for-profit organisations as well.

- Abstudy 13 23 17
- Austudy 13 24 90
- Barossa & Area Community Health Service (08) 8563 8544
- Barossa General Practice Network (08) 8562 1900
- CAMHS (Children Adolescent Mental Health Services) 1800 819 089
- Child Protection Line 13 14 78
- Crisis Care Unit 13 16 11
- Employment Directions 1800 093 349
- Grieflink website www.grieflink.org.au
- Lifeline 13 11 44
- Youth Accommodation Program (08) 8562 1321
- Youth and Student Services 13 24 90

COUNSELLING

At Faith Lutheran College we are committed to assist and understand our students in all areas of their development. Teenage years are challenging and can present students with a mixture of emotions and ideas that can be confronting and difficult to deal with alone. On the campus we have a range of facilities to assist your student with any area of their life that they feel is puzzling or if they are unsure how to deal with an issue that has arisen.

At the rear of the College Central Spine, there is a building called the ROC (Reach Out Centre) where students are welcome to come and see our Student Counsellor, College Pastor or Director of Welfare to discuss an issue that may be concerning them. If a student is uncomfortable initially coming and seeing someone in person they can email all three ROC staff at ROC@faith.sa.edu.au and one of them will return the email. If a student wishes to discuss an issue with only one of these members of staff then they can be contacted individually.

- Student Counsellor: counsellor@faith.sa.edu.au
- College Pastor: pastor@faith.sa.edu.au
- Director of Welfare: welfare@faith.sa.edu.au

Appointments can be made with our College Counsellor for a specific time. Students are asked to email counsellor@faith.sa.edu.au with an appointment request and a suitable meeting time will be sent back to them.

We encourage students to use this area to chat about their concerns, whether it be in a group or an individual setting, in order for them to enjoy their time here at school.

Our Counsellor is available to counsel students to resolve individual, peer group, social and emotional concerns through a variety of means such as a one on one meeting, discussions with Village Care Group staff or Year Level Coordinators.

If any of the information that arises from discussions with a student is deemed crucial to share with parents/caregivers, they, along with the student, will be informed immediately.
DETENSIONS

The Detention system is designed to give students time to reflect on their actions which do not support the ethos and expectations of the Faith Lutheran College community.

Students given a detention receive a detention slip reminding them to attend the lunchtime detention session that week. Detentions are accumulated over a term period. As successive detentions are accrued the following process occurs:

Detention 1  
Students complete lunchtime in detention.

Detention 2  
A letter is sent to parents indicating the reasons for the two detentions. Students complete lunchtime in detention.

Detention 3  
A letter is sent to parents indicating the reason for the three detentions. Students complete a lunchtime detention and are required to attend an after-college detention from 3.30pm – 4.30pm. Time is spent reflecting on why they have the detention and the purpose of the detention. This includes supervised service duties at the College and a meeting or phone call with parents, a Village Care Group teacher and the Year Level Coordinator in an effort to assist students accruing further detentions.

Detention 4  
Students complete lunchtime in detention.

Detention 5  
A letter is sent to parents indicating the reasons for the fourth and fifth detentions. Students complete lunchtime in detention.

Detention 6  
Students complete lunchtime in detention. This will be followed with a day (or part thereof) of internal suspension. During the internal suspension, students will spend some time talking to the Student Counsellor and also undergoing some reflective work on issues associated with their misdemeanours and/or be referred to outside counselling.

DRIVERS – YEAR 11 & 12 STUDENT

Faith Lutheran College strives to promote safe and responsible driving amongst students and support parents/caregivers in educating their children in sensible use of a motor vehicle.

Faith Lutheran College will not endorse situations whereby students are put at unnecessary risk but the College still seeks to be flexible and assist the needs of students and their families.

Expectations of All Student Drivers

- All Year 11 and 12 students must return the 2016 Student Driver Policy on the Village Interview Day signed by Parents/Caregivers and themselves.
- An Application to Drive form must be lodged with the relevant Year Level Coordinator. This must occur a minimum of 1 week prior to the time that students’ wish to drive. In the event of an emergency, the Year Level Coordinator must be contacted to discuss any immediate need to drive.
- Students wishing to drive must have a full or probational vehicle licence. The vehicle driven to the College must have a minimum of 3rd Party Property Insurance.
- Students must arrive at the College prior to 8.35am and must park their vehicles in the allocated parking area for students. Students are not to access or use their cars during the College day unless given permission by the Year Level Coordinator.
- A record of the students driving and their vehicles will be kept by the College.
- For any changes the appropriate form, which is available at Student Services, must be filled out and lodged with the relevant Year Level Coordinator for consideration prior to the change taking effect.
- Permission to drive to and from the College may be withdrawn for:
  a) Breaching any of the conditions above.
  b) Inappropriate or dangerous driving on or near the College premises, or whilst travelling to or from College. Police may be notified of any driving offences.
  c) Continued lateness to College.
Year 11 students
- Only siblings may travel with the driver.
- Should a Year 11 student be involved in an after-hours activity and live a significant distance from the College they may apply to have a non-sibling passenger. In this situation Parents/Caregivers of both students must apply for permission to the College. The passenger must, however, travel to College by usual means when that option is possible.

Year 12 students
- Siblings and one approved Year 12 student may travel in the vehicle of a Year 12 driver. For all other drivers, only siblings may travel with the driver. These passengers will be listed on the ‘Application to Drive’ form.

Year 11 and 12 students need to meet the new legislation for "P" Plate Drivers in South Australia as introduced in 2014.

**EMERGENCY PROCEDURES FOR STUDENTS**

**ALARMS**
- The Evacuation signal is a continuous siren (whoop, whoop, whoop) over the PA System.
- The Lockdown signal is the playing of “Advance Australia Fair” over the PA system.

**EVACUATION PROCEDURE**

On hearing the general alarm, students shall proceed as follows:

(a) Evacuate the room in an orderly manner as directed by the Teacher, making sure that you use the designated route (unless of course it is blocked by the fire). Do not attempt to salvage books or equipment - the safety of human lives is number one priority.

(b) WALK QUICKLY, DO NOT RUN.

(c) The first two people to arrive at an emergency exit, should take on the responsibility of securing the doors in an open position.

(d) Class should proceed to the oval on the western side of the College and report to their appropriate Village Care Group. The assembly point for each Village Care Group is along the Southern side of the Tennis Courts on the Eastern Oval. From the first entrance gate, at the top of each post heading east there is a label e.g. BTY for Bethany.

**LOCKDOWN PROCEDURE**

The College may need to Lockdown for the following reasons:
- Intruder on the grounds;
- Hazardous fumes outside;
- Hazardous situation close to or on the College grounds;
- Told to lockdown by Police or other Emergency Services;
During Recess/Lunchtime/or outside activities:
- Stay calm.
- Students move quickly to the nearest classroom or the nearest protective/shelter area. If you cannot get inside, make yourself as compact as possible; put something between yourself and the threat (e.g. locker or bags) and do not gather in grounds.
- Move quickly and quietly without attracting any attention.
- Initiate lockdown procedure.

During Class Time:
- Stay calm.
- Students move quickly onto the floor away from windows/doors, out of sight and sit close to solid walls (except in transportable buildings or sheds built with thin materials).
- Move quickly and quietly without attracting any attention.
- Turn off lights.
- Shut blinds (if present).
- No one is to leave the room.
- Everyone should remain silent (and calm, if possible).

END OF YEAR VALEDICTORY SERVICE

Year 12 students are required to attend the End of Year Valedictory Service in their Formal Uniform and reflect our normal expectations with regards to hair, jewellery and make-up.

EXAMS for YEARS 10 – 12 STUDENTS

Faith Lutheran College provides a range of practical exam experience in preparation for the Year 12 SACE requirements. Student will be provided with a timetable and any required information to support the student’s preparation for their exams.

Students in Year 10 & 11 will be required to undertake a range of exam and other formal assessment requirements during the College year.

Year 12 (Stage 2 SACE)
- All mid-year Year 12 Exams are conducted in the first week of holidays at the end of Term 2.
- The SACE Board schedule all end of year exams and students will be provided this information or it can be accessed through the SACE website (http://www.sace.sa.edu.au/the-sace/students-families/exams).

Special Provisions

The SACE Board considers students to be eligible for special provisions in Curriculum and Exams if a student has:
- An illness or impairment:
  - physical disability
  - vision impairment
  - hearing impairment
  - medical condition
  - psychological illness
  - learning disability
  - car accident
  - a death in the family
- Interrupted schooling:
  - cultural obligations
  - family responsibility

To apply for special provisions, Year 11 & 12 students need to request special provisions through the SACE Coordinator at Faith Lutheran College. It is the student’s responsibility to apply for special provisions. Students are required to provide evidence of eligibility for special provisions. The evidence they need to provide will depend on the reason for the request.
HARASSMENT

In our Christian community at Faith Lutheran College, we are all valuable in God’s sight. Jesus showed His love to all people regardless of gender, beliefs, race, class or status. Our College community is committed to helping members recognise their value as people of God, created to serve and develop their own gifts. Our community cares for, encourages, supports and forgives each other in the way Jesus showed us.

All members of our community – teachers, students, parents, non-teaching staff, voluntary workers and pre-service teachers – have the right to feel safe and protected and free from harassment and discrimination.

We all have a responsibility to build and maintain a community in which we:
1. are treated fairly by fellow students and staff (and therefore we all show respect for each other).
2. feel safe and secure (and therefore we treat each other with kindness and support).
3. learn, and grow towards our full potential (and therefore we will support, encourage and serve each other in our work).
4. feel valued, accepted and cared for as unique individuals (and therefore we will listen to each other, encouraging sensitive self-expression and we will accept each other as we are).
5. have our own property (and therefore we will respect and protect the property of others).

What is Harassment and/or Discrimination?

When a member of our community acts against the guidelines it can often be termed harassment or discrimination. If a particular behaviour repeatedly embarrasses, offends, upsets, frightens or hurts another person, then it can be classified as harassment. Harassment is concerned with relationships and affects a person’s well-being, self-confidence and work. It destroys the values of our Christian community. It may also be against the law.

Religious Harassment includes:
- belittling another’s religion, putting down or ridiculing another’s faith and/or practice of their beliefs.
- hindering others from expressing their faith freely and openly: e.g. by subtle intimidation or deliberate distraction in worship, devotions, Quiet Time and discussions).
- using language which shows disrespect to God’s name.

Behavioural Harassment includes:
- physical: e.g. bullying, pushing, hitting, spitting, damaging the property of others.
- verbal: either spoken or written; e.g. repeated ‘putdowns’, calling names, ridiculing, threatening, spreading rumours or offensive comments.
- exclusion – e.g. deliberately leaving others out of friendship groups, discussions, team situations, etc.
- graphic: e.g. defacing of diaries, pencil cases, College bags, property, graffiti etc.
- extortion: e.g. demanding money, food or other belongings etc.
- electronic: e.g. using mobile phones, computer and other forms of electronic communication to belittle, demean and hurt another person.

Racial harassment includes:
- deliberate or repeated racist comments, gestures, or any other conduct which hurt people, based on their nationality, colour of skin, ancestry or any related cultural practices.

Intellectual harassment includes:
- discrimination against those of exceptional talents and abilities.
- discrimination against those with limited talents and abilities and those with specific learning difficulties.

Disability harassment includes:
- demeaning a person on the basis of physical attributes, e.g. appearance or physical disability.
- treating a person with a disability less favourably merely because they have that particular disability.
Sex based harassment includes:
- sexist harassment – behaviour which insists that gender stereotypes be maintained and exercised in the College or workplace.
- sexual harassment – sexual behaviour which is deliberate, uninvited, threatening and which is perceived by the recipient to be embarrassing, offensive, demeaning or compromising. e.g. unwelcome touching or closeness.
- sexual assault – a term which covers a number of criminal offences, such as indecent assault, aggravated sexual assault, sexual intercourse with a young person under 17 years of age (or in specific circumstances under 18 years of age) and rape.

Harassment of any kind is unwanted, unwelcome and unacceptable. It destroys relationships and hurts the community.

WHAT CAN YOU DO TO ACT AGAINST HARASSMENT?

The following suggestions are meant to help resolve a situation or incident of harassment.

If you are guilty of harassment:
- Stop now!
- Pray for guidance, forgiveness, reconciliation, strength and a change of heart.
- Ask for help – seek counselling from someone who can help you.

If you witness harassment:
- Actively support the person being harassed rather than passively supporting the harassment.
- Report harassment, so that all involved receive help.
- Change your friendship group if it becomes involved in any form of harassment.

If you are being harassed:
- Pray for guidance, help the other person.
- Approach the person who is harassing you and tell them to stop.
- Share the problem with someone you trust who can help e.g. a friend, family, staff member (e.g. Village Care Group Teacher, College Pastor), an older peer.

This person may:
- Listen to you.
- Help you consider appropriate alternatives.
- Go with you to approach the person who is harassing you.
- Approach the harasser on your behalf.

Be AWARE that:
(i.) Confidentiality will be respected at all times unless you say otherwise.
(ii.) You may stop or start at any stage of the above process. In all cases the person working with you will not take any action without your permission.
(iii.) You may involve parents at any stage.
(iv.) It may be useful to keep a written record of the incidents that occur and give a copy to the contact person. This will help you both clarify the issue and explain to the harasser that his/her behaviour has been repeated and is unacceptable.

Students should also be aware that, in regard to points (i) and (ii), that under South Australian Law the College is legally required to be a mandatory reporter. Consequently if the College believes on reasonable grounds, that a child has suffered, or is likely to suffer, significant harm as a result of physical injury or sexual abuse, and the child’s parents have not protected or are unlikely to protect the child from such harm, the relevant authorities and in some cases the police must become involved.
OUTCOMES OF HARASSMENT

- The College views harassment as a serious matter and offenders may ultimately be dealt with as a matter of College discipline.
- The College will treat very seriously any case of retaliation against a person for reporting harassment.
- Serious or repeat acts of harassment could result in suspension or expulsion.

However, the primary aim of any intervention will be to restore positive relationships, to heal hurt and to establish a renewed understanding of our life together as a Christian community.

HOMEWORK GUIDELINES

Faith Lutheran College expects that students will commit an appropriate amount of time to their homework each night.

Suggested Time Allocation

<table>
<thead>
<tr>
<th>Year</th>
<th>Minutes per Subject**</th>
<th>Number of Subjects per Night</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Monday – Thursday</td>
</tr>
<tr>
<td>8</td>
<td>20</td>
<td>4</td>
</tr>
<tr>
<td>9</td>
<td>25</td>
<td>4</td>
</tr>
<tr>
<td>10</td>
<td>30</td>
<td>4</td>
</tr>
<tr>
<td>11</td>
<td>35</td>
<td>4</td>
</tr>
<tr>
<td>12</td>
<td>As required by subjects but approximately 2.5 hours/night</td>
<td></td>
</tr>
</tbody>
</table>

* Note that weekends can be used to catch up on assignment work.

** These times refer to the amount of time spent on solid, effective study, not simply the time spent sitting at a desk.

Students are required to use their College diaries to record their set homework. By including the approximate amount of time spent doing their homework, students can indicate to their Village Care Group teacher if some subjects are setting too much homework. Parents are asked to check diaries weekly for homework.

If homework is not completed and a diary note from parents is not presented, then students can expect consequences.

If students are absent from the college for a period of time, there may be some homework exercises that need to be completed at a later date. This will require negotiation with teachers.

Homework should not be set for completion during holidays for Year 8-11 EXCEPT for reading of English novels, and longer term assignments that have also been given a reasonable amount of term time to complete.

In the weeks leading up to exams, a proportion of student’s homework time in Year 10, 11 and 12 should be spent in revision exercises. This may mean a slight increase in the total amount of time spent on homework during this period.
## HOW TO CONTACT FAITH STAFF

<table>
<thead>
<tr>
<th>Section</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Village Care Group Staff</td>
<td>See them during Village Care Group in the morning, email via VCG email</td>
</tr>
<tr>
<td></td>
<td>(<a href="mailto:villagename@faith.sa.edu.au">villagename@faith.sa.edu.au</a> – eg <a href="mailto:bethany@faith.sa.edu.au">bethany@faith.sa.edu.au</a>) or call them via the College Reception.</td>
</tr>
<tr>
<td>Subject Teacher</td>
<td>Talk to them during class, or email them (<a href="mailto:firstinitialsurname@faith.sa.edu.au">firstinitialsurname@faith.sa.edu.au</a> – eg <a href="mailto:swilksch@faith.sa.edu.au">swilksch@faith.sa.edu.au</a>) or call them via the College Reception</td>
</tr>
<tr>
<td>Year Level Coordinators</td>
<td>Go to their Office and make an appointment, or call them via the College Reception or email:</td>
</tr>
<tr>
<td></td>
<td>Year 8: Mr Joel Darling – <a href="mailto:8coordinator@faith.sa.edu.au">8coordinator@faith.sa.edu.au</a>, ‘The ROC’</td>
</tr>
<tr>
<td></td>
<td>Year 9: Mrs Janelle Vanderloo – <a href="mailto:9coordinator@faith.sa.edu.au">9coordinator@faith.sa.edu.au</a> PE Office – Term 1</td>
</tr>
<tr>
<td></td>
<td>Mrs Judy Minge – <a href="mailto:9coordinator@faith.sa.edu.au">9coordinator@faith.sa.edu.au</a>; Office 12.5 – Terms 2 - 4</td>
</tr>
<tr>
<td></td>
<td>Year 10: Mr Nick Schmidt – <a href="mailto:10coordinator@faith.sa.edu.au">10coordinator@faith.sa.edu.au</a>; PE Office</td>
</tr>
<tr>
<td></td>
<td>Year 11: Miss Jess Muhlethaler – <a href="mailto:11coordinator@faith.sa.edu.au">11coordinator@faith.sa.edu.au</a>; Languages Office</td>
</tr>
<tr>
<td></td>
<td>Year 12: Ms Judi Schmidt – <a href="mailto:12coordinator@faith.sa.edu.au">12coordinator@faith.sa.edu.au</a>; Office 10.5</td>
</tr>
<tr>
<td>Student Counsellor</td>
<td>The Wellbeing Staff are located in ‘The ROC’. To make an appointment email the Counsellor (<a href="mailto:counsellor@faith.sa.edu.au">counsellor@faith.sa.edu.au</a>) or in person at ‘The ROC’.</td>
</tr>
<tr>
<td>College Pastor</td>
<td>The Wellbeing Staff are located in ‘The ROC’. To make an appointment via Main Reception, email the College Pastor (<a href="mailto:pastor@faith.sa.edu.au">pastor@faith.sa.edu.au</a>) or in person at ‘The ROC’.</td>
</tr>
<tr>
<td>Director of Welfare</td>
<td>The Wellbeing Staff are located in ‘The ROC’. To make an appointment, email the Director of Welfare (<a href="mailto:welfare@faith.sa.edu.au">welfare@faith.sa.edu.au</a>) or in person at ‘The ROC’.</td>
</tr>
<tr>
<td>Careers Counsellor</td>
<td>To make an appointment, call or email Ms Trish Cirillo: 08 8561 4200 or <a href="mailto:tcirillo@faith.sa.edu.au">tcirillo@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Director of Student Learning</td>
<td>To make an appointment, call or email Mr Craig Moore: 08 8561 4200 or <a href="mailto:studentlearning@faith.sa.edu.au">studentlearning@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Deputy Principal</td>
<td>To make an appointment, call or email Mr Ivan Muster: 08 8561 4200 or <a href="mailto:deputy@faith.sa.edu.au">deputy@faith.sa.edu.au</a></td>
</tr>
<tr>
<td>Principal</td>
<td>To make an appointment, call or email the Principal’s PA: Mrs Nerida Harris: 08 8561 4200 or <a href="mailto:nharris@faith.sa.edu.au">nharris@faith.sa.edu.au</a></td>
</tr>
</tbody>
</table>

## ILLNESS AND INJURY

Student Services if the first point of contact for any injuries or illnesses. If they are able, students are advised to present themselves to Student Services as soon as practicable. In an emergency Student Services will be called to attend and assist.
ICT EXPECTATIONS FOR STUDENTS

The term ICT refers and applies to any digital resource, device or application used to display, store or transmit information. ICT at Faith supports the teaching and learning program. It is intended to enable, enhance & extend students’ learning, to enable completion of course work and to provide opportunities for students to develop skills in the use of Information and Communication Technology.

Responsibilities
Each student has a responsibility to take care of the ICT resources, devices and applications and use them in a careful and constructive way. It is essential for students to:

- only logon to the network using your own user name and password.
- leave all equipment, systems settings, switches, buttons or cables in place unless Network Administration permission is obtained to do otherwise.
- notify staff of any incidents involving unauthorised access or damage to ICT resources, devices or applications
- logoff from the network and leave the work station area neat and tidy at the end of a session.
- avoid unnecessary printing by carefully checking work on screen before printing.
- only use file names which are meaningful and non-offensive.
- use only ICT to store or access files that are for curriculum purposes.

Students must not use the ICT for any of the following:

- to abuse, vilify, defame, harass, or discriminate.
- to send, receive or view pornographic material.
- to injure the reputation of the College
- to spam, mass mail, send or receive chain mail.
- to infringe copyright or other intellectual property rights.
- to perform unlawful or inappropriate acts.

Students should note that the College maintains comprehensive monitoring, filtering and logging systems. To ensure security, integrity, performance and responsible use of the resources, all student activity will be monitored. Students must not attempt to bypass any of these systems.

IDs and Passwords

Once each student has read and signed this policy statement, they will be allocated a ‘username’ to access Faith’s network resources. The student will choose a password that is of reasonable length and complexity so that it cannot be guessed by peers or other 3rd parties. The College recommends a password of at least 8 characters and the use of lower case and upper case letters, numbers, symbols and punctuation. A sentence of random but memorable words separated by numbers or punctuation is a good technique for creating a secure password.

This will give the user access to:

- an allocated storage space on the College’s servers
- networked printers
- shared curriculum resources
- the internet.

The individual password protects storage space, printing and internet access as appropriate and confidentiality is the user’s responsibility. Access to the network should only be gained via an allocated username and confidential password.

If an individual suspects that someone else has somehow gained access to their password then they must take steps to have the password changed as soon as possible by approaching Network Administration.

The student ‘username’ provides access to network server storage space a ‘workspace’, also referred to as the users’ home drive or P: drive. Access to this ‘workspace’ will be available from any networked computer within the College. All computer work carried out at College should be saved within this ‘workspace’, unless advised otherwise.
Access to or storage of the following types of files is not permitted, unless approval has been granted by Network Administration:

- program/executable files (EXE, BAT, VBS, COM, etc.)
- games
- compressed files (ZIP, RAR, TAR, etc.)

Access to or storage of the following types of files is not permitted:

- obscene material – pictures, videos or text
- obscene filenames
- insulting or abusive material
- password-protected files
- copyrighted material
- personal non-curriculum related material

Students are requested to save work in the most efficient way (for example: save graphics files as JPEG or GIF not bitmap).

**Removable Storage Media**

Removable Storage Media, such as writeable CDs and USB drives can be a major source of viruses into the network. They can also be unreliable. You should ONLY use these items to transfer College related work files to and from home.

Any removable storage device is considered part of the network when it is connected to the network infrastructure. The use of and content stored on these devices must comply with the “Use of the ICT” Policy. The College reserves the right to check any storage media within the College and confiscate those that pose a threat to the performance of our resources.

**Printing**

You should proofread carefully from the screen before printing to minimise the number of printouts done. Multiple copies of printouts are wasteful and should not occur.

**The Internet**

Use of the Internet is seen as an integral part of many curriculum areas. It can only be used for curriculum related purposes. Students must avoid sites with content that is violent, racist, sexist, pornographic, dominated by offensive language and/or is illegal in any way. Non-curriculum use of chat lines and/or downloading files is not permitted. If a search accidentally leads a student to an inappropriate site they must turn off their computer screen immediately and then inform their Teacher.

**Student Use of E-mail**

The College currently provides access to email accounts for all students. Emails are to be written or structured always with the interests of Faith in mind, using appropriate language.

The College reserves the right to monitor student use and store any student emails. Email correspondence sent from or received using the College network is neither private nor secret. A student may be held liable for any content in an email. Students should report inappropriate email immediately to their Subject Teacher or Network Administration. Students are not to access any other form of ‘web mail’ such as Hotmail or instant messaging such as ‘msn messenger’ or social network sites such as Facebook and Twitter.

**Breaches of the Use of the ICT Policy**

Breaches of this policy can undermine the values of the College and the safety of the learning environment, especially when ICT is used to facilitate misconduct.

Such a breach which is deemed harmful to the safety of the College (for example, involvement with inappropriate materials, or anti-social activities like harassment), may constitute a significant breach of discipline and possibly result in serious consequences. The College will respond to any breach of this policy in an appropriate manner, taking into account all relevant factors. Consequences may include:

- deletion of unauthorised files and material
- suspension from the network
- internal or external suspension from College
If there is a suspected breach of the use of ICT Policy involving privately-owned ICT on the College site or at a College-related activity, the matter may be investigated by the College. The College may request permission to audit the equipment/device(s) as part of its investigation into the alleged incident.

Involvement with material which is deemed ‘age-restricted’, or ‘objectionable’ (illegal), under the Films, Videos and Publications Act 1993, is a very serious matter as is involvement in an activity which might constitute criminal misconduct, such as harassment. In such situations, it may be necessary to involve law enforcement in addition to any disciplinary response made by the College as a result of its investigation.

**USE OF ICT RESOURCES CONTRACT**

Parents and students have read the “Use of ICT” Policy and agree to comply with its principles and required practices. I understand that:

- password must remain confidential and not be used by any other student.
- I am responsible for the content of my storage space, including devices that I connect to the network.
- my allocated server storage space and internet activity will be monitored, filtered and logged.
- all ICT activity will comply with the standards outlined in this policy.
- failure to use ICT resources properly, will be dealt with as outlined in this policy.

All students and parents/caregivers are required to return a signed ‘Use of ICT Resources’ Contract 2016 and ‘Student Owned Device’ User Agreement 2016 at the start of the College year in 2016. Students who enrol during the year will be required to complete these forms as part of their induction process.

**INSTRUMENTAL MUSIC PROGRAM**

Faith Lutheran College provides the opportunity for students to undertake private Instrumental Music lessons throughout the day. There is a wide range of instruments on offer and students are encouraged to explore suitable instruments.

Students who learn an instrument do so during the school day. In order to minimise disruption the lessons are organised on a rotating timetable, so that students do not miss the same lesson too many times. Students are expected to inform staff of an instrumental lesson at the beginning of a lesson and then ask politely if they may leave at the appropriate time. Instrumental lessons do not correlate with the school timetable times as the lessons are only ½ hour long. The timetable for instrumental lessons is displayed a week in advance on the Music Suite noticeboard for checking. This can be checked by you at any stage by contacting the Music Office, if you are concerned about any student missing lessons.

Mrs Chris Mardle coordinates the Instrumental Music Program. Please contact Mrs Mardle (cmardle@faith.sa.edu.au) if you have any issues associated with the programme.

**Instrumental Teachers 2016**

<table>
<thead>
<tr>
<th>Ms Bronwyn Edwards</th>
<th>Violin, Viola</th>
<th>Ms Elsaeth Parkinson</th>
<th>Piano</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr Rod Ennis</td>
<td>Brass</td>
<td>Ms Bec Peregi</td>
<td>Voice</td>
</tr>
<tr>
<td>Ms Michelle Greig</td>
<td>Voice</td>
<td>Mrs Mel Sabeeney</td>
<td>Cello</td>
</tr>
<tr>
<td>Mr Chris Isaacson</td>
<td>Saxophone, Clarinet</td>
<td>Ms Katherine Trevilyan</td>
<td>Flute</td>
</tr>
<tr>
<td>Mr Cameron O’Riley</td>
<td>Guitar, Electric Bass</td>
<td>Mr Chris Yeend</td>
<td>Percussion</td>
</tr>
</tbody>
</table>
LEAVE: EARLY HOLIDAY AND LATE ARRIVAL

Students wishing to have any special leave (including family holidays) must make a request in writing to the Principal at least two weeks prior to the date the leave is needed.

- For a period **less than one month**, the Principal is able to accept or reject the written request.
- For a period **greater than one month**, the Principal must recommend or not recommend, then forward the appropriate form directly to the Director of School and District Operations for their action.

If any leave is granted, parents are required to notify Village Care Group staff (via the VCG Email address – for example: Bethany VCG – bethany@faith.sa.edu.au) of the student’s impending absence.

LESSON TIMES

<table>
<thead>
<tr>
<th>Monday, Tuesday, Wednesday, Thursday, Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Start of the Day</strong></td>
</tr>
<tr>
<td>Village/Chapel</td>
</tr>
<tr>
<td>Lesson 1</td>
</tr>
<tr>
<td>Lesson 2</td>
</tr>
<tr>
<td>Recess</td>
</tr>
<tr>
<td>Lesson 3</td>
</tr>
<tr>
<td>Lesson 4</td>
</tr>
<tr>
<td>Lunch</td>
</tr>
<tr>
<td>Lesson 5</td>
</tr>
<tr>
<td>Lesson 6</td>
</tr>
<tr>
<td><strong>End of the Day</strong></td>
</tr>
</tbody>
</table>

LIBRARY / RESOURCE CENTRE

The Library/Resource Centre provides a range of services to assist students in their learning journey at Faith Lutheran College. It includes a wide range of printed resources, fiction/non-fiction reading material as well as access to digital resources through computer facilities. Students are encouraged to seek assistance from the Library staff to support their personal needs.

Students have access to the Library’s resources, facilities and services provided the following are observed:

- Noise is kept to a minimum at all times.
- Resources (books, laptops, video cameras, files, etc.) are treated with care and are returned in the same condition in which they were borrowed.
- Food, drinks and bags are not brought into the Library.
- Books are returned or reborrowed before they are overdue – normally 2 weeks.
- A note signed by the Class Teacher is presented when individual use of the Library during lesson time is requested.
- Resources lost or damaged by students are paid for before borrowing privileges are reinstated.
Opening Hours

<table>
<thead>
<tr>
<th></th>
<th>Monday – Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8.15am – 3.45pm</td>
<td>8.15am – 3.30pm</td>
</tr>
<tr>
<td>CLOSED during Recess</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OPEN all Lunchtimes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Hire Books
These will be issued throughout the year for different subjects. Students are expected to accept responsibility for the care of books and to return them in good condition. The student responsible for borrowing the book will incur the cost of replacing books that are damaged or lost. Students need to record all Hire Book numbers in the space provided at the back of the diary.

Student Photocopying
This is done in the Library using the Student’s ID Card which also acts as a photocopier card.

LOCKERS
All students are issued with an open lockers for their belongings (including books, equipment, hat and their bags) at the start of the year.

It is the responsibility of every student to maintain their lockers in a neat and tidy manner and ensure that their bag is securely stored in their lower locker at all times.

From time to time, the top surface of the lockers will be cleaned and any items collected will be returned to Student Services for a period of five days. Any uncollected items will be considered rubbish and removed.

LOST PROPERTY
All lost property is taken to Student Services and students are directed to visit Students Services to check for their belongings. Staff will check for names on any items and return to students where possible.

At the end of the year, all unnamed clothing items that remain in Student Services are taken to the Uniform Shop to be sold as second-hand clothing.
MOBILE PHONE ACCEPTABLE USE

The increased ownership of mobile phones and other means of mobile electronic communication (referred to as mobile phones in this section) require the College community to use such devices effectively and appropriately within the College environment. Faith Lutheran College is also aware of the need to manage risk, to protect users, others within the College and the College itself, to ensure the integrity of the College’s educational programs and to address cyber safety issues related to the use of mobile phones.

Parents/Caregivers are reminded that Student Services at the College remains the most appropriate point of contact. Contact through Student Services will ensure your child is reached efficiently and assisted in an appropriate way.

Mobile phones are not to be used for any form of media use, communication or interface (e.g. voice, mail, text, video, photo, web access) during college hours (that is, normally between 8:40am and 3:15pm). There may be occasions when a student will need to make contact with a Parent/Caregiver or another appropriate person during College hours. This can occur either via Student Services or by using their mobile phone in the Atrium or outside the atrium in the spine of the college during either Recess or Lunch. Students are to gain permission from the staff member on duty in the Atrium if they wish to use their mobile phones during Recess or Lunch.

If a student brings a mobile phone to the College, Faith accepts no responsibility for the phone’s security. Mobile phones are not covered by any of the College’s insurance policies. Other than a statement in the College’s Student Notices, read to all students, the College cannot promise to follow up lost or stolen mobile phones.

At the direction of the Subject Teacher, students may utilise their mobile phone to support the learning experience. The conditions of use in class will be clearly stated by the teacher at the start of the activity. Under no circumstances at other times are mobile phones to be used in normal scheduled Faith lessons or activities. This includes timetabled lessons, Village periods, excursions, Christian Living service times and the like. If a student attempts to use a mobile phone for any purpose at any of the above times, a staff member has the authority to confiscate the phone immediately for at least the rest of the day.

Continual misuse of a mobile phone may result in the student being banned from bringing a mobile phone to the College for a length of time determined by the College, or may result in a student being subject to other disciplinary action.

Appropriate application of mobile phone technology to provide exciting new approaches to teaching and learning is recognised and acknowledged by Faith Lutheran College. Any use of mobile phones as part of a Faculty’s curriculum will be directed by the classroom teacher. In these circumstances, students will be given clear guidelines of the appropriate use of the mobile phone within the class.

MOVEMENT OF STUDENTS DURING LESSON TIMES

Movement during lessons is to be minimal to ensure maximum teaching time for all students.

Students are expected to have all requirements for all consecutive lessons between official breaks (for example all requirements between Recess and Lunch) and lockers should not be visited during lesson time.

If there is a need for students to leave their lesson/class, they are required to have a note in their Diary.

MOTOR VEHICLES

All motor vehicles are out of bounds for students throughout the College day (8.35am – 3.15pm) and they are required not to interfere with any vehicle.

All motor vehicles are parked on the College bounds at the risk of the driver and the College is not responsible for any damage.
MUSIC / PERSONAL LISTENING DEVICES

As a general rule, students are not to listen to music via personal music listening devices (e.g. iPods) in the classroom or
the yard unless:

- It is an integral part of a subject’s curriculum to listen to particular music in this manner.
- Individual teachers have applied for permission to the Curriculum Committee to use them in their class.
- The students are Year 11 and/or Year 12 students who are in a study lesson in a designated study room.

Explanatory Notes:

- Students can use listening devices on the bus to and from the College.
- Students are required to store any listening device away at the 8.35am bell and may only access again after the
  3.15pm bell.
- Students are not allowed to listen to music with any listening device at recess or lunch and can expect to have the
devices confiscated if they do so.
- Students who bring any music listening device into the College do so at their own risk. The College is not
  responsible for any damage or loss.
- Students who play their music too loud and who disturb other people will be asked to reduce the volume.
- Staff reserve the right to disallow the playing of any music on any listening device if they feel the musical material
  is inappropriate.
- This policy needs to be read in conjunction with the Mobile Phone Acceptable Use Policy.

OFFICES

All Staff Office areas are out of bounds to students at any time. At no time should a student enter an office without the
direct permission of a staff member.

Should a student require a teacher from the Office, they must knock on the door and wait until they are asked to enter.

PASTORAL CARE

Pastoral Care is an integral and important part of Faith Lutheran College. Pastoral Care occurs primarily in the Village Care
Group structure, but in reality, it extends into all we do in our dealing with others here at Faith.

The basis for any pastoral care in a Christian institution begins with God, and His attitude towards people. It is an attitude
of ultimate love and care.

Pastoral Care refers to the College’s capacity to support the kind of community in which:

- each member is known and acknowledged;
- each member is valued and affirmed;
- each member is supported, especially in times of difficulty; and
- the prevailing spirit is one of reconciliation.
Pastoral Care at Faith Lutheran College includes those structures set up to facilitate care of others, namely the Village Care Group and the Peer Support Programme.

The role of the Village Care Group staff is to provide support and encouragement for the spiritual, emotional, academic and social development of students in their Village.

Where Parents/Caregivers have concerns and queries regarding their student they are encouraged, in the first instance, to contact Village teachers. Village Care Staff can be contacted via:

- **Email:** all the Village Care groups have an individual email address that is linked the Village Care Group Staff. To email Village Care Group Staff use the following process: villagename@faith.sa.edu.au, for example: bethany@faith.sa.edu.au.
- **Phone:** messages can be left for Village Care Group Staff through the Main Reception on (08) 8561 4200.
- **College Diary:** messages from home can be written in the College Diary.

### ADDITIONAL PASTORAL CARE STAFF

<table>
<thead>
<tr>
<th>College Pastor</th>
<th>Pastor Phil Joppich</th>
<th>College Counsellor</th>
<th>Mr Joel Darling</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><a href="mailto:pastor@faith.sa.edu.au">pastor@faith.sa.edu.au</a></td>
<td></td>
<td><a href="mailto:counsello@faith.sa.edu.au">counsello@faith.sa.edu.au</a></td>
</tr>
</tbody>
</table>

Both Parents/Caregivers and students are encouraged to use the services of either the College Pastor and/or Student Counsellor. To contact them, you may either phone the College or make an appointment to see them. Appointments can be made through Student Services or via email to pastor@faith.sa.edu.au or counsello@faith.sa.edu.au.

Ms Sarah Ruwoldt oversees the Pastoral Care system and is available to speak to students and Parents/Caregivers on issues especially associated with bullying and harassment and other general concerns regarding student welfare. Please contact Ms Ruwoldt via phone at the College or email: welfare@faith.sa.edu.au.

### PERSONAL PROPERTY

All personal items (including clothing, books, personal items) should be named to assist with items that are lost/misplaced.

### PRIVATE INFORMATION POLICY

The Privacy Policy information is issued once only, at the beginning of your child’s enrolment. Please advise us if your situation changes at any time throughout your child’s attendance at Faith. If there are changes to the policy at any stage you will be notified.

### PROHIBITED ITEMS ON COLLEGE GROUNDS

The College is responsible for the safety of all community members and as such there are a number of items that are prohibited from the College grounds. If students chose to bring any prohibited items onto the College grounds, there will be consequences for their actions which may be enforced by the College or the Police. Any alcohol or drug infringement at the College requires police notification as part of new government requirements.

Prohibited Items include:

- Weapons of any kind (this includes replicas);
- Prohibited substances (e.g. illegal drugs, prescribed medications – unless given to medical staff or the prescribed medicine is an asthma inhaler);
- Implements or instruments for the use of illegal drugs;
- Alcohol;
- Cigarettes/Tobacco;
- Pornographic or offensive material (the College determines what is offensive by its Christian values/teachings as well as an understanding of wider community values);
• Chewing gum;
• White out or other forms of liquid paper (conditional – subject dependent);
• Marking pens (conditional – subject dependent).

Should students require art knives, marking pens or white out, due to their subject choice, they will be supplied by that subject faculty.

The College accepts no responsibility for the loss, theft or damage of any of the above items.

**Prohibited Behaviours**
While students are at College, travelling to or from College, or at College sanctioned activities, the College does not permit the:
• possession, trade, supply or use of drugs and alcohol
• attendance whilst affected by drugs
• association with others who are known to be in possession of or using drugs

**Consequences**
In the event of a drug-related incident consequences may vary and will depend on:
• the nature of the situation.
• the potential for harm.
• the level of the student’s involvement.

Actions could include:
• College detention
• community service
• referral for counselling (College-based and/or community-based)
• police involvement
• exclusion – suspension or expulsion

The last two actions will apply where illicit substances (including alcohol) and inhalation of solvents are involved and the police will be contacted in regards to these matters.

**POLICIES**
Full versions of the College’s policies can be requested through the Principal’s PA, Mrs Nerida Harris (nharris@faith.sa.edu.au).

---

**QUIET TIME**
Taking time out for quiet reflection and meditation is an essential part of life. To help develop and/or strengthen this important habit Faith Lutheran College has established Quiet Time as part of the devotional life of the College.

Quiet Time takes a variety of forms, but includes opportunities for personal reflection and challenge. Quiet Time occurs every second Wednesday from 8:55am to 9:10am throughout the year. This is based within the College’s Village Care Groups or Year Levels.

All students, staff, including Office Staff are involved in Quiet Time. **Unless it is urgent,** would you please avoid contacting the College during Quiet Time.
RELATIONSHIPS: STUDENT – STAFF

The College expects that the honour and respect that students should accord their parents will flow on into the College and be evident in their attitudes and behaviour towards our staff. It is therefore expected that students will:

- Respectfully cooperate with staff both in and outside the classroom.
- Students should greet members staff when meeting or passing.
- There may be occasions when a member of staff is compelled to correct, reprimand or give consequences to a student. This is not considered a lack of courtesy or respect on the part of the staff member, but the necessary action of a person in authority in a disciplined and caring community.
- Recognise and respect the leadership opportunities delegated to College captains and senior students.
- Staff will respect students and treat them with justice and fairness at all times. They will seek to serve them to the best of their abilities.

RELATIONSHIPS: STUDENT – STUDENT

All students are encouraged to cultivate positive relationships with all members of the Faith community, demonstrating genuine respect and friendship at all times. All forms of harassment are unacceptable at Faith Lutheran College. The College is happy to see friendships develop between members of the student community. The friendships formed at the College will hopefully continue after the students have left Faith.

As a Christian co-educational college, certain limits must be established and recognised by members of the community. Any activity construed as sexual in nature, e.g. body contact and open displays of affection or intimacy, is forbidden on and off the campus in uniform, or at a College related activity.

Faith Lutheran College, as a Christian community, maintains the right to determine what constitutes inappropriate behaviour as outlined above.

SENIOR STUDENTS – YEARS 11 & 12

Faith Lutheran College aims to help Year 11 and 12 students develop the responsibilities associated with privileges that come with being a senior student member of our community:

- The responsibility of being a role model to junior students in the positive way they behave and act toward other students, the way they wear their uniform and get involved in College life.
- The need to develop independence and self-discipline, which is a necessary part of succeeding at further study and in the workforce.

Study Lessons

Year 12 students are to report to the designated Study Area for supervised quiet study in their timetabled Study lessons. There is also opportunity to access the Library for quiet research and computer use during these times. If a student is required to leave the Study Area, they are required to have a note in their diary from the supervising teacher.

For the first semester, staff will be in attendance at these study periods, however it is expected that students will show maturity and self-discipline to use this area in the appropriate manner. Failure to comply with the expectations of the Library or computer rooms may mean students are banned from using these unsupervised areas. This may also mean loss of other privileges or a negotiated detention.
Students may use an IPod or MP3 player with personal headphones provided it does not disturb others within their Study Lessons and is conducive to the student studying.

All Year 11 VET Study students should remain in the Study Area.

Late Arrival/Early Departure
Parents/Caregivers may negotiate late arrivals and early dismissals with the Year 12 Coordinator for Semester 2. There must be a note in the diary, signed by the Coordinator, stating days and times.

Students cannot miss timetabled lessons

Students arriving late or leaving early must sign in/out at Student Services. Students cannot leave at other times during the day without the permission of the Year 12 Coordinator, the Deputy Principal, or Director of Administration.

SEXUAL ABUSE POLICY – LUTHERAN CHURCH OF AUSTRALIA

The Lutheran Church of Australia, to which Faith College is linked, has put a Sexual Abuse Policy in place. All staff are aware of this policy and understand issues associated with Sexual Abuse. If students, parents and staff have concerns regarding issues of this nature, they are welcome to contact the Principal, the Chaplain, the Counsellor or the Deputy Principal to discuss the issue, or can access the L.C.A. service by phoning the Toll Free number, 1800 644 628, or write to P.O. Box 519, Marden S.A. 5070.

SICK BAY

Faith Lutheran College provides a well-equipped Sick Bay that is operated by staff qualified with Senior First Aid training and experience and is located in the Student Services area. The service provided to the College community by the Sick Bay should be that of temporary medical treatment only prior to further medical consultation and/or transport.

Procedures

- If a student needs medical assistance during class time, they must have a note in their diary from their Teacher, giving permission and stating the reason for their visit.
- In the event of a medical emergency, or if there is a concern about the student’s ability to get to sick bay by themselves (for example - they are feeling faint), the student should be accompanied by a staff member or another student.
- Known couples should not be admitted to the Sick Bay at the same time.
- No visitors allowed.
- At no time should boys and girls be placed on the same bed.
- Parents will be informed if a student is a regular user of the Sick Bay.

Assessment and Treatment

- Upon presentation to Student Services, the attending Officer will make note of the student’s attendance on the register.
- Once an assessment of the student’s condition or ailment is made by the Student Services Officer, appropriate treatment will be administered.
- Should the Student Services Officer decide that the student requires ongoing treatment from a medical practitioner or other health professional, contact with the parent / caregiver is made.
- Students returning to class from Sick Bay will have a note in their diary or an email from the Student Services Office stating what has happened and what time they left the Sick Bay.
STATIONERY SUPPLIES
A limited stock of stationery is available to purchase, on a CASH ONLY basis, from the Student Services Office before the start of the day, during recess and lunch times.

STUDENT BANKING
Students can bank with the LLL and BankSA on Tuesday morning during Village Care Group time. All banking is conducted at Student Services.

STUDENT ID CARDS
Students are issued with an ID card displaying the student’s photo and their unique Faith identification number.

Students are required to carry the ID card at all times (the Student Diary has a pocket for this purpose in the back) for routine procedures at the College, such as borrowing books from the Library.

STUDENT OWNED DEVICES AGREEMENT
Faith Lutheran College aims to provide students with the opportunity for more personalised learning by having access to technology both at home and at school. With the privilege of using a device at the College comes the responsibility to use the technology in a manner that is in keeping with our College’s core values.

I understand that the following terms and conditions govern bringing my own device to the College:

1. **Network and Internet access**
   Content accessed through the College network and the Internet will be subject to monitoring and filtering. The College may block student access to the College network.

2. **Power to Recharge**
   Devices should arrive at the College fully charged as the College has no facilities for recharging.

3. **Technical Support**
   As the device is neither owned nor managed by the College, the College is not in a position to offer any technical support.

4. **Insurance and Liability**
   It is strongly recommended that Parents/Caregivers insure their child’s device for loss or damage. The College accepts no responsibility for the loss or damage of the device. Students may be held accountable for any deliberate damage.

5. **Content**
   All content including but not limited to file, photos, videos and music must remain appropriate, as deemed by the College, at all times. The College retains the right to review the content of any device registered under this agreement. From time to time the College may prescribe software and or apps that students must have installed on their device.

6. **Copyright**
   Parents/Caregivers must certify that all content stored on the device is compliant with copyright law and regulations.

7. **Responsible use**
   Any use of a device deemed inappropriate by the College may result in the withdrawal of BYOD privileges.

This agreement may be subject to review. A signed copy of the Student Owned Device User Agreement needs to be returned to the College at the start of the school year.
STUDENT SERVICES
This central location provides for the needs of students throughout the College day.

Opening Times: 8.00am – 3.30pm (If closed – go to the College Reception)

Student Services Office direct telephone number: 8561 4222
• Students who URGENTLY need to see a teacher at breaks during the day should do so through the Student Services Office.
• Telephone calls can be made for important matters. Telephone calls made in lesson time must be requested by a teacher, with a diary note giving permission.

STUDENT SERVICES HELP DIRECTORY - WHO DO I CONTACT WHEN I NEED SOME HELP?

<table>
<thead>
<tr>
<th>My Concerns – what is the issue?</th>
<th>Who do I talk to?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Health and Wellbeing</strong>&lt;br&gt;Absences, issues at the College, friendship, organisation, issues at home, personal concerns.</td>
<td>• Village Care Group Staff&lt;br&gt;• Year Level Coordinator&lt;br&gt;• Student Counsellor&lt;br&gt;• Director of Welfare&lt;br&gt;• Deputy Principal</td>
</tr>
<tr>
<td><strong>Mental Health and Counselling</strong>&lt;br&gt;Subject issues, issues with learning, motivation with schooling, alternative programs.</td>
<td>• Village Care Group Staff&lt;br&gt;• Student Counsellor&lt;br&gt;• College Pastor&lt;br&gt;• Doctor of Welfare</td>
</tr>
<tr>
<td><strong>Student Learning</strong>&lt;br&gt;Bullying and Harassment</td>
<td>• Subject Teacher&lt;br&gt;• Faculty Coordinator&lt;br&gt;• Learning Support Coordinator / Careers Counsellor&lt;br&gt;• Director of Student Learning</td>
</tr>
<tr>
<td><strong>Student Behaviour</strong>&lt;br&gt;Bullying and Harassment</td>
<td>• Village Care Group Staff / Subject Teacher&lt;br&gt;• Year Level Coordinator&lt;br&gt;• Deputy Principal&lt;br&gt;• Principal</td>
</tr>
<tr>
<td><strong>Late to the College</strong>&lt;br&gt;Parents/Caregivers are reminded that a phone call, email or a note needs to be provided to explain Student lateness to the College. Students who arrive late (after 8.40am) need to sign in at the Student Services Reception – the printed Late Note must be signed and returned the next day. Report to Student Services Reception to sign in.</td>
<td></td>
</tr>
<tr>
<td><strong>Absent from the College</strong>&lt;br&gt;Parents/Caregivers need to advise the College of a student absence by phoning (08 8561 4222) or emailing (<a href="mailto:studentabsences@faith.sa.edu.au">studentabsences@faith.sa.edu.au</a>) the College by 9.00am on the day of the absence. The communication keeps everyone well informed and enables the College to act quickly when required. Any absences must be followed up with a note on the day the student returns.</td>
<td></td>
</tr>
<tr>
<td><strong>Feeling Sick or Injured</strong>&lt;br&gt;During class – notify your Subject Teacher. At other times, report to the Sick Bay at the Student Services Reception for support.</td>
<td></td>
</tr>
<tr>
<td><strong>Lost Property</strong>&lt;br&gt;Any items of clothing (both uniform and casual) are handed to the Uniform Shop so any students who have lost or misplaced items should check at the Uniform Shop. Other items are handed to the Student Services Reception.</td>
<td></td>
</tr>
<tr>
<td><strong>Permission Note to hand in</strong>&lt;br&gt;Permissions Notes can be handed directly into the Student Services Reception or via Village Care Group folders.</td>
<td></td>
</tr>
<tr>
<td><strong>Career Advice</strong>&lt;br&gt;Arrange an appointment with the Careers Counsellor in the Careers Office.</td>
<td></td>
</tr>
<tr>
<td><strong>IT Issues</strong>&lt;br&gt;Students should email IT Helpdesk (<a href="mailto:ehelp@faith.sa.edu.au">ehelp@faith.sa.edu.au</a>) or report to the IT Office (Room 45) near the Library.</td>
<td></td>
</tr>
</tbody>
</table>
STUDENT TIMETABLES

Students are given a personal print out of their timetable each semester. These are distributed through Village Care Group. Students are encouraged to ensure that they keep their timetable in a safe place for future reference.

Issues associated with their timetable should be directed to their Village Care Group Teachers or Year Level Co-ordinator.

STUDY SKILLS

How do I make the most of my time?

Get organised
- Don’t leave your homework or starting an assignment to the last minute.
- Use your diary – it will help you plan your time, which in turn will help you hand up your work on time.
- Keep your books and materials for each subject together so you have everything at hand when you need it.

Make the most of class time
- Take responsibility for your own learning – your Teachers will do everything possible to facilitate your learning but ultimately it is up to you.
- Be an active listener in class. The two best ways of boosting your ability to stay focused are by getting enough sleep (at least eight hours a night) and by starting the day with a good breakfast.
- Ask questions if you are unsure of something.

Make the most of Homework Time
- Sit at a desk or table to do your homework and eliminate distractions. For example playing computer games, SMSing your friends or watching TV.
- Set yourself achievable goals. For example spending 20 minutes on Wednesday and Thursday nights revising for a test you have on Friday, or after working on an assignment for 30 minutes give yourself a 10 minute break.
- Complete a homework timetable which schedules homework and your other commitments, such as sport, into the week. This will help you plan your time effectively. See page 25

Ask for Help
- If your Teacher presents something you are not sure about, ask for help.
- Keep your parents in the loop – let them know what you are doing at College.
- Your Village Care Group Teachers, Year Level Coordinators, the College Counsellor and the Librarian are all available to help you with any questions you have about College and your College work.

What is the best way to complete my research for assignments?

Identify
- Identify the key words and questions in your task and tailor your research to address these.

Use a Variety of Resources
- There is a wealth of information in books and journals as well as online.

Ensure the web sites you use are reliable
- Select websites from recognised institutions and bodies.
- Look at the letters in the web addresses
  - edu - indicates an educational website
  - gov - indicates all levels of government as well as many government agencies such as museums and galleries
  - org - indicates that the site is run by a non-profit organisation
- Be wary of sites with .com extension, these sites are commercially or business driven and may not provide balanced information.

Save Time Searching the Net
- By accessing information from media groups’ websites. Most newspapers and magazines/journals provide online summaries of featured items. Reputable journals such as The New Scientist (http://environment.newscientist.com) put their latest issues on their website and often cover articles in more depth.

Check the Information is accurate and objective
- If there are statistics, facts/figures or research findings. To do this consider checking other websites for similar information. If it seems inaccurate – it probably is!
- If the information is an opinion, is this clearly stated?

Check the Information is Up-to-date
- This is critical when you are researching statistics.
- Check the date on the web page and discard if older than 12 months.
SUN SMART & PROTECTION

In order to promote positive attitudes towards skin protection, the College currently has in place the following measures for sun protection:

- SPF 50+ broad-spectrum water resistant sunscreen is available to all students for personal use at Student Services.
- The College uniform incorporates clothing with collars and sleeves, both in the sports uniform and formal uniform.
- Hats/caps are compulsory for all students in Terms 1 and 4 and must be worn when students are outside. This includes recess, lunch and any other outdoor activities.
- Students who do not have a hat at break times on any given day are required to voluntarily report to the Atrium for the duration of that break.

TRAFFIC EXPECTATIONS AT FAITH

In order to establish a safe and orderly traffic flow in the College traffic zones, parents/caregivers are asked to observe the following rules:

- Speed should not exceed 10km per hour at all times.
- Private vehicle drop off and pick up:
  - enter at the BACC drive and proceed to the designated zone opposite the Wine Education Centre
  - alternatively, students may be dropped off and picked up on the South side of Magnolia Road at the ‘Faith Lutheran College’ sign.
- Students should not be dropped off / picked up on the north side of Magnolia Road.
- For student safety, U-turns on Magnolia Road should be made adjacent to the tennis courts if travelling east.

UNIFORM REQUIREMENTS FOR STUDENTS

Students at Faith Lutheran College are required to wear a school uniform and a sports uniform. Wearing the uniform makes a positive statement about the student’s attitude in being a student at Faith Lutheran College. It also promotes Faith in a positive way within the wider school community.

Incorporated into our Uniform is a logo with the Motto ‘Saved by Grace’. The logo and the motto remind us that “Faith Lutheran College” is a Christian school, established by Lutheran congregations of the Barossa Valley and surrounding area as an agency to help them in the total growth of the baptised child of God.

Students are required to have a note in their diary from a Parent/Caregiver if they are not fulfilling the correct uniform requirements for the day. If not, Uniform Infringement Slips will be issued which may ultimately result in lunchtime detentions.

In 2015, a new uniform and a new and innovative approach to the wearing of uniform was introduced at Faith College. The new approach recognises that adolescents should be afforded the opportunity to make choices about uniform based on comfort, activity, personal preference, weather and individuality. As a result, Faith College offers a competitively priced ‘corporate wardrobe’ of clothing options for both male and female students. How students elect to ‘mix and match’ the uniform is a matter for individual students and their families.
Apart from the ‘corporate wardrobe’, Faith College also offers a sports uniform which is required for physical education lessons and other College activities.

At Faith College, all items in the corporate wardrobe are referred to as ‘formal uniform’. As a result, there is no distinct summer or winter uniform. The only exception to this philosophy is the compulsory blazer for students in Years 11-12 at all formal events i.e. College photos, Formal services and presentations. The blazer is an option for students in Years 8, 9 and 10.

**Student Responsibilities**

Any student who is not dressed in the correct uniform is required to have a signed and dated note in their diary from their parent/caregiver. Uniform infringements and detentions will result if students are not fulfilling the College’s uniform policy.

**Introduction of new Student Uniform changeover timeline – 2015 and Beyond**

All College students will be required to wear the new uniform by the commencement of the 2017 school year.

All new Year 8 students in 2016 will be required to wear the new Student Uniform.

**Uniform Shop**

All the garments that comprise the Faith uniform are only available from the Uniform Shop at Faith. The Uniform Shop sells both new and second-hand clothing.

- **Uniform Shop Phone Number:** (08) 8561 4216 (Direct)
- **Uniform Shop Email:** uniformshop@faith.sa.edu.au
- **Opening Times:**
  - Monday: 8.30am - 4.00pm
  - Tuesday: 8.30am - 4.00pm
  - Thursday: 8.30am - 4.00pm
  - Closed for Lunch: 12.00pm - 12.45pm

**Wearing of Sports Uniform**

Students in Years 8-10 and PE students in Years 11-12 will be advised on the days that they can wear sports uniform all day. The green jumper is not to be worn with the sports uniform.

**UNIFORM - GIRLS FORMAL**

Girls may choose from the following corporate wardrobe...

- Faith charcoal striped skirt (knee length).
- Faith white long sleeved blouse with Faith logo on pocket. The blouse can be worn tucked in or out.
- Faith white short sleeved blouse with Faith logo on pocket. The blouse can be worn tucked in or out.
- Faith striped, lightweight, short sleeved dress.
- Faith charcoal long pants.
- Faith charcoal shorts.
- Faith green V neck micron woollen jumper.
- Faith green blazer with embroidered Faith logo on pocket.
- Faith grey opaque tights
- Faith white socks with embroidered Faith logo.
- Black lace up school shoes with heel no higher than 4cms. Boots or fabric or suede shoes are not acceptable.
UNIFORM - BOYS FORMAL

Boys may choose from the following corporate wardrobe...

- Faith short sleeved green striped shirt with Faith embroidered logo on pocket. This can be worn tucked in or out.
- Faith long sleeved green striped shirt with Faith embroidered logo on pocket.
- Faith green tie with 2 white parallel stripes.
- Faith charcoal long trousers with plain black belt with gold or silver buckle.
- Faith charcoal shorts.
- Faith green V neck micron woollen jumper.
- Faith green blazer with embroidered Faith logo on pocket.
- Faith grey socks with embroidered Faith logo.
- Black lace up school shoes with heel no higher than 4cms. Boots or fabric or suede shoes are not acceptable.

** All students must wear a Faith approved hat in Terms 1 and 4.

SPORTS UNIFORM

- Faith navy shorts with Faith embroidered logo.
- Faith green, navy and gold cool mesh polo shirt.
- Faith green, navy and gold rugby top with green knitted collar.
- Faith bottle green microfibre material track pants with gold piping.
- Faith socks – crew/anklets. White with green, navy and gold stripes.
- Sports shoes should be securely laced and supportive as they are used for a variety of activities as part of their Physical Education classes.
- A typical athletic shoe (sneaker, runner) is required and if unsure please see the Deputy Principal for clarification. Basketball, street, canvas or skate shoes are not acceptable.
- Faith cap/white broad-brimmed/bucket hat (Terms 1 & 4).
- Faith waterproof jacket – green and blue with gold piping (Optional)

Hair

Hairstyles are a way of expressing individuality and are often influenced by fashion and trends. With this in mind, the College expectation in regard to hairstyle is that it be neat, clean and not extreme in style or colour so as to draw undue attention to the individual student.

The following points outline the College’s expectations:

- Hair must be natural in colour, neatly styled, secured off the face and kept clean. Hair which is shoulder length and below must be tied back.
- Hair colour is not to be changed so that it is noticeably different from a natural colour.
- Hair accessories to be plain burgundy, green, charcoal or white. Headscarves, beads or other forms of head dress are not to be worn.
- Students are to be clean shaven.
- Sideburns are not permitted past the bottom of the ear and need to be neat and trimmed.
- For an all-over cut or undercut, shortest accepted hair length will be a Number 2 blade/cut.
- Should a student wish to have a hair style significantly different to the natural shape or lay of their hair, permission must be gained from the Deputy Principal before the style is adopted.
Jewellery
Only the following items will be allowed:
- a watch
- a gold or silver light chain holding a cross
- girls may wear a pair of small plain gold or silver matching studs/sleepers; only two per ear and in the lower part of the lobe.
- boys may wear a singular small plain gold or silver stud/sleeper; in the lower part of the lobe in one ear only.
- medic alert identification can be worn around the wrist or neck.
- jewellery should create no safety concern.

Prohibited Items
Spacers, visible body, facial or tongue piercings.

Tattoos
Visible tattoos are not acceptable. If students are tattooed, they must ensure the tattoo is covered by their uniform during school hours, to and from the College and during any College-related activity.

Fingernails
Nails are to be kept short and neat with clear nail polish permitted. If a student arrives at the College with coloured nail polish they will be directed to Student Services to remove it.

Make-up
Students may choose to wear a natural coloured foundation but are not to wear any other make-up (eyeliner, mascara, lipstick, etc.).
If students arrive at the College with other make-up, they will be required to attend Student Services and remove it with the supplied make-up removal pads.

Year 12 Jumpers
Year 12 students may choose to wear their Year 12 jumper on any day of the week. They are reminded that they will need to fulfil formal uniform requirements for certain events (including excursions, College photos, End of Year Services, etc).

NON UNIFORM DAYS
Non Uniform days are designed to allow students to come to the College in casual dress, in return for donating to a nominated charity.

Guidelines:
These guidelines are put in place to ensure that all members of the community can work and learn in an environment where they feel safe and valued.
- On all occasions students should dress using common sense, considering others in the College community.
- Female students need to maintain modesty at all times and consider other community members. Appropriate length of skirts and shorts – mid-thigh is a good guide. The midriff should not be exposed.
- Shirts should cover the upper body including shoulders, with sensible consideration given to neckline.
- Clothing should not have any slogans that are offensive to anyone in the College community.
- Appropriate supportive and enclosed footwear should be worn on any Community Focus Days. Thongs are not acceptable and are not to be worn.
- Underwear belongs under clothing and should not be visible.
- During Term 1 and Term 4, hats or caps are to be worn at recess and lunch times, and for any other outside activity.

If students choose to wear inappropriate clothing outside of the guidelines above, parents/caregivers will be requested to collect students from the College and students will need to return in appropriate clothing. If parents/caregivers are not in a position to collect students, students will be required to attend the Atrium at recess and lunchtime during the day. Village Care Group staff will inform Year Level Co-ordinators and Deputy Principal of any students who are not meeting these Guidelines and values of the College community.
COLLEGE AQUATIC ACTIVITY DRESS GUIDELINES

Students are required to attend various Aquatic days throughout the school year including end of year activities. On these days it is important that our students feel safe and are appropriately dressed to participate in the activities on the day.

Guidelines to be used for any Aquatic Activity:

1. On all occasions students should dress using common sense, considering others in the school community.
2. Appropriate practicality of bathing suits should be taken into consideration before they are worn (students should feel as though their bathers will properly cover them/maintain durability during swimming events)
3. Clothing worn should not have any slogans that are offensive to anyone in the school community and should be age appropriate (i.e. no clothing with references to alcohol or other inappropriate messages).
4. Female students are encouraged to wear a bathing suit that is appropriate for racing and male students are encouraged to wear traditional swim briefs if competing in the official competitive (morning) events.

If on the day of the aquatic event staff deem the bathing attire is inappropriate (taking into consideration the above guidelines) we will insist that the student cover themselves up with a shirt and/or shorts. It is better for us to be more cautious with the safety of your child.

These guidelines are put in place to ensure that all members of the community can work and learn in an environment where they feel safe and valued.

COLLEGE’S 2014 UNIFORM REQUIREMENTS (to support the Transition Period to New Uniform)

<table>
<thead>
<tr>
<th>GIRLS UNIFORM</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summer – Worn Terms 1 &amp; 4</strong></td>
</tr>
<tr>
<td>• Faith check, princess line style dress (below knee length)</td>
</tr>
<tr>
<td>• V neck bottle green micron woolen jumper</td>
</tr>
<tr>
<td>• Fawn socks OR natural coloured pantyhose</td>
</tr>
<tr>
<td>• Dark brown sandals or brown leather lace up school shoes. The school sandals should be a leather College sandal purchased from the College Uniform Shop. Socks will not be worn with sandals. Boots, slip on fabric or suede shoes are not acceptable.</td>
</tr>
<tr>
<td>• Cap bucket hat are compulsory wearing in Terms 1 &amp; 4. Regardless of the uniform changeover period during the first week of Term 4 hats will be worn from day 1.</td>
</tr>
<tr>
<td><strong>Optional</strong></td>
</tr>
<tr>
<td>• V-neck bottle green vest.</td>
</tr>
<tr>
<td><strong>Winter – Worn Terms 2 &amp; 3</strong></td>
</tr>
<tr>
<td><strong>Compulsory</strong></td>
</tr>
<tr>
<td>• Green plaid Faith skirt (below the knee length)</td>
</tr>
<tr>
<td>• Fawn long sleeve shirt with two-way collar and plaid tie. The winter shirt is to be worn tucked into the skirt. The badge is a compulsory accessory to be worn on the LHS of jumper.</td>
</tr>
<tr>
<td>• V-neck bottle green micron woolen jumper.</td>
</tr>
<tr>
<td>• Brown opaque tights.</td>
</tr>
<tr>
<td>• Brown leather lace up school shoes with heel no higher than 4cms. Boots or fabric or suede shoes are not acceptable.</td>
</tr>
<tr>
<td>• Bottle green blazer with Faith badge embroidered on pocket. The Faith blazer is a <strong>compulsory</strong> garment for the senior girls in Year 11 and 12 and must be worn in Terms 2 and 3. It may be taken off during the course of the day. When wearing the Faith blazer it is <strong>compulsory</strong> that the badge is worn on the lapel.</td>
</tr>
<tr>
<td>• The only badges to be worn are those officially approved by the College.</td>
</tr>
<tr>
<td><strong>Optional</strong></td>
</tr>
<tr>
<td>• V-neck bottle green vest.</td>
</tr>
<tr>
<td>• Mocha wool blend long pants.</td>
</tr>
<tr>
<td>• Faith waterproof jacket – green and blue with gold piping – Year 8, 9, 10 students.</td>
</tr>
<tr>
<td>• Scarf – bottle green.</td>
</tr>
<tr>
<td>• Gloves – bottle green or black only.</td>
</tr>
</tbody>
</table>
VALUABLE PERSONAL ITEMS

Students are not to bring valuable items to the College (e.g. cameras, music devices) unless asked to by a teacher and it supports a specific learning outcome. If such items are requested, students need to leave them at Student Services or be give them to the Teacher. The College cannot be responsible for any damage done to these items, or their theft.

Students bringing large sums of money are also asked to leave it at Student Services or give it to one of their Village Care Group staff members.

VISITORS

All visitors and Parents/Caregivers are asked to proceed to the College Reception to sign in before attending any appointment with staff. (Barossa Arts and Convention Centre visitors only may proceed directly to the BACC office). A prior appointment must be made by all visitors who wish to speak to a staff member.

Student friends from outside the College are not to be invited to the campus (ex-students are permitted on campus after signing-in if they have an appointment with a staff member).

Direct family members only have permission to speak with students, with the approval of a senior staff member.
WET WEATHER POLICY

If weather conditions make it unsuitable for students to use oval areas at lunchtimes, ‘Wet Weather’ will be declared by sounding a siren. Once Wet Weather is declared, the oval areas are out of bounds. Indoors are made available to students for orderly use ONLY (no ball games, running, throwing etc.).

**Designated Wet Weather Areas:**
- Rooms 20, 21, 23, 29 and 30 will be opened for students to utilise.
- Students may remain in sheltered areas within the ‘spine’ of the College.
- Year 12 students may use the Atrium.

Throughout the year, the Atrium is a supervised area for students to shelter in if needed.

WORSHIP

Faith Lutheran College is a community comprised of a mixture of believing Christians and those who have not yet come to faith in Jesus Christ.

The College provides two types of worship activities for its community members, compulsory daily devotions and voluntary worship.

**Compulsory Daily Devotions** are held:
- in the Chapel for the whole of College; commonly Tuesday & Friday mornings – 8.40am to 9.00am.
- in larger spaces on campus for Year Levels
- in normal classrooms for Village Care Groups.

The number and timing of whole of College, Year level or Village Care Group devotions each week is determined by the Principal, Pastor and Director of Welfare in consultation with relevant staff and students.

**Student Worship** is provided in a variety of styles and methods appropriate to the practices of the Lutheran Church of Australia and the needs of the College community. These times of worship may include the celebration of the Sacraments of Baptism and Holy Communion.

Attendance is voluntary for students, staff and other school community members, such as parents, family members, local Pastors and members of the school’s supporting congregations.

Opportunities will be provided for students to receive instruction in the meaning and purpose of Baptism and Holy Communion.

**Mission and Ministry**

The Christian community at Faith Lutheran College takes seriously the Christ given command to share the Gospel with others.

The Faith Lutheran College community has many students and families who do not know the saving power of the Gospel when they apply for enrolment into the College.

The provision of sacramental worship at Faith gives meaning and purpose for the school Christian community to become involved in mission.

Faith Lutheran College appreciates and encourages Pastors and members of the supporting congregations to become involved in the opportunity for mission that exists among students who attend Faith, and their families.

Whenever appropriate, additional worship activities will be provided out of school hours for students, families and staff to gather together to strengthen their faith in Christ. These times of worship may be initiated by Faith Lutheran College or one, or more, of its supporting congregations.