

An aerial photograph of a school building with a large, paved courtyard in the center. The building is surrounded by trees and greenery. The sky is clear and blue. The text "PRIMARY PARENT HANDBOOK 2020" is centered on the page.

PRIMARY PARENT HANDBOOK 2020





Maintaining clear and appropriate communication is a prerequisite for a successful partnership and we value your expertise on your child as, at times, hold up a mirror to show other aspects of their interactions within the school context. Home and school hold the same goals - success and growth in as many areas as possible for each child.

What does a CCC teacher look like?

Our teachers form the bedrock of the CitiPointe embedded Christian worldview learning experience. As the living curriculum, our teachers infuse every word, attitude and behaviour with their personal faith in Jesus Christ. Their belief system allows them to *teach Christianly*, as opposed to being Christian teachers. Each subject in the curriculum is viewed as an opportunity to understand the nature of God through a particular lens. As such, our teachers integrate their knowledge of the Bible, pedagogical skills and their Christian lives to explain and model living a Godly life alongside our student body.



Minimum details required when submitting a request for approval of absence:

Full name of Parent/Guardian/Carer

Full name of student

Year level (Secondary)/Class code (Primary)

Period of absence start date (first day of absence) and end date (the school date immediately prior to returning to College)

Detailed reason for absence

Assemblies



Banking

Citipointe Christian College is excited to offer the Commonwealth Bank School Banking program. School Banking is a fun, interactive and engaging way to learn about money and develop good habits. Children who deposit money in their Youthsaver account through school banking earn Dollarmites tokens, which they can save up and redeem for rewards.

For our existing school banking students our School Banking staff will be back at school for a new students whom may be interested participating in the school banking program information session will take place Monday in February (date to be advised) 8:15am-9:45am in Prep World.

School Banking day Monday. Each week students need to hand in their deposit books to the classroom teacher for collection. To find out more about the School Banking program and how your child can get involved please enquire at the Business Office located in House

Before School

To provide a safe space for our students the Primary Library will be opened as staffed by PCCs from 7:00-8:15am. From 7:30-8:15am a staff member will supervise students playing in the Quad and the Year 2/3 playground. At 8:15am students take their bags to their classroom bag racks organised for the Day and Year 1 students are dropped off before school staff their classroom. Teachers are in designated play areas from 8:35-8:55am. We request that parents ensure their child goes to the Library these times and does not wander the school unsupervised time.

Behaviour Choices

It is the philosophy of our school to engender a culture of encouragement. Each class teacher implements the behaviour recognition system that may involve stickers, stamps, the college gold behaviour certificate, awarded at the annual Primary Awards evening, is for staff to further reward students who continually make wise choices and school work.

Citizenship Certificates

At Assembly a Citizenship Award will be presented to students from every class mid-term by their class teacher and end of term by Specialist teacher. The PLOMS program provides a school wide common language and clear expectations about values we endeavour to inculcate. The basis for receiving this will be a consistent display of Outstanding Citizenship reflective, but not limited to PLOMS:

- 3 P: Consistently punctual to lessons, arrives on time and packs up in a timely manner and other tasks in on time.
- 3 L: Keeps personal areas tidy and contributes to classroom cleanliness.
- 3 U: Presents self in a tidy manner, consistently wearing the correct uniform.
- 3 M: Consistently displays appropriate manners to adults and peers.
- 3 S: Displays Christlike care and concern for others and actions.

A photo of these students will also be displayed on the notice board in the Quad outlining the reasons for the student names and be included in the Primary Newsletter.

students regularly about the different aspects of what it means to fulfil the 4Cs of being a Citipointe student confident, Christian and (t)10(he a)] TJ ET Q [(carDI)5(i)5(ni)5(n



Discipline Process

For inappropriate choices, students receive warnings and opportunities to make wiser choices. Punishments are issued when these are not taken so that students understand that choices elicit consequences. The goal is repentance and restitution.

Teachers have been encouraged to establish a system of warnings and minor consequences for infractions, with more severe consequences being issued for more severe incidents or repeated offences.

The following more severe offenses result in the issuing of an instant detention and/or an external suspension.

- Bullying (persistent social behaviour)
- Any violent behaviour
- Criminal actions
- Sexual harassment
- Wilful disobedience

At the beginning of each term, students are given the opportunity to begin afresh. We hope a new start each term.

There is also an emphasis on pastoral care and every teacher is committed to the wellbeing of our students. We also have opportunities for further assistance from our Pastoral Care Assistant, Student Care Coordinator, Prep Year 6 boys' Student Care Coordinator, and Prep girls' Student Care Coordinator. Several students are being followed up regularly.



Business Office

The following information is in the





MATHEMATICS





of working with Acceleration and made significant strides towards achieving their sporting goals. large part of the Athlete Development program and are conducted within the Primary School through Terms 1 - 3. Afternoon sessions are open to all interested students and take place on Mondays and Wednesdays at the college oval. Morning sessions (7:10am - 8:00am) take place on Tuesdays and Thursdays and commence in College Hall. Morning session places are by invitation only by the Primary Head of HPE and Sport.

3 Synergy – Swim squad education

Mrs Gayle Dibble and Ms Ann Marie Chng direct the Synergy squad program in the weeks leading up to the District (February) and CSSA (November) representative meets. Quality technique development is the focus of the Synergy coaching sessions. Morning and afternoon squad session places are by invitation only by the Primary Head of HPE and Sport.

The sports field is a wonderful testing ground where characters are forged, dreams are realised, and life-long friendships are made.

LANGUAGES EDUCATION (Languages Other Than English)

Language Education is introduced to students from Prep. The learning outcomes encourage students to:

- 3 Have a desire to learn another language, which in turn can help improve their English;
- 3 Learn about the culture;
- 3 Have a sensitivity and tolerance of other races ; and
- 3 Develop a facility for learning other languages.

French and Chinese are offered from Prep to Year 6. In Prep, students experience an alternating semester of each language. Year 1 Year 6 students select one of the two languages and commit to learning this for the year, for 2 periods a week.

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3 Primary Instrumental Ensembles

There are several outstanding ensemble opportunities available for students learning a musical instrument. Students learning an instrument through the Academy of the Arts are required to join a College ensemble as a condition of their learning, however students learning privately are also able to take part in the ensemble program.

Students involved in Instrumental Ensembles take part in a weekly rehearsal held during morning tea time and multiple performance opportunities throughout the school year.

For any questions regarding the Instrumental Music Program at Citipointe Christian College please contact academyofthearts@citipointe.qld.edu.au

VISUAL ARTS

The Visual Arts program at Citipointe Christian College has been thoughtfully designed to give students the opportunity to:

- 3 Grow, develop and express themselves through visual art.
- 3 Deepen their relationship with their Creator by using their creative abilities as a form of witness and as an exploration of their faith.
- 3 Develop versatile, creative thinkers who can interpret visual symbols in our visual society.
- 3 Create flexible students who have the capacity to problem solve through exploring and discovering.
- 3 Communicate verbally using 2D and 3D media while developing a repertoire of skills and a deeper understanding of visual art through which to create a solid creative foundation.

Prep and Year 1 students participate in acquiring skills with their own class teacher exploring a range of mediums and techniques.

Students from Years 2-6 have one art lesson per week with the Primary Art Teacher. These students study a different area each term, as well as build upon knowledge of elements and principles from previous years. Parallels between what students are focusing on in art and what the students are learning about in class are developed as much as possible. Art media is used each term to complete drawings, sculpture and printmaking.

Curriculum Unit Overview

Please see [Citipointe Central](#) for a list of study units.

Educational Excursions

During the school year, on several occasions, your child will be required to leave the school grounds or participate in activities that are different to the normal school routine. School educational and external excursions are linked to the curriculum and designed to enhance student understanding of concepts being covered. Every year we organise different excursions and the number and type of excursions varies. Information about the excursion will be placed on [Citipointe Central](#) including consent forms.

Specific parental permission is required for students to attend each excursion. The excursion form will be sent home and must be signed and returned before the student can attend the excursion. If a non-signed consent form is returned, unfortunately the student will be unable to attend the excursion and will be supervised in the school. The procedure needs to be followed to fulfil our Duty of Care legal requirement. The College includes these costs within the inclusive fees. This amount covers all costs including bus fares and entrance fees to all educational excursions that parents attend excursions only in a prearranged official supervisory capacity. In some cases, parents will need to make alternative arrangements for the care of siblings, that parents can fulfil their supervisory role. For some excursions, parents who attend may be asked to contribute to the cost and to provide their own transport to and from the facility.



Medication:



Independent Reading Program (Accelerated Reader)

Confident reading and comprehension skills are vital for academic success. The Accelerated Reader is an independent reading program designed for all students Year 3 to Year 6 above a level 4eB reader and all Year 6 students which aims to achieve these goals:

- 3 Regular sessions of reading
- 3 Reading at an appropriate level, without compromising the critical component of understanding what they are reading
- 3 Maximising reading success for as many as possible
- 3 Cater for the busyness of life
- 3 Keep the system as simple as possible for students, staff and parents

As students graduate from the Home Reading Program they will be required to purchase a subscription from the College uniform store to access this program. Students will purchase their annual subscription at the beginning of each school year. In Year 3, this will be only for those students who are on AR. Years 4, 5 and 6 will be included for all students as part of their digital subscription cost.

After completing a STAR reading test during school hours, students select a book within their allocated ZPD range from the school library, their home collection or their local library. The Accelerated Reader website can support students in the appropriate book selection. Once the student has completed reading their book, they will need to advise their classroom teacher (through their specific class procedure) and undertake a 5(e) [TJ ET Q q-3(7(w))-10(i)5(on)3(s)-8(



- ³ STEM Extension – Explorers Program (Dr Janet Tang)
 - STEM extension program for Year 3 students excelling in Mathematics and Science.



Lost Property

Boxes have been placed outside the Primary Staffroom for students and staff to place lost items. Students and staff should check in this box for misplaced property. If the item cannot be found, students and staff should check at the College Uniform Store.

If the item is found it will be placed with a form and be available for collection at set times from the College Uniform Store. A small amount of lost property that accrues daily should be clearly naming every item belonging to your child.

Outside School Hours Care

Outside School Hours Care is managed by the Citipointe Childcare and Kindergarten Services on the school campus and utilizes College facilities. Outside School Hours Care provides a safe and fun environment for your children at school, as well as during school vacation periods. Children will have allocated time for homework and creative activities, soccer, basketball, games, running, dancing, skipping, art and craft, as well as indoor activities.

The accreditation of the services through the Citipointe Childcare and Kindergarten Services is operated through a management team specifically dedicated to the Outside School Care activities.

To enrol your children in the Citipointe Outside School Hours Care program, please send an email to afterschoolcare@citipointechurch.qld.edu.au and an enrolment link and documentation will be forwarded. Correspondence will be sent via email and accounts will be billed through the IntegraPay System.

Parent Connect

Welcome to Citipointe

We look forward to meeting you at one of the community events planned throughout each year. Over 1000 families are part of the College community and we hope you connect in some way through your year level or on a campus. Over many years, the Citipointe parent community has made a significant impact in the College, including shade structures, sports field refurbishment, College Hall flooring, whole school air conditioning and more.

Through your support of our events, over the last couple of years, Parent Connect has provided the College with funding for:

- 3 A grandstand for the College main oval
- 3 Furniture for the Alfresco 322
- 3 4 new double shade marquees and 8 new side tarpaulins to protect our staff from the sun and other weather during outdoor events;
- 3 Bench seats for the eating area; in Prep
- 3 Continuing support of the Year 8 Duane prize
- 3 A refurbished Friendship Area for the Year 2 and 3 playgrounds

Thank you to our generous supporters for your continued support



Parent Connect participates in fundraising activities throughout the year and is involved in volunteer and community activities such as Day stalls, canteen, classrooms, excursions, school banking and more. Please email parentconnect@citipointe.qld.edu.au to advise where you can help.

Our goal is to have a team with a shared vision of Christian Education whose interest and enthusiasm for our current and future students will bring the school and community closer together.



Parent Connect meeting dates are 2020 on Tuesdays Grace House. These are subject to change please check [College Web Site](#)

3



Parent / Teacher Interviews

Parents are

effective communicators, the College has created specific opportunities





Sport

Exemption

Sport is a compulsory part of the school curriculum



* Does not necessarily have to be academically bright but must understand the need to be proactive in keeping up work commitments.

direction and channelling.

These students are approached individually by staff to ascertain their willingness to perform this task. Students through the Application Process and Parents and applicants are informed if successful and if successful they are invited to the Special Leadership Assembly. All Year 6 students are trained as Peer Mediators.

Student Protection

The College recognises that protecting students from harm and inappropriate behaviour is fundamental to maximising their potential. For this reason the welfare and best interests of the students within our College will always be a primary consideration. We expect our students to show respect to our staff and volunteers and to comply with safe practices. We expect all employees to ensure that their behaviour towards and relationships with students reflect proper standards of conduct and are not unprofessional or unlawful. The College will respond diligently to a report of suspected or actual harm or risk of harm to a student.

What does the College mean by harm?

Recent Queensland legislation defines harm as:

³ Harm is defined as a detriment to a person's health, safety, or financial interests. It is immaterial

how the harm is caused. Harm can be caused by:

³ Physical,



Each person who has access to information regarding suspected or disclosed harm has an obligation to observe confidentiality. However, the College is unable to promise absolute confidentiality since the steps of the Policy will require disclosing, internally and externally, certain details involved in responding to State Authorities can compel people to give evidence about actions undertaken and to produce documents. You would be fully informed if information you provided were to be passed on to a third party, in a situation which needed to be taken under staff disciplinary procedures as a result of an allegation not requiring police intervention, would be handled in confidence.

How will the College help my child?

The Principal will ensure that the following things are done to reduce the chance of harm occurring:

- ³ Ensure that each staff member understands and fulfils their obligations under this Policy for reporting abuse;
- ³ Ensure that there are acceptable references for each staff member engaged since the commencement of this his or her previous employers;
- ³ Ensure that each staff member and volunteer who has contact with children has a current positive suitability notice issued by the Commissioner for Children and Young People;
- ³ Ensure the students of the College understand the policy is in place and are encouraged to report any inappropriate behaviours

If the Principal receives a report of harm to your child, he/she will support the child by:

- ³ Responding rapidly and diligently to the report;
- ³ Reassuring the student;
- ³ Offering continuous support; and
- ³ Arranging counselling if requested/required.

What should I do if I require more information?



³ Within the classroom:

- Specific class modifications and support for class teacher and students who are unable to complete subjects at year level students on a Student Learning Plan (SLP).
- Meetings with year level teachers to discuss student needs.
- Regular meetings with Guidance Officer, Head of Primary Pastoral Care, English as an Additional Language teacher, class teachers and teacher aides and teachers involved in the Student Support Department.

³ For Parents:

- Newsletters for parents to assist with home learning (includes creative lessons and disorders, disabilities, language and learning topics).
- Referrals for parents to appropriate professionals.



APPROPRIATE USE OF DIGITAL TECHNOLOGY

DO's	DON'Ts
DO read and subscribe to the appropriate user agreements when signing on to the college network.	The user will be provided with an ID and account password. These are personal to the individual. NOT share your passwords with others.
DO exercise caution when downloading software c	

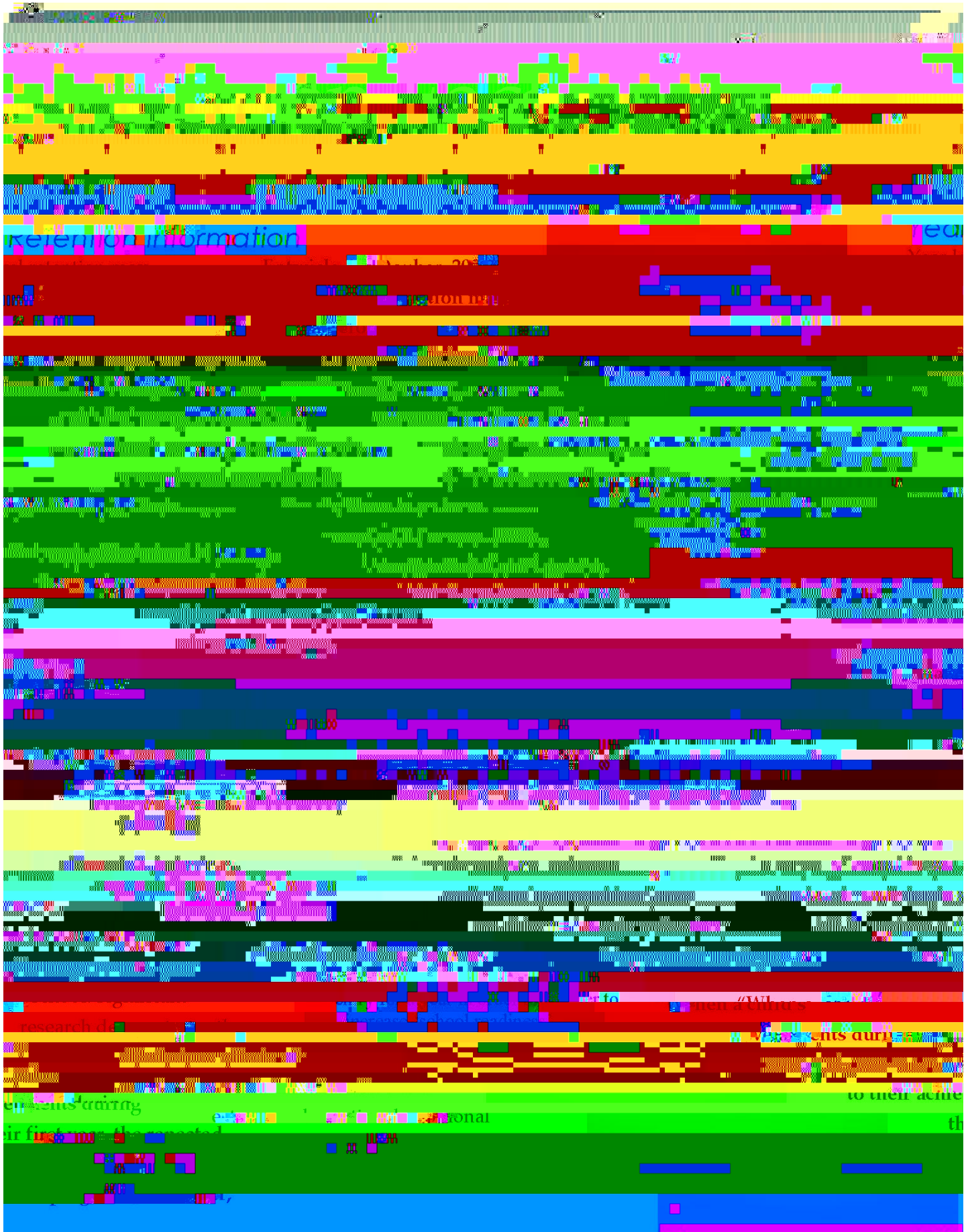




Wearing an additional unapproved item		The breach will be treated under the normal behaviour management policy
Serious or continuous breach of the uniform policy		May result in suspension or a breach of the enrolment conditions



Year Retention Information





Campus Map

