Overseas Student Handbook

International Subclass 570/571 Student Visa Holders

Primary, Secondary Middle, and Secondary Senior (Mainstream) School

Course Codes:

- Primary Years Preparatory - Year 6
  
  Course Code: 071487F

- Secondary Middle Years 7-9
  
  Course Code: 071488E

- Secondary Senior Years 10-12
  
  Course Code: 071489D
MISSION STATEMENT

Citipointe Christian College exists to provide high quality Christian education that prepares students to make a difference in their world.

Our mission is

1. To develop the student as a Christian disciple
2. To develop the student for life in its various dimensions,

within the framework of a biblical worldview, and by a commitment to service, quality and innovation.
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About
Citipointe Christian College
The College

Citipointe Christian College is a private primary and secondary school of approximately 1600 students. Students applying for Primary School need to have a reasonable level of English language on entry, which may involve a test through the Australian Education Assessment Services (AEAS) to satisfy both language and academic requirements for overseas students, or preferably a test of English language skills conducted at the College. The mode of teaching at the College is face-to-face during school hours.

Citipointe Christian College International, established in 2002, offers a Secondary School Preparation Program for students wishing to enrol in Citipointe Christian College but not yet able to meet the English language requirements. A separate application form is required for entry to SSPP and no language test is required. At Primary level (Years 4-6 only) the College may offer a Primary School Preparation Program (PSPP) for those with little or no English, or mainstream entry with special conditions. Please contact the Registrar for details.

Location

The College is located in Brisbane on the eastern coast of Queensland, Australia. Queensland is a popular international destination due to its climate, natural attractions and friendly people. The cities are clean and safe and have a relatively low crime rate. There are three international airports and modern, efficient public transport. Due to our multicultural population, there are many supermarkets and restaurants that cater for all tastes. You can obtain almost every product you have at home including halal meats, Chinese vegetables, American style burgers, pizzas and a huge assortment of takeaway meals. One of the many great aspects of living in Queensland is the high level of personal freedom that comes from a truly multicultural society. People here have a wide variety of philosophies and practices and live harmoniously with personal freedom and rights protected by law. The climate is very pleasant with winter being the dry season, and people can enjoy crisp, mild and sunny weather during June, July and August. Summer is warm and in some areas the weather is similar to South-East Asia and the South Pacific regions. For more information on studying in Brisbane see http://www.studybrisbane.com.au/ or in Australia http://www.studyinaustralia.gov.au/.

Accommodation

Students applying directly for Primary Years: Preparatory – Year 6 must be living with a parent or a close relative or family friend for the duration of the course. They may be required to have an adequate level of English language proficiency (see details of recommended bandscales and testing below).

College policy for Secondary international students is to live in fully supervised accommodation, either with parents or with homestay families arranged by the College. Living with English-speaking families will be an advantage to students wishing to improve their language skills. If students want to stay with family or friends in Brisbane, this information must be submitted to the College before students begin their studies. The family or friends must be over 18 years of age, they must be resident in the state of Queensland and they cannot be overseas students themselves. The Headmaster must approve accommodation arrangements.

The College Homestay Program places international students into Christian families who are committed to the care and well-being of the visiting student. Many of these families have children who are students at the College. Where the College arranges homestay accommodation the parents/guardians of students who are under 18 years of age must certify that they are satisfied with the homestay arrangements made on their child’s behalf.

ESOS Regulation serving overseas students in Australia

Australia has a reputation as a safe, progressive and dynamic place to study; and we maintain this reputation by providing quality education and consumer protection specifically developed for overseas students. The Education Services for Overseas Students (ESOS) Act 2000 and associated legislation is the legal framework governing the responsibility of education institutions towards overseas students.

Academic Year:
There are four terms per year, each of approximately ten weeks, with 2-3 week holiday periods between terms. The long summer holiday of 7-8 weeks occurs during December and January.

<table>
<thead>
<tr>
<th>2 Study Periods/year</th>
<th>Study period 1</th>
<th>Study period 2</th>
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</thead>
<tbody>
<tr>
<td>2 Semester/year</td>
<td>Semester 1</td>
<td>Semester 2</td>
</tr>
<tr>
<td></td>
<td>Jan – Jun</td>
<td>Jul - Nov</td>
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<tr>
<td>4 Terms/year</td>
<td>Term 1</td>
<td>Term 2</td>
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<td></td>
<td>Jan – Apr</td>
<td>Apr – Jun</td>
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<td>Term 3</td>
<td>Term 4</td>
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<td>Jul – Sep</td>
<td>Oct - Nov</td>
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<tr>
<td>Holiday Breaks</td>
<td>2 weeks</td>
<td>3 weeks</td>
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<td></td>
<td>2 weeks</td>
<td>7-8 weeks</td>
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Hours of Tuition:
8.35am – 3.20pm Monday to Friday during Australian term times

Attendance
Students must attend classes for 100% of school time unless they have a medical certificate or a letter from their parent, guardian or homestay parent advising that there is good reason for the student to be absent. If a student is absent without permission his/her enrolment at the College is at risk.

Student Visa
Courses are available to holders of appropriate student visas. Entry requirements include above academic ability, ESL testing where appropriate and/or an interview with the Headmaster.

Mid-year entry to mainstream classes
Students may enter Primary Years and Secondary Years 8 to 10 mainstream classes at the beginning of any term except term 4. However, students may only enter Year 11 mainstream at the beginning of term 1. Students must complete the full two year senior course (or equivalent) in order to obtain a Queensland Certificate of Education.

Monitoring of results
Students in mainstream school programs at Citipointe Christian College receive a full school report at the end of each semester. It is expected that students will maintain an academic standard that is appropriate to their ability, or their enrolment at the College may be at risk. At the end of each year, students must demonstrate at least SA in English and four other subjects to progress to the next year level or be subject to the College Intervention Strategy. Refer to http://brisbane.coc.edu.au/international/policies/

Code of Ethics
The College complies with the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 as amended.

**Primary School**

**Classrooms:**
- 39 General classrooms
- Specialist art room
- Specialist music room
- Specialist computer technology room
- Instrumental music rooms

**Other special facilities:**
- PrepWorld
- Year 1 Centre
- Learning Extension and Assistance rooms
- Primary Library Total stock exceeds 14,000 items with another 45,000 items of class resources
- Outside School Hours Care

**Secondary School**

**Classrooms:**

- **Kurilpa Building:**
  6 Year 7 classrooms, 2 general classrooms, 4 specialised rooms

- **Feeney Building:**
  1 Film & TV studio; 1 double drama room; 3 hospitality kitchens; 1 dining room; 4 computer labs; 1 HOY’s Staff room; canteen

- **Reformation Building:**
  1 Double drama room; 1 double business room; 3 classrooms; 2 Language other than English rooms; 2 art rooms; 1 NOVA Arts room

- **O Block:**
  Design & Technology Centre: 2 technology workshops; 1 PE classroom

- **DanceStudio:**
  Double room

**Music Studio:**
- 2 Rooms

**Band Room:**
- 1 Double room

**Integrated Technology Centre:**
- 6 English rooms; 6 Mathematics rooms; 1 double lecture room; 1 double computer lab

**Science Centre:**
- The Science Centre includes 6 laboratories, preparation rooms; 1 computer lab classroom and a tiered lecture room.

**Linke Library:**
- Also includes 1 tiered Audio Visual room; 4 seminar rooms and 2 general classrooms. Total stock in excess of 50,000 items with another 34,000 items in the secondary textbook store.

**IT Resources:**
- In total the College has over 1,000 networked computers with Internet access.
Outdoor Facilities:
- College Oval with 8 lane 440 m running track
- Rugby League field
- Soccer field
- 25 m 8 Lane outdoor covered heated swimming pool
- 2 Outdoor Tennis courts
- 1 Outdoor concrete covered court - Basketball/Netball
- 2 Outdoor concrete courts – Basketball/Netball
- 2 Outdoor Cricket practice wickets
- 4 Volleyball courts

Other Shared Facilities:
- 2 500 seat Main Auditorium of Citipointe Church
- 150 seat Chapel
- 300 seat Mini Auditorium
- College Hall

Also on Campus:
- Citipointe Church Brisbane
- Citipointe Christian College (Primary & Secondary schools)
- Citipointe Christian College International (English Language Centre)
- Christian Heritage College (an institute of higher education)
- Citipointe Ministry College (Bible College)
- Citipointe Child Care and Citipointe Kindergarten

Primary Campus

Primary Years: Preparatory – Year 6
Course Code: 071487F

Requirements for entry into mainstream classes
The College accepts a very limited number of overseas students into its Primary school. Entry into mainstream classes is dependent on the student fulfilling the following requirements:

For entry to Years 1 to 3, the recommended English language proficiency is Level 3 on the Language Australia ESL Bandscales. A student should have completed the equivalent year level and number of years of schooling to be accepted into the current year level applied for eg a student should have completed Year 2 equivalent to be eligible for Year 3 admission.

For entry to Years 4, 5 & 6: If located overseas, students may be requested to be tested through the Australian Education Assessment Services. (see www.aeas.com.au). If in Australia, students may be tested at the College and should satisfy all the requirements of the assessment for their age and year level. For entry to Year 4, this is the equivalent of Level 4, for Years 5 Level 4+; for entry to Year 6 Level 5 on the Language Australia ESL Bandscales.

Refer to Primary ESL Bandscale descriptions on the following pages.

Compulsory attendance at an English intensive class may be required of students depending on ESL testing at the College. In addition, the College may recommend tutoring outside school hours as a special condition of enrolment at the parents’ expense

Considerations which are taken into account for entry of new students include:
- Personal faith and/or active Christian church involvement of the parents
- Family or other association with the College
- Academic and behavioural records
- If the student has previously attended a Christian school
- Date of application

In applying these criteria the perceived needs of the College at a particular time may be taken into account. We advise there are limits to class sizes, with the number of positions offered, therefore at the discretion of the College.
Curriculum Overview
The College follows the Australian curriculum with a Christian worldview.

ENGLISH
Reading:
Preparatory – Year 2 focus on Phonics to teach Reading. The Home Reading Program supports the work done in class.
Years 3 – 6 use an Independent Reading Program, Guided Reading groups, whole class Shared Reading and Literature Circles (Book Club) in Years 4 - 6 to maintain a high standard in Oral Reading. Comprehension Skills are taught whole class and utilized in Learning Centres.

Genre Writing:
Genres covered include Recount, Narrative, Information Report, Biographical Profile, Persuasive letter, Discussion and Explanation.
Writing Skills focus on Punctuation, Grammar, Vocabulary, Sentence Structure and Handwriting.
A variety of Spelling strategies are taught whole class and utilised in Learning Centres.

Speaking:
The focus in Preparatory – Year 2 is on confidence when speaking publicly.
Years 3 – 6 participate in a variety of speaking activities including Oral Talks, Information Reports, and the Oratory Competition.

Listening:
Listening and following directions are important skills that are developed.

Assessment:
Assessment items include Term Tests, Semester Tests, Projects, Portfolios, Observation Checklists, Assessment Standards with specific task criteria and anecdotal records. English and Mathematics assessment is spread across terms. History, Geography, Science and Christian Studies assessment tends to occur at the end of the nine week teaching units.

Methodology of Teaching:
New work is introduced through teacher directed and whole class exploration and discussion. Learning Centres are used as an effective opportunity for consolidation, application and extension.
<table>
<thead>
<tr>
<th>Primary ESL Bandscales</th>
<th>LISTENING</th>
<th>SPEAKING</th>
<th>READING</th>
<th>WRITING</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>Observes and indicates some non-verbal cues.</strong> Interprets hand gestures/intonation. Uses prior knowledge to understand the culture of the school. Joins in a mainstream activity but may not speak. May ask for clarification or translation from other speakers of their first language.</td>
<td>Can label some objects and use occasional isolated words. Uses gestures to indicate meaning.</td>
<td>Able to read some words from familiar contexts. Recognises their name. Recognises words related to the immediate environment.</td>
<td>Can copy environmental print/phrase with limited comprehension. Understands the writing process, but lack of English knowledge limits comprehension. May do word-for-word L1-L2 translations. May use bilingual dictionary. May write confidence in L1. May need time to develop print style/concepts of English.</td>
<td></td>
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<tr>
<td>2. <strong>Can participate in guided face to face conversations. Uses meaningful chunks of language heard around them. Relies on gesture and help from the listener.</strong></td>
<td>Can participate in guided face to face conversations. Uses meaningful chunks of language heard around them. Relies on gesture and help from the listener.</td>
<td>Able to recognise and gain meaning from short texts using contextual and visual cues. Can use some decoding skills when reading unfamiliar and unfamiliar texts. Shows signs of becoming an active reader, showing response to text. Will join in with key words and repetitive phrases in familiar text, but is still unaware of structural words e.g. the, in, on, of, what. Will often be unable to read or predict meaning in texts because of overload of new language. May not be able to express their understanding precisely. Chooses to read in L1 and clearly concepts and discuss than reading with L1 peers.</td>
<td>Reproduces environmental print/teacher’s modelled writing. Writes captions/labels. Shows understanding of what is written. May participate in class/group text construction. Writing learned phrases, completes close activities on familiar topics (with support). May limit writing to short comments on own pictures. May use unconventional script (depending on L1 background).</td>
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<tr>
<td>4. <strong>Understands social English in familiar contexts (with some accommodation). Begins to comprehend in mainstream academic activities (with support). Needs time to process language to form clear understanding.</strong></td>
<td>Can interact socially in most informal school contexts. Can give personal information, and describe past and present events (recount an event). May experience frustration as they realise the mismatch between English they can understand and English they can speak. Using because, when, that, proper tense, syntactic rules. Student in the mainstream.</td>
<td>Able to read some words from familiar contexts. Recognises their name. Recognises words related to the immediate environment.</td>
<td>Competent speaker. Can write for a variety of purposes, audiences, contexts. Can use a range of social and academic contexts. Can comprehend texts with fluency, and in the same timeframe as peers. Able to take notes and summarise from a variety of sources, and evaluate the applicability of the information. Continues to develop more complex forms of speech.</td>
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<tr>
<td>5. <strong>Able to comprehend most social situations. Able to comprehend most academic activities on familiar topics (with contextual support). May grasp gist of new topics (with support and accommodation). May grasp connections of ideas and detail (with support and time). Able to follow clear class instructions. May make few gaps in comprehension because of gaps in vocabulary and concepts. May experience strain after extended listening time. May miss details because of limited range of vocabulary, complex structures, modalities etc. May show literal interpretation of idioms.</strong></td>
<td>Fluent in social speech. Able to participate and collaborate in mainstream class and group learning activities. Has difficulty joining in if teacher and/or peers are speaking at native speaker speed and/or if topics are unfamiliar and cultural references are frequent.</td>
<td>Able to comprehend a wide range of texts which are related to personal, social and school objectives. Can read subject-specific texts and more complex learning materials with some depth of understanding. Is able to identify main idea and some supporting details from expository text on familiar subject-specific topics. Still needs texts to be context enhanced and will take more time than their native speaking peers to access language and concepts. Can grasp the gist of new topics. Can read a range of texts whilst being limited in ability to predict, find relationships, make inferences and draw conclusions from texts on unfamiliar topics. May not have the scope of reading ability needed for comprehension of longer more complex texts. Is confused by metaphors, figures of speech and idioms.</td>
<td>Becoming more independent/gaining greater control over language and text. Can use a range of narrow vocabulary and limited range of structures. May need support to adequately self-assess own text. May show more concern with length of text than comprehensibility and coherence. Able to discuss own writing. Written language beginning to reflect less the features of spoken language than of standard written text. Beginning to draw on themes/differences. Shows some awareness of appropriate language to avoid vocabulary gaps. Using more complex clauses and subordination. Using a growing range of cohesive ties. Experiment with structures so errors continue to appear, but are less likely to impede meaning.</td>
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<tr>
<td>6. <strong>Can comprehend social English with ease. Understands teacher talk on new and familiar topics. Understands group discussions.</strong></td>
<td>Can express more complex ideas on familiar and new topics. Can give a prepared talk/discussion. Able to take part in all social and academic activities. Becoming a competent user of English. Some lapses in tense usage; some gaps need filling.</td>
<td>Can comprehend most factual and literary texts, but still needs more time to process information. Can skim, scan, get the gist and summarise. Can read subject specific texts and more complex learning materials with some depth of understanding. Is able to identify main idea and some supporting details from expository text on familiar subject-specific topics.</td>
<td>Competent writer (with ESL features). Needs more time than native speaker to process ideas/write. Able to write extended pieces. Takes notes/writes reports for structured tasks. May have difficulty writing reflectively because of complexity of language required/culture specific questions. May be able to write language culture specific (with support). Paragraphs effectively. Uses simple and complex sentences. Uses appropriate connectors. Able to organise series of main ideas/details. Has growing demand of grammatical system (including relationships of time, subclauses e.g. might/should). May have omitted articles, inappropriate prepositions. May have some difficulty with cohesion. Unable to use culturally loaded language – idiom etc.</td>
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<tr>
<td>7. <strong>Can comprehend all spoken language. Understands instructional language.</strong></td>
<td>Comprehends all spoken language. Understands instructional language.</td>
<td>Can communicate fluently and accurately. Competent user of English in all social and learning contexts related to age and phase of schooling.</td>
<td>Competent writer. Can write for a variety of purposes, audiences, contexts. Can use a range of social and academic contexts. Can comprehend texts with fluency, and in the same timeframe as peers. Able to take notes and summarise from a variety of sources, and evaluate the applicability of the information. Continues to develop more complex forms of speech.</td>
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Christian Outreach Centre trading as Citipointe Christian College The Christian Outreach College Brisbane and Citipointe Christian College International CRICOS Provider Code: 00986F
MATHEMATICS
As part of a whole school approach the Cambridge Mathematics Program is used from Preparatory to Year 6. Classes are streamed from Years 1 – 6 according to ability to enable individual needs to be addressed. These year levels also have the added benefit of an extra Maths teacher which creates smaller class sizes. The content is taught by teacher directed activities, class discussions and group work with an emphasis on hands on activities. Students identified as requiring acceleration of their maths learning are accommodated through inclusion within classes at more advanced year levels.

The Maths concepts covered include:
- **Number Facts**: Addition, Subtraction, Multiplication and Division facts.
- **Number**: Number Concepts, Addition and Subtraction, Multiplication and Division.
- **Patterns and Algebra**: Patterns and Functions, Equivalence and Equations.
- **Measurement**: Length, Mass, Area and Volume, Time.
- **Statistics and Probability**: Statistics, Probability.
- **Space**: Shape and Line, Location, Direction and Movement.
- **Problem Solving**: Skills and Strategies.
- **Proficiency**: Understanding, Fluency, Problem Solving and Reasoning.

Assessment:
Various methods are used including classroom discussion and observation, daily student journal activities, end of unit and end of term tests.

INTEGRATED STUDIES
History, Geography and Science based units will be taught in nine week blocks. These units also integrate English, Christian Studies, Technology and Thinking skills where appropriate. This enables focus to be maintained on the content of a particular Learning Area eg. Science. This content is taught through whole class discussion and consolidated through Learning Centre activities. Excursions/Incursions are used to extend the learning that occurs in the classroom.

CHRISTIAN STUDIES
A Christian focus is integrated into all units of work with separate weekly Christian Studies lessons as well. Other activities include daily classroom devotions, weekly Chapels and a special Primary School Easter Chapel.

INFORMATION TECHNOLOGY
Students have access to computers in their classroom for use during group work and Learning Centres as well as whole class lessons by the Technology teacher in one of the two Computer Laboratories.

Preparatory
Year 1: Computer awareness, proficiency with educational programs and an introduction to Microsoft programs.

Years 2 – 6 : Increasing proficiency in Paint, Photo Story 3, Word, Power Point, Publisher, Window Movie Maker and Adobe Dream Weaver. There is a Years 3 - 6 focus on keyboarding skills.

Assessment:
Practical demonstration of skills, observation checklists, formal assessment and projects.

HPE (HEALTH and PHYSICAL EDUCATION)
In Terms 1 and 4, students participate in a Swimming Program with professional coaches. The emphasis in Terms 2 and 3 is on Athletics Skills. Students have the opportunity to take part in Interschool Sporting Competitions and Camps.

Elite Training programs with specialist coaches are offered to specific students (separate cost to parents) in Cross Country, Athletics, Swimming and Soccer.

Friday sports usually include a variety of competitive interschool team sports as well as non-competitive choices. Choices in the past have included golf, dance, gym, bowling etc. and may be offered again in 2012 at no extra cost to parents.

- **Swimming** - Professional stroke correction and life-saving skills.
- **Cross Country** - Course orientation, training techniques, course running.
- **Gymnastics** - Special awareness, balancing, spring/landings, statics.
- **Ball Skills** - Throwing/kicking/striking games e.g. baseball, soccer, AFL, basketball, T-ball.
- **Track and Field** - Shot put, discuss, high jump, long jump.
- **Assessment**: Ongoing weekly assessment during lessons and carnival participation.

**ART**

Years 2 – 6 have access to a specialist Art Teacher while Preparatory and Year 1 integrate Art with many other activities.

Some aspects in the Visual Art program may include:
- Oil and Pastel drawing, Mixed Media, Watercolour painting, Clay modeling, Artist Study, Line Drawing, Aboriginal Art painting and Caricatures, Self Portraits, Puppets, Colour study, Painting.
- Construction: mixed media: clay, papier-mache, plaster of paris.

**Assessment:**

Students are assessed for their skills (or artistic techniques) and Knowledge and Understanding of the concepts taught related to the Elements of Art and Principles of Design.

**LANGUAGES EDUCATION (Languages Other Than English)**

LANGUAGES EDUCATION is introduced to CCC students from Preparatory. The learning outcomes encourage students:
- to have a desire to learn another language, which in turn can help improve their English;
- to learn about the culture;
- to have a sensitivity and tolerance of other races.
- to develop a facility for learning other languages.

French, Spanish and Chinese are offered from Prep to Year 6.

In Prep, students experience each of the three languages via a 12 week rotation program. Year 1 – 6 students select one of the three languages and commit to learning this for the year, for 2 periods a week. **ESL and Learning Support students will undertake ESL and Learning Support Lessons during their LANGUAGES EDUCATION times wherever possible.**

In French we employ the AIM gesture method of teaching French. (www.aimlanguagelearning.com)

**Assessment:**

Written work, reading, oral and aural tasks, hands-on activities and educational games.

**MUSIC**

**Year 3 String Program**

This program provides all Year 3 students with the opportunity to learn the violin, viola or cello for one semester. Students are placed on the violin, viola and cello through a listening test process. In the Year 3 String Program students attend a weekly music lesson where they are taught the necessary skills to perform and play on their instrument. Students are provided with an instrument and music book free of charge for the semester they are learning. The program concludes with a finale concert at the end of the semester.

**Year 5 Band Program**

Each Year 5 class takes part in the Year 5 Band Program for one semester. For the first 3 weeks of this program, students are given the opportunity to trial the flute, clarinet, saxophone, trumpet, trombone, euphonium and drums. Through a multi-stranded testing process students are placed on the instrument they are most suited for and for the remainder of the semester focus on developing their skills on that instrument. Each student is given an instrument and music book to use free of charge for that semester and attend weekly lessons. The program concludes with a finale concert at the end of the semester.
**Instrumental Music Lessons**

All students in the Primary School from Years 1 to 6 are able to learn a musical instrument through the Academy of the Arts Program. The instruments available are:

<table>
<thead>
<tr>
<th>Piano/Keyboard</th>
<th>Violin</th>
<th>Viola</th>
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</thead>
<tbody>
<tr>
<td>Cello</td>
<td>Double Bass</td>
<td>Flute</td>
</tr>
<tr>
<td>Clarinet</td>
<td>Bass Clarinet</td>
<td>Saxophone</td>
</tr>
<tr>
<td>Trumpet</td>
<td>Cornet</td>
<td>French Horn</td>
</tr>
<tr>
<td>Trombone</td>
<td>Baritone</td>
<td>Euphonium</td>
</tr>
<tr>
<td>Tuba</td>
<td>Drumkit</td>
<td>Orchestral Percussion</td>
</tr>
<tr>
<td>Voice (Year 4 -12 Students Only)</td>
<td>Guitar</td>
<td>Bass Guitar</td>
</tr>
</tbody>
</table>

Lessons are held during class time on a 4 week rotational basis with highly qualified Instrumental Music Tutors. Year 1 students are recommended to either commence lessons on the piano or the violin. For more information regarding the Academy of the Arts Program see [http://brisbane.coc.edu.au/co-curricular/academy-of-the-arts/](http://brisbane.coc.edu.au/co-curricular/academy-of-the-arts/)

**Primary Instrumental Ensembles**

There are a number of outstanding ensemble opportunities available for students learning a musical instrument. Students who are learning an instrument through the Academy of the Arts Program 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 are given multiple performance opportunities throughout the school year.

For any questions regarding the Instrumental Music Program at Citipointe please contact academyofthearts@brisbane.coc.edu.au

**EXTRA CURRICULAR ACTIVITIES**

Students have the opportunity to be involved in these other activities:

**Academic Competitions**: Years 3 – 6 participate in International/National Competitions in English, Mathematics, Computing, Science, Spelling and Writing. Parents will be informed and can choose which competition their children can enter. At times the school will advise if it would be beneficial for certain students to enter specific competitions.

**Speech and Drama**: Specialist teachers offer private tuition. For further details please see the “Academy of the Arts Instrumental, Voice, Speech & Drama” brochure at Grace House reception.

**Barracuda Swimming Club / Swimming Squad**: The school provides an introductory swimming program, using professional coaches. Students are encouraged to join Barracuda Club to further their skills.

**Soccer**: Saturday Soccer through the Carindale Eagles.

**Instrumental Tuition**: Scholarships are offered for a limited number of students as well as private tuition: Brass, Clarinet & Saxophone, Vocal, Piano & Keyboard, Introduction to Music/Strings, Strings, Flute, Percussion, Speech & Drama, Guitar and Electric Bass.

**GRADE 3 STRING PROGRAM**

**Program organisation**

Each Year 3 class will be given an opportunity to experience one semester of strings tuition on the violin, viola or cello at no extra cost to parents. In Semester 1 two of the Year 3 classes will learn a stringed instrument while the other three classes are involved in the normal classroom music program.

On Friday 27 January, each class will receive a demonstration of each instrument and complete a form with their choice. This will be used to distribute instruments as much as possible or at the discretion of the Instrumental Co-ordinator. Lessons will then commence the following week.

At the first lesson, all students will be issued with instrument, bow, shoulder rest and rosin (in the case) and the Essential Elements Book and a form regarding care and responsibility of the instrument. This is to be signed by parents and returned at the next lesson.
At end of semester 1, there will be a concert for the parents in the evening as per Event Calendar and then all instruments are to be returned for inspection.

Semester 2 – The same process is repeated for the other three Year 3 classes.

During the year, if any student wishes to continue on a ‘favourite’ instrument, they are encouraged to do so through the Academy of Arts program at a small cost to parents.

**GRADE 5 BAND PROGRAM**

**Program Organisation**
Each year 5 class is divided into five groups. In rotating groups students will have the opportunity to experience flute, clarinet, saxophone, trumpet, trombone and percussion at no extra cost to parents.

**Flute & Brass Students**
At each lesson students will be issued with an instrument and book for that lesson only. At the conclusion of the lesson, all mouthpieces will be wiped with disinfectant before packing away.

**Clarinet & Sax Students**
All students will be issued with an instrument, book and a ‘reed’ in a plastic container which will have their name on it. The reed will be kept at school. If the ‘reed’ is damaged in any way they will be issued with another and charged $2.50 for the reed. At the conclusion of each lesson, the mouthpiece will be wiped with disinfectant before packing away.

During the year, if any student wishes to continue on a ‘favourite’ instrument, they will be encouraged to do so through the Academy of Arts program.

If Tutors notice that a student appears to have a particular aptitude on a specific instrument, the name of the student and recommended instrument will be given to the Instrumental Coordinator and a letter suggesting this will be sent to parents.

At the end of the semester a concert will be held by the students for their parents. It is hoped that this exposure to a variety of instruments will help clarify for students which instrument they are enjoying the most and are best suited to. It is a well-known fact that playing a musical instrument has many benefits and participating in bands and ensembles encourages these abilities.

**PRIMARY INDIVIDUAL STUDENT CURRICULUM PROGRAM**

In recognition that all our students are individuals with varied learning styles and learning needs CCCB offers several services to cater for these differing educational needs.

Any concerns as to your child’s progress or learning needs in Learning Support or Learning Extension should be directed initially to the class room teacher. If necessary they will discuss the students’ information issues with Mrs Julie-Anne Staines or Mrs Rita Alexis who may conduct observation and assessments to gather further information as to what assistance the student may require. Further communication with you the parent will then occur to discuss curriculum modifications.

**Learning Support**

This department is coordinated by Mrs J A Staines and provides additional Literacy support for students who may require:
- Revision and extension of strategies and skills in reading, writing, comprehension, spelling and oral language.
- Students who may require modifications to their curriculum and strategies to assist their learning and or behaviour within the classroom
- Students who attend learning support do not receive government funding and are not a part of the Special Education Department. In some cases students may also attend English as a Second Language (ESL).

**Learning Support withdrawal lessons consist of:**
- In some cases students may attend 1 or more lessons during Language Education classes or class room literacy blocks; this particularly applies to students on an Individual Student Plan (ISP)
- Concentrated and explicit whole language and phonetic approach with revision of phonemic awareness for early years students
- Direct teaching of a variety of language strategies
- Opportunities to support class writing genres and research assignments for Years 5 and 6
- Language based games
- Specific practice of auditory processing skills
- Pastoral care, social skills and learning support for selected male students involved with Director of Student Care.

**Learning Extension / Gifted and Talented**

- Students who have been highlighted as requiring extension may undergo further assessment. Conversations will be held with parents and class teachers to decide program or curriculum modifications, withdrawal or in class activities
- The components within this Department include:
  - Aspire Classes
  - Mathstrumentals
  - Maths Acceleration
  - Writers Circle
  - Individual Extension Programs

**Learning Extension – Aspire**

- Aspire class is designed to meet the special needs of academically gifted students
- These two extension classes run two days per week, and in 2012 includes students from Year 4, 5 and Year 6.
- students are invited to join the Aspire class based on demonstrated talents in the learning areas of English, History, Geography and Science.
- additional student selection criteria includes very high class results, teacher recommendations, top results in external competitions such as ICAS, the ability to work quickly and independently, and the results of external objective testing.
- Aspire students learn all their English, History, Geography and Science curriculum in a compacted format at a faster rate, and also study selected areas in more breadth or depth
- Aspire students also participate in extension learning activities unique to the class

**Learning Extension Withdrawal – Mathstrumentals**

- Mathematics extension classes for students from Year 1-6
- Content is mostly problem solving tasks and investigations that involve the use of a number of problem solving strategies
- classes run on Tuesdays and Thursdays, and where possible are during Mathematics class time
- class size ranges from 3-12 students depending on the age and needs of the students

Selection criteria for these classes includes:
- Very high results on classroom Mathematics tests both Semester 1 and 2
- Distinctions or High Distinctions in the Westpac and ICAS Mathematics Competitions
- PAT Diagnostic Mathematics Tests
- PIPS Scores for Prep students
- Teacher recommendations from teacher of top Mathematics class in each grade
- Registrar's recommendations from entrance interviews with Pastor Woolley

**Learning Extension – Math Acceleration** (Miss Judy Harris)

To facilitate the effective teaching of Maths, classes are streamed across a year level. An extra teacher and class is included to keep class sizes small for the lower maths classes who require the core concepts to be delivered at a slower pace and with much greater 1 to 1 attention.

Students who demonstrate an outstanding ability in Maths, are identified by the class teacher. In consultation with the class teacher, the Math Coordinator (Ms Judy Harris) and the parents, individual students may then be given the opportunity to be accelerated to the top math class of the next year level. E.g. Year 3 student completing the Year 4 maths program. These students are monitored to ensure the program is beneficial for them.
**Learning Extension - Writers’ Circle**

Writers’ Circle is a meeting place for gifted and talented students who are interested in developing their creativity and imagination, along with their writing skills.

- Students writing strengths are identified by their parents, teachers, academic results, or demonstrated creativity. Once identified, a process of review, selection and invitation is extended to the students to attend Writers’ Circle, as a small group, once a week for 40 mins. The students are reviewed each semester to determine if they will continue. The program is flexible and designed for students to have some input into what they would like to work on.

- Students use their imagination to learn the techniques and structures of many forms of writing, ranging from a variety of poetry, short stories (narratives), newspaper stories and generally having fun experimenting with language.

- Standards such as grammar, spelling and editing are examined within the context of each student’s own work.

- Many opportunities are offered throughout the year for students to enter external writing competitions, such as the Henry Lawson Literary Society Inc. Competition, Little Swaggies Australian Bush Poetry Competition, Gold City Bush Poetry, to mention but a few.

Students are required to bring their pencil case, ruler and diary to each class. It is also beneficial for each student to have access to a Thesaurus/Dictionary. Some are provided in class.

**Individual Extension Program (IXP)**

Students who demonstrate very high achievements in their learning but are not attending Aspire classes are catered for with IXP’s. The students meet with the IXP coordinator regularly to devise the specific extension activities that the students complete in class. These students often complete regular class work quickly and accurately and are then encouraged to continue on with their IXP so that maximum learning is being achieved.

These students are identified by the class teacher who then communicates with the parent as regards their child’s inclusion in the program.

**ESL (English as a Second Language)**

Approx 1 in 4 students in yrs 1 to 6 at Citipointe have a language other than English as a foundational language. The role of the two ESL teachers includes the following:

- Development of an ESL program in the macro skills of English Listening, Speaking, Reading and Writing for each year level 1 to 6, with the ESL program reflecting consideration of the year level, academic objectives.

- Provision of a withdrawal program, for small groups of ESL students for up to 4 lessons per week.

- Assessment of new ESL enrolments in up to 4 English language areas - Listening, Speaking, Reading and Writing - according to the national standards, NLLIA Band scales.

- Twice yearly, Semester assessment and progress reporting to parents of ongoing ESL students, according to Levels 1 to 7 of the NLLIA Band scales.

- Making recommendations regarding academic support for ESL students.

- Regular liaising with Learning Assistance and Extension staff and reporting back to class teachers regarding ESL individual students.

- Providing an academic bridge for student transition between the International College, Primary School Preparation Program and the mainstream class program.

After assessment by the ESL coordinator parents are advised as to their child’s ESL needs, number of lessons per week and the specific skills (Reading, Writing, Listening, Speaking) being targeted. As the child improves to the required level ESL lessons may be discontinued.

Students involved in ESL lessons will participate in these classes during Language Education times and may forgo learning a second language until their English skills improve. If students are doing 4 ESL lessons a week they may also miss out on other Specialist lessons e.g. Art and music etc. and will not be assessed or reported on in these areas. Parents will be communicated with individually as regards this information.

Special Education Programs for Students with Disabilities are not available for Overseas Students
Educational Excursions (and On Campus Education Event)

During the school year your child, on a number of occasions, leaves the school grounds or participates in activities that are different to the normal school routine. It is necessary that you are aware of this and give your child permission.

School educational excursions, play an important part in our overall educational program. Specific parental permission is required for students to attend each excursion. A consent form will be sent home and must be signed and returned before the student can attend the excursion / incursion. If no signed consent form is returned, unfortunately the student will be unable to attend the excursion and will be supervised in another classroom. This procedure needs to be followed to fulfil our Duty of Care legal requirements.

The College includes these costs within the inclusive fees. This amount covers all costs including bus fares and entrance fees to all educational excursions.

We request that parents attend excursions only in a prearranged official supervisory capacity. Therefore, parents will need to make alternative arrangements for siblings, so parents can fulfil their supervisory roles.

Homework

Homework is seen as a vital part of the overall training process for students. It can assist the development of disciplined study habits and be an effective way of revising and practising what has been learnt in the classroom. As a general guide, students should be doing homework a minimum of four nights a week. Time will also need to be allocated for projects and preparation for tests or exams, particularly in upper primary and may require time to be spent on weekends. Homework books will be supplied to students in Week 1. Further information as regards Homework is available on Learn@Citipointe.

Success with homework and study depends on establishing a routine that includes:
- a place to study;
- a set time to study;
- a good routine.

TIME

As a general guide for students and parents, the following times are suggested for each Year level:

Preparatory Reading
- Year 1 - 20 minutes
- Year 2 - 20 minutes
- Year 3 - 25 minutes
- Year 4 - 30 minutes
- Year 5 - 40 minutes
- Year 6 - 45 minutes

This will vary for each student depending on their ability to concentrate as well as the nature of the work being completed and the speed with which the student works.
## Homework (continued)

<table>
<thead>
<tr>
<th></th>
<th>Spelling</th>
<th>Sentences</th>
<th>No Facts</th>
<th>Scripture</th>
<th>Mathletics</th>
<th>Extra</th>
<th>Reading</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>Revise letters, sounds, sight words</td>
<td>oral</td>
<td>Optional</td>
<td>Reading Eggs</td>
<td>10 mins Home Reading</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Revise letters, sounds, sight words</td>
<td>5 words - 10 words.</td>
<td>oral</td>
<td>Set task</td>
<td>Reading Eggs</td>
<td>10 mins Home Reading</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Revise letters, sounds, sight words</td>
<td>10 - 15 words Incorrect 2x</td>
<td>Use correct ones in sentences</td>
<td>2x</td>
<td>1x</td>
<td>Set task</td>
<td>2 pgs HW contract book</td>
</tr>
<tr>
<td>3</td>
<td>Revise letters, sounds</td>
<td>15 words Incorrect 2x</td>
<td>Use correct ones in sentences</td>
<td>2x</td>
<td>1 x</td>
<td>Set task</td>
<td>2 pgs HW contract book</td>
</tr>
<tr>
<td>4</td>
<td>20 words Incorrect 2x</td>
<td>Use 10 words in sentences</td>
<td>2x</td>
<td>1 x</td>
<td>Set task</td>
<td>2 pgs HW contract book</td>
<td>Independent Reading</td>
</tr>
<tr>
<td>5</td>
<td>25 words Incorrect 2x</td>
<td>Use 10 words in 5 sentences (minimum)</td>
<td>2x</td>
<td>2x</td>
<td>Set task</td>
<td>2 pgs HW contract book</td>
<td>Independent Reading</td>
</tr>
<tr>
<td>6</td>
<td>25 words Write out 12</td>
<td>Use 13 in sentences</td>
<td>2x</td>
<td>2x</td>
<td>Set task</td>
<td>Research booklet</td>
<td>Independent Reading</td>
</tr>
</tbody>
</table>

Optional activities allow for choice and caters for busy family life. They are recommend activities as it has been found that students who regularly complete these tasks display greater confidence, knowledge and understanding.
Secondary Campus
Secondary Middle School
Course Code: 071488E

Length of course: 3 years from Years 7-9
Note: There are four terms per year, each of approximately ten weeks, with 2-3 week holiday periods between terms. The long summer holiday of 7-8 weeks occurs during December and January.

English level required

For entry to Years 7-9, students may be required to be tested through the Australian Education Assessment Services for language and academic ability. (see www.aeas.com.au). Students must satisfy all the requirements of the assessment for their age and year level. For entry to Years 7-9 this is the equivalent of Level 5+ and for Year 10 it is Level 6 on the Language Australia ESL Bandscales. Results of the assessment should indicate above average academic ability and additional testing at the College may also be required. See following pages for Secondary ESL Bandscales.

Hours of Tuition
8:35 am to 3:20 pm Monday to Friday during Australian school term times.

Attendance
Students must attend classes for 100% of school time unless they have a medical certificate or a letter from their parent, guardian or homestay parent advising that there is good reason for the student to be absent. If a student is absent without permission his/her enrolment at the College is at risk.

Entry pre-requisites for the course
Overseas students entering the Junior/Middle Secondary course must demonstrate above average academic ability and have completed the equivalent prior year level in their home country or within Australia eg. for a student to enter Year 10, they must have completed the equivalent of Year 9. Students must demonstrate acceptable attendance, behaviour, effort and attitude to the Christian environment of the College.

The Course
For more detailed course content, teaching methods, and assessment, see the Junior/Middle School Handbooks (available on the College website under Education/Secondary/Academic Handbooks).

The Middle Years 7-9 – Exploration of Interests
http://brisbane.coc.edu.au/curriculum/secondary-school/the-middle-years-7-8/

CCCB is sensitive to the needs of young adolescents, so the middle years of schooling receive different teaching and learning approaches. Although we do not have a separate middle school campus, we do, however, apply middle schooling principles to these important years.

The emphasis in these years is on Exploration of Interests. Studies include integrated units, with a focus on real life contexts. Different learning styles and personalities of both boys and girls are catered for within gender-specific classes for some subjects, and across-the-year-level specially designed projects.

Relationships are crucial to this age group, so pastoral care receives extra attention, with the pastoral care program also accommodating the emotional and social needs of both genders, through camps, pastoral care classes, and specialist staff.

All students entering Year 7 & Year 8 are assessed so that intellectual strengths and weaknesses are more clearly identified. The College strives to cater for the range of students and student aspirations through enrichment, ESL and extension classes, and streaming according to ability in some core subject areas.

Year 7 students are part of the new SevenUP program, an exciting, different educational experience designed to enable a smoother, less stressful transition between Primary and Secondary, while consolidating foundational skills and emphasising literacy and numeracy, as well as broadening their horizons with semester units of secondary Key Learning Areas.

In Years 8 and 9, the emphasis is on EXPLORATION OF INTERESTS, and students are given opportunity to choose some elective subjects in addition to their core course of Christian Life, English, Maths, Science,
History, Geography, LOTE and Physical Education. When students progress to Year 9, their core course continues, with another opportunity given for students to choose different elective experiences.

**Year 7**
Students will study a set course of Core Subjects and Semester units of selected Secondary Learning Areas. At the end of Year 7, students will be able to choose options from within some learning areas for Year 8.

**Year 8**
Students will continue to study the core course of compulsory subjects of English, Maths, Science, History, Geography, Languages Education. They will also study semester units of the Learning Areas of Business, Technology, Arts, Geography and Languages Education, with some choice of subjects within the Learning Areas of Arts, Technology and Languages. The program will display the following characteristics:

- Some gender specific classes in pastoral care and core subjects
- Extension program for high achievers
- Learning enrichment for Special Needs and ESL students
- ISOP – international study and ministry enrichment program

At the end of Year 8, students choose 3 elective subjects for Year 9, for study for the year.

**Year 9**
Students will continue their study of compulsory subjects of English, Maths, Science, History, and choose 3 electives from subjects within the Learning Areas. The program will display the following characteristics:

- Some gender specific classes in pastoral care and core subjects
- Preparation for Student Education and Training Plans
- Extension program for high achievers
- Boys mentoring program; girls personal development program
- Learning enrichment for Special Needs and ESL students
- Leadership opportunities for Year 9 students – Middle School Council
- ISOP – International study and ministry enrichment program

**Senior Preparation**

**Year 10 – Development of Passions**
Students in Year 10 are asked to prepare for their years of Senior Schooling and to plan for their future career pathway, by focussing on the areas of their passion. During this year, the students will be required to develop their Student Education & Training [SET] Plan, deciding on academic goals for the next two years.

Subject selection is a feature of this year and choices are contained within 3 pathways:

- **MAINSTREAM**
  academic pathway
  → Senior OP course
  → tertiary study

- **BLEND**
  blend of academic and vocational study
  → Senior OP course or Senior Careerstart
  → tertiary study, TAFE, work, traineeships, apprenticeships

- **JUNIOR CAREERSTART**
  vocational pathway
  → Senior Careerstart
  → TAFE, work, traineeships, apprenticeships

**Year 10:**
Students will study four core subjects of English, Maths, Science, Geography and History, and 2 or 3 electives, within a Senior study load of 5 lessons across each of the 7 subjects. Year 10 curriculum will consist of a preparation course for the Senior Years of 11 and 12. At the end of Year 10, students will make the final choice of six subjects for Years 11 and 12.
Senior Schooling Years 11 & 12 – Consolidation of Knowledge
The Senior Years of schooling are the culmination of the preparation in the compulsory years of schooling. Citipointe COCB has a very high retention rate from Year 7 through to Year 12.

The Senior program is organised around LIFETRAX - the four pathways representing four defined course structures:

- **OP**
  - Academic track – at least 5 Authority subjects
  - tertiary entrance to University, TAFE

- **BLEND ONE – OP**
  - Combination of 5 Authority subjects + 1 vocational subject
  - tertiary entrance to University, TAFE, work

- **BLEND TWO – NON OP**
  - Combination of fewer than 5 Authority subjects + vocational subjects
  - TAFE, work, apprenticeships, traineeships

- **CAREERSTART – NON OP**
  - Vocational subjects only, with possible traineeships
  - TAFE, work, apprenticeships

**English level required**
For entry to Years 10-12: students may be required to be tested through the Australian Education Assessment Services for language and academic ability (see [www.aeas.com.au](http://www.aeas.com.au)). Students must satisfy all the requirements of the assessment for their age and year level. For entry to Years 10 -12 this is the equivalent to Level 6 on the Language Australia ESL Bandscales. Additional testing at the College may also be required. Entry to the Year 11 can only occur at the start of Term 1.

**Hours of Tuition**
8:35 am to 3:20 pm Monday to Friday during Australian school term times

**Attendance**
Students must attend classes for 100% of school time unless they have a medical certificate or a letter from their parent, guardian or homestay parent advising that there is good reason for the student to be absent. If a student is absent without permission his/her enrolment at the College is at risk.

**Entry pre-requisites for the course**
Overseas students entering the Senior Secondary course must demonstrate above average academic ability and have completed the equivalent prior year level in their home country or within Australia eg for a student to enter Year 11, they must have completed the equivalent of Year 10.

Students must demonstrate acceptable attendance, behaviour, effort and attitude to the Christian environment of the College.

**SENIOR SECONDARY**
**Year 11 & Year 12:**

Students will study six subjects and will be encouraged to keep to these subjects for the two year course. The final two years of secondary schooling will continue as already organised, according to Queensland Studies Authority requirements, with encouragement for students to engage in first year university courses, in order to widen their Queensland Certificate of Education.

For course content, teaching methods, and assessment, see the Senior Academic Handbook (available on the College website under “Education/Secondary/Academic Handbooks”).
# Secondary ESL Bandscale

<table>
<thead>
<tr>
<th>LISTENING</th>
<th>SPEAKING</th>
<th>READING</th>
<th>WRITING</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td><strong>Can comprehend instructions through non-verbal cues</strong></td>
<td><strong>Use non-verbal gestures and/or single words</strong></td>
<td><strong>Beginning English</strong></td>
</tr>
<tr>
<td><strong>Senior secondary may have highly developed registers for specific purposes in subject areas they have selected</strong></td>
<td><strong>Can name some objects</strong></td>
<td><strong>Is able to recognise his/her name</strong></td>
<td><strong>May not be familiar with Romanised script</strong></td>
</tr>
<tr>
<td><strong>Need intensive, full-time ESL</strong></td>
<td><strong>Can repeat short phrases</strong></td>
<td><strong>Can recognise text related to immediate environment</strong></td>
<td><strong>Restricted until literacy concepts are established</strong></td>
</tr>
<tr>
<td><strong>Beginning learner of English</strong></td>
<td><strong>Needs intensive ESL support</strong></td>
<td><strong>May be able to recognise Roman script</strong></td>
<td><strong>Beginner of English</strong></td>
</tr>
<tr>
<td><strong>Needs intensive ESL support</strong></td>
<td></td>
<td><strong>Has difficulty gaining meaning from text</strong></td>
<td><strong>Needs intensive ESL support</strong></td>
</tr>
</tbody>
</table>

| **2** | **Can comprehend a limited range of utterances** | **Can ask and answer simple statements and questions** | **Can read simple factual descriptions that are on familiar topics** | **Can write short factual description on familiar topics** |
| **Can understand most predictable requests for personally relevant information** | **Rely on face to face communication** | **Can isolate essential information (timetable, lists etc)** | **Uses learned spoken phrases** |
| **Difficulties with highly colloquial language and cultural references** | **Conversation and pronunciation fragmented** | **Can read short teaching texts of formulaic phrases encountered in initial speaking and listening activities** | **Translates from first language to organise thoughts** |
| **Becoming more familiar with teacher and material** | **Has a very basic vocabulary** | **Still needs intensive full-time ESL support** | **May be confused by Romanised script** |
| **Difficulties transforming words** | **Needs intensive ESL support** | | **Could not engage effectively in secondary mainstream** |
| **Inadequate vocabulary base for comprehension** | | | **Needs extensive ESL support** |
| **Can extract essential information from TV news** | | | |
| **Normal** | | | |
| **Comprehends conversation between native speakers at a normal rate** | | | |
| **Understands most routine social and school demands** | | | |
| **Would have great difficulty handling language demands of Year 11 tasks** | | | |

| **3** | **Requires slow careful speech of others** | **Can communicate with fragmented sentences** | **Can understand only short text for survival needs** | **Can write short texts for social purpose** |
| **Needs face to face interaction** | **Still needs visual cues** | **Relies heavily on contextual support** | **Haphazard sentence structure** |
| **Cannot understand colloquials** | **Uses subjective point of view** | **Can understand short texts, e.g. notices and timetables** | **Minimal punctuation** |
| **Can comprehend some familiar questions** | **Relies on modelled language approach** | **Can only read neat, familiar handwriting** | **Limited cohesion** |
| **Difficulties with cultural differences** | **Beginning to experiment** | **Can get the gist of familiar topics and factual texts** | **Can write simple texts based on models** |
| **Can follow routine classroom transactions** | **Growing confidence leading to greater speed of utterances** | **Can interpret simple instructions and questions** | **Refers to dictionary** |
| **Can follow gist of short information texts** | **Growing control over grammatical structure** | **Relies heavily on dictionaries** | **Still translating from first to second language** |
| **Comprehends being seriously affected by background noise** | **Can use personal pronouns** | **Needs extensive ESL support** | **Needs extensive ESL support** |
| **Will experience great difficulty in mainstream classrooms** | **Ongoing problems with verb tenses** | | |
| **Needs full-time ESL** | **Disguises lack of precision by circumlocution** | | |

| **4** | **Can follow gist of careful speech on familiar topics** | **Beginning to express more complex thoughts** | **Can comprehend and get essential information from straight-forward factual texts** | **Has a firm grasp of simple sentences but will conform to teacher modelling with little independence** |
| **Less dependent on face to face** | **Starting to take risks with their language** | **Can read simple prose, for pleasure, which does not assume a significant cultural knowledge** | **Has some grasp of paragraphing** |
| **Severe comprehension problems with radio, TV news and lengthy discourse** | **Growing linguistic confidence** | **Uses bilingual dictionary extensively** | **Can write coherent factual text which does not require complex or abstract thought** |
| **Can identify the topic of casual conversation between English native speakers** | **A frustration level due to lack of English language** | **Relies on predictable, straight-forward structure** | **Shows a lack of facility with longer sentences** |
| **Relies on speaker paraphrasing or rewording** | **Language becoming their own which results in increased errors** | **Relies on neat, familiar handwriting** | **Still translating from first to second language** |
| **Sometimes can follow unpredictable utterances** | **Relies heavily on practised and familiar topics** | **Senior secondary learners would have great difficulty handling the demands of Year 11 tasks** | **May use inappropriate language for a particular context** |
| **Recognises emotive use of interpersonal language** | **Tentative use of polite request forms** | | **Varied ability across genres** |
| **Recognises a limited range of often used colloquialisms** | **Growing control of pronunciation, stress and intonation** | **Has difficulty handling the language demands of mainstream tasks** | **Has difficulty handling the language demands of Year 11 tasks** |
| **Cultural references impede comprehension** | **May plateau at this level** | **Would have great difficulty with the demands of Year 11 tasks** | **Would have great difficulty with the demands of Year 11 tasks** |
| **Would have great difficulty handling language demands of Year 11** | **Senior secondary learners would have great difficulty with Year 11 tasks** | | |

| **5** | **Understands most routine social and school demands** | **Can initiate and stage more complex interactions with uneven accuracy** | **Can comprehend authentic, non-technical, factual texts** | **Cannot self-correct or self-edit** |
| **Comprehends conversation between native speakers at a normal rate on familiar topics** | **Can use longer utterances** | **Can get the gist of more complex and abstract texts** | **Plagiarism still evident in written tasks** |
| **Has little need for repetition or rewording if topic is familiar** | **Is unable to sustain an argument if responses are swift** | **Has difficulty with lengthy texts** | **Structure and grammar still not consolidated** |
| **Lack of time, swift changes of topic, and background noise may affect concentration and cause exhaustion** | **Has difficulty expressing more complex ideas orally** | **Wide use of dictionaries** | **Beginning to use more complex abstract thoughts** |
| **Can extract essential information from TV news** | **Will stay in their ‘safe area’** | **Developing a wide general reading vocabulary** | **May choose inappropriate words from the dictionary for the writing tasks** |
| **Uneven understanding of complex verb structures and clauses inadequate vocabulary base for comprehension** | **May be unidentified in class because of a more Australian accent** | **Difficulty drawing inferences or discerning author’s point of view and intent** | **Has a narrow range of sentence structures** |
| **Difficulties transforming words** | **Developing communicative strategies** | **Can read many types of handwriting** | **Vocabulary lacks sophistication** |
| **Becoming more familiar with teacher and material** | **Under tension and pressure, and when dealing with complex ideas, may lose ability to use language effectively** | **Beginning to predict and locate main ideas** | **Can take notes and synthesise information** |
| **Difficulties with highly colloquial language and cultural references** | **Lacks range of vocabulary for complicated or specialised areas** | **Student at this level would have great difficulty with Year 11 tasks** | **Has difficulty with culturally laden subjects** |
| **May be a plateau level for some** | **Has a range of language modifiers (adverbs, adjectives) but little ability in speaking to use them** | **Needs ESL support** | **May be a plateau level for some** |
| **Still needs ESL support** | | | **Needs ESL support** |

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Christian Outreach Centre trading as Citipointe Christian College The Christian Outreach College Brisbane and Citipointe Christian College International CRICOS Provider Code: 00996F
<table>
<thead>
<tr>
<th>LISTENING</th>
<th>SPEAKING</th>
<th>READING</th>
<th>WRITING</th>
</tr>
</thead>
</table>
| 6  | Can participate with facility in most school interactions with native speakers  
Can follow the lines of complex discourse  
Understands TV news stories  
Has difficulty sustaining comprehension in group/class discussions  
Can detect emotional overtones  
Humour may cause difficulties  
Needs repetition/paraphrasing of rapid, colloquial, culturally overladen utterances  
May have developed advanced abilities on chosen areas of study, e.g. Maths / Science, that can mask severe problems in other areas  
Still needs ESL support | Can participate in formal and informal conversations  
Can express complex ideas  
Can draw on a range of communicative strategies in interactions  
Can cope with unpredictable situations  
Has a wide range of language modifiers  
Has a broader vocabulary, and strategies to rephrase  
Still has grammatical inaccuracies  
Some mispronunciation | Can read a variety of authentic technical and non-technical texts  
Is able to comprehend lengthy, unfamiliar text, although slowly  
Can read a range of texts for personal reading  
Will use a dictionary for precise meaning  
Can discern differences in style and register  
Has difficulty drawing inferences or discerning authors' point of view and intent  
Can recognise the function of most cohesive devices  
Can read many types of handwriting  
Can read non-simplified set novels, though will have great difficulty with culturally specific novels and plays | Fairly confident in producing first drafts  
Can write a broad range of texts that successfully meet the criteria of school assessment tasks  
Can discern register  
Has more sophisticated use of language (complex clauses, cohesion, coherence, structure and vocabulary)  
Attempts to rewrite may still seem like plagiarism  
Grammatical errors still apparent  
Frustration with the time demands of reading texts  
Will still have difficulty with mainstream senior secondary  
Still needs ESL support |
| 7  | Independent in most social situations  
Can comprehend most spoken texts  
Can follow most details of complex discourse  
Can comprehend non-standard dialect  
Can accomplish tasks being performed by native speaking peers  
Can handle language-complex subject areas at senior level | Independent in most social situations  
Can express complex ideas comprehensively  
Can initiate, maintain and elaborate complex discussions  
Can match a native speaker's ability in discourse  
A wide range of vocabulary  
Still speaks with an accent  
Can perform sophisticated and demanding school tasks  
Still needs support in preparing spoken texts | With time and reference to dictionaries, can read most school texts on both familiar and unfamiliar topics  
May read more time for comprehension as subtleties may still present problems  
Still needs support to read set novels, plays in culturally-dependent subject areas  
Can skim and summarise argumentative analytical school texts  
Can interpret familiar, simple and complex task instructions  
Still has difficulty interpreting unfamiliar examination questions with speed  
Can handle chosen subject areas at senior level | Can write effectively for a range of contexts  
Shows a growing control of organisational patterns and grammar  
With time, can write with independence  
Can now handle chosen subject areas in senior secondary  
May still need support to analyse culturally over laden subjects |
| 8  | Competent user of English  
Can comprehend all types of spoken text | Competent user of English | Competent reader of English within the range of native speaking peers | Competent user of English |
Administration
PROCEDURE FOR ENROLMENT
(Subject to change without notice)

1) Complete and return Application Form with $250 Application Fee (non-refundable), academic record translated into English, and copy of passport/visa (where available)

2) Application is then considered. If acceptance is being considered, you will be advised to arrange for a test if required, with AEAS or for assessment at the College.

3) After consideration of the AEAS assessment or College assessment, an interview with the Headmaster may be required. If a place is being offered a Letter of Offer will be sent by the College with the Contract of Enrolment and other relevant policies (available on the College website).

4) To accept the Offer:
   a) Contract of Enrolment to be signed and returned with other required documents and a non-refundable $250 confirmation of enrolment fee.
   b) One semester’s fees (half the annual fee) are prior to issue of Confirmation of Enrolment (COE) If enrolment does not proceed, the refund policy will apply.

      Note: Payments should be made direct to the College and not to an Agent.
   c) Payment of Overseas Student Health Cover (OSHC). Health insurance for the student is required by legislation to cover the full expected length of the visa. OSHC should be organized by the student’s family and at the student’s own expense. Should there be a need for early termination of health cover, the student is to apply directly to the insurer and keep the College informed of the termination.
   d) Other fees applicable are to be paid e.g. Homestay placement fees and Homestay fees in advance or Accommodation Approval Fee and Welfare Fee.

5) Upon payment of semester’s fees, an Electronic Confirmation of Enrolment (eCOE) is issued by the College. A Student Welfare letter is issued where required.

6) Uniforms and bus can be organized only after enrolment procedures are completed.

7) Apply for a student visa by taking the eCOE form and Student Welfare letter to your nearest Department of Immigration.

8) Advise the College of the student’s expected date of arrival and flight details. On or before arrival, provide copies of the student’s passport, visa and Overseas Student Health Cover.

9) Notice of at least Eight Tuition weeks is to be given of withdrawal of an enrolment. See the College Term calendar on the website. Otherwise eight weeks tuition fees in lieu may be retained/charged. Please refer to the Contract of Enrolment and Refund Policy.

10) Payments for subsequent semester’s fees will be sent by account from the Business Office. The second tuition fee payment for a course is not payable until 14 days before the commencement of the semester to which it relates. Otherwise, payments should be made prior to the end of the previous semester to ensure continuing enrolment.
COLLEGE STORE OPENING HOURS

Usual term time trading hours will commence on the 27th January 2015.

- **Mon, Tues, Wed, Fri** 8am – 3.30pm
- **Thurs** 9.30am – 5.30pm
- **Closed Daily** 12 – 12.30pm

**Back to School 2015**
The College Store will be opening on the 19th January for our Back to School trading. Please park on Wecker Rd. The store will have one register catering for EFTPOS purchases while the other will be CASH ONLY and backorder only collections.

**19th – 24th January (Monday-Saturday) 8:00am – 5pm**
College Uniform Store, Wecker Road

All Homework/Unit Workbooks etc. for 2015 are also currently in stock

*Payment Options:* Cash, Cheque, Eftpos, Credit Card (NOTE: Amex and Diners are not accepted). You can also place orders via fax or over the phone with your credit card.

*Lay-bys* are available. They **must** be paid in full by the end of the semester in which the purchase is initiated.

**Returns & Exchanges** will not be accepted without the receipt. There are **no** exchanges or returns on second hand items.

**Prices are subject to change** without notice throughout the year. Please check the College’s website [wwwbrisbane.coc.edu.au](http://wwwbrisbane.coc.edu.au) for a pricelist.

The cost of Uniforms and other items purchased in the Uniform Store are additional to Tuition Fees as noted on the Written Agreement/ Letter of Offer.
CITIPONTE CHRISTIAN COLLEGE
PRIMARY UNIFORM LIST 2015

(All items listed are compulsory unless specified otherwise)
Prices current as from 20 October 2014
Prices are subject to change throughout the year without prior notice.

<table>
<thead>
<tr>
<th>DAY UNIFORM - GIRLS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summer</strong></td>
<td><strong>Prices - $</strong></td>
</tr>
<tr>
<td>Girls Summer Dress</td>
<td>Size 4-8 J</td>
</tr>
<tr>
<td></td>
<td>Size 10J-12J</td>
</tr>
<tr>
<td></td>
<td>Size 8-12 A</td>
</tr>
<tr>
<td>Summer Socks</td>
<td>Navy/P Blue stripe Quarter Crew Sock</td>
</tr>
<tr>
<td>Bike Pants</td>
<td>Navy Cotton / Lycra (compulsory Prep and Year 1 Girls)</td>
</tr>
<tr>
<td>Bucket Hat</td>
<td>Poly/Viscose/Navy</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DAY UNIFORM - GIRLS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Winter - Terms 2 &amp; 3</strong></td>
<td><strong>Summer</strong></td>
</tr>
<tr>
<td>Pullover</td>
<td>Wool/Nylon Blend or Cotton Blend – Navy Sizes 4 - 8</td>
</tr>
<tr>
<td></td>
<td>10-14</td>
</tr>
<tr>
<td></td>
<td>16-20</td>
</tr>
<tr>
<td>Winter Long Socks</td>
<td>Navy</td>
</tr>
</tbody>
</table>

| **Winter - Optional** | **Prices - $**   |
| Tights               | Dark Navy Cotton Lycra (optional for winter) sizes 3-8 | 14.00  |
|                      | Dark Navy Cotton Lycra (optional for winter) sizes 8-14 | 16.00  |
| Scarf                | Dark Navy Cotton Lycra (optional for winter) sizes Ave, Talls, X-Talls | 17.50  |
| Navy Glove           | Navy Acrylic / Polyester Blend | 7.50  |
| Unisex Vest          | Size 4 - 8       | 48.00  |
|                      | Size 10 - 14     | 60.00  |

<table>
<thead>
<tr>
<th>DAY UNIFORM - BOYS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summer</strong></td>
<td><strong>Prices - $</strong></td>
</tr>
<tr>
<td>Boys S/Sleeve Shirt</td>
<td>Poly / Cotton Chambray/Pale Blue Fly Front Size 4 – 24 J</td>
</tr>
<tr>
<td>Shorts</td>
<td>Ink Blue Poly/Viscose/Navy Size 4-10J</td>
</tr>
<tr>
<td></td>
<td>Ink Blue Poly/Viscose/Navy Size 12-16</td>
</tr>
<tr>
<td>Academic Socks</td>
<td>Ink Blue Cotton/Nylon Lycra Crew length College Stripes</td>
</tr>
<tr>
<td>Bucket Hat</td>
<td>Poly/Viscose/Navy</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DAY UNIFORM - BOYS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Winter Terms 2 &amp; 3</strong></td>
<td><strong>Prices - $</strong></td>
</tr>
<tr>
<td>Trousers</td>
<td>Ink Blue Poly/Viscose Sizes 4 – 10J</td>
</tr>
<tr>
<td></td>
<td>Ink Blue Poly/Viscose Sizes 12 – 16Y</td>
</tr>
<tr>
<td>Pullover</td>
<td>Wool/Nylon Blend or Cotton Blend – Ink Blue Sizes 4 - 8</td>
</tr>
<tr>
<td></td>
<td>Wool/Nylon Blend or Cotton Blend – Ink Blue Sizes 10-14</td>
</tr>
<tr>
<td></td>
<td>Wool/Nylon Blend or Cotton Blend – Ink Blue Sizes 16-20</td>
</tr>
<tr>
<td>Unisex Vest</td>
<td>Size 4-8</td>
</tr>
<tr>
<td></td>
<td>Size 10-14J</td>
</tr>
</tbody>
</table>

| **Winter – Optional** | **Prices - $**   |
| Scarf                | Navy             | 16.50  |
| Navy Glove           | Navy Acrylic / Polyester Blend | 7.50  |
| Unisex Vest          | Size 4 – 8       | 48.00  |
|                      | Size 10 - 14     | 60.00  |
## SPORTS UNIFORM - GIRLS AND BOY

<table>
<thead>
<tr>
<th>Summer</th>
<th>Polo</th>
<th>Cotton Back Polyester/ Ink Blue Size 4 - 14</th>
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<tbody>
<tr>
<td></td>
<td>Micro Shorts</td>
<td>Ink Blue 100% Microfibre 4 - 14</td>
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</tr>
<tr>
<td></td>
<td>Bike Pants</td>
<td>Cotton / Lycra Girls (optional)</td>
<td>19.00</td>
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<tr>
<td></td>
<td>Socks</td>
<td>Sports White Cotton/Nylon Lycra Crew College Stripe</td>
<td>10.00</td>
</tr>
<tr>
<td></td>
<td>Football / Soccer</td>
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<td>12.00</td>
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</table>

## SPORTS UNIFORM - Winter

<table>
<thead>
<tr>
<th></th>
<th>Track Top</th>
<th>Microfibre / Ink Blue / Pale Blue / Gold 6 - 14</th>
<th>58.00</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Track Pants</td>
<td>Microfibre/ Ink Blue / Pale Blue Piping Size 4 - 14</td>
<td>42.00</td>
</tr>
<tr>
<td></td>
<td>Polar Fleece Vest</td>
<td>Polyester / Navy / Pale Blue Size 6 - 14</td>
<td>56.00</td>
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<tr>
<td></td>
<td>Beanie</td>
<td>Dark Navy Polar Fleece / Pale Blue Polar Fleece</td>
<td>22.00</td>
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</table>

## ACCESSORIES

<table>
<thead>
<tr>
<th>Bags</th>
<th>Lite Pak – Extra Small/Small</th>
<th>56.00</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Lite Pak – Medium</td>
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<tr>
<td></td>
<td>Lite Pak - Large</td>
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<tr>
<td>Chiropractic Bags</td>
<td>Medium</td>
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<tr>
<td></td>
<td>Large</td>
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<tr>
<td></td>
<td>Extra Large</td>
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<tr>
<td>Homework Bag</td>
<td>Prep – 6 (compulsory)</td>
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<tr>
<td>Chair Bag</td>
<td>Grades 3 – 6</td>
<td>12.00</td>
</tr>
<tr>
<td>Reading Bag</td>
<td>Grades Prep – 3</td>
<td>12.00</td>
</tr>
<tr>
<td>Library Bag</td>
<td>Waterproof with draw string</td>
<td>14.00</td>
</tr>
<tr>
<td>Scientific Calculator</td>
<td>Texas Instruments TI-30XB Grades 6 – 12 (includes engraving)</td>
<td>26.50</td>
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<tr>
<td>Art Smock</td>
<td>Grade 1 (waterproof)</td>
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<tr>
<td>Yamaha Recorders</td>
<td>Grade 4</td>
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<tr>
<td>Bibles</td>
<td>International Children's Bible Grade 3 – 6</td>
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<td></td>
<td>Jesus Storybook Bible Grade 2</td>
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<tr>
<td>Charts</td>
<td>Alphabet, Married Phonograms, Speller Helper – Vowels &amp; Consonants</td>
<td>2.00 ea</td>
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</table>

For larger sizes please refer to Secondary Uniform price list

**SPECIAL ORDER SIZES - 6 – 8 WEEK NOTICE REQUIRED FOR ORDERING**

**STATIONERY PURCHASED THROUGH COLLEGE STORE**

<p>| | | |</p>
<table>
<thead>
<tr>
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</tr>
</thead>
</table>

**OPENING HOURS (During School Term 1 - 4 in 2015)**

Mon, Tues, Wed, Fri 8am – 3:30pm
Thursday 9:30am – 5:30pm
Closed Daily 12:00 – 12:30pm

* Prices subject to change without prior notification
* Lay-bys are available except on second-hand goods*
* Card Facilities available (except Amex & Diners Cards)
* No returns on second-hand goods. So please choose carefully
* Exchanges or refunds will not be processed without the original receipts

*Parents of NEW STUDENTS – Phone Uniform Store on 3347 5921 to make appointment for complete uniform fitout*
### DAY UNIFORM - GIRLS

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Sizes</th>
<th>Prices - $</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summer</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Blouse</td>
<td>Pale Blue Poly/Cotton – Size 6G-12G</td>
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<tr>
<td></td>
<td>Pale Blue Poly/Cotton – Size 6W-10W</td>
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<tr>
<td></td>
<td>Pale Blue Poly/Cotton – Size 12W-22W</td>
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<tr>
<td>Skirt</td>
<td>Navy Wool Blend Mini Fleck Size 6G–12G</td>
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<tr>
<td></td>
<td>Navy Wool Blend Mini Fleck Size 6W-10W</td>
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<tr>
<td></td>
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<td></td>
<td>Navy Wool Blend Mini Fleck Size 20W–22W</td>
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</tr>
<tr>
<td>Socks</td>
<td>Navy/P Blue Strip Quarter Crew Sock</td>
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<td>10.00</td>
</tr>
<tr>
<td>Bucket Hat</td>
<td>Poly/Viscose/Navy</td>
<td></td>
<td>22.00</td>
</tr>
<tr>
<td>Optional</td>
<td>Bike Pants</td>
<td>Nylon/Lycra</td>
<td>18.00</td>
</tr>
<tr>
<td><strong>Winter - Terms 2 &amp; 3</strong></td>
<td></td>
<td></td>
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<tr>
<td>Tie</td>
<td>Compulsory Yr 7-12 Term 2 and 3</td>
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<tr>
<td>Blazer Senior Girls</td>
<td>Navy Wool Blend Size 6–12W - 75cm-95cm</td>
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<tr>
<td>(Yrs 10,11&amp;12-Term 2 &amp; 3)</td>
<td>Navy Wool Blend Size 14–18W - 100cm-110cm</td>
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<td></td>
<td>Navy Wool Blend size 20 – 22W - 115cm-120cm</td>
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<td>Pullover</td>
<td>Wool/Nylon blend or Cotton blend - Sizes 10-14</td>
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<td>69.00</td>
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<tr>
<td></td>
<td>Wool/Nylon blend or Cotton blend 16-20</td>
<td></td>
<td>76.00</td>
</tr>
<tr>
<td></td>
<td>Wool/Nylon blend or Cotton blend 22-26</td>
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<tr>
<td>Optional</td>
<td>Tights</td>
<td>Dark Navy Cotton Lycra</td>
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</tr>
<tr>
<td>Unisex Vest</td>
<td>Size 10–14</td>
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<td>60.00</td>
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<td></td>
<td>Size 16–20</td>
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<td></td>
<td>Size 22-26</td>
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<tr>
<td>Long Pants</td>
<td>Poly/Viscose/Spandex Size 10J–14J</td>
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<td>(Term 2-3 only)</td>
<td>Poly/Viscose/Spandex Size 6A–22A</td>
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<tr>
<td>Scarf</td>
<td>Navy</td>
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<tr>
<td>Gloves</td>
<td>Navy Acrylic/Polyester Blend</td>
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</table>

### DAY UNIFORM - BOYS

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Sizes</th>
<th>Prices - $</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summer</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boys S/Sleeve Shirt</td>
<td>Poly/Cotton/Pale Blue – Tab Front Size 10J-18J</td>
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<td></td>
<td>Poly/Cotton/Pale Blue – Tab Front Size XS-4XL</td>
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<tr>
<td>Shorts</td>
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<tr>
<td>Trousers</td>
<td>Ink Blue Poly/Viscose Size 30–44</td>
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<td>58.00</td>
</tr>
<tr>
<td>(Yrs 10/11/12 Term 2 &amp; 3)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Belt</td>
<td>Black leather</td>
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<tr>
<td>Short Socks</td>
<td>Ink Blue Cotton/Nylon Lycra Crew length College stripes</td>
<td></td>
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<tr>
<td>Long Socks</td>
<td>Compulsory for 10, 11 &amp; 12 if wearing shorts</td>
<td></td>
<td>13.50</td>
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<tr>
<td>Optional with shorts for Years 7, 8 &amp; 9; compulsory with shorts for Years 10/11/12)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bucket Hat</td>
<td>Poly/Viscose/Navy</td>
<td></td>
<td>22.00</td>
</tr>
<tr>
<td><strong>Winter Terms 2 &amp; 3</strong></td>
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<td></td>
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<tr>
<td>Tie (Yrs 7-12 Term 2 &amp; 3)</td>
<td>Navy</td>
<td></td>
<td>27.50</td>
</tr>
<tr>
<td>Blazer Senior Boys</td>
<td>Navy Wool Blend Stripe Size 14-18J - 80cm-95cm</td>
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<td>189.00</td>
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<tr>
<td>(Yrs 10,11&amp;12 Term 2 &amp; 3)</td>
<td>Navy Wool Blend Stripe Size 38-42 - 100cm-105cm</td>
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<td>199.00</td>
</tr>
<tr>
<td></td>
<td>Navy Wool Blend Stripe Size 44-46 - 110cm-120cm</td>
<td></td>
<td>219.00</td>
</tr>
<tr>
<td>Pullover</td>
<td>Wool/Nylon blend or Cotton blend - Sizes 10-14</td>
<td></td>
<td>69.00</td>
</tr>
<tr>
<td></td>
<td>Wool/Nylon Blend or Cotton blend - Sizes 16-20</td>
<td></td>
<td>76.00</td>
</tr>
<tr>
<td></td>
<td>Wool/Nylon Blend or Cotton blend - Sizes 22-26</td>
<td></td>
<td>82.00</td>
</tr>
</tbody>
</table>
## Optional

<table>
<thead>
<tr>
<th>Item</th>
<th>Sizes</th>
<th>Price ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unisex Vest</td>
<td>Size 10–14</td>
<td>60.00</td>
</tr>
<tr>
<td></td>
<td>Size 16-20</td>
<td>64.00</td>
</tr>
<tr>
<td></td>
<td>Size 22–26</td>
<td>68.00</td>
</tr>
<tr>
<td>Scarf</td>
<td>Navy</td>
<td>16.50</td>
</tr>
<tr>
<td>Gloves</td>
<td>Navy Acrylic/Polyester Blend</td>
<td>7.50</td>
</tr>
</tbody>
</table>

## ACCESSORIES - GIRLS AND BOYS

<table>
<thead>
<tr>
<th>Item</th>
<th>Size</th>
<th>Price ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bags</td>
<td>Smart Pak - Medium</td>
<td>59.00</td>
</tr>
<tr>
<td></td>
<td>Smart Pak - Large</td>
<td>62.00</td>
</tr>
<tr>
<td>Chiropractic Bags</td>
<td>Large</td>
<td>86.00</td>
</tr>
<tr>
<td></td>
<td>Extra Large</td>
<td>94.00</td>
</tr>
<tr>
<td>Satchel Bag Large</td>
<td>Years 7-12</td>
<td>56.00</td>
</tr>
<tr>
<td>Binder Zippered (optional)</td>
<td>Years 7-12 Smash Black (other styles through P &amp; F)</td>
<td>18.00</td>
</tr>
</tbody>
</table>

## SPORTS UNIFORM - GIRLS AND BOYS

<table>
<thead>
<tr>
<th>Item</th>
<th>Size</th>
<th>Price ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Polo Shirt</td>
<td>Cotton Back Polyester /Dark Navy Size 2XS–3XL</td>
<td>44.00</td>
</tr>
<tr>
<td>Micro Shorts</td>
<td>Dark Navy 100% Microfibre S-3XL</td>
<td>32.00</td>
</tr>
<tr>
<td>House Shirt</td>
<td>Cotton Jersey Knit Polo – House Colours</td>
<td>27.50</td>
</tr>
<tr>
<td>Swimming Cap</td>
<td>Latex</td>
<td>4.50</td>
</tr>
<tr>
<td>Socks</td>
<td>Sports White Cotton/Nylon Lycra Crew College Stripe</td>
<td>10.00</td>
</tr>
<tr>
<td>Sports Hat</td>
<td>PE Cap</td>
<td>22.00</td>
</tr>
<tr>
<td>Optional</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Polar Fleece Vest</td>
<td>Polyester/Navy/Pale Blue Size XS – 3XL</td>
<td>64.00</td>
</tr>
<tr>
<td>Track Top</td>
<td>Microfibre/Ink Blue/Pale Blue/Gold</td>
<td>69.00</td>
</tr>
<tr>
<td>Track Pants</td>
<td>Ink Blue Microfibre/Pale Blue Piping ( Size XS-3XL)</td>
<td>47.00</td>
</tr>
<tr>
<td>Socks</td>
<td>Football/Soccer</td>
<td>12.00</td>
</tr>
<tr>
<td>Sports Bag</td>
<td>(for sports only)</td>
<td>24.00</td>
</tr>
<tr>
<td>Netball Visor</td>
<td></td>
<td>7.50</td>
</tr>
<tr>
<td>Beanie</td>
<td>Dark Navy Polar Fleece/P Blue Polar Fleece</td>
<td>22.00</td>
</tr>
</tbody>
</table>

## SUBJECT REQUIREMENTS (Compulsory)

<table>
<thead>
<tr>
<th>Item</th>
<th>Size</th>
<th>Price ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Science and Lab Coat</td>
<td>Year 7–12</td>
<td>27.00</td>
</tr>
<tr>
<td>Science subjects</td>
<td>Safety Glasses Year 7–12</td>
<td>9.00</td>
</tr>
<tr>
<td>Maths &amp; Science</td>
<td>Texas Instruments TI 30-XB (incl. engraving) Year 7-12</td>
<td>26.50</td>
</tr>
</tbody>
</table>

For larger sizes please refer to Secondary Uniform price list

**SPECIAL ORDER SIZES - 6 – 8 WEEK NOTICE REQUIRED FOR ORDERING**

**STATIONERY PURCHASED THROUGH COLLEGE STORE**

**OPENING HOURS (During School Term 1 - 4 in 2015)**

<table>
<thead>
<tr>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon, Tues, Wed, Fri</td>
<td>8am – 3:30pm</td>
</tr>
<tr>
<td>Thursday</td>
<td>9:30am – 5:30pm</td>
</tr>
<tr>
<td>Closed Daily</td>
<td>12:00 – 12:30pm</td>
</tr>
</tbody>
</table>

* Prices subject to change without prior notification
* Lay-bys are available except on second-hand goods*
* Card Facilities available (except Amex & Diners Cards)
* No returns on second-hand goods. So please choose carefully
* Exchanges or refunds will not be processed without the original receipts

*Parents of NEW STUDENTS – Phone Uniform Store on 3347 5921 to make appointment for complete uniform fit-out*
Second Hand Clothing

The College has decided to change its process in respect to second hand uniform management as the costs of processing these have begun to outweigh the benefits.

In future all second hand uniforms can be sold via the School Seconds website which can be accessed using the information below.

SCHOOL SECONDS – your # 1 Online School Classified Site specialising in recycled school essentials servicing all Australian families and Schools.
BUY or SELL your pre-owned school essentials 24/7-school uniforms, school textbooks, sports apparel & equipment, hobbies, computers/IT, musical instruments, formal wear, UNI/TAFE, and more!
Your School is a member of School Seconds – earn Rewards for your School for every listing you place!
www.schoolseconds.com.au
www.facebook.com/schoolseconds

“We hope that you will use our online classified site to buy and sell your unwanted school essentials to help out not only yourself, but others in your school community, as well as earning rewards for your School. And let’s not forget the positive affect on the environment in recycling
THE DEVELOPMENT OFFICE

The Development Office was established in 2005 to support the College in fundraising and philanthropic giving by the College community, business contacts and Corporate Business Alliances of the College and to build community relations through the many networks associated with Citipointe Christian College.

The role of the Development Office

- To engage & build relationships with the College community (parents, staff, alumni, sponsors & suppliers)
- To encourage the community to make donations through our Annual Giving Program or the Voluntary Building Fund (VBF) both are tax deductible.
- Encourage major philanthropic gifts towards the CCCB Strategic Plan
- Raise income through advertising within the Business Directory, College News and Review magazine.
- Support the business networking of the CCCB community
- Obtain sponsorship to support major fundraising activities.
- Maintain a register of sponsors associated with College activities.
- Encourage communications through a coordinated and collaborative approach within the College community.
- Provide community support through Year level “Coffee Connection” meetings
- Provide Reunion support to our growing Alumni.
- Maintain Alumni relationships through our on-line communication tool.
- Support Major Events and activities.
- Apply for Grant funding and liaise with businesses to gain Corporate Alliances for the CCCB community.
- Support the PARENT CONNECT fundraising events and communication pathways in the College
- Business advertising in the College publications is available:
  - College News (distributed each Term to current families)
  - Review Magazine (distributed twice a year to current families and Alumni)
  - Business Directory (distributed to College families and the Business Community)

Tax Deductible Funds

- **Voluntary Building Fund (VBF)**
  This fund is one of the avenues for parent support of the School’s building program. These funds support areas of our capital works program that are not covered under the normal College budget. CCCB is able to provide a tax-deductible receipt for all VBF donations. A voluntary donation of $200 per family/per year is invited.

Over many years the College has received generous support through philanthropic donations from families and has therefore been able to support the College building program in the many areas that you see around the College.

- **Annual Giving Appeal**
  The Annual Giving programme as the name implies, is conducted once a year (generally before June 30) and seeks financial support in the form of gifts to specific building projects. Every gift, no matter it’s size, make a difference. The size of the gift is not as important as the fact that you choose to participate.
• **Scholarship Fund**
  The Scholarship Fund is a public fund established for charitable purposes to provide money for eligible scholarships, bursaries and prizes.

  The scholarships and bursaries will be:-

  a) Awarded to Australian citizens or permanent residents only

  b) Open to individuals or groups of individuals throughout Australia, a state, territory or region of at least 200,000 people.

  c) For the purposes of promoting the recipients education

  ▪ In approved Australian education courses
  ▪ At educational institutions overseas to study as a component of an approved Australian course
  ▪ Awarded on merit or for reasons of equity

• **Library Fund**
  The School Library fund is for purchase of books and other library resources such as DVD’s & CD’s.

**Contact details**

Please contact the Development Office if you would like to discuss any of the above

Email: devoffice@brisbane.coc.edu.au or Phone 3347 5899
VOLUNTARY BUILDING FUND
Return to the Business Office at CCCB
322 Wecker Road Carindale  Qld. 4122

Please Fax to 07 3347 5900

Herewith our VBF donation of $......................payment by:

☐ Cheque for $......................... enclose.
☐ Online Giving to www.brisbane.coc.edu.au/site/community/Give.asp
☐ Credit Card Please debit my Visa / MasterCard

(Tick Method)

Number on card: □□□□□□□□□□□□□□□□□□□□□□□□□□
Expiry date: □□/□□
Name on card:........................................................................
Signature:........................................................................

Name required on receipt..................................................................
Address .................................................................
Email .................................................................
Students Name & Year .................................................................
School Account Code …D........................................... (refer to College fee statement)

Thank you

Citipointe Christian College Phone: (07) 3347 5899
322 Wecker Road Fax: (07) 3347 5900
CARINDALE QLD 4152 Email: accounts@brisbane.coc.edu.au
REQUEST FOR SCHOOL BUS TRANSPORT

This form should be completed to enable consideration for placement on a school bus for (indicate the year) ____________

Family Name: 

List given names of each student requiring bus transport

(1) Name of Student ____________________________ Year LVL __________________
   □ □ □ □ COMMENCING FROM ________

(2) Name of Student ____________________________ Year LVL __________________
   □ □ □ □ COMMENCING FROM ________

(3) Name of Student ____________________________ Year LVL __________________
   □ □ □ □ COMMENCING FROM ________

(4) Name of Student ____________________________ Year LVL __________________
   □ □ □ □ COMMENCING FROM ________

(5) Name of Student ____________________________ Year LVL __________________
   □ □ □ □ COMMENCING FROM ________

Student’s Address ____________________________

ADDRESS (LINE 2) ____________________________ Post Code ________

TELEPHONE / CONTACT

Home Phone ____________________________ Mobile ____________________________

Work Phone ____________________________ Student Mobile no. ____________________________

Please indicate the nearest intersecting street to your house (tee, cross etc):

______________________________________________________________________________

Note: Some former stop locations may change due to the annual review of bus runs
Please advise if there is any intention of changing your address during the New Year:

□ NO  If YES, please indicate date of change and preferred
       suburb of your new address, if known

□ YES  ______________________________________________________

Would bus transport still be required at your new address?  □ NO  □ YES

I authorise Bus fees to be added to my school fee account and undertake to pay account when due and payable in accordance with credit policy of the College

Parent/Guardian

Name / Signature : ____________________________

SUBMISSION: Kindly submit the above completed form to the College via email to mail@brisbane.coc.edu.au or FAX +61 7 3347 5900 (Attn: BUS DEPARTMENT)

OFFICE USE ONLY:

Stop Location ____________________________ Bus Run and Number ____________________________

Version 72013
OVERSEAS STUDENTS
TUITION and NON-TUITION FEES 2015

Fees are subject to yearly increase

The College is registered to take Overseas Students from Preparatory to 12.

- An Application Fee of AU$250.00 applies for all mainstream College applications.
- A student in Brisbane will be tested and interviewed at the College, subject to academic reports indicating above average ability. A supervised test may be organised by the College for a student who is overseas at an additional cost of approximately AU$400. A personal interview may be required.
- Alternative entry, where English is a Second Language, is through application to the Secondary School Preparation Program through the International College. (Please note that the Primary School Preparation Program is not currently offered).

TUITION FEES

ALL FEES QUOTED ARE PER YEAR
(Fees are payable one SEMESTER ¹ IN ADVANCE)

<table>
<thead>
<tr>
<th>YEARS P – 6</th>
<th>YEARS 7 – 9</th>
<th>YEARS 10 – 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Code: 071487F</td>
<td>Course Code: 071488E</td>
<td>Course Code: 071489D</td>
</tr>
<tr>
<td>AU$15,880 ($7,940)</td>
<td>AU$20,950 ($10,475)</td>
<td>AU$22,190 ($11,095)</td>
</tr>
</tbody>
</table>

NON-TUITION FEES

- Application Fee: AU$250.00
- Uniforms (approximately):
  - AU$900 (Senior)
  - AU$800 (Middle)
  - AU$700 (Primary)

Other non-tuition fees

- Overseas Student Health Cover (OSHC): AU$500 per year (approx.) ²x length of visa
- Students will be required to purchase the appropriate Apple device compatible for use in the College: AU$700 (approximately)
- Stationery requirements: AU$250 (approximately)
- AU$200 calculator for Secondary Senior

Where applicable:

- Bus fees: AU$2600 per year per student
- Homestay: AU$13680 per year²
- Homestay Placement Fee: AU$250 OR
- Accommodation Approval Fee: AU$250
- Homestay Relocation Fee: AU$250
- Welfare Fee: AU$960 per year ⁴
- Co-Curricular Programs
  - E.g. Instrumental Music Program, Speech and Drama Program, ESL Tutoring

Living costs in Australia: the average international student in Australia spends about AU$360 per week on accommodation, food, clothing, entertainment, transport, international and domestic travel, telephone and incidental costs.

---

¹ one Study period. (Note: 2 semesters/2 study periods per year)
² Subject to change depending on health cover cost for a particular year
³ payable $6840 per semester (includes accommodation, 3 meals per day and supervision; excludes 4 weeks Christmas Holiday period)
⁴ payable $480 per semester (where College issues a Welfare letter)
OVERSEAS / VISA STUDENT
APPLICATION FOR
ADMISSION
APPLICATION FOR OVERSEAS/VISA STUDENT ADMISSION

For Students who require a Student Visa or are a Dependent on a Student Visa

Primary Years Preparatory – Year 6 Course Code: 071487F
Secondary Middle Year 7-9 Course Code: 071488E
Secondary Senior Years 10-12 Course Code: 071489D

PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE PROCEEDING TO COMPLETE THE APPLICATION FORM

It is highly recommended you complete this form electronically

1) Please save a copy of the Application Form on your computer before proceeding to complete the form. 

NOTE: If you are using a MAC computer please use Adobe Reader to fill in the form. This can be downloaded from http://get.adobe.com/reader/. The default pdf program (Preview) for mac will not save the entered text on the forms.

2) A non-refundable application fee of $250 should accompany this application form.

3) For direct mainstream entry, the student may be required to take
   a) An AEAS language & ability test and/or
   b) Testing may be required at the College through Edutest and/or
   c) A language test at the College

4) The enrolment application must be completed in conjunction with information provided in the listed "Policies", "The Contract of Enrolment" and the "Overseas Student Handbook"

5) The Enrolment Application needs to be signed and dated prior to submission
STUDENT DETAILS

STUDENT NUMBER
(Office Use Only)

SURNAME / FAMILY NAME

PERSONAL NAME

PREFERRED NAME

GENDER (M / F)

DATE OF BIRTH (dd/mm/yyyy)

COUNTRY OF BIRTH

NATIONALITY

COUNTRY WHERE VISA WILL BE LODGED

RELIGION

WHAT CHURCH DOES THE STUDENT ATTEND?

IS THE STUDENT CURRENTLY ON A STUDENT VISA?

EXPECTED DATE OF ARRIVAL (dd/mm/yyyy)

IS OVERSEAS HEALTH COVER REQUIRED? (YES / NO)

COMMENCEMENT TERM (TERM 1/2/3 OR 4)

OR

COMMENCEMENT DATE

EXPECTED LENGTH OF STAY IN COLLEGE

MAINSTREAM LEVELS - PRIMARY OR SECONDARY (SELECT FROM DROP DOWN OPTIONS)

PRIMARY / SECONDARY

(PREP TO YEAR 12)

LIST ALL SCHOOLS ATTENDED - PLEASE INCLUDE PRESENT SCHOOL

SCHOOL

YEAR

SCHOOL

YEAR

SCHOOL

YEAR

SCHOOL

YEAR

Please indicate academic level of student’s previous work (TICK one):

☐ ABOVE AVERAGE

☐ AVERAGE

☐ BELOW AVERAGE

NOTE:

1 - PLEASE ATTACH A COPY OF STUDENT’S ORIGINAL ACADEMIC TRANSCRIPT OR REPORT AND A COPY OF THE SAME TRANSLATED INTO ENGLISH AND

2 - PLEASE ATTACH COPY OF PASSPORT & VISA IF AVAILABLE AND

3 - EVIDENCE OF OVERSEAS STUDENT HEALTH COVER, IF AVAILABLE (”needs to be taken for the entire length of the visa)
FAMILY DETAILS

FATHER

TITLE ___________ FAMILY NAME ___________ PERSONAL NAME ___________

COUNTRY OF BIRTH ___________ LANGUAGE SPOKEN AT HOME ___________ RELIGION ___________

NATIONALITY ___________

OCCUPATION ___________ FIELD/INDUSTRY (e.g., Printing, Health, Building, Finance, Computer, Welfare etc) ___________

BUSINESS NAME AND ADDRESS ___________

ADDRESS (LINE 2) __________________________ POST CODE ___________

HOME ADDRESS __________________________

ADDRESS (LINE 2) __________________________ POST CODE ___________

TELEPHONE / CONTACT

HOME PHONE __________________________ WORK PHONE __________________________

EMAIL __________________________ MOBILE __________________________

FAX (HOME) __________________________ FAX (WORK) __________________________

MOTHER

TITLE ___________ FAMILY NAME ___________ PERSONAL NAME ___________

COUNTRY OF BIRTH ___________ LANGUAGE SPOKEN AT HOME ___________ RELIGION ___________

NATIONALITY ___________

OCCUPATION ___________ FIELD/INDUSTRY (e.g., Printing, Health, Building, Finance, Computer, Welfare etc) ___________

BUSINESS NAME AND ADDRESS ___________

ADDRESS (LINE 2) __________________________ POST CODE ___________

HOME ADDRESS __________________________

ADDRESS (LINE 2) __________________________ POST CODE ___________

TELEPHONE / CONTACT

HOME PHONE __________________________ WORK PHONE __________________________

EMAIL __________________________ MOBILE __________________________

FAX (HOME) __________________________ FAX (WORK) __________________________
## REFEE
NAME AND PHONE NUMBER OF A REFEE - where possible, the referee should be the student’s family Pastor

<table>
<thead>
<tr>
<th>NAME</th>
<th>TELEPHONE</th>
<th>EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## ACCOMMODATION DETAILS
Will the student be living with mother and/or father in Australia?

[ ]

If YES to the above question, specify which parent or parents

[ ]

ADDRESS IN AUSTRALIA (if known)

[ ]

ADDRESS (LINE 2) [ ] POST CODE [ ]

## TELEPHONE / CONTACT

<table>
<thead>
<tr>
<th>HOME PHONE</th>
<th>WORK PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>EMAIL</th>
<th>MOBILE</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>FAX (HOME)</th>
<th>FAX (WORK)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

OR

DOES THE STUDENT REQUIRE THE COLLEGE TO ARRANGE HOMESTAY ACCOMMODATION? (SECONDARY STUDENTS ONLY - Primary students must live with a parent or close relative)

[ ]

If Homestay accommodation is required, complete the Homestay Application Form

OR

If the student will not live with parents or in a College homestay, please give the name and address of the person the student will live with. All accommodation must be approved by the College.

<table>
<thead>
<tr>
<th>TITLE</th>
<th>FAMILY NAME</th>
<th>PERSONAL NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COUNTRY OF BIRTH</th>
<th>LANGUAGE SPOKEN AT HOME</th>
<th>RELIGION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OCCUPATION</th>
<th>FIELD/INDUSTRY (e.g. Printing, Health, Building, Finance, Computer, Welfare etc)</th>
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</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>RELATIONSHIP TO THE STUDENT</th>
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</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HOME ADDRESS</th>
<th>POST CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADDRESS (LINE 2)</th>
<th>POST CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

## TELEPHONE / CONTACT

<table>
<thead>
<tr>
<th>HOME PHONE</th>
<th>WORK PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
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<table>
<thead>
<tr>
<th>EMAIL</th>
<th>MOBILE</th>
</tr>
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<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>FAX (HOME)</th>
<th>FAX (WORK)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**HOMESTAY APPLICATION FORM - Secondary students only**

If you want the College to arrange homestay accommodation for the student, please fill out this form.

**STUDENT DETAILS**

<table>
<thead>
<tr>
<th>STUDENT NUMBER (Office Use Only)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SURNAME / FAMILY NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>PERSONAL NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PREFERRED NAME</th>
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</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>GENDER (M / F)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE OF BIRTH (dd/mm/yyyy)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>COUNTRY OF BIRTH</th>
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<tbody>
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<table>
<thead>
<tr>
<th>NATIONALITY</th>
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</thead>
<tbody>
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**TELEPHONE / CONTACT**

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<tr>
<th>HOME PHONE</th>
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<tr>
<th>MOBILE</th>
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<tr>
<th>EMAIL</th>
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<tr>
<th>FAX (HOME)</th>
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**WHAT IS YOUR LEVEL OF ENGLISH? (BEGINNER, INTERMEDIATE, ADVANCE)**

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**WHAT OTHER LANGUAGES DO YOU SPEAK?**

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**DO YOU SMOKE?**

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**DO LIKE YOUNGER CHILDREN?**

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**DO LIKE PETS SUCH AS CATS & DOGS?**

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**DO YOU HAVE ANY ALLERGIES?**

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**DO YOU SWIM?**

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**ARE YOU TAKING MEDICATION AT THE MOMENT?**

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**IF YES, COMPLETE QUESTIONS BELOW**

**SPECIFY WHAT MEDICATION:**

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**INDICATE WHAT IT IS FOR:**

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**WHAT ACTIVITIES DO YOU ENJOY?**

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**DESCRIBE YOUR FAMILY AND FRIENDS**

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</table>
STUDENT MEDICAL INFORMATION

SURNAME / FAMILY NAME _________________________ PERSONAL NAME _________________________

DATE OF BIRTH (dd/mm/yyyy) _________________________ GENDER (M / F) _________________________

STUDENT'S MOBILE _________________________ STUDENT'S HOME NUMBER IN AUSTRALIA ________________

HOME ADDRESS IN AUSTRALIA ________________________________________________________________

ADDRESS (LINE 2) _________________________________________________________________ POST CODE _____________

TITLE __________ PARENT'S FULL NAME ______________________________________________________

HOW CAN THE COLLEGE CONTACT YOU IN CASE OF EMERGENCY:

FATHER'S TELEPHONE (WORK) _________________________ FATHER'S MOBILE _________________________

HOME PHONE _________________________ EMAIL _________________________________________________

MOTHER'S TELEPHONE (WORK) _________________________ MOTHER'S MOBILE _________________________

HOME PHONE _________________________ EMAIL _________________________________________________

Has your child had a Tetanus Booster in the last 5 years? [ ] Yes - Date _____________

DOES YOUR CHILD SUFFER FROM ANY OF THE FOLLOWING? (If YES, please give details)

Heart Problems _________________________

Asthma _________________________

Respiratory Problems _________________________

Drug Allergies _________________________

Food Allergies _________________________

Diabetes / Hypoglycaemia _________________________

Recent Operations _________________________

Phobias _________________________

Visual problems _________________________

Hearing problems _________________________

HIV, Hepatitis A, B, C etc _________________________

ADD, ADHD etc _________________________

Eczema _________________________

Headaches / Migraines _________________________

Travel Sickness _________________________

Immunisations _________________________

Others _________________________

Students must give all medicine to their homestay parents on arrival. At school, the only medicine students may keep with them is asthma medicine. Any other medicine they need at school must be given to Health Bay at the start of the day. Please give details of any regular medicines taken (dosage, frequency etc)

I GIVE PERMISSION FOR PARACETAMOL / ANTIHISTAMINE OR ANY MEDICAL ASSISTANCE THE COLLEGE FEELS NECESSARY AT THE TIME TO BE ADMINISTERED TO MY CHILD (please indicate "X" in the checkbox if you agree) [ ]
DATA COLLECTION FOR GOVERNMENT PURPOSES
(OPTIONAL)

What is the highest year of Primary or Secondary School the parents / guardians have completed?
(For persons who have never attended school, mark 'Year 9 or equivalent or below')

<table>
<thead>
<tr>
<th>Year 12 or equivalent</th>
<th>Year 11 or equivalent</th>
<th>Year 10 or equivalent</th>
<th>Year 9 or equivalent</th>
</tr>
</thead>
<tbody>
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</table>

What is the level of the highest qualification the parents / guardians have completed?
(Mark one box only in each column)

<table>
<thead>
<tr>
<th>Bachelor degree or above</th>
<th>Advanced Diploma / Diploma</th>
<th>Certificate I - IV (including trade cert)</th>
<th>No non-school qualification</th>
</tr>
</thead>
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<tr>
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</table>

Please refer to the parental occupation group list on the following page and select the appropriate group level to answer the following question.

If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person’s last occupation.

If the person has not been in paid work for the last 12 months, please enter '8' in the appropriate

What is the occupation group of the Mother / Parent 1 / Guardian 1
What is the occupation group of the Father / Parent 2 / Guardian 2

Language

Does the student or their mother/guardian or their father/guardian speak a language other than English at home?
If more than one, indicate the one that is spoken most often

<table>
<thead>
<tr>
<th>English ONLY</th>
<th>○</th>
<th>○</th>
<th>○</th>
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<tbody>
<tr>
<td>Others</td>
<td></td>
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</table>

Examples of other languages:

<table>
<thead>
<tr>
<th>Language</th>
<th>Language</th>
<th>Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>Italian</td>
<td>Mandarin</td>
<td>Spanish</td>
</tr>
<tr>
<td>Afrikaans</td>
<td>Spanish</td>
<td>Greek</td>
</tr>
<tr>
<td>Tagalog (Filipino)</td>
<td>Greek</td>
<td>Cantonese</td>
</tr>
<tr>
<td>Vietnamese</td>
<td></td>
<td>Korean</td>
</tr>
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<td></td>
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</tbody>
</table>
LIST OF PARENTAL OCCUPATION GROUPS

If you are in this group, please place ‘1’ in the box for the above question.

Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals
Senior executive/manager/head of department in industry, commerce, media or other large organisation.
Public service manager (Section head or above), regional director, health / education / police / fire services administrator
Other administrator [School principal, faculty head / dean, library / museum / gallery director, research facility director]
Defence Forces Commissioned officer
Professionals generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems and teach others.
Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]
Air / Sea transport [Aircraft / Ships captain / officer / pilot, flight officer, flying instructor, air traffic controller]

If you are in this group, please place ‘2’ in the box for the above question

Group 2: Other business managers, arts / media / sports persons and associate professionals
Owner / Manager of a farm, construction, import / export, wholesale, manufacturing, transport, real estate business
Specialist manager [Finance / Engineering / Production / Personnel / Industrial relations / Sales / Marketing]
Financial Services Manager [Bank branch manager, finance / investment / insurance broker, credit / loans officer]
Retail sales / service manager [shop, petrol station, restaurant, club, hotel / motel, cinema, theatre, agency]
Arts / Media / Sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]
Associate professionals generally have diploma/technical qualifications and support managers and professionals.
Business / administration [recruitment / employment / industrial relations / training officer, marketing / advertising specialist, market research analyst, technical sales representative, retail buyer, office / project manager]
Defence Forces senior Non-Commissioned Officer

If you are in this group, please place ‘3’ in the box for the above question

Group 3: Tradesmen / women, clerks and skilled office, sales and service staff
Tradesmen / women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen / women are included in this group.
Clerks [bookkeeper, bank / PO clerk, statistical / actuarial clerk, accounting / claims / audit clerk, payroll clerk, recording / registry / filing clerk, betting clerk, stores / inventory clerk, purchasing / order, freight / transport / shipping clerk, bond clerk, customs agent, customer services, admissions clerk]
Skilled office, sales and service staff
Office [Secretary, personal assistant, desktop publishing operator, switchboard operator]
Sales [company sales representative, auctioneer, insurance agent / assessor / loss adjuster, market researcher]
Service [aged / disabled / refugee / child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer / supervisor]

If you are in this group, please place ‘4’ in the box for the above question

Group 4: Machine Operators, Hospitality staff, assistants, labourers, and related workers
Drivers, mobile plant, production / processing machinery and other machinery operators
Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper]
Office assistants, sales assistants and other assistants
Office [typist, word processing / data entry / business machine operator, receptionist, office assistant]
Sales [sales assistant, motor vehicle / caravan / parts salesperson, checkout operator, cashier, bus / train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]
Assistant / aide [trade's assistant, school teachers aide, dental assistant, veterinary nurse, nursing assistant, museum / gallery attendant, usher, home helper, salon assistant, animal attendant]
Labourers and related workers
Defence Forces ranks below senior NCO not included above
Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool / hide dresser, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry / logging worker, miner, seafarer / fishing hand]
Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

Note: If the person has not been in paid work in the last 12 months, please enter ‘8’ in the box for the above question
GENERAL INFORMATION

HOW DID YOU HEAR ABOUT CITIPOINTE CHRISTIAN COLLEGE BRISBANE?

☐ Education Agent
☐ Migration Agent
☐ Word of Mouth
☐ Media
☐ Schools’ Fair
☐ Letter Box Drop
☐ Prospectus
☐ Open Day
☐ Social Occasion
☐ Internet
☐ Church

REASONS FOR SEEKING ENROLMENT
Please rate one or more (1 - being of most importance)

<table>
<thead>
<tr>
<th>Academic Excellence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Broad Balanced Programme</td>
</tr>
<tr>
<td>Co-Curricular (Music, Drama, Debating, Sport)</td>
</tr>
<tr>
<td>Co-Education</td>
</tr>
<tr>
<td>Discipline</td>
</tr>
<tr>
<td>Father/Mother attended the College</td>
</tr>
<tr>
<td>Locality</td>
</tr>
<tr>
<td>Christian Foundation and Influence</td>
</tr>
</tbody>
</table>

SPECIAL REQUESTS FOR COLLEGE CORRESPONDENCE

Note: The College relies on a cooperative relationship between parents

To whom should correspondence be addressed to?
Father, Mother or both, or Guardian or Agent

To whom will the College send Fee accounts?

To whom will the College send Student Reports?

Declaration

I acknowledge that I have received and read the following information:

☐ Non refundable application fee of AU$250
☐ Overseas / Visa Student Handbook
☐ Contract of Enrolment
☐ Tuition and non-tuition fee structure
☐ Privacy Policy
☐ Student Protection Policy
☐ Complaints and Appeals Policy
☐ Deferral, Suspension and Cancellation Policy
☐ Refund Policy
☐ Student Grievances Policy
☐ Transfer Policy
☐ Course Progress and Attendance Policy
SUBMISSION

TO SUBMIT BY EMAIL

Please complete the form with signatures where required and email to enrolment@brisbane.coc.edu.au

TO SUBMIT BY POST

Please print the form with signatures where required and post to:

THE REGISTRAR
CITIPOINTE CHRISTIAN COLLEGE
322 WECKER ROAD
CARINDALE, QLD 4152
BRISBANE, AUSTRALIA

Website: http://brisbane.coc.edu.au/
Tel: +61 7 3347 5800 Fax: +61 7 3347 5000

Please remember: full and frank disclosure of students’ previous education, disabilities, learning difficulties and behavioural issues is a condition of enrolment. Failure to disclose would normally put the enrolment at risk.

INFORMATION SUPPLIED ON THIS FORM IS TRUE AND COMPLETE

Parent’s Signature - Father/Guardian

Parent’s Signature - Mother/Guardian

Dated

OFFICE USE ONLY

DATE:

PAYMENT REC'D:

SIGN and ACKNOWLEDGED
PLEASE NOTE

Payment of the application fee to the College does not guarantee enrolment
The application fee is NON-REFUNDABLE
If the application meets initial entry requirement, acceptance at the College is strictly subject to interview.

Considerations which are taken into account for entry of new students include:

Personal faith and / or active church involvement
Family or other association with the College
Academic and behavioural records
If the student has previously attended a Christian School
Date of Application

PLEASE SEND:

1. Signed Application for Admission
2. A non-refundable application fee of $250 per student (Cash or Cheque or VISA or Mastercard or Direct Credit)
3. Copies of the last TWO school reports (if applicable)
4. Specialist reports (if applicable)
5. Any Family Court Order

MODE OF PAYMENT

Please indicate your mode of payment for the $250 non-refundable application fee

☐ CASH
☐ CHEQUE
☐ VISA
☐ MASTERCARD

PLEASE NOTE: IF YOU ARE PAYING BY CREDIT CARD, COMPLETE YOUR PAYMENT DETAILS ON THE FOLLOWING PAGE.
YOUR CREDIT CARD PAYMENT DETAILS WILL BE DESTROYED ONCE PAYMENT IS PROCESSED

☐ DIRECT CREDIT

BSB: 034 093 Westpac Mt Gravatt
Account: 250 142
Name: Citipointe Christian College
Reference: Student’s name / DOB / Reference Code

NOTE:
1) Please quote reference. Otherwise, your payment may not be credited correctly to your child’s account.
2) Please attach a copy of your banking slip when submitting the enrolment application or
3) Provide bank transaction receipt number: _______________________________
Please complete the following details for credit card payment:

Card Number

Expires on

Name of Requestor

Telephone

Amount to be debited $

Name on Card

☐ I HEREBY AUTHORISE CITIPOINTE CHRISTIAN COLLEGE TO PROCESS CREDIT CARD PAYMENT IN ACCORDANCE TO THE INSTRUCTIONS INDICATED ABOVE.

PLEASE NOTE:

CREDIT CARD PAYMENT DETAILS TO BE DESTROYED ONCE PAYMENT IS PROCESSED
INTENTIONALLY LEFT BLANK
CONTRACT OF ENROLMENT
A reference copy of this contract of enrolment is accessible on the College website at http://brisbane.coc.edu.au/enrolment/policies/

CONTRACT of ENROLMENT
(WRITTEN AGREEMENT PART B)
Full Fee Paying Overseas Students
International 570/571 Student Visa Holder

The parties are:

Parent/Guardian ________________________________________________

Parent/Guardian ________________________________________________

And

The College ________________________________________________

(Headmaster/ Delegate)

By choosing to accept the offer of a place in the College for your student ______________________, you the parents commit, under this Contract of Enrolment, to work with the College in a supportive, positive relationship conducive to the best interests of the children and the College. Please read the contractual conditions carefully.

The College has Terms and Conditions for all students in paragraphs 1-41 below. Under legislation the College must have additional Terms, Conditions and Policies for International 570 and 571 Student Visa Holders. These are outlined from Clause 42 onwards and where there is any inconsistency, legislative requirements will apply.

I/We agree to the following conditions:

MATTERS OF FAITH
1. I/We accept that the College is a faith-based school. I/We understand that the College is founded on the basis of Biblical Christian values with the Bible as the inerrant word of God.

2. I/We confirm that I am/we are seeking a Biblical Christian education for the student and will support the College in its faith endeavours and accept that the student will participate fully through attendance and effort in faith-based activities and subjects as presented and planned by the College.

ACADEMIC ATTAINMENT
3. The College does not guarantee a particular level of achievement for each student. Achievement depends greatly on the individual talents of the student and the student’s willingness to work for their own education. We will act in the best interests of the student and student body generally. This may mean we do not always act in accordance with the parents’ requests.

4. It is the expectation of the College that parents will be responsive to the informed educational recommendations of the school in regard to the student’s educational progress.

RELATIONSHIP
5. I/We agree to:
   • work in partnership with the school in support of college policies and expectations that are available to us either in hard copy as well as on the College website;
   • ourselves support and comply with published College policies and expectations, in the best interests of our student and the other students;
   • encourage the student to uphold College policies and expectation;
   • accept that any failure by us or our student in this commitment may lead to serious enrolment consequences;
   • accept that we are liable to indemnify the college for any damage that may arise from such breach, including any arising from wilful defiant behaviour of the student or refusal to follow reasonable directions;
• accept that the policies and rules may need to change from time to time in line with the best interests of staff and students.

• It is expected that, except in exceptional circumstances, the student will live in the care and control of the parents/guardians while enrolled at the College.

6. I/We accept that the College is obliged under law and ethos to act in the best interests of the individual student and the student body generally. Although the College values consultation with parents and guardians, this may mean that the College may not always act in accordance with our preferences and requests.

UNIFORM

7. I/We support the College uniform policy, and accept that the student must present appropriately (e.g., natural hair) and must wear the correct College uniform as a proud student of the College and to implement the College motto *I press towards the goal* in all aspects of College life.

DISCIPLINE

8. I/We accept that the Headmaster (or by delegation the Head of School) has authority to:
   • apply whatever reasonable disciplinary measure is deemed necessary in relation to the conduct of the student both inside and outside the College precincts;
   • require the removal of the student for any cause judged by the Head to be sufficient;
   • discipline any students should they, at any time, bring the College into disrepute, including through the misuse of social media and other technologies.

9. Disciplines may range from classroom disciplines to expulsion and will include mandatory reporting of behaviours to State Authorities, Police and Department of Communities (where matters of child harm are involved).

10. Where discipline may involve suspension or expulsion of the Student, the Headmaster or Head of School (or Delegate) will not expel or suspend the student until the allegations of misconduct have been put to the student and the student has been allowed an adequate opportunity to respond.

11. The College may search lockers, bags and property, including electronic devices in the possession of the student where it is reasonable for us to do so or as part of a general or random search of a place where we conduct our activities. We may therefore confiscate forbidden or dangerous property.

12. The College reserves the right to exclude any person, irrespective of whether they are a parent or not, from entering on or remaining on College property or participating in College activities, where the College reasonably believes it is in the best interests of the student or the College that the person be excluded.

DISCLOSURE OF INFORMATION

13. I/We have supplied all documentation and information requested at the time of application for each student as a condition of enrolment, including the following:
   • Full and frank disclosure of the student’s previous education or interrupted education, disabilities and learning difficulties
   • Behaviour issues
   • Medical condition and safety issues
   • Court orders and parenting arrangements

14. I/We accept that failure to disclose all relevant information may result in cancellation of an enrolment.

15. I/We accept that we have an obligation to keep the school informed of any changes that may affect the student’s life at the College, including:
   • changes to family circumstances (e.g., separation or divorce);
   • changes to the address or addresses or contact details of the parents/guardians;
   • changes to emergency contacts;
   • any court orders, including Family Court orders, which deal with parental responsibility for the student, the education of the student or otherwise limit the contact or communication which one parent or other person has with the student.

16. Changes in marital circumstances can cause confusion for the College when dealing with parents or guardians. The College will presume that, at all times, parents (including step-parents) are entitled to participate in College activities (whether or not those activities involve the student).
17. However, if there is a Court Order or other agreement which specifically alters or prevents a person/parent from spending time with, communicating with or otherwise having contact with the student, that must be provided to the College. The obligation of providing such a Court Order lies with parents.

18. Despite the College being provided with copies of any such orders, the College does not assume responsibility for the parents complying with those orders.

COMMUNICATION
19. The College will provide information about the student to the parents/parties signing this contract of enrolment, residing at one address. You may request or approve other arrangements relating to the provision of information about the student by giving written notice to us, and paying any additional fees that may be required. We will provide such information to natural birth parents unless reasonable justification (Court Order) is provided for doing otherwise.

20. Where the College seeks to communicate with the entire College community or with identifiable sections of the College community, we may communicate through the school website, intranet or via our regular newsletter.

FEES/LEVIES PAYMENT
21. At the time of application, a non-refundable Application Fee is payable. On acceptance of a place, a non-refundable Acceptance Fee is payable, except in the case of visa refusal.

22. I/We understand that under this contract both parents/guardians are jointly and severally liable for payment of College fees and levies. The College relies on the payment of fees to fund its educational services to students.

23. Parents who have difficulty in paying fees must inform the College Business Manager as soon as possible to discuss options.

24. The following guidelines and rules apply:
   - the College determines the fees for each year before the commencement of the year to which the fees relate;
   - fees must be paid in advance of the term to which they apply; if fees are not paid by the due date for payment, interest may be charged on the fees from the due date for payment until they are paid; non-payment of monies owing will also entitle the College to cancel this contract of enrolment and terminate your student’s enrolment;
   - any fees or monies outstanding will remain the liability of both parents or guardians, jointly and severally;
   - should unpaid or overdue fees be referred externally for debt collection, parents/guardians will be liable for the costs of such fee collection;
   - if fees for a year are increased by more than 10% of the fees payable for the preceding year, parents/guardians may terminate this contract of enrolment without penalty and by notice in writing to us within fourteen (14) days of the date on which we notify you of the increase.

LEAVING THE COLLEGE
25. Written notice of a student leaving should be provided to the Head of College at the earliest opportunity.

26. I/We acknowledge that if I/ we do not provide the College with 8 tuition weeks’ notice, we may be required to pay 8 tuition weeks fees. The College commits resources on the basis of confirmed and continuing enrolments and will most likely suffer loss from early termination. The College may have difficulty filling the student’s position at short notice.

In the event of cancellation of enrolment by the College, fees are payable for the whole of the term in which the student's enrolment is cancelled.

The condition of 8 tuition weeks’ notice would not apply if this contact of enrolment is terminated for a breach by the College, or if 14 days notification of withdrawal is received following an annual increase in tuition fee greater than 10%.

REFUND POLICY
27. Refunds, if applicable, will be calculated using school tuition weeks remaining in the year. An adjustment will be applied to take into account failure to provide sufficient notice of withdrawal. (See paragraph 52 for full details of the Refund Policy).
TERMINATION

28. The College may terminate this contract when:
   - the student is excluded or enrolment cancelled;
   - mutual trust and the condition that both we and you work in partnership and co-operation in the best interests of the College breaks down;
   - there is a breach of contract by parents/guardians (including non-payment of fees and failure to support the faith or ethos of the College);
   - there is a failure of the student to attend College on a regular basis.

29. Parents/Guardians may terminate when:
   - written notice is provided to the College;
   - they consider the College is not providing the educational experience or opportunities they contracted for;
   - they fail to, or are unwilling to pay fees or to honour payment options entered into.

   It is expected that termination by either party would follow only after communications and efforts to remedy the issues of concern.

PARTICIPATION

30. Students are required to participate in all College activities unless reasonable excuse is provided.

31. Parents/Guardians agree to make every effort to ensure that the Student will not be absent (including lateness) from the College without leave of absence being granted by the College and that the term dates, as advertised by the College will be strictly adhered to.

32. Students absent from College without leave being granted may forfeit any credit for assessments missed during their absence. The College office should be advised before 9:30 am on any day of absence and a note sent to the College on the student's return to school.

EMERGENCIES

33. In the event of any medical or other emergency arising, in which the College considers it impossible or impractical to communicate with the parents/guardians of the student or any other nominated emergency contacts, I/we authorise the staff responsible to act as they may think necessary or expedient. I/We accept that the College will have no liability for its reasonable actions.

34. The College will take all reasonable care of the student but will not be responsible for the costs of any medical or dental attention or treatment administered to the student in such event nor will it be responsible directly or indirectly for any act or omission of any medical or dental practitioner or medical officer attending or treating my/our daughter including attention provided at the College Health Bay.

IDENTIFICATION OF STUDENTS

35. I/We consent to the student being identified (photographed/videoed and/or named) in College-related publications, including the College Annual/Year Book, Newsletters and celebrations of achievement.

   Yes ☐ No ☐

36. A separate consent will be sought from parents if a student is asked to be identified for promotional or marketing purposes.

PRIVACY

37. The College collects personal information about students at the school, their parents and people who care for them. The primary purpose of collecting the information is to enable the College to use the information for all actions connected with educating our students.

38. The Privacy Policy may be viewed on the College website. A hard copy of the Privacy Policy will be provided to anyone who requests it.

GENERAL

39. This contract of enrolment is governed by the law of Queensland and represents the entire agreement between the Parents/Guardians and the College relating to the student’s enrolment. Any warranty, representation, guarantee or other term or condition not contained in this contract is of no force or effect.

40. This contract (as amended from time to time) will be binding and remain in force for the duration of the student’s enrolment at the College.
CONDITIONS RELATING TO FULL FEE PAYING OVERSEAS STUDENTS/SUBCLASS 570/571 STUDENT VISA HOLDERS

CODE OF ETHICS
41. The College complies with the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 as amended.

ACCESS OF INFORMATION
42. In signing this document parents give permission to the College to access information through the Visa Entitlement Verification Online (VEVO) and/or DIAC regarding student visa and immigration matters or any other authorised sites for enrolment purposes.

USE OF PERSONAL INFORMATION
43. The information provided may be made available to Australian Commonwealth and State agencies and the Tuition Protection Service, pursuant to obligations under the ESOS Act 2000, the National Code, The TPS and other related legislative instruments. This may include contact details for parents, the student and other relatives or persons connected to the student.

ACCOMMODATION
44. It is a condition of a student visa that students under the age of 18 years old must maintain adequate welfare and accommodation arrangements. The parents may be nominated as the guardian for Visa purposes, in which case a Confirmation of Accommodation and Welfare Approval (CAAW) letter will not generally be issued by the College.

Parents may request that the child be placed with a family or friend. However, the College must first assess and approve the requested arrangement according to its homestay policy and arrangement. The family or friends must be over 21 years of age, resident in the state of Queensland and who are themselves not overseas students themselves. If such arrangements are not deemed satisfactory by the College, the student will be moved to a homestay family arranged by the College.

Where a welfare letter is issued by the College, the student should not travel to Australia before the start date on the welfare arrangements. Parents agree to be satisfied with the homestay arrangements made by the College for the student.

COURSE PROGRESS AND ATTENDANCE
45. In accordance with the ESOS Act 2000 students are required to maintain satisfactory progress and attendance. Failure to do so will breach their visa conditions. (See Handbook for full details of Course Progress and Attendance Policy)

CHANGE OF ADDRESS
46. In accordance with the ESOS Act 2000 students are required to advise the College of any change in address and contact details within 7 days of any change. This is a condition of your student visa. I/We acknowledge that the College may be required to provide addresses and contact details of the parents and student to government bodies.

COMPLAINTS and APPEALS POLICY
47. Dispute Resolution Process / Student Grievances
The process of this grievance procedure is confidential and any complaints or appeals are a matter between you and those concerned or directly involved in the complaints handling process. You must notify the College in writing of the nature and details of the complaint or appeal. Complaints and appeals processes are available to you at no cost. You will have the opportunity to present your case to the Headmaster. You may be accompanied and assisted by a support person at all relevant meeting. Nothing in the College’s Complaints and Appeals Policy negates the right of an overseas student to pursue other legal remedies.

The full details of the policy and process is available on the College website: http://brisbane.coc.edu.au/enrolment/policies/

DEFERMENT, SUSPENSION and CANCELLATION POLICY
48. Deferral, suspension and cancellation
The College will only grant a deferral of commencement or a request for suspension of studies for compassionate and compelling circumstances. The full details of the policy and process is available on the College website: http://brisbane.coc.edu.au/enrolment/policies/
HOLIDAYS
49. If the student wishes to travel to any destination other than home during holidays, parents must apply to the College in writing, specifying welfare, travel and accommodation arrangements. Permission for such travel will not be granted unless the College is satisfied with these arrangements. No student is permitted to attend Schoolies Week celebrations. At the end of Year 12, students are required to return home within one week of graduation.

INTERVENTION STRATEGY
50. The College Intervention Strategy identifies students at risk of failing to demonstrate satisfactory course progress and attendance. This is a requirement under the terms of the National Code 2007 that Citipointe Christian College Brisbane identify students at risk of failing to demonstrate satisfactory course progress, and to undertake an intervention strategy to attempt to resolve the problem.

The full details of the the intervention strategies policy and process is available on the College website: - http://brisbane.coc.edu.au/enrolment/policies/

LEARNING ACCOUNT
51. I/We give permission for a Learning Account to be opened for my/our student to satisfy the requirements for the Queensland Certificate of Education. A Learning Account is a list of school subjects the student has completed successfully.

REFUND POLICY
52. As a Registered Provider, the College requires prepayment of fees in advance as specified in the Course Handbook and/or Letter of Offer. Only then is a Confirmation of Enrolment (eCOE) issued. The eCoE is needed to apply for a student visa. Refunds, if applicable, will be calculated using school tuition weeks remaining in the year. An adjustment will be applied to take into account failure to provide sufficient notice of withdrawal. Unless otherwise stated, refunds will be paid within 4 weeks of receiving written notice and sighting a Letter of Offer with compliant Welfare arrangements where applicable.

All refunds will be paid directly to the person who has entered into the contract with the College, unless s/he directs the College in writing to pay the refund to someone else. A refund will be paid in the same currency in which fees were paid, unless this is not practical.

Pre-paid Tuition Fees:
Visa refusal: If a student's visa application is refused by the Department of Immigration and Citizenship (DIAC) prior to commencement and the student cannot undertake the course, the School will refund within four weeks unspent pre-paid fees (except the application fee) where the student produces evidence that the application for a student visa has been refused by the Australian Immigration Authorities. Refunds will be calculated in accordance with the relevant legislative instrument as per ESOS Act 2000, Section 47E(4).

However, if the student has commenced studies at the College on a visitor visa or other temporary visa whilst applying on-shore for a student visa and the visa is then refused, the College will refund the unspent portion of tuition and non-tuition fees calculated on remaining tuition weeks in that semester on a pro-rata basis.

Provider Default

Provider Default is covered by the provisions of the ESOS Act 2000 and the ESOS Regulations 2001.

In the unlikely event that CCC or CCCI is unable to deliver the course in full or is unable to commence on the agreed day, you will be offered a refund of the portion of unspent pre-paid tuition fees. The refund will be paid to you within 14 days of the default day. Calculation of refunds for prepaid tuition fees in these circumstances will be in accordance with the relevant legislative instrument as per the ESOS Act 2000 Section 46D(7).

Alternatively, you may be offered enrolment in an alternative course with another CRICOS registered Provider at no extra cost to you. You have the right to choose whether you would prefer a refund of the portion of unused pre-paid tuition fees, or to accept a place with another CRICOS registered Provider. The student will receive assistance from the Australian Government's Tuition Protection Service (TPS): see https://tps.gov.au/Information/Students. If you choose placement with another CRICOS registered Provider, we will ask you to sign a document to indicate the placement.
Student Default

In general, Clauses 26-28 will apply to all refunds.

If the student wishes to cancel their enrolment prior to commencement, they must give the College at least four weeks written notice before the course start date. If four weeks written notice is given, the semester’s pre-paid tuition fees, however the application fee and acceptance fee will not be refunded. If less than four weeks written notice is given, no refund will be made except in exceptional circumstances.

If a student is intending to leave the College prior to completing the course or courses offered, the students’ parents must give written notice of the withdrawal. This notice should be provided to the Head of College at the earliest opportunity. I/We acknowledge that if I/we do not provide the College with at least 8 tuition weeks’ notice, we may be required to pay 8 tuition weeks fees. The College commits resources on the basis of confirmed and continuing enrolments and will most likely suffer loss from early termination. The College may have difficulty filling the student’s position at short notice. The condition of 8 tuition weeks’ notice would not apply if this contact of enrolment is terminated for a breach by the College, or if 14 days notification of withdrawal is received following an annual increase in tuition fee greater than 10%.

After commencement, if the student breaches a visa condition relating to unsatisfactory progress or attendance, the College may cancel the enrolment and I/We may be required to pay 8 tuition weeks fees. In the event of cancellation of enrolment by the College, fees are payable for the whole of the term in which the student’s enrolment is cancelled.

Non -Tuition Fees: The Application Fee is non-refundable.

Homestay Fees, Homestay Placement Fee and Welfare Fee: If cancellation is more than 4 weeks before the course start date, the Homestay fee, Homestay Placement Fee and Welfare Fee will be refunded. If cancellation is less than 4 weeks before the start date, or after the start of the course, the College will refund the balance of the pre-paid amount less 2 week’s homestay fees but no refund of the Homestay Placement Fee or Welfare fee will be made.

Overseas Student Health Cover: The College pays OSHC to the Health Care Provider at the time of issuing the Confirmation of enrolment. If the student cancels their enrolment either prior to commencement or after commencement, the College will cancel the OSHC with the Provider and refund the amount owed. In some circumstances, the student/student’s parents may need to contact the OSHC Provider themselves to obtain a refund.

Bus Fees: Four weeks’ notice of withdrawal from the bus is required, otherwise four weeks fees can be charged. Refunds, where applicable, will be paid within 4 weeks of the signed written request by parents, provided sufficient details of the account to which the refund is to be paid is given at that time.

This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia’s consumer protection laws. The College’s dispute resolution processes do not circumscribe the student’s right to pursue other legal remedies.

TRANSFER POLICY

53. If a student wishes to transfer to another school or institution, written notice of intention to withdraw should be provided by the student’s parents at least 8 tuition weeks prior to the transfer. A reason for the transfer should be provided. (See Handbook for full details of Transfer Policy)

<table>
<thead>
<tr>
<th>Name of student:</th>
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<tbody>
<tr>
<td>Father/Guardian’s signature:</td>
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<tr>
<td>Mother/Guardian’s signature:</td>
</tr>
<tr>
<td>Signature of Headmaster (or delegate):</td>
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</tbody>
</table>
POLICIES
Students enrolled into Citipointe Christian College are governed by the following policies pertaining to student affairs. All students, parents and guardians are encouraged to be familiar with these policies. These policies can be found on the College website at the following link: http://brisbane.coc.edu.au/international-college/policies/

1. Code of Behaviour
2. Course Progress and Attendance Policy
3. Transfer policy
4. Deferment, suspension and cancellation policy
5. Complaints and appeals policy
6. Refund policy
7. Bus Users Policy
8. Privacy Statement
CODE OF BEHAVIOUR

Personal Life
Since Citipointe Christian College is first and foremost a Christian school, it follows that the prevailing atmosphere should be one that honours God and is pleasing to Him.

Corporate Life
The College is not primarily the buildings, but the people—students and staff. It is important that we recognise and respect the legitimate rights of others in the College. Jesus was and is a great respecter of people. We have only to read the Gospels to see how He treated people, to know how we also should treat them.

Occasionally it is appropriate to correct others. It is never correct to be destructively critical or legalistic. As well as respecting people, it is important that we respect property: both personal and that of others.

When a student accepts membership of a school team, group or society, the student accepts all the commitments involved in that membership.

Public Life
For as long as a student is enrolled that student is always a member of the College. Therefore, the standard set in the College and in public, should be the same. Standards must be consistent, and maintained. This is especially so when wearing the College uniform, since that uniform identifies you as a member of the College community.

In matters not specifically covered by the Code of Behaviour or College Rules, members of the College will observe the principles outlined above concerning the dignity of each person, respect for others and their property, and mutual cooperation.

Enrolment at the College implies acceptance of the Code by students and their parents or guardians.

COLLEGE RULES

While Travelling
- On College buses students are under the control of the bus driver, who may be assisted by a bus prefect.
- On College buses students should always be seated, well-behaved and sufficiently quiet so as not to distract the driver.
- No eating, drinking or gum.
- On public transport students are always expected to be courteous; i.e. give up a seat for adults, move in a quiet and orderly manner, refrain from loud and offensive behaviour.

While at School
- Students are required to respect teachers, other adults and other students.
- All students are responsible for keeping the grounds and buildings as well as personal property free of litter or graffiti. Generally food is not to be eaten in rooms.
- Chewing gum is forbidden at school.
- Students are expected to greet staff and visitors when passing and offer assistance to visitors.
- Students are to stand when an adult enters a classroom.
- Unruly or noisy behaviour in class or between classes is not permitted.
- Students are not to have mobile phones on or use mobile phones during school hours. For security reasons, students who bring mobile phones to school must sign them in at Secondary Reception and collect them at the end of the day. In an emergency situation, parents should contact the student through College Reception.

While at Chapel, Assembly or Meetings
- Students are expected to move in a quiet and orderly way.
- While someone is speaking or reading, students are not to talk or be disrespectful in any way.
- When asked to participate, students are expected to do so fully.
Classroom rules
- Line up quietly outside rooms and wait for the teacher.
- Enter and leave classroom in an orderly fashion.
- When an adult enters a classroom for the first time, upon the instructions of the teacher, stand and politely greet him or her.
- Sit on chairs properly and keep desks tidy.
- Be a good listener. Do not disrupt others or talk unnecessarily in class. Be courteous at all times.
- Keep the classroom clean and tidy.
- Do not eat or drink in class.

Discipline and conduct

Students are expected to develop a high standard of self-discipline. Discipline is seen as a means of correction rather than punishment.

What causes an offence?
- Lack of concern for the safety and welfare of others, especially the young.
- Disrespect. This may be to a staff member, prefect, junior representative or a fellow student, especially in speech.
- Bullying: physical, verbal or emotional harassment of any person.
- Being out-of-bounds (out-of-bounds will be explained during orientation).
- Theft or vandalism.
- Unruly, excessively noisy behaviour, food throwing.
- Swearing of any kind, especially blasphemy.
- Smoking, drinking, illegal drugs or providing these to others.
- Unsafe behaviour, especially on playing areas, playgrounds, buses or roads.
- Chewing gum is banned.

What are the penalties for causing offence?

Penalties range from lunchtime detentions to deferment, suspension or cancellation of enrolment, depending on the seriousness of the offence. Students must remember that their behaviour is their choice and that there are consequences resulting from that choice.
COURSE PROGRESS AND ATTENDANCE POLICY


This policy is available to staff and to students.

1. Course Progress

a) The College will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.

b) The course progress of all students will be assessed at the end of each study period (semester) of enrolment.

c) Students who have begun part way through a semester will be assessed after one full study period.

d) To demonstrate satisfactory course progress, students will need to achieve competency in at least 5 units in any study period [or any other measure of satisfactory course progress as required by the College].

e) If a student does not achieve competency in at least 5 units studied in a study period, period [or any other measure of satisfactory course progress as required by the school] the Head of Year will formally contact the parent(s) to advise there will be a meeting with the student to develop an intervention strategy for academic improvement. This may include:

   i. After hours tutorial support
   ii. Subject tutorial support in class time
   iii. Mentoring
   iv. Additional ESL support
   v. Change of subject selection, or reducing course load (without affecting course duration)
   vi. Counselling – time management
   vii. Counselling -academic skills
   viii. Counselling - personal
   ix. other intervention strategies as deemed necessary

[f] Colleges will have their own policies for the point at which intervention occurs. Under the National Code 2007, at a minimum the College must implement an intervention strategy if a student is deemed not competent in 50% or more of the units in any one study period.]

g) A copy of the student’s individual strategy and progress reports in achieving improvement will be forwarded to parents.

h) The student’s individual strategy for academic improvement will be monitored over the following study period by the Head of Year and records of student response to the strategy will be kept.

i) If the student does not improve sufficiently academically and achieve satisfactory course progress by the end of the next study period, The College will advise the student in writing of its intention to report the student for breach of visa condition 8202, and that he/she has 20 working days in which to access the school’s internal complaints and appeals process.

j) The school will notify DIISRTE via PRISMS of the student not achieving satisfactory course progress as soon as practicable where:
i. the student does not access the complaints and appeals process within 20 days, or  
ii. withdraws from the complaints and appeals process, or  
iii. the complaints and appeals process results in favour of the College

2. Completion within expected duration of study

a) As noted in 1.a., the College will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.

b) Part of the assessment of course progress at the end of each semester will include an assessment of whether the student’s progress is such that they are expected to complete their course within the expected duration of the course.

c) The College will only extend the duration of the student’s

i. compassionate or compelling circumstances (see Definitions below)  
ii. student participation in an intervention strategy as outlined in 1.e.  
iii. an approved deferment or suspension of study has been granted in accordance with The College’s Deferment, Suspension and Cancellation Policy.

d) Where the College decides to extend the duration of the student’s study, the College will report this change via PRISMS within 14 days and/or issue a new COE if required.

3. Monitoring Course attendance

a) Satisfactory course attendance is attendance of 80% of scheduled course contact hours. [NB the National Code St 11 specifies a minimum attendance requirement of 80%, or under certain conditions, of 70% as outlined in St 11.9. School policy can require a higher minimum attendance rate.]

b) Student attendance is:

i. checked and recorded daily  
ii. assessed regularly  
iii. recorded and calculated over each study period.

c) [Optional] Late arrival at College will be recorded and will be included in attendance calculations.

d) All absences from College will be included in absentee calculations and should be accompanied by a medical certificate, an explanatory communication from the student’s carer or evidence that leave has been approved by the Principal/Head of School.

e) Any absences longer than [5]consecutive days without approval will be investigated. [Insert no of days as per policy – 5 days is the maximum allowed under NC St 11.4]

f) Student attendance will be monitored by Registrar/Registrar’s assistant every 2 weeks over a study period to assess student attendance using the following method.[The school decides how often to assess on a regular basis and what method of calculation it will use]

i. Calculating the number of hours the student would have to be absent to fall below the attendance threshold for a semester e.g. number of study days x contact hours x 20%.[For example, an eight week semester with 5 contact hours a day would equal 200 contact hours. 20% of this is 40 hours.]  
ii. Any period of exclusion from class will be included in student attendance calculations. [See College Deferment, Suspension and Cancellation Policy]

g) Parents of students at risk of breaching The College’s attendance requirements will be contacted by email and/or ‘phone ] and students will be counselled and offered any necessary support when they have absences totalling 10% of any study period. [College will need to judge at what point they think intervention and counselling is necessary]

h) If the calculation at 3.f. indicates that the student has passed the attendance threshold for the study period, The College will advise the student of its intention to report the student for breach of visa condition 8202, and that he/she has 20 working days in which to access the school’s internal complaints and appeals process except in the circumstances outlined in 3.i.
i) The school will notify DIISRTE via PRISMS of the student not achieving satisfactory course attendance as soon as practicable where:

i. the student does not access the complaints and appeals process within 20 days
ii. withdraws from the complaints and appeals process
iii. the complaints and appeals process results in a decision for the College.

j) Students will not be reported for failing to meet the 80% [if applicable: see NC St 11.9] threshold where:

i. the student produces documentary evidence clearly demonstrating compassionate or compelling circumstances e.g., medical illness supported by a medical certificate or as per Definition, below, and
ii. has not fallen below 70% attendance.

k) The method for calculating 70% attendance is the same as that outlined in 3.f. with the following change; number of study days x contact hours x 30%.

l) If a student is assessed as having nearly reached the threshold for 70% attendance, [insert position] will assess whether a suspension of studies is in the interests of the student as per The College’s Deferment, Suspension and Cancellation Policy.

m) If the student does not obtain a suspension of studies under the College’s Deferment, Suspension and Cancellation Policy, and falls below the 70% threshold for attendance, the process for reporting the student for unsatisfactory attendance (breach of visa condition 8202) will occur as outlined in 3.k – 3.l.

4. Definitions

a) Compassionate or compelling circumstances - circumstances beyond the control of the student that are having an impact on the student’s progress through a course. These could include:

i. serious illness, where a medical certificate states that the student was unable to attend classes
ii. bereavement of close family members such as parents or grandparents
iii. major political upheaval or natural disaster in the home country requiring their emergency travel that has impacted on their studies
iv. a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists’ reports)
v. where the College was unable to offer a pre-requisite unit
vi. inability to begin studying on the course commencement date due to delay in receiving a student visa.

For other circumstances to be considered as compassionate or compelling, evidence would need to be provided to show that these were having an impact on the student’s progress through a course.

b) Expected duration – the length of time it takes to complete the course studying full-time. This is the same as the registered course duration on CRICOS.

c) School day – any day for which the school has scheduled course contact hours.

d) Study period – a discrete period of study within a course which cannot exceed 24 weeks. The College defines a “study period” for the purposes of monitoring course attendance and progress as a semester.
TRANSFER POLICY

The College anticipates that a student will complete their course of study as indicated on their Confirmation of Enrolment (CoE). Students wishing to transfer from our College will need to comply with this Transfer Policy.

1. Overseas students are restricted from transferring from their principal course of study for a period of six months. This restriction also applies to any course(s) packaged with their principal course of study. Exceptions to this restriction are:
   a) If the student's course or school becomes unregistered
   b) The school has a government sanction imposed on its registration
   c) A government sponsor (if applicable) considers a transfer to be in the student’s best interests
   d) If the student is granted a Letter of Release.

2. Students can apply to the Registrar or Headmaster for a Letter of Release at no charge to enable them to transfer to another education provider. However, if a student has not completed the first six months of the principal course of study or is under 18 years of age, conditions apply.

3. The College will only provide a letter of release to students before completing the first six months of their principal course in the following circumstances:
   a) The student has changed welfare and accommodation arrangements with the approval of the College and is no longer within a reasonable travelling time of the College
   b) It has been agreed by the College the student would be better placed in a course that is not available at the College
   c) Any other reason stated in the policies of the College.

4. Students under 18 years of age MUST also have:
   a) Written evidence that the student’s parent(s)/legal guardian supports the transfer
   b) Written confirmation that the new provider will accept responsibility for approving the student’s accommodation, support, and general welfare arrangements where the student is not living with a parent / legal guardian or a suitable nominated relative
   c) Evidence that the student is always in DIAC approved welfare and accommodation arrangements.

5. The College will NOT provide a letter of release to students before completing the first six months of their principal course in the following circumstances:
   a) The student’s progress is likely to be academically disadvantaged
   b) The College is concerned that the student’s application to transfer is a consequence of the adverse influence of another party
   c) The student has not had sufficient time to settle into a new environment in order to make an informed decision about transfer
d) The student has not accessed school support services which may assist with making adjustments to a new environment, including academic and personal counselling services.

e) School fees have not been paid for the current study period.

6. In order to apply for a letter of release, all students must first have a letter of offer from the receiving provider.

7. Applications to transfer to another registered provider may have visa implications. The student is advised to contact the Department of Immigration and Citizenship office as soon as possible to discuss any implications. The address of the nearest Office is: Ground Floor, 299 Adelaide Street Brisbane. Other contact details for DIAC are:

   Tel: 131 881 and E: student.centre@immi.gov.au

8. It is a requirement under Queensland legislation that letters of release, whether provided by this College or by another registered provider, give information about whether the student has demonstrated a commitment to studies during the course, had a good attendance record for the course, and paid all fees for the course.

9. All applications for transfer will be considered within 10 working days and the applicant notified of the decision.

10. Students whose request for transfer has been refused will be notified in writing of the reasons for refusal and may appeal the decision in accordance with College’s Complaints and Appeals policy. The complaints and appeals policy is available under International Students on the College website.
DEFERMENT, SUSPENSION and CANCELLATION POLICY

The Policy below for deferring, suspending or cancelling a student’s enrolments is based on the ISCA 2007 National Code Transition handbook at www.isca.edu.au

1. Deferment of commencement of study requested by student
   a) The College will only grant a deferment of commencement of studies for compassionate and compelling circumstances. These include but are not limited to:
      i. illness, where a medical certificate states that the student was unable to attend classes
      ii. bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
      iii. major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies
      iv. a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists’ reports).
   b) The final decision for assessing and granting a deferment of commencement of studies lies with the Registrar/Headmaster.
   c) Deferment will be recorded on PRISMS within 14 days of being granted.

2. Suspension of study requested by student
   a) Once the student has commenced the course, The College will only grant a suspension of study for compassionate and compelling circumstances. These include but are not limited to:
      i. illness, where a medical certificate states that the student was unable to attend classes
      ii. bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
      iii. major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies
      iv. a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists’ reports).
   b) Suspensions will be recorded on PRISMS within 14 days of being granted.
   c) The period of suspension will not be included in attendance calculations.
   d) The final decision for assessing and granting a suspension of studies lies with the Headmaster.

3. Student initiated cancellation of enrolment

   All notification of withdrawal from a course, or applications for refunds, must be made in writing and submitted to Registrar/Headmaster. Please see The College Refund Policy for information regarding refunds.

4. Assessing requests for deferment or suspension of studies
   a) Applications will be assessed on merit by Headmaster.
   b) All applications for deferment or suspension will be considered within 14 working days.
5. School initiated exclusion from class (1 – 28 days)
   a) The College may exclude a student from class studies on the grounds of misbehaviour by the student. Exclusion will occur as the result of any behaviour identified as resulting in exclusion in The College Behaviour Management Policy/Code of Conduct in the Primary and Secondary Parent Handbooks and Student Diaries.
   b) Excluded students must abide by the conditions of their exclusion from studies which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Head of College/Headmaster.
   c) Where the student is provided with homework or other studies for the period of the exclusion, the student must continue to meet the academic requirements of the course.
   d) Exclusions from class (internal suspension) will not be recorded on PRISMS.
   e) Periods of exclusion from class (internal suspension) will not be included in attendance calculations as per The College Course Progress and Attendance Policy.
   f) An external suspension will be included in the attendance calculations.

6. School initiated suspension of studies (28 days +)
   a) The College may initiate a suspension of studies for a student on the grounds of misbehaviour by the student. Suspension will occur as the result of any behaviour identified as resulting in suspension in The College’s Behaviour Management Policy/Code of Conduct.
   b) Suspended students must abide by the conditions of their suspension from studies which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Head of College/Headmaster.
   c) Students who have been suspended for more than 28 days may need to contact DIAC. (Please see contact details at: http://www.immi.gov.au/contacts/australia/index.htm.)
   d) If special circumstances exist, the student must abide by the conditions of his or her suspension which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Head of College/Headmaster.
   e) Suspensions will be recorded on PRISMS.
   f) The period of suspension will not be included in attendance calculations.

7. School initiated cancellation of enrolment
   a) The College will cancel the enrolment of a student under the following conditions:
      i. Failure to pay course fees
      ii. Failure to maintain approved welfare and accommodation arrangements (visa condition 8532)
   b) Any behaviour identified as resulting in cancellation in The College’s Behaviour Management Policy/Code of Conduct in the Primary and Secondary Parent Handbooks and Student Diaries.
   c) The College is required to report failure to maintain satisfactory course progress and failure to maintain satisfactory attendance to DIAC, which may impact on a student's visa.

School initiated cancellation of enrolment is subject to The College’s Complaints and Appeals Policy. Please see item 8 below.

8. Complaints and Appeals
   a) Student requests for deferment, and suspension and cancellation of enrolment are not subject to The College’s Complaints and Appeals Policy.
   b) Exclusion from class (internal suspension) is not subject to The College’s Complaints and Appeals Policy.
c) Exclusion from College (external suspension) is subject to the College’s Complaints and Appeals Policy.

d) School initiated suspension, where the suspension is to be recorded in PRISMS, and cancellation are subject to The College’s Complaints and Appeals Policy.

e) For the duration of the appeals process, the student will remain enrolled and must attend as required to maintain enrolment and attendance at all classes as normal. The Head of College/Headmaster will determine if participation in studies will be in class or under a supervised arrangement outside of classes.

f) If students access The College’s complaints and appeals process regarding a school initiated suspension, where the suspension is recorded in PRISMS, or cancellation, the suspension or cancellation will not be reported in PRISMS until the complaints and appeals process is finalised, unless extenuating circumstances relating to the welfare of the student apply.

g) Extenuating circumstances include:

i. the student refuses to maintain approved welfare and accommodation arrangements (for students under 18 years of age)

ii. the student is missing

iii. the student has medical concerns or severe depression or psychological issues which lead the school to fear for the student’s wellbeing

iv. the student has engaged or threatened to engage in behaviour that is reasonably believed to endanger the student or others

v. is at risk of committing a criminal offence, or

vi. the student is the subject of investigation relating to criminal matters.

h) The use of extenuating circumstances by The College to suspend or cancel a student’s enrolment prior to the completion of any complaints and appeals process will be supported by appropriate evidence.

i) The final decision for evaluating extenuating circumstances lies with the Headmaster.

9. Student to seek advice from DIAC

a) Deferment, suspension and cancellation of enrolment can have an effect on a student’s visa as a result of changes to enrolment status. Students will be informed to contact the Department of Immigration for advice. (Please see http://www.immi.gov.au/contacts/australia/index.htm.)

10. Definitions

a) Day – any day including weekends and public holidays in or out of term time
COMPLAINTS and APPEALS POLICY

The College has policies to facilitate the resolution of complaints and appeals.

A copy of this policy will be provided to the student (or parent(s)/legal guardian if the student is under 18) at a reasonable time prior to a written agreement being signed, and again within 7 days of the commencement of student attendance of the enrolled course.

**Purpose**

The purpose of the College’s Complaints and Appeals Policy is to provide a student or parent(s)/legal guardian with the opportunity to access procedures to facilitate the resolution of a dispute or complaint.

The internal complaints and appeals processes are conciliatory and non-legal.

Complaints against other students

Grievances brought by a student against another student will be dealt with under the school’s Behaviour Policy/Code of Conduct as outlined.

**Informal Complaints Resolution**

In the first instance, the College requests there is an attempt to informally resolve the issue through mediation/informal resolution of the complaint.

Students should contact the class teacher, Student Care Co-ordinator or Head of Year in the first instance to attempt mediation/informal resolution of the complaint.

If the matter cannot be resolved through mediation, the matter will be referred to the Head of College and the College’s internal formal complaints and appeals handling procedure will be followed.

**Formal Complaints Handling Procedure**

The process of this grievance procedure is confidential and any complaints or appeals are a matter between the parties concerned and those directly involved in the complaints handling process.

The student must notify the school in writing of the nature and details of the complaint or appeal.

Written complaints or appeals are to be lodged with the Head of School and then Headmaster.

Where the internal complaints and appeals process is being accessed because the student has received notice by the school that the school intends to report him/her for unsatisfactory course attendance, unsatisfactory course progress or suspension or cancellation of enrolment, the student has 20 working days from the date of receipt of notification in which to lodge a written appeal.

Complaints and appeals processes are available to students at no cost

Each complainant has the opportunity to present his/her case to the Headmaster.

Students and/or the College may be accompanied and assisted by support person at all relevant meetings.

The formal grievance process will commence within 10 working days of the lodgement of the complaint or appeal with the Headmaster.

Once the Headmaster has come to a decision regarding the complaint or appeal, the student will be informed in writing of the outcome and the reasons for the outcome, and a copy will be retained on the student’s file.

Christian Outreach Centre trading as Citipointe Christian College The Christian Outreach College Brisbane

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If the grievance procedure finds in favour of the student, the College will implement the decision and any corrective and preventative action required within 14 days, and advise the student of the outcome.

The College undertakes to finalise all grievance procedures within 20 working days.

For the duration of the appeals process, the student’s enrolment and attendance must be maintained.

**External Appeals Processes**

If the student is dissatisfied with the conduct or result of the complaints procedure, he/she may, within 2 weeks, seek redress through an external body at minimal or no cost.

If the student wishes to complain or to lodge an external appeal about a decision made or action taken by The College, he/she may contact the Overseas Students Ombudsman at no cost. The Overseas Students Ombudsman offers a free and independent service for overseas students. Please see: www.oso.gov.au or phone 1300 362 072 for more information.

If a student is concerned about the actions of the school they may approach the chief executive of the Department of Education, Training and Employment, who, under part 2, division 2 of the Education (Overseas Students) Act 1996, may suspend or cancel the registration of a provider or a course if a breach of the requirements of registration provision is proved. Concerns or complaints about the conduct of a registered provider should be addressed in writing to:

The Manager
International Quality (Schools) Unit
DETE
LMB 527
BRISBANE QLD 4001

**Other legal redress**

Nothing in the School’s Complaints and Appeals Policy negates the right of an overseas student to pursue other legal remedies.

**Definitions**

**Working Day** – any day other than a Saturday, Sunday or public holiday during term time

**Student** – a student enrolled at the College or the parent(s)/legal guardian of a student where that student is under 18 years of age

**Support person** – for example, a friend/teacher/relative/agent not involved in the grievance
A copy of this policy is provided to the student (or parent(s)/legal guardian if the student is under 18) at a reasonable time prior to a written agreement being signed.

Introduction
As a Registered Provider, the College requires prepayment of fees in advance as specified in the Course Handbook and/or Letter of Offer. Only then is a Confirmation of Enrolment (eCOE) issued. The eCOE is needed to apply for a student visa.

PROVIDER Default is covered by the provisions of the ESOS Act 2000 and the ESOS Regulations 2001.

In the unlikely event that Citipointe Christian College is unable to deliver the course in full, you will be offered a refund of the portion of unused pre-paid tuition fees. The refund will be paid to you within 14 days of the day on which the course ceased being provided.

Alternatively, you may be offered enrolment in an alternative course with another CRICOS registered Provider at no extra cost to you. You have the right to choose whether you would prefer a refund of the portion of unused pre-paid tuition fees, or to accept a place with another CRICOS registered Provider. The student is advised to seek assistance from the Australian Government’s Tuition Protection Service (TPS): see https://tps.gov.au/Information/Students. If you choose placement with another CRICOS registered Provider, we will ask you to sign a document to indicate the placement. Calculation of refunds for prepaid tuition fees in these circumstances will be in accordance with legislative instruments.

Scope
This policy outlines refunds applicable to:

1. Course fees paid to Citipointe Christian College the Christian Outreach College Brisbane including any course fees paid to an education agent to be remitted to the College. e.g., in the case of course fees collected by IDP.

2. Fees paid to the College for the organisation of homestay accommodation

Note: Any service fees a student (or parent(s)/legal guardian if the student is under 18) pays directly to a third party are not within the scope of this refund policy.

Notification
All notification of withdrawal from a course, or applications for refunds, must be made in writing and submitted to the Headmaster or Registrar.

Student Default
The application fee is non-refundable.

Payment of Course Fees and Refunds

a) Fees are payable according to the fees schedule published annually on the College website, Handbook, and/or the College Invoice to parents.
b) An itemised list of College fees is provided in the College’s written agreement [as per NC Standard 3.1.b].

c) All fees must be paid in Australian dollars unless requested otherwise. Refunds will be reimbursed in the same currency as fees were received.

d) Refunds will be paid to the person who enters into the written agreement unless the College receives written advice from the person who enters the written agreement to pay the refund to someone else. Details of the account into which the refund is to be paid must be provided with the written notice.

Refund Policy – Tuition Fees

A. Student default because of visa refusal

If a student’s visa application is refused by the Department of Immigration and Citizenship and the student cannot undertake the course, the College will refund within four weeks (4) any unspent pre-paid fees where the student produces evidence that the application made by the student for a student visa has been refused by the Australian immigration authorities.

B. Student default in other cases

a) Any amount owing under this section will be paid within 4 weeks of receiving a written claim from the person who entered into the written agreement (the parent(s)/legal guardian of the student, whether under 18 or not), with sufficient details to refund to the person who entered into the written agreement, or within 2 months if a written claim is not received, provided the College has sufficient details to refund to the person who entered into the written agreement.

b) Eight (8) Tuition weeks notice in writing must be given when withdrawing a student from the College. Otherwise eight (8) tuition weeks will be charged. If notice of less than eight (8) tuition weeks is given then a charge will be applied for the difference between the notice given and the eight (8) weeks required eg five (5) weeks notice would result in a three (3) weeks tuition charge. Any balance will be refunded to the person who entered into the written agreement. Notice must be given to the Headmaster or Registrar in writing signed by the person who entered into the written agreement (the parent/guardian of the student, not the student themselves). Details of the account where the refund is to be paid must be provided.

c) No refund of tuition fees will be made where a student’s enrolment is cancelled for any of the following reasons:

i. Failure to maintain satisfactory course progress (visa condition 8202).#

ii. Failure to maintain satisfactory attendance (visa condition 8202).#

iii. Failure to maintain approved welfare and accommodation arrangements (visa condition 8532). #

iv. Failure to pay course fees.

v. Any behaviour identified as resulting in enrolment cancellation in Citipointe Christian College’s Behaviour Policy/Code of Conduct.#

#Reference:
Please see the Primary Parent Handbook, Secondary Parent Handbook, the Secondary School Preparation Program and Primary School Preparation Program Handbooks for the College’s Policies on satisfactory course progress
Refund Policy – Non Tuition Fees

Non-tuition fees will be refunded as follows:

Overseas Student Health Cover (OSHC) can be cancelled at the student’s request through the OSHC Provider. Refunds will be given based on the OSHC Provider’s terms, provided the student has already paid for the cover.

Homestay fees will be refunded provided a minimum 2 weeks’ notice of the change is provided. Otherwise two weeks homestay fees will be retained.

The following fees are non-refundable:
- Homestay Placement Fee
- Accommodation Approval fee
- Welfare fee - for the semester in which it is applied.
- School uniforms and stationery

Provider Default

a) If for any reason the College is unable to offer a course on an agreed starting day for the course, and the student for some reason cannot be placed or refuses placement in an alternative course arranged by the College, a full refund of any unspent pre-paid tuition fees* paid to the College will be made within 14 days of the agreed course starting day.

b) If for any reason the College is unable to continue offering a course after the student commences a course, and the student for some reason cannot be placed or refuses placement in an alternative course arranged by the College, a full refund of any unspent pre-paid tuition fees* paid to the College will be made within 14 days of the course College’s default day.

c) In the event that the College is unable to fulfil its obligations of providing an agreeable alternative course for the student, or a refund, the student will receive assistance from the Australian government’s Tuition Protection Service.

Note: Details of a bank account to which a refund should be paid should be provided in writing by the person who entered into the written agreement (parent/guardian of the student, whether or not the student is under 18 years of age.)

For information on the TPS, please see: https://tps.gov.au/Information/Students/How.

This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia’s consumer protection laws.

Definition

a) Non-tuition fees – fees not directly related to provision of the student’s course, including but not limited to: Overseas student health cover, homestay fees, homestay placement fee, accommodation approval fee, welfare fee, uniform costs. Stationery costs

b) Pre-paid fees - tuition fees received by the College for a study period of the student’s course before the student begins the study period.

c) Tuition fees – fees directly related to the provision of the student’s course, including term/semester tuition fees

* Unspent pre-paid fees – in the case of the College not being able to provide the course in which the student is enrolled, unspent prepaid tuition fees will be calculated according to a Legislative Instrument: http://www.comlaw.gov.au/Details/F2012L01351.

If the student has a change of visa status, e.g. from a Student Visa to a temporary or permanent resident visa, applicable fees will be calculated from the date the student/parent/guardian provides a copy of the new passport/visa.
BUS INFORMATION

Dear Parents

The College each year reviews the bus routes with the aim of increasing efficiency and reducing the travelling times for students. This will result in some changes to pick up points. By moving to more set routes each year, the end result should be beneficial to everyone.

Attached please find the College policy for student behaviour while travelling on the College buses.

I ask parents to carefully read the attached policy and the consequences of infringement of the regulations. Could you discuss these regulations with your child/children as the consequence will affect your family? This policy and regulations are in line with the requirements of the Queensland Department of Transport and Main Roads “Code of Conduct for School Children Travelling on Buses”.

The incident report referred to under penalties is raised by the driver and the student involved is required to sign the report, so there will be no misunderstanding on the number of infringement notices issued or nature of the infringement. The incident report is then passed to the Bus Fleet Manager for action.

As parents, I am sure you will agree that the purpose of these regulations is to prevent unnecessary distraction of the driver and make for safe and comfortable travel for all students.

Pastor Ron Woolley
HEADMASTER
CITIPOINTE CHRISTIAN COLLEGE
BUS USER'S POLICY

The bus service of Citipointe Christian College is provided to assist students’ travel to the College. The Transportation fee charged, contributes to but in no way covers the cost of the bus operation. Please be aware that one month’s notice in writing must be given when withdrawing a student from the College Bus otherwise four weeks’ fees will be charged.

To assist in the smooth running of the service, please note and act on the following:

(a) The Bus Fleet Manager is responsible for establishing bus routes, pick-up and drop-off points.

After bus routes are finalised at the beginning of the year, there will be no changes to bus stops or bus routes unless absolutely necessary and this is to be at the approval of the Bus Fleet Manager only.

IMPORTANT NOTE: Should a student need to depart the bus at a different stop to their usual stop, their parents/guardians shall supply a signed note detailing and authorising this variation. This note is to be given to the Bus Driver for forwarding on to the Bus Fleet Manager.

Casual Passenger: A Signed note from the parent/guardian is required authorising travel on a bus. Note to be given to the Driver or the Bus Fleet Manager.

If a student enrolling mid-year wishes to catch a bus, and there is a vacancy, he/she will go to an existing stop unless bus stops and times can be changed without disrupting the route or timetable.

(b) The students will have set times for pick-up points and for the afternoon departure from the College. Students must be at that point preferably 3-5 minutes before the set time. The bus will arrive within a minute or so of the set time, traffic permitting but will not wait at the stop.

(c) If the bus does not arrive the students should wait at their designated pick up point. Should the bus be more than 30 minutes late there are two options

1. Return home
2. Wait for a relief bus (ALL families will be contacted)

A relief bus will be sent; this may take some time, but it will come to the designated stops, not the Students’ homes. (If both parents/carers are at work it is a good idea for the student to have access to a phone facility to call the school at 3347 5899 – the office is opened from 8am)

(d) In the event your child is late home because of a bus breakdown, you should ring the school office (3347 5899 or 3347 5922) or if it is in the course of an after school hours excursion, the respective teachers in charge would be the point of contact. All students are given the contact number of the teacher in charge of the particular event.

(e) In all instances the school will try to contact parents to advise them of contingency plans if a bus is not able to complete its journey.

(f) A set of Bus Regulations is attached and forms part of this policy.

(g) Parents/carers who have completed “Request For School Bus Transport” forms will be advised by letter during the week prior to first term commencing, of their child’s bus route and time of pick up.

We trust that together we can provide safe and comfortable travel for our students.
CITIPOINTE CHRISTIAN COLLEGE
BUS REGULATIONS

Bus regulations are a key element in ensuring the comfort of passengers and the safety of operation of the school buses. Their purpose is to prevent unnecessary distraction of the driver whose attention needs to be focused on traffic and road conditions. As this affects the lives and well-being of your children we are certain you as parents/carers will support this policy. All normal College rules apply as well.

1. For their safety, students are to obey the drivers directions at all times.

2. Where seat belts are fitted, it is compulsory for all students to wear them whilst travelling in the College buses.

3. Never cross the road in front of the bus. Wait until the bus has moved away and it is safe to cross the road.

4. Students will only enter any bus with the driver’s permission and in the presence of either the driver / teacher/senior students. Entry will always be in an orderly manner.

5. School bags are to be stowed under the seat and not in bus aisle. Feet should not be on the seats.

6. Noise levels on buses to be kept to a reasonable pitch at all times, with no shouting or calling out.

7. No standing, kneeling, lying down or unnecessary swapping of seats during bus trips.

8. All parts of the body are to be within the bus at any time.

9. No windows are to be opened to cause annoyance to others. Windows are to remain closed in air-conditioned buses.

10. No throwing of any objects inside or out of buses.

11. Food, drinks or chewing gum are not to be consumed on buses at any time (excursion and sport included).

12. Electronic devices are permitted on buses provided they are fitted with headphones or ear-pieces. Students are not to distract drivers through the use of mobile phones, iPods or hand held computer games etc.

13. Bullying or teasing between students will not be tolerated; appropriate respect for fellow students and bus drivers is to be displayed at all times.

14. Students are not to use a mobile phone to send threatening messages, or photograph anyone without consent of the person or the bus driver.

15.** Vandalism of seats, seatbelts, trim, signs, etc. by any method will not be tolerated.

16.** Swearing, fighting or spitting on buses will not be tolerated.

**NOTE: Infringement of rules 15 & 16 will result in immediate loss of bus privileges AND restitution of any damage.

Penalty Guidelines For Infringement Of Any Of The Above Rules

- **First Infringement** a warning by the driver that incident report will be issued for next offence.
- **Second Infringement** incident report issued - detention.
- **Third Infringement** incident report issued - loss of bus privilege 1 week.
- **Fourth Infringement** incident report issued - loss of bus privilege balance of term.
- **Fifth Infringement** incident report issued - total loss of bus privilege for balance of year.

In matters not specifically covered by this policy, members of the College will observe the principles outlined in the College Code of Behaviour concerning the dignity of each person, respect for others and their property and mutual co-operation.

The use of school bus service implies acceptance of the above regulations and policy by the students and their parents/guardians.
STANDARD COLLECTION NOTICE

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

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

3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.

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

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

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

7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, student activities, photographs and video material and other news is published in College newsletters, magazines and on our website.

8. Parents may seek access to personal information collected about them and their son/daughter by contacting the College. Students may seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College’s duty of care to the student, or where students have provided information in confidence.

9. As you may know the College from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist the College in fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

10. We may include your contact details in a class list and College Directory. If you do not agree to this you must advise us now.

11. If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.

12. Additional information may be disclosed or required from different authorities relating to obligations for International 571 Overseas Student Visa Holder under the ESOS Act 2000, Regulations, The National Code and related legislative instruments. This may include, but is not limited to, the Department of Immigration and Citizenship (DIAC), the Department of Education Training and Employment (DETE) on the PRISMS database, Visa Entitlement Verification Online (VEVO), the Tuition Protection Service (TPS) and other related departments.