



EMMAUS COLLEGE  
ROCKHAMPTON

# Parent/Carer Information Booklet



## Contact Details

**Middle School Campus**

**362 Yaamba Road**

**Phone: (07) 4923 5700**

**Absentee: (07) 4923 5741**



**Senior School Campus**

**185 Main Street**

**Phone: (07) 4923 5700**

**Absentee: (07) 4923 5740**



**Office**

**Hours: 8am – 4pm Monday to Friday (Term Time)**

**Email: [office@emmaus.qld.edu.au](mailto:office@emmaus.qld.edu.au)**

**Postal: PO Box 5799, Red Hill Rockhampton, Queensland, 4701**

## Who to contact

Often in a school the size of Emmaus College it is difficult to know who to approach when questions or problems arise. The following positions of responsibility exist within the school.

### **Emmaus College Principal:**

**Mr Eamon Hannan**

The Principal works collaboratively with other leadership team members to articulate and bring to life the College's Vision and Mission Statements. The Principal is responsible for the overall leadership and management of both campuses.

### **Deputy Principal – Senior School:**

**Mrs Helen Howell**

### **Deputy Principal – Middle School:**

**Ms Julie Maher**

Each Deputy Principal is responsible for the welfare of students and staff on their respective campus, as well as for overall College responsibilities.

### **Assistant Principal – Mission:**

**Mrs Aine Toman**

The AP-Mission is responsible for the integration of Christian faith within the culture of the College, promotion of the college ethos and the formation of staff and students through programs of development, education and evangelisation.

### **Assistant Principal – Curriculum:**

**Mrs Sharon Lapere**

The AP–Curriculum is the focal academic curriculum person for the College, ensuring that curriculum offerings and structures offer just, inclusive, meaningful and challenging academic experiences for students.

### **Assistant Principal – Teaching & Learning:**

**Mr Simon Warren**

The AP - Teaching & Learning is responsible for working with teachers and other staff to enhance teaching and learning with the College.

### **Director of Campus – Senior School:**

**Mr Andrew Pratt**

### **Director of Campus – Middle School:**

**Mr Seamus Toman**

The Director of Campus is responsible for student welfare: pastoral, academic, social, emotional, religious and physical on their respective campus.

### **Head of Spiritual & Community Development**

#### **Senior School**

**Mrs Niamh Timlin**

#### **Head of Spiritual & Community Development**

#### **Middle School**

**Mr Mark Roberts**

There is a Head of Spiritual and Community Development on each campus, who works with the AP-Mission to integrate the College Ethos and Christian faith within the College.

### **Head of Year**

<b>Year 12</b>	<b>Mr Dan Mollard</b>	<b>Year 11</b>	<b>Mr Allan Hilcher</b>
<b>Year 10</b>	<b>Ms Alison King</b>	<b>Year 9</b>	<b>Ms Melinda Spottiswood</b>
<b>Year 8</b>	<b>Mr Daine Horstman</b>	<b>Year 7</b>	<b>Ms Marg Dowling</b>

The Head of Year is responsible for the overall pastoral care of students within their Year Level. They organise activities specific to that year level. The Head of Year should be contacted with general inquiries about a student's academic, social or general progress.

### **Head of Academic Performance**

**Senior School** **Ms Ashling Canavan**

### **Head of Academic Performance**

**Middle School** **Mr Bruce Collins**

There is a Head of Academic Performance based on each campus. They primarily work with specific students who need assistance in achieving their learning goals.

### **Tutorial Teacher**

The Tutorial Teacher has the responsibility of getting to know the students in his/her tutorial group and is a contact person between home and school. They meet daily with the group for prayer and reading. The tutorial teacher monitors the student's progress and helps the student with any minor concerns or worries they may be experiencing.

### **Head of Faculty**

Head of Faculty supervise the academic work of the school. They co-ordinate the subject matter and methods within each subject. As well as co-ordinating assessments and awarding of results. Heads of Faculty are appointed in the following subject areas:

<b>Religious Education</b>	<b>Ms Helen Mollard</b>
<b>English</b>	<b>Ms Carley Elliott</b>
<b>Information Technology and Business</b>	<b>Mrs Karyl Young</b>
<b>Study of Society Environment and Language</b>	<b>Mr Chris Champion</b>
<b>Mathematics</b>	<b>Mr Peter O'Shaughnessy</b>
<b>Visual Art</b>	<b>Mr Cajé Goves</b>
<b>Science</b>	<b>Mr Ron Howell</b>
<b>Performing Arts</b>	<b>Ms Kate Walshe</b>
<b>Physical Education</b>	<b>Ms Darlene Hamilton</b>
<b>Industrial Technology and Design</b>	<b>Mr Mike Harald</b>
<b>Textile and Food Technologies</b>	<b>Mrs Wendy Smith</b>

**Inclusive Curriculum and Enrichment:** **Mrs Angela Maclaine**

The Head of Inclusive Curriculum and Enrichment is responsible for planning, negotiating and providing a comprehensive program designed to address the educational, vocational and school based needs of students with individual or specialized needs.

**Head of Responsible Thinking Process (RTP): Mr Pat Egan**

The Head of RTP oversees the implementation and maintenance of the Responsible Thinking Process within the College, including the operation of the Planning Room.

**Workplace Learning & Careers Coordinator: Ms Narelle Sommerfeld**

The Workplace Learning and Careers Coordinator is responsible for developing and maintaining a co-ordinated Career education program for students. This includes working closely with students involved in work placement, TAFE and school based apprentices and trainees and meeting with students and Parent/Carer to discuss subject selection and career options.

**Indigenous Education Liaison Officer: Ms Sarah Kane**

The Indigenous Education Liaison Officer has the special role of assisting Indigenous students and their families with school related matters. This officer will meet frequently with students. Parents/Carers are welcome to make contact as they wish.

**Sports Development Officer: Mr Justen Parle**

The Sports Development Officer is responsible for the organization of sport at the College and district opportunities.

**Head of Counselling: Mrs Michelle Shields**

The Head of Counselling is responsible for the management, development and ongoing co-ordination of guidance services which includes personal counselling to students, staff, Parent/Carer and other members of the school community.

**Director of Instrumental Music: Mrs Alexia Lally**

The Director of Instrumental Music is responsible for the co-ordination of the instrumental music program including instruments, lessons and ensembles.

**Community Relations Officer: Ms Kirby Chandler**

The Community Relations Officer looks after communications, advertising, marketing and events for the College.

## THE EMMAUS STORY (LUKE 24:13-35)

Now, that same day two of them were travelling to a village named Emmaus, about seven miles from Jerusalem. They were engaged in conversation about all that had taken place. And it so happened, during the course of their discussion, that Jesus himself approached and began to walk along with them. But they couldn't recognize him.

He said to them, "What were you discussing as you walked along?"

Then they paused, looking depressed. One of them, named Cleopas, said to him in reply, "Are you the only visitor to Jerusalem who doesn't know what's happened there these last few days?"

And he said to them, "What are you talking about?"

And they said to him, "About Jesus of Nazareth, who was a prophet powerful in word and deed in the eyes of God and all the people, and about how our ranking priests and rulers turned him in to be sentenced to death, and crucified him. We were hoping that he would be the one who was going to ransom Israel. And as if this weren't enough, it's been three days now since all this happened. Meanwhile, some women from our group gave us quite a shock. They were at the tomb early this morning and didn't find his body. They came back claiming even to have seen a vision of heavenly messengers, who said that he was alive. Some of those with us went to the tomb and found it exactly as the women had described; but nobody saw him."

And he said to them, "You people are so slow-witted, so reluctant to trust everything the prophets have said! Wasn't the Anointed One destined to undergo these things and enter into his glory?"

Then, starting with Moses and all the prophets, he interpreted for them every passage of scripture that referred to himself.

They had gotten close to the village to which they were going, and he acted as if he were going on. But they entreated him, saying, "Stay with us; it's almost evening, the day is practically over."

So he went in to stay with them.

And so, as soon as he took his place at table with them, he took a loaf, and gave a blessing, broke it, and started passing it out to them. Then their eyes were opened and they recognized him; and he vanished from their sight.

They said to each other, "Weren't our hearts burning (within us) while he was talking to us on the road, and explaining the scriptures to us?"

And they got up at once and returned to Jerusalem. And when they found the eleven and those with them gathered together, they said, "The Lord really has been raised, and has appeared to Simon!"

Then they described what had happened on the road, and how they came to recognize him in the breaking of the bread.

# Vision and Mission Statements

*Emmaus College is a Catholic community of learners.  
The Emmaus journey seeks truth, wisdom and justice.  
As a community of hope we celebrate God's love and the dignity of each person.  
Walk with us and let Christ's fire burn within us.*

## **Educational Mission Statement**

The educational mission of Emmaus College is to provide holistic, relevant, Catholic secondary education to students and families who seek its values. This mission is enacted through a wide variety of learning experiences which are enriching and founded on right relationships.

*Educational Mission Words: Respect, Relationships, Integrity, Empowerment*

## **Pastoral Mission Statement**

The pastoral mission of Emmaus College is to be a community of care, which gives witness to the message of Jesus. This mission is enacted through pastoral support that provides care and encourages each person to accept responsibility for their choices and to live justly.

*Pastoral Mission Words: Support, Nurture, Justice, Belonging*

## **Religious/Spiritual Mission Statement**

The religious/spiritual mission of Emmaus College is to have a clear Catholic identity that is open and inclusive. As part of a wider faith tradition, this mission is enacted through the provision of opportunities for spiritual growth of the community and all its members.

*Religious Spiritual Mission Words: Faith, Compassion*

## **Central Ideas**

Reflection on the Emmaus story in Luke's Gospel anchors our College's practices in the teachings and way of life of Jesus. The central ideas taken from the Emmaus Story are:

- Journey:** Seeing every human life as an on-going exploration and discovery.
- Welcoming:** Understanding that God might be encountered in each person whose path we cross.
- Community:** Promoting a faith based on the community's openness to recognising God in the events of daily life.
- Hope:** Providing nurture and encouragement for those who struggle.
- Commitment:** Developing an environment where people are prepared to commit themselves to doing what God calls them to do.
- Enthusiasm:** Acting out the dictates of our hearts. Emmaus College stands for the liberation of Christ's holy fire that burns within every disciple.

## **College Motto**

### **“Light My Way”**

Emmaus’ motto draws inspiration from the theme of journey that is woven into the fabric of our college’s life. Christ’s role as “light of the world” and the capacity of learning to enlighten our lives are called upon to illuminate the journey.

## **Celebrating our Spiritual Life**

“The Catholic school is committed to the development of the whole person, since in Christ all human values find their fulfilment and unity.... Its task is fundamentally a synthesis of culture and faith and a synthesis of faith and life”. “Catholic Schools” (Articles 35 and 37) a document from the Sacred Congregation for Catholic Education.

At Emmaus College we endeavour in all aspects of curriculum to present our students with a consistent and coherent Christian view of life: a view that sees religion and spirituality as an integral part of life. The College acknowledges that religious and spiritual formation is a life-long process and that Emmaus has an important role to play in this along with the home and wider Church. The Religious Education program at Emmaus College includes formal religious education lessons to provide students with a body of knowledge about the Catholic faith tradition.

Retreats, faith experiences, social justice workshops, discussion groups, friendship days and camps are essential ways by which Emmaus College provides opportunities for faith development for students and staff outside the classroom.

Prayer is a regular part of Emmaus life, in Tute and class, on Assemblies, at Masses and in liturgies on special occasions like ANZAC Day or Easter. For us, religion is not something you do for an hour, a week, on Sundays. It is the source and direction of our lives – the way we live with God, ourselves and the world around us. When Parents/Carers and students accept enrolment at Emmaus College, they are indicating willing participation in the College’s Religious Education, Community Service, and Retreat programs. Failure to continue to participate meaningfully in these aspects of College life would void the enrolment agreement.

## **Supporting Students**

The College is committed to providing a caring and safe environment which enhances an education supportive of the development of our students to their full potential.

Care and support for students is a responsibility shared by all at Emmaus. It is expressed through the development of right relationships and the provision of positive learning experiences which acknowledge the gifts and responds to the needs of each person. It is concerned with creating a harmonious school with clear, consistent and just disciplinary and behaviour management practices.

Pastoral Care is concerned with:

- The development of the person to full potential – social, emotional, spiritual, intellectual and physical
- Acknowledging the gifts and responding to the needs of all students
- Creating a harmonious school with clear, consistent and just disciplinary and behaviour management practices.

At Emmaus College pastoral support is provided through the Tutorial Teacher, Head of Year, and Director of Campus, Head of Academic Performance, Head of Spiritual and Community Development, Counsellors, Campus Minister, Inclusive Curriculum and Enrichment staff, Head of RTP, Workplace Learning & Careers Co-ordinator, Indigenous Education Liaison Officer and Deputy Principals.

### **Tute Group**

Students are allocated a tutorial group when they enter the College. A teacher is assigned to each group and shares with the group the personal welfare of each group member. The main aim of the tute system is to give students stability and a sense of belonging to a group.

### **Harassment Statement**

It is a basic expectation for every member of the school community to feel safe, be treated with respect and be protected within a caring school environment without fear of any form of harassment. The aims of the implementation of the Harassment Statement are:

- Creating an awareness of what constitutes harassment (bullying)
- To provide a message that bullying is taken seriously and that it is unacceptable
- To allow students to see that there are avenues of assistance for both victim and perpetrator
- Provide a consistent approach in dealing with incidents of harassment
- Give students skills in combating harassment on a personal level

### **Student Protection**

At Emmaus College the Diocesan Catholic Education Office Student Protection procedures are implemented. The appointed Student Protection Contacts at the College are the Principal and both Deputy Principals. If a student or Parent/Carer has any concerns regarding student protection, they should make contact with the Student Protection Contacts at the College. For more information on student protection, [click here](#).

# Responsible Thinking Process

At Emmaus we hold the belief that respect is an essential element of any community and in the classroom this means that all should respect the teacher's right to teach and a student's right to learn. The behaviour management program implemented at Emmaus, the Responsible Thinking Process (RTP), is based on this principle. RTP is consistent with the Catholic mission of the College; it is focused on respecting the dignity of each person, acting in a just manner, while challenging all students to be responsible for their own actions and attitudes to the community.

When a student disrupts in a classroom, he/she is asked a series of questions to:

1. Allow the student to reflect on the nature of their disruption.
2. Establish for the teacher what the student wants to do – remain in class or leave the classroom.
3. Give the student a choice (control over his/her destiny).

If a student chooses to go to the Planning Room, his/her teacher completes a referral form. Once a student enters the Planning Room, he/she may only communicate with the Planning Room staff. The Planning Room teacher discusses with the student his/her referral and establishes what the student wishes to do. The Planning Room is a supportive environment to help students to learn how to control their experiences at school in ways that will not disrupt and/or disturb others who are attempting to do the same. Parents/Carers will receive a text message when their child is referred to the Planning Room.

Once a student indicates a desire that they want to return to class, he/she completes a plan. The plan is then taken to the relevant teacher and they negotiate the plan. When they agree on the plan it is signed by the student and the teacher, and returned to the Planning Room by the student. The student is then invited to resume attending that class. If a student's plan is unsuccessful in enabling a productive learning environment, they return to the Planning Room to modify their plan or write a new one.

Parents/Carers may contact either the Head of RTP or relevant teacher to discuss their child's plan. In some circumstances a student maybe referred home. This is to give the student the opportunity to reflect on what has happened away from the school. The student will be required to complete a plan at home. To return to school the student is required to have a re-entry interview with his/her parent/carer and the Head of Year. In this interview the plan will be discussed.

If you wish to learn more about RTP, you could:

- Make an appointment with the RTP Co-ordinator to discuss the process
- Visit - [www.responsiblethinking.com](http://www.responsiblethinking.com)
- Purchase a copy of "Discipline for Home and School, Book 1" by Edward Ford.

# Learning at Emmaus

Emmaus College offers a comprehensive curriculum to cater for a wide range of student interests, needs and abilities. Through a wide variety of enriching learning experiences, each student is encouraged to reach their full potential.

The Academic Program of the College aims to:

- Provide a wide variety of relevant learning experiences, recognising the difference in learning styles, learning rates and abilities of our students
- Provide a learning environment that encourages students to perform to the best of their ability thus achieving positive learning outcomes
- Provide a curriculum that challenges students
- Encourage students to value learning
- Enable students to obtain the qualifications necessary to proceed to further education or employment
- Nurture wisdom and develop the capacity within students to examine all knowledge and all aspects of life in the light of Christian values

## YEAR 7

In Year 7, students study a set course where they have an opportunity to experience a broad range of subjects.

The following subjects are studied for the whole year:

- Religious Education
- English
- Mathematics
- Science
- Social Science – History & Geography
- Health & Physical Education
- Performing Arts - Music, Art, Dance & Drama

The following subjects are studied by all students for one semester:

- Home Economics
- Industrial Design & Technology

## YEAR 8

In Year 8, students study a number of core subjects, while having the opportunity to study some elective subjects. The following subjects are studied for the whole year:

- Religious Education
- English

- Mathematics
- Science
- Health & Physical Education

*Students choose from the following. These are studied for one semester:*

- Geography or Japanese
- Two subjects from the Arts – Dance, Drama, Music or Visual Art

As they move into Years 9 and 10, students study a number of core subjects, while having an increasing opportunity to study elective subjects of particular interest.

## **YEAR 9**

*All students study the following subjects for the whole year:*

- Religious Education
- Mathematics
- Science
- English
- Health & Physical Education
- Study of Society & Environment

*PLUS A SELECTION OF THE FOLLOWING for one semester:*

- Art
- Musical Theatre
- Business Education
- Extension Health & Physical Education
- Creating With Fabrics
- Japanese
- Design & Technology
- Metalworking
- Drama
- Workshop Graphics
- Extension Science and Projects (ESP) Programming
- Focus on Food
- Software Applications
- Graphics
- Woodworking

## **YEAR 10**

*All students study the following subjects for the whole year:*

- Religious Education
- English
- Maths
- Science/Basics of Science

*PLUS A SELECTION OF SUBJECTS FROM THE FOLLOWING AREAS:*

- Health & Physical Education
- Performing Arts
- Home Economics
- Science extension
- Industrial Design & Technologies
- Study of Society & Environment & Language
- Information Technology and Business
- Visual Arts

## **YEARS 11 – 12**

The term 'Authority' in this section refers to the Queensland Curriculum and Assessment Authority. Year 11 and 12 students have a number of options for their course of study in their final years of school study, studying subjects from a selection of Authority and Study Area Specification Subjects.

To become OP eligible, students study five (5) Authority subjects. All students are required to study English or English Communication; Mathematics A or Mathematics B or Prevocational Mathematics, and Study of Religion or Religion and Ethics.

Students can also choose to undertake a certificate course, and some students may choose to participate in a school based apprenticeship or traineeship.

*There are two groups of subjects:*

### **(1) AUTHORITY SUBJECTS ++**

(Contribute towards Tertiary Entrance)

Study of Religion	Physics
English	Biology
Japanese	Accounting
Ancient History	Business Communication and Technologies*(BCT)
Modern History	Home Economics
Geography	Physical Education
Legal Studies	Graphics
Mathematics A	Technology Studies
Mathematics B	Visual Art
Mathematics C	Music
Chemistry	Information Processing and Technology (IPT)
Drama	

At present, state-wide requirement is that to be eligible for Tertiary Entrance students must choose at least five Authority Subjects.

## 2) STUDY AREA SPECIFICATION SUBJECTS ++

(Authority-registered subjects)

English Communication	Manufacturing – Industrial Graphics Studies
Prevocational Mathematics	Creative Arts – Visual Art Studies
Hospitality	Creative Arts – Performance Dance Studies
Manufacturing – Engineering Studies	Social & Community Studies – Business
Manufacturing – Furnishing Studies (Certificates)	Tourism
Social & Community Studies	Certificate III in Allied Health
Certificate III in Fitness	Cert III in Early Children Education and Care

*++ A decision may be made not to offer a particular subject if class numbers are too low.*

## Homework

The Emmaus College Homework policy states: 'Homework is an important learning experience available to students and encouraged by Emmaus College.' Parent/carers of adolescent students are asked to assist teachers by seeing that this work is done well and consistently, and under the best conditions.

The approximate times to be devoted to homework will vary:

Years 11, 12	12/15 hours per week
Year 10	2 hours per night
Year 9	1.5 hours per night
Year 7 & 8	1 hour per night

Regular homework and revision of College work are necessary if a student is to be successful.

Homework is basically of three types:

### SET HOMEWORK

-which can take the form of either written work or learning/research work. It is important that such homework is regularly checked or most students will soon come to neglect it.

### PRIVATE STUDY

-which may take the form of revision, working on ahead or wider reading. Students should be encouraged to do this type of study and plan their own study program.

### ASSIGNMENTS

-which are set well in advance of the due date. Regular checks by Parents/carers should be made on the progress in these major tasks. The job can be subdivided with several due dates.

Homework forms an important part of the learning process and except in the purely practical subjects will be set on a regular basis. Students are given the opportunity of completing homework tasks during 'first break' in a supervised classroom and those students who do not complete homework tasks by the due date will be required to attend a 'catch-up' session during this time.

# Libraries

Open: 8am-4pm

The Emmaus College Libraries are the central hub of the College for all school resources with two full time librarians and three library assistants. There is a large range of materials available for students to access and borrow for all subject areas as well as a large collection of general interest reading material. Year 7 students are introduced to the library and essential research and referencing skills during compulsory classes during their first term. Other year levels have regular research and referencing classes taught by the Librarians during class time.

Resources available at the libraries include:

- Non-Fiction titles for all subject areas
- Non Fiction titles for general interest areas
- Up to date Fiction print titles for all ages
- Free Emmaus eBook and Audiobook lending library with Non-Fiction and Fiction titles
- Textbooks in print and eBook format
- Daily newspapers
- Special interest and educational magazines and newspapers
- Cameras and video cameras
- Printers and scanners

Most resources may be borrowed for use by students at home with an average lending time of 2 weeks.

The Emmaus College libraries also have an extensive range of online resources which are accessed from the Library link on the College Intranet web page including the most extensive range of subscription databases of any secondary College in Central Queensland. These databases hold reputable searchable information on most subject areas taught at the College and the Library staff are able to offer assistance on searching for items in the Library and online.

## Information Technology Guidelines

Information Technology at Emmaus is incorporated into the school curriculum. Students are provided with access to an individual laptop, for which they are personally responsible during their time at Emmaus. We believe this encourages students to be responsible and respectful of technology, while also allowing personally tailored access to IT resources. Students are given access to the software required for their schooling and have the capacity to download other software as required. Training in how to use their devices and relevant software is covered in each subject. At times, students will be given training in other programs and elements of computer use.

Our 1:1 laptop program gives students the opportunity to learn valuable skills and have instant access to information. In order to protect students' safety, Emmaus College provides efficient email and internet filters. However, it is impossible to completely control what is on the Web or the content of all web-based communications. Students will be educated on cyber safety during their time at Emmaus, and have access to online resources that can help them with skills and knowledge in this area. Parents/Carers should be aware that protection against exposure to harmful information and interaction is ultimately the responsibility of each student. Emmaus seeks to create responsible cybercitizens and encourages Parents/Carers to be informed in this area so that, together, we can help students be informed and protected. Information for Parents/Carers on this topic is provided regularly throughout the year.

### **ETHICAL USE OF INFORMATION TECHNOLOGY RESOURCES**

The use of Information Technology facilities is a privilege. Access to the computer network and the Internet bring responsibilities.

Student responsibilities:

- Respect and care for the property of others, including their intellectual property by leaving computers ready for the next user and ensuring a clean, tidy work environment.
- Be honest in all your dealings by no plagiarism, or violating privacy and/or security.
- Show respect and co-operate with the regulations and expectations of the school by observing network etiquette, alerting your teacher to any problems or concerns, avoiding transmitting or deliberately accessing inappropriate or offensive material.
- Work to the best of your ability, using technology to complete learning tasks, to help others learn and to participate in learning activities.
- Avoid unsafe, harmful and detrimental practices at all times by not being involved in threatening, harassing, sexist, profane or derogatory language.

As part of a DCEO requirement, all secondary students are required to sign an ICT User Agreement at the start of each year. This agreement outlines the appropriate use of technology within the school environment. Parents/carers will also be required to sign this agreement.

## **Excursion Program**

Excursions planned by teachers for students are an important part of student development at Emmaus College. Excursions may take place in school time, on weekends, or during holiday periods. They may be conducted for a number of reasons including educational, social, sport, spiritual, cultural, or other.

Where excursions are part of the curriculum, attendance is compulsory. There are two types of excursion categories. Category A excursions are short duration and day activities, while Category B excursions include overnight activities, long distance or extensive travel or activities which may have higher than average inherent risks.

# ASSESSMENT

## ASSESSMENT SCHEDULE

A schedule giving dates for assignments and exams will be made available at the beginning of each term. This allows Parents/Carers and students to work together on issues of time management and goal setting.

Depending on the teacher's instructions, Years 7, 8 & 9 assignments are submitted via the assignment box by 8.30am on the due date, or to the subject teacher during class time. All Years 10, 11 & 12 written assignments are submitted via the assignment box by the date and time indicated on the task sheet. Assignments will be date stamped and passed onto the relevant teacher. All assignments must be submitted in order to pass a subject. No report marks or grades will be given in any subject with any assignments not submitted. If a student is absent on the day an assignment is due, the assignment will still be regarded as late, unless a Doctor's Certificate is provided for any student in Years 11-12, and a note from the Parent/Carer for students in Years 7, 8, 9 and 10.

## EXAMS – WRITTEN, PRACTICAL AND ORAL

Students must sit their exams on the scheduled day.

### An examination can be rescheduled for:

- Medical reasons: (A Doctor's Certificate is required for Years 11 & 12 students; a letter from Parent/ Carer is required for Years 7, 8, 9 and 10)
- Urgent, serious family reasons (holidays do not fit this category)

### Oral and Practical Assessment

- Teachers will make sure that individual students clearly understand the date on which they are performing orals and practicals.
- If the practical is a group exercise any absent member's place will be taken by a stand-in student.

The absent student must make arrangements with the group and the teacher to re-present the practical at a convenient time – this may not be class time. Where possible, students who do not submit a response to an assessment by the due date will receive a result based on evidence submitted on or before the due date.

If an assessment is not submitted, the student will not be awarded a result. In cases where this leads to an incomplete folio of work, which makes the awarding of a level of achievement impossible, a student will not receive a result for that semester of work. This is particularly relevant for Year 11 and 12 students because of the possible effect it could have on senior results.

Parents/Carers will be notified if a student has failed to submit assignments. Students must keep a copy of their work in case an assignment is lost or misplaced. Students could also be asked to justify their source of information where plagiarism is suspected.

If a last minute computer or printer malfunction prevents an assignment being submitted by the due date, the student must submit his/her back up disk and rough work (or hand written copy) on the due date as proof of completion. He/she must also see the Head of Faculty or teacher involved to explain the situation and arrange the submission of a final copy, if necessary.

### **EXTENSIONS, VALID REASON FOR ABSENCE**

A general extension to a due date will be given no closer than one week to the original due date and will be published in the newsletter after discussion with the Deputy Principal.

An extension to the due date for medical reasons (Doctor's certificate required), can be granted up to and after the due date after discussion with the Head of Faculty.

An extension to the due date for other reasons must be sought from the Head of Faculty at least 4 days before the due date.

The Deputy Principal/Assistant to the Principal - Curriculum may negotiate alternative arrangements for any student who has more than three (3) assignments due on the same date.

Students in Years 11 and 12 need a medical certificate if absent for an assessment or exam.

### **DRAFT ASSIGNMENTS**

Students should be encouraged to submit draft assignments to teachers. (Note: Re-submissions are not permitted; remarking requests are accepted). Students must keep a copy of an assignment.

### **REMARKING PROCEDURE**

The Appeal Process

1. Within 3 days of the assignment's return the student discusses the assignment and reasons for the given mark with the classroom teacher.
2. The student considers the advice for at least 1 day.
3. The student may now request a remark but within 3 days of the discussion.
4. The Head of Faculty arranges a remark of the assignment. The second marker does not have access to the original mark or comments. If the original teacher is the Head of Faculty, two remarks may be necessary.
5. The Head of Faculty discusses the mark and remark with the relevant teacher(s) and informs the student of the decision.

## REPORTING PROCEDURES

Two kinds of reports are issued to all students:

(a) REPORTS ON STUDENT PROGRESS

At Emmaus College these reports are issued to all students to report on progress

- (i) End of Semester 1
- (ii) End of Semester 2

(b) INTERIM REPORTS

These are issued during Term 1 to all students for all Year Levels.

# PARENT /CARER INVOLVEMENT

## PARENT/CARER /TEACHER CO-OPERATION

It is important that Parents/Carers be aware of the mission, values and beliefs of the College and that teachers acknowledge the attitudes and aspirations of Parent/Carer.

Understanding here can be achieved by:

- Getting to know your students teachers, especially the tutorial teacher
- Attending the regular meetings of the Parents/Carers and Friends Association where College direction is discussed
- Attending College functions such as: School Mass, Assemblies, Liturgies, Musical Production, Sports Days, Sports Presentation Assembly, Drama Nights, Awards Ceremonies, Parent/Carer Nights.

*Students benefit if their Parent/Carer show an interest in them and in the work they are doing.*

Parents/Carers are requested to have no hesitation in discussing the progress of their student with the appropriate teachers. Please phone the College for an appointment. No guarantee can be given of staff availability without this appointment because of prior arrangements and teaching commitments.

We suggest that at least two days' notice is most convenient. The relationship between teachers and students is the most important partnership which exists in the College and is enhanced by mutual understanding.

## **PARENTS/CARERS AND FRIENDS (P & F) ASSOCIATION**

The Parents/Carers & Friends Association is an important link at Emmaus College. The association acts in a partnership with the school to allow a forum for Parents/Carers to learn about and discuss issues within the school and be informed about issues that affect Catholic School students across the state in areas such as funding and curriculum. This is an opportunity for the Principal to gauge Parent/Carer opinion on a range of topics. Parents/Carers and Friends is an active group which provides many resources for the school.

The group meets on the third Tuesday of each month at 5.30 p.m. If you wish to contact the P & F please email [paf@emmaus.qld.edu.au](mailto:paf@emmaus.qld.edu.au).

## **THE COLLEGE BOARD**

The Board's function is to involve Parents/Carers in the making of policies which will guide the Principal and staff in the everyday running of the college. The Board meets the first Thursday of every month at 7.00 pm. Members of the Board go through pre-service and in-service training to assist them in collaborative decision-making and to develop their understanding and appreciation of Gospel values which form the basis of the policies they develop.

Each member has a term of two years, which may be repeated once only if re-elected.

## **COMMUNICATION**

The College maintains a number of communication channels to which Parents/Carers can use to stay up-to-date on what is happening around the College.

### *College App*

The Emmaus College app is available for Apple and Android devices, simply download from Google Play/the App Store. The Emmaus College Mobile app contains:

- All parent notices
- The school calendar
- Useful links
- Contacts

### *Social Media*

*The College has many social media pages follow us on Facebook, Twitter, Instagram or Youtube simply search @Emmausrocky*

## **PARENT/CARER/TEACHER INTERVIEWS**

Formal Parent/Carer Teacher interviews are held either late Term 1 or early Term 2 and early Term 3. Reports will have been received prior to this, so that Parent/Carers have detailed information with them for the interviews. Interviews are by appointment. Students are encouraged to attend the interview.

Parents/Carers are strongly encouraged to speak to teachers about student progress on occasions other than formal interviews.

# GUIDELINES FOR MEMBERSHIP OF THE EMMAUS COLLEGE COMMUNITY

I can expect to	I will be expected to
<p>Be offered opportunities to be part of the Emmaus Christian Community.</p> <p>Be welcomed at Emmaus.</p> <p>Be treated with understanding and compassion.</p>	<p>Respect the religious practices of the College, be involved in them to the best of my ability and attend my religious education classes, retreat days and community days.</p> <p>Make others feel welcome.</p> <p>Treat others with understanding and compassion.</p> <p>Help others achieve their potential especially by supporting those who need our special consideration.</p>
<p>Be given opportunities to participate in College activities, which can include spiritual, sporting, cultural and social opportunities.</p>	<p>Participate in arranged activities to the best of my ability and engage in at least one co-curricular activity per year.</p> <p>Fulfil any commitments I make regarding participation in activities.</p> <p>Be punctual to all College activities.</p>
<p>Be treated honestly and with respect and politeness by staff and fellow students.</p>	<p>Treat staff and fellow students with respect and politeness.</p> <p>Be honest in my dealings with others.</p> <p>Ethically use Information Technology resources.</p>
<p>Be provided with high quality learning experiences.</p> <p>Be assisted and guided in my learning.</p> <p>Be helped to achieve my academic and personal potential.</p>	<p>Bring my personal best effort to each subject in which I enrol.</p> <p>Produce the best quality work of which I am capable, for assessment and in daily work.</p> <p>Persist in my work, both in class and at home.</p> <p>Take personal responsibility for correcting promptly, any inadequate classroom behaviour, effort or assessment work.</p>

<p>Be assessed appropriately and fairly.</p> <p>Be provided with relevant and effective resources.</p>	<p>Respond to assessment with work that is my own, properly acknowledging any sources.</p> <p>Behave in such a way that others' learning will not be disturbed.</p>
<p>Be protected and feel safe from danger and harassment and have my property protected.</p> <p>Be provided with a health promoting environment.</p> <p>Have clean and well maintained College property.</p>	<p>Make the College safe by co-operating in all procedures.</p> <p>Not threaten, harass or hurt anyone in any way.</p> <p>Not promote or engage in smoking, drinking alcohol or consuming illicit drugs at school, in college uniform or before, after or at College-related activities.</p> <p>Respect and care for my own property, the property of others and the physical environment.</p>
<p>Be part of a College that works to build community support and respect.</p> <p>Behave so that the community will respect the College.</p>	<p>Wear my uniform with pride and in accordance with college regulations.</p>
<p>Express my concerns about College matters, through the appropriate channels.</p>	<p>Contribute positively to decisions made about me, my class, my Year Level or the whole College.</p>

# GENERAL INFORMATION AND PROCEDURES

## ATTENDANCE

- Parents/Carers are required by law to ensure that their children attend all days, unless a valid reason for absence exists, e.g. illness. Under the new Queensland Education and Training reforms for the future, students are required to stay at school until their sixteenth birthday. After that they must then be in employment or pursuing schooling or vocational training.
- We ask, where possible, for Parents/Carers' co-operation in arranging medical, dental and other appointments out of College hours.
- Students must attend punctually. All students should be at the College at least 5 minutes before the commencement of school.
- Extended Absence, parents to contact Head of Year

*PLEASE NOTE THAT SUPERVISION OF THE GROUNDS DOES NOT BEGIN UNTIL 8:10am*

## ABSENCE FROM COLLEGE

Notification of a student's absence must be made by the Parent/Carer to the College by phone, email or the College App on the day of absence or before, if known. It would be appreciated if a Parent/Carer could contact the College before 9.00 am to notify a student absence.

To report Year 7, 8 or 9 student's absence phone: (07) 4923 5741

To report Year 10, 11 or 12 student's absence phone: (07) 4923 5740

## LATE ARRIVAL

If students arrive late to school, for any reason, they are to report to the office immediately, to be issued with a 'Late Pass' which they hand to the teacher of the first class they have after their late arrival. The student's name is recorded in the 'Late Book' and Attendance Rolls are adjusted.

The office is to receive a signed note, notification by telephone or email from Parents/Carers to confirm student's lateness. Parents/Carers may be contacted by the student and asked to contact the College when no notification has been received.

## ILLNESS

Students who become ill are to report immediately to the office. Teacher permission must be sought if the student is in a classroom. The office will contact the Parent/Carer and it is an expectation that the Parent/ Carer will collect their child from the office.

### **PERMISSION TO LEAVE COLLEGE GROUNDS**

Students who need to leave the College during the day, for any reason, must have a note from Parent/ Carer requesting permission to leave the college. The note must state the reason for leaving the College, the time for leaving, where the student intends to go and if the student will be returning to the college on the day. Notes must be presented to the office before classes commence and be signed by a member of the Administration Team. Students who have been granted permission to leave the college must sign the 'Sign-out' Book before leaving and sign the 'Sign In' Book on arriving back.

### **PERSONAL PROPERTY**

Owner's name must be marked clearly on all books and articles of clothing. Calculators should be engraved with the student's name. The college accepts no responsibility in the search for lost property that is unnamed. If a student loses any article at college he/she should check without delay at the office.

### **LOCKERS**

Students are required to store their bags in their lockers during the day, and are to access their lockers only to get out the relevant text books or lunch.

Emmaus will provide the required lock for the locker. Students will be charged \$15 in Term 1 Fees when they enrol at the college.

### **MONEY AND VALUABLES**

Money or valuables should be carried on the student or locked in their locker. If money is brought to pay for excursions and activities, it should be paid into the office upon arrival at the college. The college accepts no responsibility for the loss of any money or valuables left in a student's bag or inadvertently left by the owner anywhere in the college.

### **MOBILE PHONES & ELECTRONIC DEVICES**

Students who bring mobile phones or other personal electronic communications, recording and storage devices should always display courtesy, consideration and respect to others. The use of the above should not disrupt the learning of individuals or the learning environment.

#### ***Years 7-9***

Students who bring mobile phones to school must have them turned off and stored out of sight during school hours, i.e. 8.30am – 3.00pm. If students need to bring a mobile phone to school they are encouraged to hand them into the office for safe keeping or keep them in their locker.

Parent/Carer who need to contact their child during school hours can do so through the Yaamba Road Office. The message will be given to the child. The use of iPods and other similar devices maybe used during lunch breaks. Students are responsible for the safe keeping of mobile phones, iPods and similar devices if they bring them to school.

### ***Years 10-12***

The use of Mobile Phones, iPods and other similar devices maybe used during lunch breaks. Students are responsible for the safe keeping of mobile phones, iPods and similar devices if they bring them to school. A consequence of student misuse of mobile phones or other personal electronic communications, recording and storage devise will be the confiscation of these devices for collection in the afternoon. Continued misuse, third time, will result in the devices being confiscated and held until collected by a Parent/Carer.

### **STUDENT TRAVEL BETWEEN CAMPUSES**

During school hours, students must use the pedestrian overpass at the Main Street and Yaamba Road T-junction (i.e. near the Ambassador Motel). Punctuality to class is essential so students must use the stairs rather than waiting for the lift. If students are injured and unable to use the stairs, then they are able to use the lift. General courtesy should be shown by students on the overpass. Students are to walk to the left side of the stairs and overpass to minimise the possibility of colliding with other students.

Students are able to take their bikes across the overpass. There is a metal runner to the left of the stairs. Students are to place the wheels of their bike in this runner and then push the bike up and down. Students are to walk their bikes across the overpass. Students are able to take their bikes with them for the last lesson if they are leaving from that campus to go home.

As a school, we will endeavour to educate students about road safety, and the particular requirements about students' travel between campuses. Any careless or unsafe behaviour in crossing the road is viewed seriously. The school cannot take responsibility for students who cannot keep road safety rules, and Parents/Carers will be asked to remove students who prove themselves to be irresponsible in this regard.

### **PROHIBITED ACTIVITIES**

Student use and possession of alcohol, tobacco and illicit drugs is completely unacceptable at school, at any school related activity or prior to a school related activity. A school related activity is any activity held in the school grounds; attended in school uniform, school sporting attire, or clothing associated with the school; all co-curricular activities including interschool sporting activity at any venue and any activity where a representative group of Emmaus students is present, and at all school organised socials, camps, trips and excursions.

Possession or use of these substances, encouraging the use of these substances, and boasting about the use of these substances are absolutely prohibited. Failure to observe these regulations regarding alcohol and illicit drugs would probably result in exclusion from the College.

Smoking:

All Catholic Education Office facilities are smoke free environments.

Students are prohibited from smoking or possessing tobacco at school, school related activities, or while in school uniform.

Any weapon or instrument that could be used to cause harm is prohibited at any school/college sanctioned activity.

Students breaching this requirement may face serious consequences including suspension and the termination of their enrolment. The matter should be reported to the police.

### **USE OF CARS BY STUDENTS**

Students may travel to and from school in their own cars. Student drivers are required to register their intention to drive to school by completing the necessary paperwork which is available at student reception on Main Street. Parents/Carers of student passengers, other than siblings of the student driver, are also required to complete a section on this form to indicate their agreement. During school time (8.30am – 3.00pm) all students are required to use the transport provided by the College.

### **VISITORS**

Any person visiting the College to talk to students or staff during school hours must report to the office to sign in and receive a Visitor's pass. This also includes tradespersons and Parents/Carers helping at the College tuckshops. Students will not be permitted to receive telephone calls through the office. A message will be relayed for urgent family reasons.

### **SURVEILLANCE CAMERAS**

Camera surveillance (CCTV) is in operation at Emmaus College to ensure school and public safety and for the investigation and prosecution of criminal offences. Footage will only be accessed by persons authorised to do so. Should an incident occur, footage may be provided to the Queensland Police Service for law enforcement purposes. Personal information will not be given to any other person or agency unless authorised or required by law. If you have any questions about the use of CCTVs please contact College Administration.

## **UNIFORM**

Neat wearing of the correct school uniform is part of a student's responsibility in attending Emmaus College. It is seen as a sign of students' willingness to be part of the Emmaus community. No matter where students might be – at school, in shopping centres or traveling to and from school, the uniform must be worn fully and correctly.

Parents/Carers enrolling their students in this College do so in the knowledge that Emmaus College has a uniform standard and that the uniform standard is monitored and acted upon.

## UNIFORM REQUIREMENTS

All uniform requirements, except shoes and girls stockings, can be purchased from Weareco Uniforms. To access the uniform shop [click here](#).

## GENERAL INFORMATION REGARDING UNIFORM

The PE uniform should not be worn to or from school. Time is provided in the PE lesson to change into or out of the PE uniform.

Shoes must be black leather lace up shoes. Buckled, jogger or slip on style shoes or variations of these, are not suitable for school. If you have any questions about what is allowed, please contact the office. Students who for medical reasons are unable to wear the required school shoes are asked to bring a letter from their doctor indicating the nature of suitable footwear for the student.

Hats are compulsory and must be carried at all times and worn when in the sun. The sun safety message is very clear. Overexposure to ultraviolet radiation (UVR) from the sun during childhood and adolescence is known to be a major cause of skin cancer. All students need to have a school hat and clearly mark their name inside the hat, not on the brim. When writing their name inside the hat we suggest (1) using white out and (2) avoiding the label.

Hairstyles should be neat and tidy in appearance, and hair longer than shoulder length must be tied back. Hair should be brushed back from the face. Extremes in style, cut or colour are not acceptable while at school. Extremes in style, cut or colour include markedly different hair lengths, lurid and bright colourings or multi-coloured hair.

Jewellery - The following jewellery is permitted as part of the College uniform:

- One plain ring
- Watch
- One fine chain or fine chain with small religious emblem
- Earrings: 1 pair only of small studs or sleepers to be worn in the lower ear lobe (female)
- Earrings: no earrings (male)
- No other visible body piercing or visible tattooing is allowed
- Sunglasses are permitted when outdoors
- No makeup



# OUTSIDE THE CLASSROOM

## CO-CURRICULAR ACTIVITIES

All students are expected to participate in at least one co-curricular activity per year. There is a very wide range of these activities.

## SPORT

Sport forms an important part of the life at Emmaus, and students are encouraged to be involved in both intra-school and inter-school competition. Emmaus has built a proud sporting reputation. We present teams in over twenty interschool sports. Students are encouraged to compete for regional, state and national representation. Nomination dates for trials for the different sports are advertised in the newsletter, website and on student daily notices. Students wanting further information can speak to Mr Parle (Sports Co-ordinator) or go to the Sports Service Desk on Yaamba Road campus.

## HOUSE GROUPS

RICE LEAHY CASTLES MACKILLOP

Interhouse sport is intended to involve as many students as possible. Through the year there is a swimming carnival, a track and field carnival and a cross-country carnival. These events are viewed as very important in the overall life of the school.

## MUSICAL PRODUCTION

Emmaus has a strong reputation for the quality of its cultural involvement. Each year we produce a full musical production. Each musical requires the collaboration of more than a hundred students, Parents/ Carers and teachers in a very demanding but rewarding task.

## MUSIC ENSEMBLES

Emmaus College offers to its students opportunities to perform in a variety of ensembles. These include:

Concert Band, Stage Band, String Orchestra, Choir and the Musical Production Orchestra.

The ensembles usually compete in the Rockhampton Eisteddfod as well as take part in a number of other events at school and in the wider community. The Musical Production Orchestra rehearses from Term Two until the performance of the Musical – usually mid-July. This ensemble is another way in which students may wish to broaden their instrumental skills. Rehearsal days and times will be publicized at the beginning of each school year.

## INSTRUMENTAL MUSIC TUITION

provided during school hours (on a rotational timetable) or when available, immediately outside school hours at the school by specialised instrumental teachers who bill Parents/Carers directly.

Senior students are given priority when organising lessons outside of class time. Lessons can be for individual students or for a group of students. Each lesson is 30 minutes in duration, once a week. Group lessons are usually made up of 3-4 students and are only available where appropriate and students are of equal ability. An administration fee of \$10 per student per year is payable to the school upon enrolment into the Instrumental Music Program. Costs for lessons are available from the Instrumental Music Co-ordinator. Enrolment forms for instrumental music lessons will be available at Student Reception from the first day of school or at our website.

Enrolments close at the end of Week 2 of Term 1. Late enrolments may be placed on a waiting list.

### **EMMAUS CHOIR**

The Emmaus Singers is open to all students Years 7-12. The singers receive tuition in choral work and perform at school functions and public occasions.

### **PUBLIC SPEAKING**

Emmaus encourages students to enter in a variety of speaking competitions such as Rostrum Voice of Youth, Apex Public Speaking competition, Plain English Speaking competition, Lions Youth of Australia and Quota.

### **ACADEMIC COMPETITIONS**

Students are given opportunities to enter local, state and national competitions across a number of subject areas. Emmaus also competes annually in the Secondary Schools Quiz run by the Northern Rockhampton Rotary Club. Emmaus has enjoyed some excellent results in all these competitions.

### **CLUBS**

Eco Group

Writers' Club

Reading Cafe - Junior and Senior

Cooking for Cohesion (CFC) Committee

Interact Club

Duke of Edinburgh

Opera in Fide (Service in Faith)

Human Powered Vehicles (HPV)

Coding Club

J Club