



COOMERA
ANGLICAN
COLLEGE



COOMERA ANGLICAN COLLEGE HANDBOOK

Section 1 Introduction and College Foundation

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Principal's Message

Choosing the right education for your child is one of the most important decisions a family makes - after all, the school you select will play a vital role in shaping the adult your child will eventually become.

At Coomera Anglican College, our goal is to work in partnership with you and your family to create a supportive Christian community that will nurture, stimulate and challenge your child to reach his or her potential.

Imagine, listen, respect - iLR, is the language of our values culture and reflects the College ethos in all that we do. These three words direct our values into action. iLR has become a very familiar aspect of College life and reminds us all of the importance of strong positive relationships within our community. We are connected through our association with Coomera Anglican College, but belonging is a choice. One way we choose to belong and live out our core Christian values is through the use of three principles:

imagine

Listen

Respect

Our highly professional, caring teachers have been individually chosen to cater for the wide ranging talents of the students, and to offer a broad array of cocurricular activities. Working together, we can help your child achieve through a balanced involvement in the academic, spiritual, sporting and cultural life of the College.

In the twenty-first century, our priority is to create graduates who:

- are articulate, independent and self-motivated
- are self-disciplined
- have a positive self-image
- are capable of critical thinking
- are technologically literate
- are encouraged to weigh moral values with an informed conscience illuminated by faith and embrace Christian values by personal choice
- are prepared to make a significant contribution to the global community.

If these are qualities you consider to be important, then congratulations for choosing Coomera Anglican College for your child.

Dr Mark Sly



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Deputy Principal/Head of Senior Secondary's Message

The only constant in the world today is change. Against this backdrop Coomera Anglican College seeks to provide young people with constants other than change in their lives. The teaching of virtues and values is one important way in which we are able to assist our young people to successfully make their way in an ever-changing world.

The formation and development of character is an essential part of this process and an emphasis on a sound moral education, which focuses on responsibilities as well as on rights, helps students to develop the positive habits that constitute character. In practical terms, these positive moral attributes provide young people with the means to implement their values and pursue their goals.

Vital to the success of any person today is their ability to adapt to and master their circumstances, or in other words, learn. We aim to provide an educational environment that encourages lifelong learning through an emphasis on:

- building human relationships that serve to inspire, encourage and challenge students
- achieving genuine success and accomplishment
- engaging learner driven or intrinsic motivation
- involving authentic interactions with others
- understanding one's own learning style.

Coomera Anglican College recognises that in order to pass from challenging adolescence into successful adulthood the following are critical protective factors: the role of teachers as significant or charismatic influences, a belief in a moral order, a sense of connectedness to one's College and family, rewards for involvement and religiosity. (Carr-Gregg 2001).

To this end the Pastoral Care system and the Religious and Values Education programme are designed to maximise these benefits and in so doing further share the ideals and purposes that strengthen the community.

Young people are our future and it is our desire that they graduate from Coomera Anglican College equipped to:

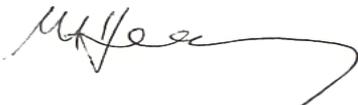
*“Go confidently in the direction of their dreams and
live out the life they have imagined.”*



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It is indeed a rewarding and exciting undertaking and one that necessarily involves the creation of an effective partnership between home and College as together we strive to achieve excellence in all areas of College life: teaching, learning, service and faith.



Mr Mark Heaney

Head of Junior Secondary's Message

The Junior Secondary programme at Coomera Anglican College provides a stimulating learning environment for middle adolescents in Years 7 - 9. Middle adolescence is a time characterised by growth and the College recognises that during these years students need to adjust to profound physical, intellectual, emotional and social changes.

At Coomera Anglican College we are committed to supporting every child in their endeavour to reach their full potential. While academic learning will always be our core business, we are also dedicated to helping our students develop socially, emotionally and spiritually. With the fast pace of today's world, middle adolescents can struggle to find the balance between their social lives and their academic workload. By introducing mindfulness, and infusing Art Costa's Habits of Mind into the Junior Secondary curriculum, we are encouraging our students to stop, reflect and think flexibly.

In Junior Secondary we encourage students to: follow their dreams; celebrate their unique talents; and to pursue a path of lifelong learning. Through the pastoral care programme, assemblies, worship and cocurricular activities students are provided with many opportunities to gain self-confidence and develop a sense of self-worth from activities - both inside and outside the classroom.

Within a P - 12 College, the Junior Secondary programme aims to extend the learning experiences of the primary years and prepare students for the academic demands of Senior Schooling, tertiary study and vocational opportunities. Our staff are a highly dedicated group of professional, experienced and enthusiastic teachers who understand and are passionate about teaching this age group.



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While Coomera Anglican College is located in a growing region of the Gold Coast, we work hard to maintain the qualities of a small community based on our iLR values of imagine, listen, respect. Each year I have the privilege of witnessing the joy of students as they discover what a special place the Junior Secondary campus is and I look forward to guiding the students on their journey from Year 7 to Year 9.

Yours sincerely

Ms Anita Ramsay

Head of Primary's Message

Choosing a school for your children is like making an investment in their future. The importance of choosing the right school cannot be underestimated.

At Coomera Anglican College students are encouraged to develop skills that will allow them to make their own decisions, be a responsible person and achieve success in whatever field they choose. At Coomera Anglican College, students are encouraged to wear their uniform proudly, treat their friends respectfully, be polite and well-mannered and stand up for what they believe in.

The ethos of aspiring to high expectations in all aspects of life is evident in all that our students do and say. Staff and students work very hard to nurture an atmosphere of safety and security where students feel good about themselves and their friends.

The College seeks to foster a positive and realistic self-concept, providing children with opportunities to develop informed opinions about the values operating in our society. The need for respect and tolerance of people, cultures and ideas is encouraged. Activities will foster self-awareness by stimulating children to cooperate, share, and understand cause and effect.

Such a learning environment advocates freedom of expression and respect for others' opinions. It helps children to make their own decisions, to do what they believe to be right, while respecting the rights of others.



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Curricular, resource selection and implementation of learning programmes:

- are child centred and teacher guided
- are gender inclusive
- are focused on the whole child
- reflect the needs of the individual child
- are non-discriminatory.

This College Handbook will give you some insight into the priorities that we have at Coomera Anglican College. It will allow you to see that we are devoted to a holistic education for our students and that parent involvement is an important part of our educative process. It will highlight the emphasis that we put on respect and integrity. As well, this Handbook will provide for you information about routines and procedures that our College adopts.

I encourage you to keep the College Handbook close at hand for easy and quick reference.

Yours sincerely

Mr Graeme Kirkpatrick



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College Governance

Coomera Anglican College is owned and operated by the Anglican Diocese of Brisbane. The College is overseen by the Anglican Schools Commission. The Diocesan Council is the governing body of the College. Diocesan Council delegates certain governance functions to the College Council via the College's Constitution.

The College Council members are:

The Most Reverend Dr Phillip Aspinall (President)
Rev'd Paul Bland
Rev Canon Ron Bundy (Archbishop's Nominee)
Dr Gordon Joughin
The Honourable Margaret Keech
Mr Stephen Knott (Chairman)
Ms Dorothy Pienaar
Ms Pam Roberts
Rev Canon Gary Smith
Dr Mark Sly (Principal) - ex officio

In circumstances where the directors of the governing body must be provided with a report about sexual abuse or likely sexual abuse the Diocesan Council has, pursuant to Section 366B of the Education (General Provisions) Act, delegated that role to Mr Greg Milles, the Director of Professional Standards within the Diocese.

College Origins

The Telling

In the beginning is an idea, a sense something should be and a will that it be so. No matter from where visions come, they are carried within people. Ivan GIBBS had one - of the kind that burnt like a coal. And although such burning hurts, never did Gibbs let it go, for to let it go would have released a greater pain. Like an eagle, whose sight and vision is far reaching and whose grasp is fierce not gentle, Gibbs held to this vision.

And this vision was for a place. A place where children could study and learn and excel. A place where they could grow in knowledge and stature, developing the capacity for building and making and giving. A place where people could be awakened to the things of heaven and their place on earth; a place where truth was to be cherished, tolerance lived, gifts to be nurtured and community built. A place where the Anglican Church could be a part in making it happen.





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GIBBS held fast to this vision of a place, soaring above it, guarding it, leading others to it and this for years and years and years before any sod was turned, walked on, or even found. Such dreams need substance, and the crossing over from one's breadth of vision to the particular of soil and place....



SMITH was a craftsperson with a gift for finding, setting apart and securing, and this amidst the Church and its slowness in speed of response. Smith had an ability - and the task - to cross over from the wind of flight and flying, to the dirt of earth and planting. With the sureness of Joshua, Smith made the crossing, securing a place set amidst people and hope, history and promise; and in the ground promise was planted. Things can just grow, but are better for nurture and water....



MORRIS came as an immigrant from afar, having lived the kind of story that burned within Gibbs. In the midst of segregation and the sickness of apartheid, Morris had with others forged St Barnabas College, Johannesburg. People in that place and throughout the world thirsted for truth, for a reconciling of memory with hopes for the future, and for peace with justice. That thirst was watered at St Barnabas College. These same waters Morris poured out in a new land and in our place. These waters bring to bear fruit that lasts. These waters soak the ground in which promise was planted.



Things grow. A new energy and drive took something good and carried it on. With a memory for the vision **LANE** forged onward, onward. Remembering and never letting go, refining and driving, Lane turned 'let's do' into 'it's done' and hopes into history. In receipt of a promise planted and watered, Lane burned with energy and passion, making things happen. Taking on promise Lane made it possible.

The LORD our God inspires and charges, bestows and energises, yet it is people who embody action. Together their gifts and talents bring forth something, often from nothing, and through them things are made. Through the grace of God, Yellow and Green, Blue and Red worked together to make something good. This something is Coomera Anglican College.

The College Insignia



The College insignia is designed to represent both the traditional heritage of the Anglican Church and the contemporary ideals of a modern school in a developing area of south-east Queensland. The insignia comprises five distinct components, each of which reflects a key aspect of College life:



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Community: The supportive and caring College community is represented by the adult figure placing its hands on the shoulders of the child which, in turn, reaches out to the adult.

Growth: Personal development and the growth of the wider Coomera community is represented by the three leaves.

Knowledge: The open book represents the pursuit of academic excellence.

Spirituality: The flash of light represents the development of the whole student spiritually, emotionally, physically, culturally, socially and academically.

The Church: Just as the Cross is at the centre of the insignia, the Anglican tradition is central to every facet of College life.

Ethos

SUMMARY ETHOS STATEMENT FOR ANGLICAN SCHOOLS IN THE PROVINCE OF QUEENSLAND

First Published by the Anglican Schools Commission, Diocese of Brisbane: 1996. Revision 1: 2013

What should characterise an ideal Anglican school? Many of its qualities of course will be shared with good schools everywhere, whether run by the state or by denominational churches. An ideal school would evidence a commitment to learning, to justice, to individual achievement and to wholeness. Anglican schools will naturally value these qualities. This document seeks to define the normative features of an ideal Anglican school. In defining this distinctive ethos, the starting point has been the nature of the mother church itself on the simple assumption that Anglican schools will be like the Anglican Church.

ANGLICAN SCHOOLS:

Are firstly Christian Schools

In their day to day life Anglican schools should live out their faith in a creating and redeeming God. They should provide an environment in which young people have an opportunity to develop a personal relationship with God, through Jesus. They should enliven the Gospel message of forgiveness, reconciliation, mission and loving service to God and our neighbour. The experience of sharing in the life of this community is itself an important part of Christian education quite apart from the formal content learned in the classroom.

Celebrate the contribution of the Mother Church to the wider political, social, economic and artistic life of our culture



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The Anglican Church of Australia has grown out of the Church of England. As such, it has a long tradition of working within the heart of western culture in the broadest and most comprehensive sense. Our schools will be at the centre and not at the fringe of our culture.

ANGLICAN SCHOOLS SHOULD BE CHARACTERISED BY:

Appreciation of diversity

The Anglican Church in its long history has come to value diversity as a positive good and a distinguishing feature of a civilised community. Anglican schools should enliven such appreciation of diversity and acceptance and the care ethic implicit in this respect for others.

High respect for intellectual endeavour

The teaching/learning ethic will show itself in hard work, intellectual rigour and openness to ideas and debate.

Commitment to tradition and dignity within school worship

The Anglican tradition of renewing ancient forms and sacraments to meet modern needs will be evident in the way the school community worships.

Commitment to tradition and dignity within school life

Anglican schools will use the richness of symbol, story and ceremony to promote their values and order their lives.

Sense of social responsibility

The service ethic and a commitment to social justice will be seen in the willingness of Anglican school communities to offer themselves to serve God and His people in the wider community as critical participants.

The College Strategic Plan

Coomera Anglican College's PURPOSE is to:

Inspire excellence in teaching, learning, service and faith.



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The College Song

Imagine a poor man without a cent,
Better than a rich man who fails to dream.
Imagine a child who receives no toys,
Better than a child without the gift of love.
The key to life is not what we do,
But how we go about it.

CHORUS

Together we form a community,
Friends who choose to belong.
A rainbow of diversity,
We bind together as one.
With inspiration we strive to unite,
And follow all of our dreams.
With perseverance and honour,
Success, is ours to achieve.

Listen to the child who simply asks why,
Innocence, a gift to cherish.
Listen to the man who cries out in need,
Value the gift of friends.
The key to life is understanding,
For anything is possible.

CHORUS

Respect your mind, respect your soul,
Integrity should be valued.
Respect the opinion of those who surround,
We are all equal in God's eyes.
The key to life is to live it,
Mind, heart, soul and strength.

CHORUS



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Secondary: *Term 2 and Term 4*
Monday - Thursday: 10.25am - 10.50am
Friday: 10.10am - 10.30am

Primary:
Monday - Friday: 10.40am - 11.00am

Lunch

Secondary: *Term 1 and Term 3*
Monday and Wednesday: 12.30pm - 1.20pm
Tuesday, Thursday and Friday: 12.30pm - 1.10pm

Secondary: *Term 2 and Term 4*
Monday and Wednesday: 12.30pm - 1.20pm
Tuesday and Thursday: 12.30pm - 1.10pm
Friday: 12.10pm - 12.30pm

Primary:
Monday - Friday: 1.00pm - 1.45pm

All students are dismissed at 3.10pm each day.

Compulsory after school sport training is conducted one day each week until 4.30pm in Terms 2 and 4. Please refer to your child's timetable and the weekly news for updates.

Lunch Time

Students in **Preparatory - Year 6** eat lunch for the first ten minutes of the lunch break under supervision of a teacher. They are then dismissed to attend cocurricular activities or to play. Students are permitted to purchase items from the Canteen when dismissed. (See Section 7 of College Handbook - All the Extras; Canteen.)

Students in **Years 7 - 12** are encouraged to eat their lunch undercover, using the seating facilities available. Classrooms are not an appropriate place to eat lunch and, unless supervised by a teacher, all classrooms and verandahs are out of bounds during morning tea and lunch time.

Term Dates and Student Free Days

Annual dates are published and posted at the start of each year and more specific dates for each term are distributed at the start of that term. These dates are also available on the College website. It is important to take note of new calendar dates and information on each term calendar and to review the College News Page regularly (at least every week), as some dates published at the start of the year may need to be changed due to circumstances beyond our control.



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Transport & Arrival/Departure

Car Park and Drop off Zones

The beginning and end of the day can present dangerous circumstances when students are being dropped off or picked up. The College has set aside clearly marked “drop off/pick up zones” for parents to use. These marked zones are designed to make the drop off and pick up process as quick and seamless as possible for parents, and to avoid the need for students to cross busy roads or wait outside the College grounds, where they would not be supervised by an adult. It is important when in the car park areas that everyone observe speed limits, signage and designated pedestrian areas at all times. Parents are not to use the Rod Lane Sports Centre or the Ivan Gibbs Centre car parks as drop off or pick up zones for their children

Secondary students are dismissed at 3.10pm and must wait for collection in the supervised areas near the car park drop off/pick up zone or bus stop waiting area. Parents must keep moving to the end of the pick up zone to collect their child/ren.

All students should be collected from the College as soon as possible after the College day ends at 3.10pm. If a student is engaged in cocurricular activities or APS sports training he/she should be collected immediately after the conclusion of these activities.

Parents have a responsibility to ensure that their child/ren are collected promptly at the end of the day. The College cannot take further responsibility for the care of students after school hours unless they are waiting for their bus; attending a scheduled, supervised activity such as cocurricular activities; or in Outside School Hours Care; or if we have received instruction from parents/guardians regarding an emergency situation. Parents who repeatedly fail to meet this expectation may be required to meet with the Principal to discuss their child’s enrolment.

Students are NOT to play on the playground equipment without being in the care of a teacher or Outside School Hours Care staff member.

Bicycles

If students ride a bicycle to College they must wear a helmet. While in the College grounds, bicycles should be locked and stored in the bicycle racks provided. Students should be given proper training by their parents/guardians before bicycles are ridden.

Students Driving

No student is to drive to and from the College, or to and from College events, without written permission from the College. The *Student Driver Request and Permission Form* must be forwarded to the Deputy Principal for approval (*forms are available on Passmarc and at the Secondary Students Services desk*). Students who do drive must abide by the regulations in and around the College. As



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well, they are to park in the designated area for student vehicles. Students may not carry other students as passengers without written consent from both sets of parents/guardians. The *Student Passenger Request and Permission Form* must be completed and forwarded to the Deputy Principal. Students are not to access or move their car during school hours, leave the College during school hours or allow other students to drive their car.

Public Transport

Bus. The College is well serviced by buses, predominately Surfside Buslines. Parents/guardians should contact Surfside Buslines, or the local bus company in their area, for times of departure and set down. Parents/guardians should also contact relevant bus companies for bus pass information. Surfside Buslines have a comprehensive website advising when and where services are available: www.surfside.com.au

Train. Coomera railway station is approximately 1km from the College. The train timetable is available from the Queensland Rail website:

<http://www.queenslandrail.com.au/RailServices/City/Pages/TimetablesFares.aspx>

Surfside buses meets the train at specific times. A timetable with relevant bus connection details is available from Surfside Buslines' website.

Behaviour. Misbehaviour on public transport brings discredit on the individual and the College, as well as endangering the lives of passengers. Reports of misbehaviour will be treated seriously and may lead to the student being excluded from travelling on the bus. The Queensland Government has introduced a *Code of Conduct* for bus travel. The College supports the bus companies' attempts to transport passengers safely. The *Code of Conduct* is detailed below.

Code of Behaviour for Students*

BEHAVIOUR	EXAMPLES OF HOW TO MEET THE CODE
Respect other people and property	<ul style="list-style-type: none"> • Treat other people and their possessions with respect • Follow the bus driver's directions without argument • Do not interfere with bus property, equipment, shelters and signs by marking or damaging them in any way
Wait for the bus in an orderly manner	<ul style="list-style-type: none"> • Wait well back from the bus until it stops and allow other passengers to leave the bus before boarding • Stand quietly without calling out or shouting • Do not push other people in the line
Whilst on the bus, conduct yourself in an orderly manner	<p>Students must:</p> <ul style="list-style-type: none"> • always follow instructions from the driver about safety on the bus • show their bus pass, ticket or ID upon request • sit properly on a seat if one is available (in an allocated seat if directed by the driver) • if standing, remain in the area designated by the driver • store school bags under the seat or in appropriate luggage areas • speak quietly and not create unnecessary noise • wear a seat belt where fitted



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BEHAVIOUR	EXAMPLES OF HOW TO MEET THE CODE
	<p>Students must not:</p> <ul style="list-style-type: none"> • bully other students • place feet on the seats • fight, spit or use offensive language • throw any article around or from the bus • consume food or drink, or play music without permission of the driver • smoke (prohibited on all buses) • allow any portion of their body to protrude out of the bus windows • stand forward of the front seat • use a mobile phone to send threatening messages or photograph others without consent • distract drivers through use of mobile phones or hand-held computer games
Use designated stops	<ul style="list-style-type: none"> • It is the responsibility of students to disembark at their correct designated stop
When alighting from the bus, do so in an orderly manner	<ul style="list-style-type: none"> • Wait until the bus stops before standing to get off • Alight from the bus in a quiet and orderly fashion • Never cross the road in front of the bus, wait until the bus has moved away and it is safe to do so • Use crossings or traffic lights if available
In case of an emergency or a breakdown, follow the driver's directions	<ul style="list-style-type: none"> • Follow instructions of drivers at all times • Wait until the bus stops before standing to get off • Leave the bus in a quiet and orderly fashion • Wait in the area indicated by the driver

Please note that this list of examples is not intended to be exhaustive. They are the basis of any rules developed by individual operators for the management of behaviour on their school buses.

**Extract from "Code of Conduct for School Students Travelling on Buses."*

The complete "Code of Conduct" is available on the Queensland Government website - <http://www.tmr.qld.gov.au/Travel-and-transport/School-transport/Code-of-conduct.aspx>

Subsidy. Parents/guardians may be eligible for a transport subsidy (conveyance {car}, bus or rail). Information regarding this subsidy is available through the government web site: <http://www.tmr.qld.gov.au/Travel-and-transport/School-transport/Assistance-schemes/School-Transport-Assistance-Scheme.aspx>

Phone Messages

Parents who phone the College with messages for their child/ren are asked to do so only in emergencies. Office staff cannot guarantee delivery of messages to students after the beginning of lunch break. To avoid any unnecessary stress, please have emergency procedures planned ahead with your child/ren - eg: "If I am not there by 3.40pm go to the office."



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Enrolments

Parent Contract

All parents/guardians are asked to read and sign an Enrolment Contract when enrolling their child/ren. At this time, families are given a copy of the Student Code of Conduct, Computer Network Agreement, eMind Contract (Secondary students), and Secondary Text Book Hire Agreement. Students and parents must read, sign and return these agreements to the College, to acknowledge that they have read and understood their obligations.

Fees

Unlike many other independent schools, we have made a special effort to ensure that our fees, as far as possible, are all inclusive with no hidden extras. Fees cover tuition for all subjects, text book hire, subject resources, excursions, camps swimming programme, buses to sport, entry into University of NSW English, Mathematics and Science competitions, Eisteddfod entries, visiting artists, all other curriculum related activities and many cocurricular activities. A small PAFA levy is added each term.

Each year, an updated Schedule of Tuition Fees is provided to all families and this is also available on our College website.

Payment Conditions: There are four terms per year and tuition fees are payable by the due date. To be eligible for the discount, payment of the Term fee must be received by 4.00pm on the due date.

Fees for students enrolled after the end of Week 5 in any Term will be charged at 60% of the tuition fees for that Term.

Confirmation of Enrolment Deposit

Upon the offer of a place, a per-child Confirmation of Enrolment Deposit is payable. The Confirmation of Enrolment Deposit is non-refundable.

Other discounts which apply include:

Sibling discount on Tuition Fees - 5%, 10%, 20% based on 2nd, 3rd and 4th child respectively. Please enquire for examples of sibling discount combinations.

Building Levy Discount - If there are more than two children in a family, the maximum payable will be 2½ times the building levy.

Payment Options:

- Visa/Mastercard/American Express - online via Parent Lounge, by phone or in person
- BPay
- School Plan (monthly payment plan) - contact the College for details
- Cheque
- Cash



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Credit Policy

Fees are payable by the due date

Fees are due and payable approximately two weeks after the commencement of term. A 'payment by due date discount' is applied to all payments received up until the due date. This discount is reversed on the parent account after the date that fees are due and payable has passed. The 'payment by due date discount' does not apply where there is an outstanding balance brought forward from the previous term.

Administration fee

An administration fee may be applied to the parent account if the account is not paid in full by two weeks after the due date. This fee may be waived where the parent has made contact with the College and where a mutually agreeable payment plan has been arranged and is being honoured.

Outstanding Fees

Where the current term's fees remain outstanding for a period in excess of six weeks from the due date for payment, or where the balance outstanding represents one term's fees, parents will be advised that the account must be paid in full prior to the commencement of the following term otherwise the enrolment may be withdrawn.

Where parents receive advice in this regard, in all subsequent terms, accounts must be paid by the due date or the account will be automatically referred to the Collection Agent for follow up action with costs to be borne by the parent.

New Enrolments

Siblings of current students are not automatically enrolled. If you have other children not already attending the College and you wish to enrol them, you will need to complete an Application for Registration form. A separate Application for Registration form is to be submitted for each additional child. This should be done as early as possible to help ensure the availability of a place. If a place is available, parents/guardians will be required to attend an enrolment interview with their child. A Registration Fee is payable with each Application for Registration.

If you have any questions regarding enrolment or you need an Application for Registration form, please contact College Administration. Application for Registration is online via the College Website.

Termination of Enrolment

Continued enrolment of students is subject to payment of tuition fees by the due date and appropriate adherence to College regulations, including the Uniform and Behaviour Codes. Significant or continuous breaches of College regulations may result in termination of enrolment. The decision to cancel a student's enrolment rests with the Principal. When a student's enrolment is terminated there will be no refund of fees paid and any outstanding fees for the current term must still be paid.



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Parents/guardians intending to terminate the enrolment of their child/ren are required to give one term's notice in writing to avoid penalty (*refer to Enrolment Contract*).

College Foundation and Promotions and Coomera Training College

About the Foundation

The Foundation was established in 2001 and is managed by an Executive Committee under the auspices of the College Council. Its main purpose is to underpin the College's efforts in gaining the financial means required to meet the demands of our growing community, and to help gain the resources needed to develop and continue to be a healthy, strong and vibrant place for students to learn. The Foundation office is located in the main College Administration building.

The Coomera Training College (CTC) is a separate entity and is the tertiary arm of the College. CTC offers nationally recognised training courses in a variety of subjects.

Annual Events

The College Foundation runs a variety of fundraising events during the year including the Coomera Community Lifestyle Show.

Business Networks

The Foundation actively promotes contact between the College and local business through:

- Corporate membership in the Coomera Chamber of Commerce
- Networking functions held at the College
- The Coomera Community Lifestyle Show
- Business Breakfast meetings

Foundation and Coomera Training College Staff

Foundation

Lynne Tarlinton - Events Coordinator - Phone: 5585 9976

The Events Coordinator works closely with Parents and Friends groups in planning fundraising and "friend-raising" events.

Coomera Training College

Joanne Ellings - Manager CTC - Phone: 5585 9977

Kym Paget - Administration Officer - Phone: 5585 9978; Fax: 5585 9979



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Objective

Coomera Anglican College Foundation is a not-for-profit public company established by the College Council during 2001, to assist in securing the advancement of the College. The Foundation aims to gather together the skills, experience and support of Alumni, parents and friends of the College to assist the College to plan for the future with confidence, through a permanent support structure. It is a critical part of the College's community.

To this end, the Foundation office was formally established in mid-2002 to oversee the fundraising functions of the College. The Foundation established the Coomera College of Business and Industry Training (CCBIT) in 2007. The CCBIT was rebranded as the Coomera Training College (CTC) in 2011. This is a Registered Training Organisation that offers Certificate and Diploma Course in Business, Childcare, Tourism and Hospitality.

Activities and Membership of the Foundation

Coomera Anglican College parents can become members of the Foundation and experience the satisfaction and excitement of being part of a College that is earning a reputation for the high quality of the educational, social, personal and spiritual experiences it provides for its students.

Applications for membership of the Foundation, are available through the Foundation office.

Fundraising and Events

A variety of events are planned each year to help raise funds for additional resources and equipment, and for families to gather together as a community, meet other families and have fun. Some of the regular/annual events include: Trivia Night, Grandparents' Day, Primary and Secondary Music Concerts, Annual Art Show and Auction and Book Week. These events and activities allow families the opportunity to meet and feel part of one College community.

Marketing and Promotion

The College Marketing Officer handles:

- Media advertising
- Press releases about events and achievements by the College and the students
- Marketing to and recruiting international students and study groups
- Producing promotional materials such as brochures, booklets and flyers.
- Sourcing sponsorship and grants
- Coordination of events and fundraising activities by the various College interest groups
- Developing networks within the Gold Coast business community



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- Encouraging local businesses to become involved with the College by way of donations and/or sponsorships
- Encouraging the College community including staff, parents and grandparents to become involved with the future of the College
- Keeping the College website up-to-date

Parent Support Groups

Parent groups and the College Foundation work together during the year to raise funds for an annual donation to the College. The funds are used for additional equipment and resources. This is done through fun community events such as annual Trivia Nights, Music Concerts, Art Shows etc. Smaller parent interest groups, such as *Friends of Music* and *Friends of Rowing* may also operate fund raising activities specifically for the needs of their group. Parents interested in becoming part of or forming a support group or simply offering some industry expertise in a particular area, should contact the College Parents and Friends' Association (PAFA).

Parents and Friends' Association

Having paid the PAFA contribution with their tuition fees, all parents/guardians are automatically members of the Parents and Friends' Association (PAFA). The PAFA at Coomera Anglican College is an active and supportive group of parents/guardians. A Committee is established each year and your involvement in it would be much appreciated. Sub committees also exist for special interests including sports, music/drama and art as well as specific event management.

Parent Class Assistants

All Primary class teachers operate classroom activities during the week in which parents/guardians are welcome to become involved. A timetable and volunteer sign-up sheet is usually posted on classroom doors inviting parents to attend such activities as reading/comprehension and arts/crafts, to work with small groups of children or individuals. It is very beneficial to students to be able to work in smaller, closely supervised groups or even individually. This can then allow teachers time to spend with specific groups as required. It also offers parents a wonderful opportunity to experience their child's learning environment first hand, as well as assist the whole class group.

Teachers may also request administration assistance from parents in the organisation of parent/guardian rosters for reading and art/craft groups, supervisors for excursions etc.

This is a very satisfying and mutually beneficial activity for any parents/guardians who are able to attend.



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PAFA Class Representatives

To assist class teachers to coordinate parent help as outlined above, PAFA Class Representatives are appointed each year. The role of the PAFA Class Representative is centred around keeping the lines of communication open between College staff and parents. PAFA Class Representatives attend PAFA meetings thereby ensuring important information is passed between the College and parents of your child's class, and also encourage other parents to become involved in College activities.

In accordance with the Workplace Health and Safety policy, all visitors and class helpers must report to the Primary Office or Main Administration to sign in and receive an ID badge.

Child Protection at Coomera Anglican College

Coomera Anglican College adheres to the child protection policy and procedures set by the Anglican Diocese of Brisbane. The policy and procedures apply to all employees - paid or unpaid, full time, part time, casual and volunteers - associated with the College.

The *Student Protection in Anglican Schools Policy and Procedures 2015* policy document is available on the College web site and on Passmarc.