



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:

- will flourish in mind, heart, soul and strength
- are articulate, independent and self-motivated
- are self-disciplined
- are aware of their character strengths
- 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.”*

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



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Head of Junior Secondary's Message

The Junior Secondary programme at Coomera Anglican College involves students in Years 7 to 9. During this stage of development, students customarily are required to adjust to profound physical, intellectual, emotional and social changes. The Junior Secondary programme aims to cater for these developmental needs and to ensure a smooth transition between the learning experiences of the Primary Years and the academic demands of Senior Schooling.

Junior Secondary students are encouraged to adopt:

- a love of learning
- an understanding and appreciation of themselves and the world around them
- an appreciation of the need to strive to meet their individual goals and potential
- a sense of inquiry

Adolescence is a completely fluid stage of development. Every student arrives at the 'Quadrangle' with a unique set of physical, cognitive, emotional and spiritual wellbeing challenges. Throughout the course of this stage of their growth, we acknowledge and accept that the energy, openness, and enthusiasm (characteristic of young people at this age), is par for the course. Accordingly, we tailor our curriculum and pedagogy to successfully facilitate wholesome engagement, in positive partnership with the home. The Junior Secondary campus provides a unique and wonderful introduction for your adolescent to connect and interact, and become part of a warm Christian community, where individuality is not only accepted, but embraced.

At Coomera Anglican College every student is assigned to a Pastoral Care class, where a teacher monitors his or her academic and personal development, with the support of the Head of Year. The Junior Secondary teaching team, which includes the Pastoral Care teachers, Heads of Year, Subject Specialists, the College Psychologist, the Head of Junior Secondary, and the Continuous Learning Coordinator, meet at regular times during the academic cycle. Our staff work collaboratively to ensure that holistic educational outcomes are met through discussions involving curricular scope and sequence, long-term projects, event planning, and individual student concerns. This ensures all considerations are planned meticulously in an effort to provide the most beneficial education for the adolescent learner.

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 and respect. Our philosophy is based on a commitment to advancing the learning capacity of all students and to achieve outcomes that are meaningful and advantageous to the students and their future in the world. As a result, we are proud of the warm, welcoming and flourishing learning environment that has been created to foster such development. Consequently, we continue to be amazed by the growth witnessed throughout their three year journey.

Yours sincerely

Mr Greg Golder



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Head of Primary's Message

Welcome to Coomera Anglican College!

Choosing the right College for your family is making an investment in their future. The importance of choosing the right education cannot be underestimated.

The Primary Campus at Coomera Anglican is designed to cater for students from Preparatory to Year 6 and we encourage and welcome our families to engage with us and their child's learning. The College has created strong and inclusive partnerships with parents and the wider community and much of our success is due to these embedded connections.

We are all very proud of our wonderful College and the exceptional learning and teaching that takes place here on a daily basis. Our dedicated and professional team work collaboratively together to ensure that our students are at the centre of all that we do, and that every child is a successful learner.

All students learn in an environment that is inclusive, safe and where they feel valued and supported. Our teachers work to personalise the learning of each student so that they can make the most of their learning time at the College in a way that is relevant, meaningful, challenging and engaging – children respond superbly to this kind of education. Education should not be something that 'happens to' children. To be effective, it must be something to which each child is purposefully committed because they see the point of it, and they regularly feel the fulfilment and thrill of learning and of stretching their capabilities. I want all students in the Primary Campus to feel this way every day.

Teaching and Learning on the Primary Campus includes:

- a programme that is child-centred and differentiated
- developing students as independent, self-reflective and responsible global citizens
- recognising the importance of parents, teachers and students sharing common goals
- positive and mutually supportive relationships
- a focus on the whole child

Our Primary teachers are sensitive facilitators in the process of empowering students to value their learning and to take responsibility for it. Students become authors in their own learning journey.

This College Handbook allows you to see that we are committed to an holistic education for our students and that community involvement is an important part of our teaching and learning programme. It will highlight the emphasis we place on the language of our Values culture: imagine, listen and respect (iLR).

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

Yours sincerely

Lisa Kraft
Ms Lisa Kraft



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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 Constitution.

The College Council members are:

The Most Reverend Dr Phillip Aspinall (President)
Mr Stephen Knott (Chairman)
Mr Glenn Powell (ASC Nominee)
Ms Jan Bartlett
Mr Adam Gilbert
Professor Donna Pendergast
Ms Pam Roberts
Rev Canon Gary Smith
Mr Michael Temperton
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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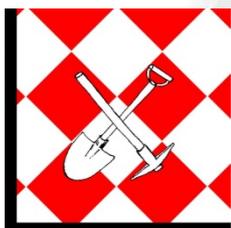
GIBBS held fast to this vision of a place, soaring above it, guarding it, leading others to it and this for years and years and years before any sod was turned, walked on, or even found. Such dreams need substance, and the crossing over from one's breadth of vision to the particular of soil and place.



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

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.



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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.

Coomera Anglican College Purpose:

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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The College Prayer

Almighty God, we thank you for our College
And for all those who work together to create a caring, Christian community.

We thank you for our gifts and talents.
May each of us use them to the utmost of our ability.

Help us, O Lord, to support each other in our pursuit of truth, so that we may develop
humility, tolerance, respect for difference and a cheerful willingness to serve others
in our College and the wider community.

We ask for your blessing upon the administration, staff, students, parents and all who support the work
of the College,
through Jesus Christ our Lord.

Amen.

Daily/Weekly Routines

Daily Routine

As the grounds are not supervised by staff until 8.00am, students should not arrive at the College prior to 8.00am unless they have a scheduled rehearsal/appointment/cocurricular activity or they are in Outside School Hours Care. Students are expected to wait quietly within supervised areas until it is time to go to class. Students who do arrive before 8.00am in the Secondary campus, are required to report directly to the Secondary Library.

Teachers are allocated to supervise designated areas from 8.00am to 8.30am and from 3.10pm to 3.45pm. Primary students arriving between 8.00am and 8.30am are to wait in the Undercover Area only, as this area is supervised by a teacher.

A warning bell sounds at 8.25am to indicate that students should be moving to classrooms and waiting quietly outside for their teacher. Secondary students attend Pastoral Care (roll call) class at 8.30am until 8.45am before moving to their first period.

Recess/Morning Tea

<i>Secondary:</i>	<i>Term 1 and Term 3</i>	
	Monday - Friday:	10.25am - 10.50am
<i>Secondary:</i>	<i>Term 2 and Term 4</i>	
	Monday - Thursday:	10.25am - 10.50am
	Friday:	10.10am - 10.30am
<i>Primary:</i>		
	Monday - Friday:	10.40am - 11.00am



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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 4.15pm 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.

Transport & Arrival/Departure

Car Park and Drop off Zones

The beginning and end of the day can present dangerous situations 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



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everyone observes speed limits, signage and designated pedestrian areas at all times. Parents are not to use the Rod Lane Sports Centre (Entry 5) or the Ivan Gibbs Centre (Entry 2) 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 well, they are to park in the designated area for student vehicles. Students may not transport 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



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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: <https://jp.translink.com.au/plan-your-journey/timetables/train> 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. Coomera Anglican College supports the bus companies' attempts to transport passengers safely. The Queensland Government has a *Code of Conduct* for bus travel and this can be accessed via this link: [Code of Conduct](#).

Subsidy. Parents/guardians may be eligible for a transport subsidy (conveyance {car}, bus or rail). Information regarding this subsidy is available through the Queensland 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."

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 various academic 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.



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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 may apply include:

Sibling discount on Tuition Fees - 5%, 10%, 20% based on 2nd, 3rd and 4th child respectively. Please contact our Accounts Department regarding sibling discounts.

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
- Cheque
- Cash
- EFTPOS

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.



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Where parents receive advice in this regard, in all subsequent Terms, fee 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, please contact the College Enrolments Officers, 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.

Parents/guardians intending to terminate the enrolment of their child/ren are required to give one term's notice in writing (*refer to Enrolment Contract*) and should complete the College [Notice of Withdrawal](#) form.

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
- 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
- Social Media presence and activity.



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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* 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.

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.

Parent Class Assistants

All Primary class teachers operate classroom activities during the week in which parents/guardians/volunteers are welcome to become involved. A timetable and volunteer sign-up sheet is generally posted on classroom doors inviting volunteers to attend such activities as reading/comprehension and arts/crafts, to work with small groups of children or individuals, or to assist with excursions. Volunteers may also register via email.

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/guardians 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.

Please note that all volunteers, including parents, must complete the College Volunteer Induction Programme, which includes Student Protection training.



COOMERA ANGLICAN COLLEGE



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.

Please note, the College does not condone PAFA class representatives collecting money for staff gifts.