2017
PARENT
HANDBOOK
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PRINCIPAL’S MESSAGE

Dear Parents and Friends

Welcome to A.B. Paterson College!

Choosing the school in which to entrust your child’s education is one of the most important decisions that a parent and family ever make. With such rapid changes and demands in our society, now more than ever, schools and families must enter into a genuine partnership to enable young people to grow and develop the character, integrity and purpose to contribute positively to our world in the years ahead.

This essential partnership is greatly appreciated and respected at A.B. Paterson College. We are privileged to share in this opportunity with you and look forward to the learning journey ahead.

The purpose of this booklet is to provide answers to those frequently asked questions, provide information about College routines, College policies and to assist you in making contact with our staff when needed.

Young people have the greatest opportunity to succeed when there is implicit trust between home and the College, and when we are all working together to aid them on their journey. With this in mind, I encourage you to maintain close contact with the College’s staff on all matters to do with your child’s education. Please keep us informed of anything that you feel may affect their learning, so that we are better able to provide a meaningful learning experience for them.

Much of the information you will need about the College can be found on our website or in student diaries. I hope that this booklet will enable you to gain an insight into our College, and provide the necessary links to those other sources of information provided by the College.

Should you ever have any questions or feel uncertain at any time, please do not hesitate to talk to one of our members of staff. Again, I thank you for enabling us to share in this wonderful journey with you. I look forward to you having a long and happy association with our College community.

BRIAN GRIMES
PRINCIPAL
1. ABOUT THE COLLEGE

The College website (www.abpat.qld.edu.au) contains detailed information on the history of the College, our Mission and Values. Please take the time to review our website to gain a more in-depth understanding of our journey.

In brief, the College was established in 1991 as the first co-educational, independent P-12 school at the northern end of the Gold Coast. The founders intended the College to offer educational programmes to support individual students in achieving their personal best across academic, co-curricular and personal growth. Our Australian heritage is encapsulated in our values, in the College’s name, the names of student Houses and buildings, and in the colours of students’ uniforms and facilities.

As an independent school not linked to any faith or religious educational system, decisions about our educational programmes and strategic directions can be made in a timely manner in line with our students and community needs. The College operates in accordance with all required Federal and State legislation.

Our Vision, Mission Statement and Motto all flow directly from the College’s original objectives to create our culture and the educational experiences we offer.

Vision

A.B. Paterson College aims to be a school developing young men and women of character – leaders now and for the future.

The College strives to achieve this through challenging and supporting students in the pursuit of personal excellence and the commitment to ongoing learning; to develop the skills and confidence to succeed in an increasingly complex world; and to be committed to creating positive futures for the good of all through leadership and active participation in their communities.

Mission

‘To challenge the individual to achieve and to act with purpose and integrity.’
College Motto

‘Excellence, Care and Commitment.’

You will notice recurring themes in all that we do: the ‘challenge’ noted in our Vision and Mission statements, indicates the way we encourage students to stretch beyond the boundaries we tend to place on ourselves and to strive for their personal best. This challenge occurs across academic, sporting, cultural and personal development taking into account a student’s individual strengths and needs.

While the College is not part of any religious system or faith, educating the ‘whole’ young person to become an active, caring and committed member of society requires the development of good character. This is approached through the Virtues programme and an understanding of good citizenship in a local and global environment.

Pastoral Care and the ‘House System’

All students are placed in one of our four Houses when entering the College. Families are all in the same House. House involvement in the Junior School is mainly through competition in swimming, cross country and athletics. The Pastoral Care of each child is provided by their class teacher and a specialised ‘You Can Do It’ programme once per week.

In the Senior School, students are placed into one of nine House Tutor groups, each consisting of approximately 22 students from Years 7-12 per House. The students meet in these vertical House Groups each morning and twice per two week cycle for monitoring of general progress. This ensures each student has one teacher focussed on their overall development and progress. Students participate in House sporting and cultural competitions and stay with their family House Tutor group through their time in Senior School. A Head of House oversees their development in consultation with the House Tutor.

In addition, Senior School students meet twice per two week cycle in year level pastoral care groups to undertake activities in personal and social development programmes suited to their stage of maturation.
Parents of Junior School children should contact their child’s class teacher in the first instance for any questions or concerns. In the Senior School, contact in the first instance is through the House Tutor and then the Head of House.

It is hoped that, by first talking to the teacher or House Tutor, matters can be resolved quickly. In the event that a concern cannot be resolved in the manner stipulated, parents are invited to make contact with the Head of Junior School or the Head of Senior School, as appropriate.

College camps occur in Year 6 (Winton trip), Year 8 (Canberra), Year 10 (Outward Bound) and Year 12 (Leadership). These are all part of a student’s personal and social development and are a compulsory component of the curriculum. Exemption may only be granted by the Assistant Principal under extenuating circumstances.

General Academic Requirements

All students are expected to work towards achieving their personal best, according to their individual circumstances and stage of development. This means following classroom expectations including completing all homework, as well as developing sound study habits over time.

Teachers endeavour through their own continuing professional learning to make students’ learning experiences interesting, worthwhile and enjoyable, but not all learning is necessarily fun. It does require students to take on their personal responsibility as learners.

By the conclusion of Year 9, all students are expected to have acquired appropriate and sufficient study habits to enable them to enter into their final three years of senior schooling. Approximately 90% of all A.B. Paterson College students study courses intended to prepare them for university. Our remaining students study courses intended for further vocational education or post-school employment. In each of these pathways, advanced study skills, communication and collaboration as learners are vital to success. Students that do not demonstrate sufficient commitment to their studies and active participation in the classroom at the conclusion of Year 10 may not be permitted to advance to Year 11 studies.
Co-Curricular Requirements

All students must commit to, and actively participate in the College’s sporting programme. This is a requirement, not only for their ongoing physical development but also for the development of many skills and attributes, such as teamwork, commitment, dedication, as well as opportunities for leadership and to gain a broader appreciation of themselves and others. Teams exist in a range of skill levels so that all students have the opportunity to contribute and participate.

Students are also expected to participate in at least one cultural activity, whether in music, drama, debating, public speaking, or another College Society. Such participation is essential for each student’s overall development and in the provision of a suitable breadth of educational experience and opportunity. These activities are considered to be part of the broad educational experience at A.B. Paterson College.

When a student signs up for any co-curricular activity they must attend all practices, games or presentations included in that activity. School events take precedence over external sporting or cultural group arrangements unless a specific exemption has been arranged through the Director of Activities.

Co-curricular activities contribute significantly to a student’s general development and wellbeing through enhancing their sense of belonging, and developing the many skills that translate into academic success.

Please ensure your son or daughter is correctly attired for these activities.

Becoming Involved as Parents

In addition to attending the various parent meetings arranged by the College, there are many other opportunities to be part of your son or daughter’s school life.

Being part of your child’s schooling is a rewarding way to meet other parents and indicate to your children the importance you place on their education. Even if work commitments restrict your involvement, making the time to attend those functions you can is important. Parent involvement is about friendship building as well as provision of indirect or direct financial support to all our students, now and for the future.
Parents who are members of A.B. Paterson College Ltd can nominate for positions on the College Board as these become vacant. There are six elected Directors, two of whom step down by rotation every year. The Board can also co-opt additional members who can provide specific professional skills.

There is often opportunity to assist through financial or in kind donation of materials or labour in ongoing building projects or upgrades of school facilities and resources.

Parents volunteer to assist in the Parents and Friends Association in supporting various College student or parent events, or in acting as welcome parents to help new families feel comfortable in the College community. Others volunteer to work in the Uniform Shop or Canteen.

Many parents assist at either or both Junior and Senior School swimming and athletics or cross country carnivals as time keepers or record keepers etc., and a team of parents create costumes, source props or help with make-up or hair for musicals and drama presentations.

**Junior School:** Parents organise the Prep Ball and can be involved as year level parent co-ordinators at each year level from Prep to Year 6.

Parents assist in the classroom with reading, writing and numeracy after training run by the College. This is an excellent opportunity to understand more about the way your child is learning and helps other children in their progress.

**Senior School:** Parents assist students in career preparation through discussions with students on particular careers or pathways in sessions run by the College’s Careers Counsellor. Others attend the Year 12 Business/Industry dinner to speak with students over dinner giving information on similar lines to prepare them for the workplace.

A committee of parents in Year 12, usually led by the parents of the College Captain, organise particular events to support Seniors in the many special functions they enjoy such as the Formal, Queensland Core Skills Test days and Valedictory week.

We greatly appreciate the wonderful support of our parents in all of these events. If you believe you can ever assist us provide for our students, please let us know.
Being Successful at School

Once it was thought that success in learning was for those lucky enough to be born with a particular skill or talent. Recent research into the brain and how we learn suggests that success does not automatically occur through natural ability. The most important element is effort: persevering, practising and having a variety of learning experiences. All children can improve, change and grow through a good work ethic, and as they see improvement, their interest in the subject also develops. (Dweck, 2008)

The work ethic that we aim to foster at A.B. Paterson College is best characterised as:

- **A commitment to learning**, which can be demonstrated in a number of ways that may include:
  - Setting personal goals for learning and regularly evaluating progress towards achieving these goals – ‘where am I heading and how am I going?’
  - Completing all tasks and participating in learning (including all classroom activities, performances, formal assessments, assignments – including drafts, home learning) to the standard of your personal best – ‘is this my best work?’
  - Seeking teacher feedback actively – ‘how can I improve?’
  - Being persistent in your determination to succeed - ‘never give up; mistakes are signposts on how to improve’
  - Seeking help from teacher and peers when work seems difficult - ‘I can’t do this YET; how can I tackle this?’
  - Attendance at tutorials and active participation during the session – ‘ask teachers when tutorials are on! Set up a study group.’
  - Responding to feedback positively by using the advice provided at the next opportunity. Seeking clarification from the teacher if the student is not clear about how to respond to the feedback. ‘I’m not sure how to change this; why is this better?’
  - Demonstrating determination to deal with obstacles and challenges as they arise, and being willing to spend as much time as it takes to develop understanding. ‘I need to try some more of these.’
  - Completing all home learning* (including specified tasks, reflection upon the learning of that day and preparation for the learning for the next lesson). ‘is this the very best I can do?’
➢ Concentrating on the learning in class to see why the topic/knowledge matters and how it connects to real world situations.

➢ Using class time efficiently and effectively – not working slowly or saving things to be done at home.

*If the home learning specified is too difficult and your child experiences difficulty, they should do as much as possible for the recommended time and then seek additional support from the teacher before the next lesson.

• **A constructive contribution to the learning of the whole class group**, which can be demonstrated in a number of ways that may include:
  ➢ Contributing actively to class discussions by responding to and asking questions in a respectful and thoughtful manner
  ➢ Working effectively in small groups by sharing ideas and supporting others
  ➢ Assisting peers in their learning
  ➢ Working so that every minute with the teacher matters whether in groups or individually: ask questions, get feedback.

• **Organisation**
  ➢ Meeting all deadlines including those for home learning, drafts and final products
  ➢ Submitting complete drafts, not parts of the whole
  ➢ Bringing all equipment to class
  ➢ Being on time to class
  ➢ Planning home learning time so that each subject gets the attention that it requires (rather than concentrating on favourite subjects at the expense of other subjects).

It is possible for students to demonstrate a strong work ethic without achieving ‘straight A’s’ in achievement. How well students achieve is due to a combination of factors, but results are enhanced through striving for their personal best at every opportunity.
CONTACT DETAILS

Names of your son or daughter’s class teacher, House Tutor and Head of House, as well as Middle Management and Senior Staff, can be found in their Student Diary.

A.B. PATERNSON COLLEGE CONTACT DETAILS

Address 10 A.B. Paterson Drive, Arundel 4214
Post Address PO Box 460, Helensvale 4212

Telephone Number
- College Administration: 5594 7947
- Notification of Student Absence: 5561 4137
- Uniform Shop: 5561 4131
- College Swimming Centre: 5561 4167
- Advertising Enquiries: 5561 4157
- General Enquiries: 5594 7947

Email
- College Administration: abpat@abpat.qld.edu.au
- Student Absence: studentabsences@abpat.qld.edu.au

Fax A.B. Paterson College 5594 7650

EARLY CHILDHOOD CENTRE CONTACT DETAILS

Address 1-5 A.B. Paterson Drive, Arundel 4214
Post Address PO Box 460, Helensvale 4212

Telephone Number Early Childhood Centre 5571 5333

Fax Early Childhood Centre 5574 5422

2017 TERM DATES

Term One: Tuesday, 24 January - Thursday, 30 March
Term Two: Wednesday, 19 April – Thursday, 15 June
Term Three: Tuesday, 11 July - Thursday, 14 September
Term Four: Tuesday, 3 October - Thursday, 30 November
2. **DAILY OPERATION**

Information on the following can be found in your son or daughter’s Diary:

- Code of Behaviour
- Child Protection
- Medication at School
- Homework Policy
- Co-Curricular Activities

**Class and Bell Times:**

**Junior School:**
- Prep: 8.45am – 2.45pm
- Year 1-6: 8.30am – 3.10pm

**Morning Tea:**
- Mon, Tues, Wed: 10.50 – 11.20am
- Thurs, Fri: 10.00 – 10.30am (changes because of sport in Junior and Senior Schools)

**Lunch:**
- Mon to Fri: 12.40 – 1.20 pm
- Thurs (sport): 11.50 – 12.30pm

**Senior School:**
- Classes begin 8.30am and conclude 3.20pm

All other times are as for Junior School except that the alteration of lunchtime for sport is on Friday, not Thursday.

**Mobile phones:**

Mobile phones and other electronic devices may be brought to school as some will have educational application. They may be used at break times, but only in classrooms when the teacher requires their use for educational purposes. Use in class time without teacher permission will result in the item being confiscated and locked away until the end of term.

Please remind your son or daughter that privacy laws mean no child can take photographs of others, including friends, and place them on web sites or send to others without permission. Parents would be surprised and concerned at some of the poor choices that students may make in using the photos of others in ways that are negative and even libellous.
3. KEY STAFF

Should you wish to contact a teacher or administration staff member by email, their addresses are below. To make an appointment to see a teacher, please either email them directly or telephone the College on 5594 7947 to leave a message.

SENIOR LEADERSHIP TEAM

Should you wish to contact a member of Senior Staff, please ring College Reception on 5594 7947.

Principal
Brian Grimes KFrancis@abpat.qld.edu.au
Assistant Principal
Marie Perry RNissen@abpat.qld.edu.au
Head of Senior School
Joanne Sheehy JSheehy@abpat.qld.edu.au
Head of Junior School
Karen Roman KRoman@abpat.qld.edu.au
Director of Activities (sporting and cultural)
Ian Taylor ITaylor@abpat.qld.edu.au
Director of Teaching & Learning
Richard Worsey RWorsey@abpat.qld.edu.au
Director of Teaching & Learning Jnr School
Meagan King MKing@abpat.qld.edu.au
Director of Business & Finance
Ian Lambden ILambden@abpat.qld.edu.au
Director of ICT Services
Afzal Shariff AShariff@abpat.qld.edu.au
Director of Positive Education & Leadership
Toni Kirton TKirton@abpat.qld.edu.au

KEY CONTACTS

Deputy Head of Junior School
Belinda Farley BFarley@abpat.qld.edu.au
Head of Academic Operations
Ryan Caldwell RCaldwell@abpat.qld.edu.au
Head of Instructional Ldrship & Dvlpmnt
Samantha Middleton SMiddleton@abpat.qld.edu.au
Head of Outdoor Education
Andrew Sole ASole@abpat.qld.edu.au

Heads of Faculty

Arts
Sharyn Walker-Joyce SWalker-Joyce@abpat.qld.edu.au
English
Linda Carroll LCarroll@abpat.qld.edu.au
HPE
Steven Mikael SMikael@abpat.qld.edu.au
Languages
Cheyne Sandercoe CSandercoe@abpat.qld.edu.au
Mathematics
Tim Grosser TGrosser@abpat.qld.edu.au
Science
Melissa Presland MPresland@abpat.qld.edu.au
Social Sciences
Peta Noyes PNoyes@abpat.qld.edu.au
Technology
Bernelle Sole BSole@abpat.qld.edu.au
Academic Talent Development
Mardi Bolton MBolton@abpat.qld.edu.au

Co-ordinators

Learning Enhancement
Nonita Saint NSaint@abpat.qld.edu.au
Heads of House
Dennis Charlotte Halls-Moore CHalls-Moore@abpat.qld.edu.au
Lawson Ali Ward AWard@abpat.qld.edu.au
Mackellar Justin Andrews JAndrews@abpat.qld.edu.au
Wright Marc Olivier MOlivier@abpat.qld.edu.au

Counselling
Careers & Guidance Counselling Jeanette Maxwell JMaxwell@abpat.qld.edu.au
Educational Psychologist Catherine Cockburn CCockburn@abpat.qld.edu.au

IT Network
Network Manager Richard McIntosh RMcintosh@abpat.qld.edu.au

ADMISSIONS & MARKETING/COMMUNICATIONS
Head of Admissions Karen Milburn KMilburn@abpat.qld.edu.au
Head of Marketing & Communications Merilyn O’Toole MOToole@abpat.qld.edu.au

ADMINISTRATION
Receptionist Amanda Sines ASines@abpat.qld.edu.au
Student Services Sara Benton SBenton@abpat.qld.edu.au
Admin Support to Assistant Principal Raylene Nissen RNissen@abpat.qld.edu.au
EA to the Principal Kathy Francis KFrancis@abpat.qld.edu.au

CLINIC
Registered Nurse Janet Hay JHay@abpat.qld.edu.au

UNIFORM SHOP
Uniform Shop Convenor Sue Kelly SKelly@abpat.qld.edu.au
Opening hours: 7.45 am to 10.00 am Monday to Friday
2.00 pm to 4.00 pm Tuesday and Thursday

CANTEEN
Metro Canteens Convenor to be advised
The Canteen is open for breakfast, morning tea and lunch each school day. Orders may be placed online at www.flexischools.com.au.
4. **A.B. PATERSON COLLEGE HOME / SCHOOL PARTNERSHIP**

Parenting is a difficult and challenging enterprise without the added pressures of sometimes questionable social values and the busyness of daily life. It has never been more important for home and school to work together in partnership to support young people in their growth and development.

Building that effective partnership is helped by developing an understanding of how the College operates and establishing a relationship of trust. Teachers will also want to know you in order to better understand your son or daughter’s needs. Open communication is the key.

What follows are some suggestions to assist.

- Use the opportunities provided by the College early in the year to meet your child’s teacher(s). A social event is held in both the Junior and Senior Schools in February. If you cannot attend, it is worthwhile to establish contact by email or through a face to face meeting. Other information evenings for parents are held during the year to assist you in understanding important issues pertaining to your child’s educational progress and pathway. Your attendance sends your child a clear message of the value that you place on their education.

- Please telephone ahead to arrange a meeting with teachers, rather than just dropping in. This allows the teacher to prepare effectively for the meeting by setting aside time and gathering any necessary information.

- We expect teachers to respond to your initial contact within twenty-four hours so that issues can be resolved quickly. They may use the Student Diary, phone or email to do so.

- It is natural that even in the best of situations, both partners (teachers and parents), as well as the children involved, will make mistakes. Things usually aren’t as bad as they first appear and it is essential to hear both sides of an issue before coming to any conclusions. Please contact your son or daughter’s class teacher (Junior School) or House Tutor (Senior School) to find out further information and resolve concerns.

- Children need to know they have your full support as parents, and they also need to feel that you have confidence in their school and their teacher. Please discuss any concerns with the school directly, without passing negative judgement about teachers or the school in front of your
child. This is also great role modelling for children when dealing with their own issues with others not to jump to conclusions before finding out the facts.

- Please talk directly to teachers about any concerns before talking with other parents. Everyone’s situation is different, and car park gossip is never reliable or helpful. It is a simple courtesy that should be afforded to all in our community.

- If your child is having a conflict with another child in school, encourage your son or daughter to speak to the other child first to try to settle the situation. If there is no satisfactory resolution, they should then approach their teacher in Junior School, or the House Tutor or Head of House in Senior School.

- In the event that you become concerned with another child’s behaviour at the College, please do not approach the child concerned or call their parent to discuss the matter. This is the role of our teachers. Please inform our staff and allow them to investigate and resolve the matter.

- Not all disagreements between students are bullying. Some give and take of opinions, changing friendships, and various disputes can be part of normal social interaction and are opportunities for the child to learn how to settle disputes constructively and develop much needed resilience.

- The College has a policy against bullying, whether verbal or physical, face to face or via technology, and takes such issues seriously (please see the policy on p. 19 of this booklet). If you suspect bullying is occurring, then please contact your son or daughter’s teacher or House Tutor/Head of House to have this investigated and dealt with as soon as possible.

Some children and teenagers believe reporting this behaviour will only make things worse and urge you not to become involved. You will know your own child best, whether he or she is confident enough to take on the matter personally – which is usually the best initial step – but ignoring bullying does not work.

After the bullying incident has been dealt with, there have been occasions when a student who has bullied will test the boundaries by seeing whether the College will respond to any re-occurrence of that behaviour. It is essential to report this – not merely to assume nothing
can be done. The College will treat this as an even more serious issue with escalated consequences which in our experience, resolves the matter.

- It is vital that you tell teachers about important changes or major events at home, e.g. a very ill relative, a potential family break up, or even the loss of a family pet etc., so teachers can respond appropriately to support your child.

- Please ensure that your child is properly dressed when leaving for school. We expect all parents to support the College’s stance and expectations on standards of dress, hair and jewellery. These matters are a joint responsibility not merely a school issue. Whenever the College uniform is worn, it must be worn in its entirety and properly, i.e. no bare feet, shirt out or tie down. It must be remembered that students represent the College and its community whenever they wear the uniform in public.

All students are expected to enhance the public image of the College at all times. The vast majority of parents rate such standards as one of the reasons why they enrolled their child at A.B. Paterson College. It is essential that all members of the community support and promote these high standards for the duration of their child’s enrolment.

- When your child comes home excited by learning or about something that happened in school, don’t hesitate to send your teacher a note or email – this feedback is greatly appreciated.

- Please take the time to read the newsletters, student diary and other notes, and respond where it is appropriate. Communication between home and school is a vital part of the partnership.

- And finally, please be an active part of the College community, and of your child’s life as a student. Children do better at school when their parents are part of the community, attend parent information evenings, P&F meetings and events, sporting carnivals and cultural events, or assist at uniform shop or canteen if you can. You will feel a real sense of belonging and meet many other parents who also care about the College community and about education.

We hope you will enjoy being a member of our community as much as your child does.
5. TEACHING AND LEARNING

We have quite deliberately adopted a framework for teaching and learning that is different from that in many other schools, and usually quite different from the style you (and our teachers) experienced in school.

*Teaching for Understanding* is based on quality research at Project Zero, Harvard Graduate School of Education, and had been proven in classrooms there before we began adopting it in 1998. Since then, research has been ongoing and we remain in close contact with the leading researchers of this pedagogy.

Our students have benefited greatly from being challenged to think more deeply about what they learn, to apply knowledge to new situations, and to ask meaningful questions. Students’ results are very high when compared to those of other schools, even though we do not select students either directly or indirectly.

When your child presents you with a different way of doing mathematics or another subject, do not be concerned. Each student is engaged in a learning journey here from Prep to Year 12 and the development of subjects is planned across those thirteen years. The stages at which particular subject matter is dealt with vary according to the child and the complexity of work.

Please be aware that mathematics tutors trained in traditional methods of rote and staged learning, where each algorithm or concept is treated as a separate step, may find our processes different and quite challenging. Our high outcomes at Year 12, however, speak for the success of our approach, as does the feedback from parents and visiting teachers surprised at the much deeper understanding of mathematics our students can demonstrate.

We offer parent information evenings to explain *Teaching for Understanding* so that you have the opportunity to discuss any queries and concerns. If you would like to know more about *Teaching for Understanding*, please contact our Director of Teaching & Learning, Mr Richard Worsey on rwo@abpat.qld.edu.au.
6. COLLEGE POLICY STATEMENTS

The College has developed a number of policies to comply with Federal and State Legislation, and also to promote the effective operation of the College. The following policies are available on our website: Child Protection and Privacy. Excerpts from the Bullying Policy and Student Use of Alcohol and Drug Policy are below for your convenience.

- Bullying
- Child Protection
- Privacy
- Discrimination and Harassment
- Sun Protection
- Student Technology Use
- Student Drug and Alcohol Use

Please contact the College on (07) 5594 7947
Email: abpat@abpat.qld.edu.au
Web: www.abpat.qld.edu.au

BULLYING POLICY – Excerpt

The College is committed to implementing procedures that enable students, all staff and parents to attend, work or visit the school in a climate where they are free of harassment, whether sexual, physical, emotional or verbal.

All staff are required to maintain a preventative, pro-active, and where required a prompt reactive approach in dealing with bullying or suspected bullying of students, staff or visitors.

A major part of preventative and pro-active procedure is for all staff, particularly class teachers and learning assistants, to model appropriate behaviours which show respect to the individual, avoid the use of labelling, name calling, sarcasm and the use of power to achieve their ends. This applies to dealing with students, staff or visitors.
Definitions

“Bullying is repeated oppression, psychological or physical, of a less powerful person by a more powerful person and occurs when someone, or a group of people, upset or create a risk to another person’s health and safety, or their property, reputation or social acceptance.”

Bullying involves a desire to hurt + hurtful action + a power imbalance + (typically) repetition + an unjust use of power + sense of satisfaction by the aggressor and a sense of being oppressed on the part of the victim.

There are three broad categories of bullying:

- **Direct physical bullying** – e.g. hitting, tripping and pushing or damaging property.
- **Direct verbal bullying** – e.g. name calling, insults, homophobic or racist remarks, verbal abuse.
- **Indirect bullying** – This form of bullying is harder to recognize and often carried out behind the bullied student’s back. It is designed to harm someone’s social reputation and/or cause humiliation. Indirect bullying includes:
  - lying and spreading rumours
  - playing nasty jokes to embarrass and humiliate
  - provoking a food-allergic reaction
  - mimicking
  - encouraging others to socially exclude someone
  - damaging someone’s social reputation and social acceptance
  - cyber-bullying, which involves the use of email, text messages or chat rooms to humiliate and distress.

Cyber-bullying or e-bullying involves the use of information and communication technologies such as email, (mobile) phone and text messages, instant messaging (SMS), chat rooms, social networking sites, and video internet sites, e.g. YouTube. It can be particularly harmful because it can happen anywhere and at any time. Thus young people who are the victims of cyber-bullying have no place where they feel safe. If the bullying is of a serious and threatening nature then obviously it becomes a legal issue and students and parents should seek advice by reporting the matter to the police.

If bullying amounts to harm as referred to in the school’s Child Protection Policy then the matter must be dealt with under the Child Protection Policy.
What bullying is not

Bullying is different from ordinary teasing, rough-and-tumble or school yard fights. What makes it different is that the incidents are ongoing, and there is usually an imbalance of size, strength or power between the students involved. In formulating an effective approach to dealing with bullying it is helpful to note what bullying is not.

Bullying is not:

- **Mutual conflict** where there is an argument or disagreement between students but not an imbalance of power. Both parties are upset and usually both want a resolution to the problem. However, unresolved mutual conflict sometimes develops into a bullying situation with one person becoming targeted repeatedly for ‘retaliation’ in a one-sided way.

- **Social rejection or dislike** – It is not feasible to think that every student must like every other student. Refusing to play with a particular child or, for example, not inviting them to a birthday party is not bullying, provided social rejection is not directed towards someone specific and involves deliberate and repeated attempts to cause distress, exclude or create dislike by others.

- **Single-episode acts of nastiness or meanness, or random acts of aggression or intimidation.** A single episode of nastiness, physical aggression, verbal abuse or an occasional push or shove is not bullying, neither is nastiness or physical aggression directed towards many different students. The difference is that bullying is, by definition, an action that happens on **more than one occasion**.

However, since schools have a duty of care to provide a student with a safe and supportive school environment, single episodes of nastiness or physical aggression must not be ignored or condoned.

Dealing with bullying issues

All staff should firstly ensure that they are aware of the College Policy on discipline which sees inappropriate behaviour as a learning opportunity to develop more appropriate and effective behaviours, rather than as an occasion for retribution or punishment. Logical consequences of a student’s actions should be implemented. The student should be involved in discussing these consequences and deciding on suitable reparation so he/she learns to take responsibility for his or her actions.
The College expects that parents will be involved in dealing with bullying. *Bullying can only continue when it is allowed to be a secretive activity.* The parents of both the victim and the perpetrator must be made aware that bullying is going on and should be involved in the education and intervention strategies employed to end the bullying.

**POLICY ON STUDENT USE OR POSESSION OF DRUGS AND ALCOHOL – Excerpt**

**Policy Statement**

The use, possession, or supply of legal and/or illicit drugs by students of the College, whether this occurs on school property, at College related functions, or in their own time, is unacceptable. The welfare of all students, both those involved in the use or supply of drugs and those with whom they must mix, must be protected, along with the reputation and standards of the College.

**Definition of Drugs**

The definition of drugs can be taken as "all mind or mood altering substances", in which caffeine could be included. For the purpose of this Policy, drugs include: alcohol, tobacco and illegal drugs from marijuana to the "harder drugs" such as heroin, cocaine, ecstasy, amphetamines, the L.S.D. style of hallucinogens and others.

It is recognised that for some students the use of alcohol and tobacco is legally permissible because of their age. However, the College Policy applies to all our students no matter what age whenever they are in school uniform, on campus, or at a College related function (which can include occasions where free dress is worn).

In the past, some members of the community adopted a more accepting approach towards the use of marijuana than of ‘harder’ drugs. Today we know more about marijuana and its effects on the body, and understand it can be very harmful in the longer term. Use of tobacco and alcohol are, of course, illegal for underage students. At any age, abuse of alcohol and use of tobacco are both potentially dangerous. Social pressures on young people to abuse alcohol are very high while at the same time, the consequences of such behaviour on a developing young person’s brain and body can be very harmful.
Preventative and Proactive Strategies

(i) The Personal Development programme contains units on Drug and Alcohol Education, peer pressure, self esteem and conflict resolution, all of which can contribute to minimising drug use.

(ii) The College policy on drug use/possession by students is frequently reiterated at whole school, year level and sector assemblies, as well as in College Newsletters and at parent information sessions. The basic premise is included in the College "Code of Behaviour" which is in the Prospectus and Students' Diary.

(iii) The College aims to develop a climate in which students can achieve their individual best, enhance self esteem, gain a sense of belonging and develop skills and talents in co-curricular activities to assist in reaching a "natural high".

(iv) The College offers effective parenting sessions and support for families and students in crisis.

(v) Teachers should develop a positive classroom climate where put downs and other verbal taunts or negative body language have no place.

(vi) A trusting teacher-student relationship can offer "at risk" students a confidante with whom to bring concerns out into the open so that appropriate assistance can be given.

(vii) Students are encouraged not to accept the presence of any type of drug on campus or at a school-related function and to minimise exposure to drugs in their private lives. Positive peer pressure can be very effective in limiting drug use.

Consequences of Drug Use

(i) The use or possession of "harder" drugs, whether on or off campus, will result in expulsion from the school and notification to police. Families will be given assistance to find counselling and support programmes.

(ii) Students who purchase, sell or use marijuana on the College campus or at College related functions will usually be removed from the school
and the police notified. Re-enrolment at a later date may be possible under certain conditions after discussion with the Principal.

(iii) Students involved in marijuana use, sale or possession outside the school may be suspended or removed from the school, depending on the circumstances, as determined by the Principal. Police may be informed.

(iv) Students using or possessing either cigarettes or alcohol at school or at a school related function will be suspended. Counselling and further education may be required. If students re-offend, they may be asked to leave the school.

(v) When the school becomes aware of students' use of cigarettes or alcohol outside the school, parents will be advised.

(vi) Should the tone of the school be damaged by students discussing heavy use of any type of drug (including alcohol) outside the school, they will be expected to cease this behaviour after discussion with parents. Should it continue, they may be suspended or asked to leave the school in extreme cases. Their negative influence on other students is not to be tolerated.

Notification to school authorities of suspected or proven drug use

It is College Policy that the Principal must always be notified about suspected or proven drug use or possession by students on the College campus, or at school related functions. This may be done through the appropriate Senior Staff member. On no account, is any teacher or student permitted to keep this knowledge secret even if this does result in serious consequences for the offender.

Where teachers become aware of students' drug use or suspected drug use such as tobacco or alcohol at parties or other circumstances not directly connected with the school, then the Head of House or Head of Schools should be notified so that parents can be advised.

The College has a responsibility to parents for the welfare and protection of students. It would be negligent of the College to ignore such behaviour.
7.  **CO-CURRICULAR ACTIVITIES**

**Years 4-6 SPORT**
*Winter Sport* training commences Wednesday, 22 February 3.30pm – 4.30pm.  
A.P.S. competition commences Thursday, 20 April 1pm – 3pm.  
*Summer Sport* training commences Thursday, 17 August 3.30pm – 4.30pm.  
A.P.S. competition commences Thursday, 5 October.  
**Note:** Sport training days are Wednesdays and APS days are Thursdays.

**Years 7-12 SPORT**
*Winter Sport* training commences Friday, 17 February 3.30pm – 5.00pm.  
A.P.S. competition commences Friday, 24 March 1pm – 3.15pm.  
*Summer Sport* training commences Friday, 28 July 3.30pm – 5.00pm.  
A.P.S. competition commences Friday, 25 August.  
**Note:** Sport training days are Mondays and APS days are Fridays.

**APS WINTER SPORTS (Years 4-12)**
- Netball  
- Rugby  
- Soccer (boys and girls)  
- Volleyball (boys and girls)  
- Hockey (boys and girls)  
- Tennis  
Other sports: Squash and Social Tennis

**APS SUMMER SPORTS (Years 4-12)**
- Basketball (boys and girls)  
- Cricket (boys and girls)  
- Softball (girls)  
- Touch Football (boys and girls)  
- Tennis (boys and girls – Year 7-12 only)  
Other sports: Golf, Squash, Social Tennis, Rowing and AFL
RUNNING CLUB

A.B. Paterson College’s Running Club commences on Thursday, 28 January at 7.00am at the rugby pavilion. This group will be running every weekday morning during Term 1. Students will be advised of the programme for the rest of the year. The Co-ordinator is Ian Taylor who can be contacted at itr@abpat.qld.edu.au

Parents are also welcome to attend.

CHOIR AUDITIONS

Choir auditions will be held in the first two weeks of Term 1, 2017.

OTHER PROGRAMMES

<table>
<thead>
<tr>
<th>PROGRAMME</th>
<th>TEACHER NAME</th>
<th>LESSON TIMES</th>
<th>CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art – Room F3</td>
<td>Peter Burdett</td>
<td>Tuesday 3.30pm-4.30pm</td>
<td>0402 328 987</td>
</tr>
<tr>
<td>Chess – Parkes P2 &amp; P3</td>
<td>Susanne Ginnane</td>
<td>Monday 3.30pm-4.30pm</td>
<td>5522 7221</td>
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<tr>
<td></td>
<td>(Year 3 Beginner)</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>(Year 4+ - Intermediate)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taekwondo – D4</td>
<td>Allan Harlick, Edge Taekwondo</td>
<td>Tuesday, Wednesday &amp; Thursday 3.30pm-4.30pm</td>
<td>0421 566 447</td>
</tr>
<tr>
<td>Tennis</td>
<td>Glen Bowe, Breakpoint Tennis</td>
<td>Lesson times on application</td>
<td>0425 809 337</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROGRAMME</th>
<th>TEACHER/CO-ORDINATOR’S NAME</th>
<th>CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debating</td>
<td>Catherine Cockburn</td>
<td>55 947 947</td>
</tr>
<tr>
<td>Duke of Edinburgh</td>
<td>Andrew Sole</td>
<td>55 614 169</td>
</tr>
<tr>
<td>Equestrian</td>
<td>Travis Templar</td>
<td>55 947 947</td>
</tr>
<tr>
<td>Musical</td>
<td>Sharyn Walker-Joyce</td>
<td>55 614 172</td>
</tr>
<tr>
<td>Public Speaking</td>
<td>Ian Taylor</td>
<td>55 614 118 / 0407 025 100</td>
</tr>
</tbody>
</table>

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## OTHER PROGRAMMES (CONT’D)

<table>
<thead>
<tr>
<th>PROGRAMME</th>
<th>TEACHER/CO-ORDINATOR’S NAME</th>
<th>LESSON TIMES</th>
<th>CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auskick – Introduction to Australian Rules Football (AFL)</td>
<td>Ian Taylor</td>
<td>To be confirm</td>
<td>0407 025 100</td>
</tr>
<tr>
<td>MyAthletix – Introduction to Athletics</td>
<td>Helen Thompson-Coleman</td>
<td>Thursday afternoons in DMPC</td>
<td>0434 061 634 <a href="mailto:info@myathletix.com.au">info@myathletix.com.au</a> <a href="http://www.myathletix.com.au">www.myathletix.com.au</a></td>
</tr>
<tr>
<td>TFA Football for Years Prep – Year 4</td>
<td>Total Football Academy (TFA) – Enrol at <a href="http://www.totalfootballacademy.com.au">www.totalfootballacademy.com.au</a></td>
<td>Tuesday afternoons 3.15pm – 4.15pm Starts 7 February 2017</td>
<td>Andy Robinson 0413 888 643 <a href="mailto:andy@totalfootballacademy.com.au">andy@totalfootballacademy.com.au</a></td>
</tr>
<tr>
<td>TFA Football Academy for Years 1 – 6, 8 week programme</td>
<td>Please see TFA website to enrol and details <a href="http://www.totalfootballacademy.com.au">www.totalfootballacademy.com.au</a></td>
<td>Andy Robinson 0413 888 643 <a href="mailto:andy@totalfootballacademy.com.au">andy@totalfootballacademy.com.au</a></td>
<td></td>
</tr>
<tr>
<td>Arakan Martial Art</td>
<td>Nick May and Instructors</td>
<td>To be confirmed</td>
<td>5580 8345</td>
</tr>
<tr>
<td>Aussie Hoops programme Years 3, 4 &amp; 5</td>
<td>Bryan Allen, General Manager, Seahawks Basketball Association</td>
<td>Thursday afternoons in DMPC - details to be confirmed</td>
<td>0429 386 644</td>
</tr>
<tr>
<td>Rookies2Reds</td>
<td>Qld Rugby Union</td>
<td></td>
<td>Ryan Roberts - Qld Reds 1300 753 733</td>
</tr>
<tr>
<td>Swimming</td>
<td>Peter Gee</td>
<td>Monday to Friday 6.30am-8.00am and 3.30pm-5.00pm</td>
<td>5561 4167 / 0409 590 575</td>
</tr>
<tr>
<td>A.B. Paterson College Netball Club</td>
<td>Secretary – <a href="mailto:netballclub@abpat.qld.edu.au">netballclub@abpat.qld.edu.au</a></td>
<td>Training for Under 7–10 is on Tuesdays 3:30pm – 4:30pm Training for Under 11–15 is on Tuesdays 3:30pm – 5:00pm</td>
<td>Games are played at Runaway Bay on Saturday mornings in the North Gold Coast Netball Association</td>
</tr>
<tr>
<td>Running Club</td>
<td>Ian Taylor</td>
<td>Tuesday to Friday 7am – 8am in Term 1</td>
<td><a href="mailto:itr@abpat.qld.edu.au">itr@abpat.qld.edu.au</a> 0407025100</td>
</tr>
</tbody>
</table>
8. **A.B. PATERSON COLLEGE SWIMMING CLUB**

A.B. Paterson Swimming Club is run independently to the school swimming programme.

It is a registered club within Queensland Swimming. Students can join as non competitive members, making them eligible for club nights or as competitive members, enabling them to compete at any Queensland Swimming Meet.

Membership to A.B. Paterson Swimming Club is only available to students within the College. Currently our swimmers range in age from 8-16.

Becoming a member of A.B. Paterson Swimming Club will give children the opportunity to practise the skills needed for competitive swimming.

Club nights are held fortnightly from July through to May. During club nights, times are recorded, with points allocated for participation, equaling personal best times and improvement on times. At the end of the swimming season awards are given for:

- Highest point score
- Most improved swimmer in each stroke
- Coaches encouragement awards
- Outstanding performance

The main role of the A.B. Paterson Swimming Club is to create a friendly introduction to competitive swimming with a focus on personal improvement.

Our club has members of all swimming abilities, from recreational swimmers through to swimmers competing successfully at State level.

Members of our club have been chosen to represent Queensland and the Gold Coast Region.

**Further information or enquiries contact:**

Peter Gee (Head Coach/Pool Manager) 5561 4167 or 0409 590 575  
 pge@abpat.qld.edu.au

Cathy Tauranac (Assistant Coach) ctc@abpat.qld.edu.au
9. **EARLY CHILDHOOD CENTRE OUTSIDE SCHOOL HOURS CARE**

At A.B. Paterson College we provide care for students before and after school and during vacation periods on the College premises.

Paid care is provided through the A.B. Paterson Early Childhood Centre for children from Prep through to Year 6.

**Hours of Operation:**

<table>
<thead>
<tr>
<th>Service</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before School Care</td>
<td>7.00am – 8.30am</td>
</tr>
<tr>
<td>After School Care</td>
<td>3.00pm – 4.30pm</td>
</tr>
<tr>
<td></td>
<td>4.30pm – 6.00pm</td>
</tr>
<tr>
<td></td>
<td>3.00pm – 6.00pm</td>
</tr>
<tr>
<td>Vacation Care</td>
<td>7.00am – 6.00pm</td>
</tr>
</tbody>
</table>

For enquiries about Outside School Hours Care please call 5571 5333.
10. PARENT LOUNGE

The on-line portal is called “Parent Lounge” and is offered as a feature of the College’s administration software to support parent access. We are aware that working on-line can be an unnerving process in some situations, especially where concerns for privacy and security are unclear. Please be assured that appropriate encryption and security procedures are applied to this site and that only people with the username and password can access your information on the site.

It is vital that you log onto the system and click on the “Forgotten Password?” link. This will prompt you for your parent code and email address. If these two credentials match those in our database, a random password will be emailed to you.

To access the Parent Lounge please go to http://www.abpat.qld.edu.au/page/parent-portal

To avoid any misunderstandings, parents of split families are to ring the College to confirm their details, so we can ensure access is restricted to the correct information.

For enquiries about Parent Lounge you can contact IT Staff on 5561 4135 on Monday-Friday between 8.30am and 4.00pm.
11. COLLEGE MAP