



QLD Parent Handbook

Version 7

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INTRODUCTION

Dear Parent/Guardian,

First of all, thank you for choosing Alta-1 College QLD as the place for your young person's senior secondary education. We trust that you will find that the College is a safe and supportive environment in which your young person learns to flourish.

At Alta-1 we believe that the best education is one in which parents, students, and school work together on shared objectives with shared values underpinning the manner in which that happens. At Alta-1 three of our core values are relationship, transformation, and flourishing. In everything we do we desire to uphold these. We hope that you are also able to align with these values as you work with our team.

The booklet you are reading is a small way for us to help provide you, as a parent or guardian, with the information that you need to make your time with Alta-1 as fruitful as possible. The contents of the booklet are outlined on the previous page and covers day to day matters as well as policies and procedures outlining what to do if something goes wrong.

We encourage regular contact with the College staff during your time with Alta-1. Often the best way to get the support that you need is to talk with your young person's teacher directly. Alternatively, you can contact the College Administration Team.

We are here to help so please reach out with any questions you might have.

Yours sincerely,



Matthew Vandeppeer

Principal

PART A: INFORMATION FOR PARENTS / GUARDIANS

SCHOOL & OFFICE HOURS

School hours are, during school terms, from:

Monday	Tuesday	Wednesday	Thursday	Friday
9am - 2:45pm	9am - 2:45pm	9am - 12:45pm*	9am - 2:45pm	9am - 2:45pm

* Early close for staff meetings

Central Administration Office

Suite 12, 42-44 King Street, Caboolture, QLD 4510	
PO Box 388, Caboolture, QLD 4510	
T 07 5301 8008	E admin@alta-1.qld.edu.au
Matthew Vandeppeer - Principal	
Kay Oswin - Assistant Principal	
Karen Clarke - Administration Officer (Admin Office hours are 8am-4pm Mon-Fri)	

Parish Road Campus - 94 Parish Road, Caboolture, QLD 4510

Senior Program
Program Leader - Kate Gold
QCE Teacher - Megan Bellamy
Orientation Program Co-ordinator - Rebecca Francis
Connect-Ed Program
Program Leader - Michelle Ferguson

King Street Campus - Suite 14, 42-44 King Street, Caboolture, QLD 4510

QCIA Program
Program Leader - Amy Baxter

TERM DATES

2024 Key Dates (QLD) - Parents & Students

Version 3

Alta-1 College QLD 2024 Key Dates



Listed are key dates for Parent and Students.
Some dates/events may be subject to change.

2024 - Term 1 (22 Jan - 28 Mar)	Day	Date	Week
Admin Office Re-opens	Monday	8 January	-2
Sem 1 Student Commencement Meetings - Pupil Free Days	Wed - Fri	17-19 January	-1
Students Commence - Return to School for Term 1	Monday	22 January	1
Public Holiday - Australia Day	Friday	26 January	1
Students finish	Thursday	28 March	10
Semester 1 Student Led Interviews / Pupil Free Day - TBC	Thursday	28 March	10
Public Holidays - Easter	Fri-Mon	29 Mar-1 Apr	

2024 - Term 2 (15 Apr - 21 June)	Day	Date	Week
Students Commence - Return to School for Term 2	Tuesday	16 April	1
Public Holiday - Anzac Day	Thursday	25 April	2
Public Holiday - Labour Day	Monday	6 May	4
Students finish	Friday	21 June	10

2024 - Term 3 (8 July - 13 Sept)	Day	Date	Week
Sem 2 Student Commencement Meetings - Pupil Free Days	Mon-Tues	8-9 July	1
Students Commence - Return to School for Term 3	Wednesday	10 July	1
Camp - Parish Road Senior Campus	Wed - Fri	24-26 July	3
Public Holiday - EKKA Show Day (Moreton Bay Region)	Monday	12 August	6
Staff Professional Development Days / Pupil Free Days	Thurs-Fri	29-30 August	8
Students finish	Thursday	12 September	10
Semester 2 Student Led Interviews / Pupil Free Day	Friday	13 September	10

2024 - Term 4 (30 Sept - 28 Nov)	Day	Date	Week
Students Commence - Return to School for Term 4	Monday	30 September	1
Public Holiday - King's Birthday	Monday	7 October	2
ConnectEd Awards Night	Monday	18 November	8
QCIA & Senior Class Awards Night	Thursday	21 November	8
Students finish	Thursday	21 November	8
Admin Office Closes	Friday	13 December	11

ATTENDANCE

For most young people, attendance at school is a legal requirement. Likewise, schools are obliged to keep accurate records of student attendance and absences.

Consequently, if a student is going to be absent on any occasion the school needs to be advised by telephone, text message or email by 9:30am on the day. Contact can be made either with the relevant campus or central administration. Alternatively, a note from parent/guardian explaining the absence can be presented to the teacher on the day that attendance is resumed.

ABOUT ALTA-1 COLLEGE

Alta-1 College is a child-safe school committed to safeguarding and promoting the safety, welfare, and wellbeing of children and young people and expects all staff and volunteers to share this commitment.

At Alta-1 we recognise that adverse childhood experiences can impact a student's sense of self-worth, motivation, and capacity for learning, making engagement in a mainstream school setting difficult. At Alta-1 College, we help students overcome life challenges, unlock their potential, and achieve their goals. Through a highly relational, trauma-informed approach we address barriers to learning. Through fostering trust, respect, and empathy, our students feel a strong sense of belonging which is vital to a student's ability to engage in their education. Our staff collaboratively support each student's unique strengths and aspirations, guiding them towards their future pathway and recovery. By providing opportunities for personal growth, skill development, and diverse experience, we empower students to envision and achieve a positive trajectory in life.

The College is a multi-sited Special Assistance School. As a Christian organisation, Alta-1 partners with church and community organisations. By addressing their socio-emotional and spiritual needs in a supportive community setting, participants receive educational services and workplace learning options that can assist them achieve high school graduation as well as receive training from a vast number of sources, opening opportunities for employment and further education.

The Alta-1 College educational program has a *recovery* as distinct from a *remedial* emphasis. It is designed to lead participants through a socio-emotional developmental process involving the following stages:

1. **Belonging.** The student is integrated into a caring community that allows them to become connected.
2. **Healing.** The units of study facilitate a process whereby the student needs to face the issues that are impeding their personal development.
3. **Restoration.** The student has the opportunity to re-build their life and become a better person.
4. **Identity Formation.** The student develops a new understanding of their self-worth and relationship to family, church, and the wider community.
5. **Purpose-Driven.** The adoption of a beliefs and values system and the development of identity provide reasons and motivation to engage in life.

While students are never forced to adopt a particular belief and value system, the Alta-1 program is delivered from a predominantly Christian viewpoint.

Alta-1 staff members are committed Christians, living lives consistent with their faith, having a passion for and commitment to seeing young lives transformed through the vehicle of education, and an unconditional positive regard.

Alta-1 College is a member school of Christian Schools Australia (CSA), Associated Christian Schools (ACS) and Independent Schools Queensland (ISQ).

ALTA-1 PRINCIPLES OF TEACHING AND LEARNING

- Alta-1 implements a recovery based social/emotional model of teaching in which students are challenged and supported. Staff follow trauma informed practices in their teaching and support for student learning. Student engagement in learning is of primary concern, therefore school routines, curriculum offered, and adjustments made are in light of this.
- Alta-1 promotes a safe environment that ensures that relationships are built, successes are celebrated, and boundaries are clear. We acknowledge that many of our students have experienced trauma, and we are committed to providing trauma informed practices across the college.
- Alta-1 encourages a relational teaching style, whereby teachers are not just actively involved with the academic progress of students but also with their social/emotional wellbeing.
- Alta-1 promotes a supportive environment that values student centred, strengths-based teaching and diversity. The needs, backgrounds, perspectives, and interests of students are reflected in the learning program. We believe that this approach to teaching eliminates frustration for both the teacher and the student and in turn fosters a culture of achievement and success.
- Alta-1 requires teachers to model through their deportment in the classroom the Alta-1 values, positive attitudes, and ethical behaviours which we challenge our students to embrace.

CURRICULUM

Alta-1 is a school specializing in recovery education. The Alta-1 program is designed to be effective when individual students desire personal change and choose to positively engage with the activities. Alta-1 College focuses on recovery education not to be mistaken with educational remediation.

For students who fit within these parameters, the Alta-1 senior school curriculum is structured to meet three broad goals:

1. To enable students to achieve access to mainstream education through to school graduation, with entry to TAFE or other tertiary institutions, so that they can live productive lives as contributors to Australian society.
2. To assist students to address personal issues that hinder emotional, social, behavioural and educational development.
3. To provide the opportunity for students to evaluate various belief and value systems, making decisions that give them purpose and direction for their lives.

Whilst the curriculum is delivered in an alternative way, there are still two distinct stages comprised of Years 11 and 12.

Stage 1: Year 11

There is no specific time limit on completion of this phase of the course, but there is an expectation that it would be completed inside two years. The course includes:

- Queensland Curriculum and Assessment Authority (QCAA) Short Courses
 - Short Course in Literacy
 - Short Course in Numeracy
- QCAA Applied Subjects
 - Essential English
 - Essential Mathematics
 - Religion and Ethics
- QCAA Recognised Studies
 - Personal Recovery and Community Building Course
 - Duke of Edinburgh International Award
- VET Courses
 - Cert II FSK 20119 - Skills for Work and Vocational Pathways
 - TAFE @ Schools options
- Workplace Learning

Stage 2: Year 12

When participants are ready and capable, they are able to complete (ideally in one calendar year), leading to further training or a bridging course to a number of universities. They are placed on a program that is comprised of:

- QCAA Applied Subjects
 - Essential English
 - Essential Mathematics
 - Religion and Ethics

Extra-Curricular

Integrated into the formal curriculum, the extra-curricular program is designed to take students out of their comfort zones, expose them to new and exacting physical and emotional challenges that can only be overcome through teamwork, relationship building and intense emotional connection. This may involve overnight camps or service trips.

WHERE CAN STUDY AT ALTA-1 COLLEGE LEAD TO?

If you...	Then you can...
Exit Alta-1 with some Year 11 courses	Apply for some TAFE certificate III level courses Apply for some apprenticeships or traineeships
Exit Alta-1 with complete Year 11	Apply for TAFE competitive entry certificate III level courses, or Apply for a range of apprenticeships or traineeships
Graduate Alta-1 with complete Year 12 Vocational Pathway	Apply for TAFE certificate III level courses, or Leave school to seek employment (subject to school leaving age)
Graduate Alta-1 with a Vocational Pathway	Apply for TAFE competitive entry courses Apply for a greater range of apprenticeships or traineeships Leave school to seek employment (subject to school leaving age)
Graduate Alta-1 with complete QCE	Apply for TAFE certificate IV and diploma courses Apply for university entry preparation courses Apply for the greatest range of apprenticeships or traineeships Leave school to seek employment (subject to school leaving age)

The above is general advice only and should not be taken to constitute any form of guarantee.

Alta-1 College does not provide an ATAR level pathway for direct entry to university.

RIGHTS AND RESPONSIBILITIES

Parents/carers/guardians have a right to:

- expect that their children can interact and learn in a safe, positive, supportive, and secure environment,
- be informed of matters regarding their children,
- be involved in developing strategies for student behaviour.

Parents/carers/guardians have a responsibility to:

- encourage children to observe school rules,
- work co-operatively with the College to solve problems,
- provide support for teachers in implementing the Student Code of Conduct,
- communicate relevant information and concerns to the College,
- abide by the College policies detailed in the QLD Parent Handbook available on the college website.
- Ensure, as far as possible, that their child does not use, possess, sell or distribute alcohol, tobacco or illicit drugs or related implements at the school or at school-related events.

PART B: COLLEGE POLICIES

ADMINISTRATION OF MEDICATION

Alta-1 College Qld is committed to ensuring that students have access to a reasonable standard of support for their health needs whilst attending school or school-based activities, and that reasonable care is taken to minimise potential harm to students when administering medications at school.

At the time of enrolment, through the enrolment forms, the College is to be informed of any medical issues or particular needs of each student. When a need is identified (e.g. asthma, allergy), the parent/guardian is to present the school with a specific management plan, usually developed in consultation with a medical practitioner. Parents of students who are on any other regular preventative medicine need to discuss the management of their child's needs with the campus teacher.

Parents must complete a "Request to Administer Medication at School" Form every year for all medication including routine, non-routine, emergency, prescription, and non-prescription medication (including Panadol, Nurofen, allergy & asthma medication).

The following points are for security and safety purposes and are a requirement of the Health (Drug and Poisons) Regulation 1996 (QLD).

Parents / Guardians must:

- Notify the school in writing to administer medication. This may include written guidelines from the prescribing medical practitioner, including potential side effects or adverse reactions.
- Provide medication in the original pharmacy labelled container to the school
- Provide the medication with the original pharmacy label detailing the student's name, dosage, and times to be taken
- Not provide out of date medication
- Notify the school in writing when a change of dosage is required. This instruction is to be accompanied by a letter from a prescribing health practitioner or change of label from a pharmacist.
- Notify the school if the student has received a dose at home with ill effects
- Advise the school in writing and collect from the school when the medication is no longer required at school

BEHAVIOUR MANAGEMENT POLICY

Purpose:	To facilitate practices that help create and maintain an orderly and respectful learning environment, and to manage breaches to the Student Code of Conduct.		
Scope:	Students and employees, including full-time, part-time, permanent, fixed-term and casual employees, volunteers and people undertaking work experience or vocational placements at Alta-1 College QLD		
Status:	Authorised	Supersedes: <ul style="list-style-type: none"> All previous Behaviour Management Policies 	
Date of Authorisation:	10 January 2023		
Authorised by:	Matthew Vandeppeer (Principal)		
References & Related Documents	<ul style="list-style-type: none"> Alta-1 College QLD Child Protection Policy Alta-1 College QLD Staff Code of Conduct Alta-1 College QLD Student Code of Conduct Disability Discrimination Act 1992 (Cwlth) Disability Standards for Education 2005 (Cwlth) 		
Review Schedule:	Every 2 years	Next Review Date:	January 2025
Policy Owner:	Alta-1 College QLD		

Policy Intent

Alta-1 College is a child safe school committed to safeguarding and promoting the safety and wellbeing of children and young people, and expects all staff and volunteers to share this commitment.

All students receive positive guidance and encouragement towards acceptable behaviour and are given opportunities to interact and develop respectful and positive relationships with each other and with staff members and volunteers. This begins with signing the Student Code of Conduct and engaging in the Personal Recovery and Community Building course.

Principles

The underlying values of the Alta-1 Behaviour Management System are that classroom management must be:

- Fair
- Firm
- Friendly

All staff who work with students should ensure that administration of behaviour management will be carried out within the rules of procedural fairness and non-discrimination. These rules require:

- A hearing appropriate to the circumstances.
- Lack of bias.
- Evidence to support a decision.
- Inquiry into matters in dispute.

Alta-1 College encourages the use of preventative and de-escalation techniques.

All de-escalation strategies may be included in the student's file and reviewed if issues persist to assess whether current strategies are appropriate in supporting the student's behaviour change.

The duty of care for all staff requires that we take such measures as are reasonable in all circumstances to protect students from risks of harm that reasonably ought to be foreseen.

When responding to any major breaches of the student code of conduct, it is important to ensure that the behavioural expectations are reasonable for the person to comply given the circumstances of the case, and that the person is able to comply under the Disability Discrimination Act 1992 (Cwlth) and the Disability Standards for Education 2005 (Cwlth).

Inappropriate Behaviour

Inappropriate behaviour includes but is not limited to conduct that is unwarranted and is reasonably interpreted to be demeaning or offensive. Persistent, repeated inappropriate behaviour can become a form of harassment and thereby become disruptive, and does not promote healthy/ safe classroom culture.

There must be appropriate consequences for non-compliance with a reasonable request from an Alta-1 College staff member.

Response Process for Initial Misbehaviour

Behaviour	Consequence
1. Student behaviour unacceptable, disruptive and/or disrespectful to culture of the class.	1 st verbal warning given
2. Student unacceptable misbehaviour continues	Student given 2 nd warning and invited to be removed from the situation/ classroom space. Discussion about the behaviour with staff member and opportunity to self- regulate.
3. If student does not respond to 2 nd verbal warning, and continues to engage in unacceptable behaviour	Students remain separated from other students. Final opportunity to work on self- regulation strategies and to engage in restorative process with staff. If refusal, keep students isolated, phone parent/guardian to explain behaviours and consequences that have been chosen. If behaviour has become unsafe and escalated to out of control, parent/guardian is contacted to collect the student from school. If the parent/guardian is not able to collect the student, then the student remains separated from other students until such time as they are able to be collected by the parent/guardian.
4. Teacher completes a SEQTA note under the behaviour category and makes a communication note that parent was contacted.	Teacher to follow up with parent and student and discuss the return to the classroom. This will require a restorative process or a contract to be put in place that addresses the behaviour and "commitment to change"

Who is Responsible?

Teachers, Chaplains, Education Facilitators (EFs) and Education Assistants (EAs) are entitled to administer initial unacceptable behaviour process.

Teacher has duty of care and will administer steps 1 to 4 of the Behaviour Management Process described below.

Process for Addressing Unsafe and Dangerous Student Behaviours

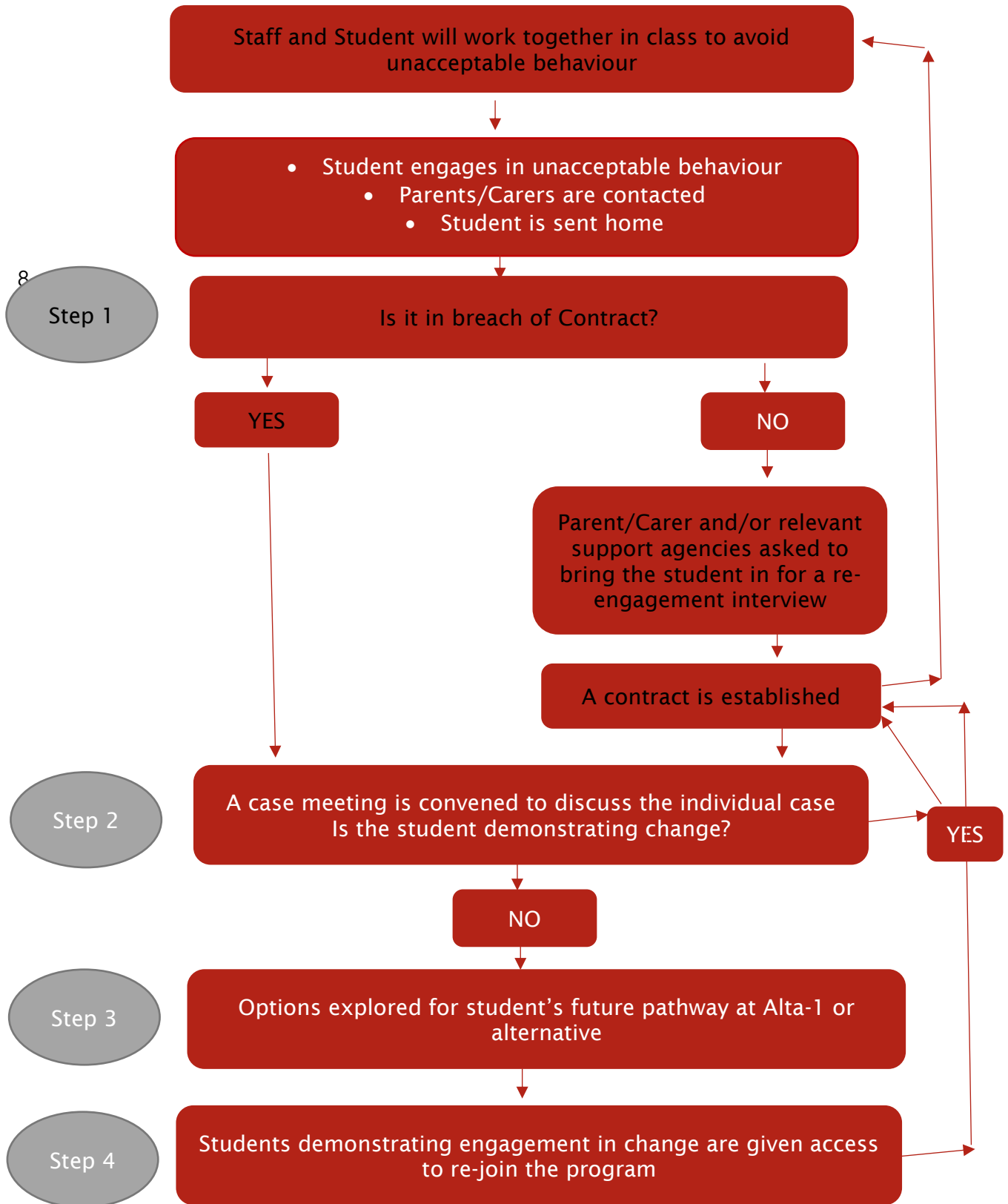
Step	Consequence
Step 1 A contract is needed after student has been sent home	<ul style="list-style-type: none"> • Student receives 1-2-day school suspension. • Parent and relevant agencies contacted and informed of situation. • Asked to bring child in for re-engagement interview. Teacher to book time. • Student not to return until re-engagement interview takes place. • Contract is issued at re-engagement interview. Contract sent to Principal prior to issuing to student • Contract includes - The context of the situation and what occurred, behaviours to be addressed, strategies to help student manage their own behaviour and timeframe in which to review behaviour
If Behaviour Contract is breached within timeframe and student continues upon re-entry into the classroom continues with the same unsafe behaviours, they move to Step 2	
Step 2	<ul style="list-style-type: none"> • Remind student of their agreement and give opportunity to re settle back into classroom, ensure they have a self-regulation plan to follow. Give student opportunity to make better choices before removing student from class again, provide adjustments to assist student with re-entry to class. If student is still unsafe or defiant, inform student of the consequences of their choices and remind them about being safe, their community and their recovery. Why it is important for them to work together with staff to restore good relationships. • Staff may decide that the student was not ready to be back in the classroom again. • Case meeting called with all staff - teacher, chaplain, EA, Principal if needed. • Parent/guardian informed.
Step 3	<ul style="list-style-type: none"> • Following the above case meeting a decision is made if the student re-enters the cycle at Step 1 and repeats. • If the student is not engaging in 'change', the options that will assist the student in succeeding are explored. This may involve changing campuses, re-entering the transition program to focus on behavioural strategies, or alternate education providers. • If the student is unwilling to address defiant behaviours, they have then made the decision not to engage with our program, a meeting will need to be made with Principal to discuss options for alternative arrangements/educational programs. We do this with the understanding that change takes time and often there are many setbacks before students are able to make consistent positive choices. At every stage we want to keep in mind the student's context, their needs and how we can restore relationships.
Step 4	<ul style="list-style-type: none"> • When a student has reached Step 4 and demonstrates a willingness to take ownership for behaviour, attitudes, and show a desire to change, then they may be given access to the program again. Every effort must be made to provide the student with opportunities to succeed, particularly where the student does not have a support system outside of Alta-1 College. • Education and Therapeutic services should work together to support the student to engage in positive alternative behaviours. • Where the student is an independent minor, the teacher still has duty of care of the student enrolled at Alta-1.

Support information

Suggested case meeting discussion points for Step 2 may include:

- Is student willing to own their behaviours and to discuss how they can restore relationship with self, staff, and peers, are they willing to acknowledge, confront and resolve issues as they arise in their personal life, studies? Will they work on strategies to assist them to self-regulate?
- Can they demonstrate that they are willing to participate in the classroom community by being a safe person and respecting themselves, staff, and others? What will they do to improve this and are they willing to be accountable to this process?
- Is the student ready and willing to receive extra support from Student Services, such as counselling or learning support?

Behaviour Management Flow Chart



Physical Restraint

Restraint and physical contact should be a last resort. According to the United Nations Declaration of Human Rights (1948), we violate the rights of individuals to whom we are providing services when we:

- Physically force them to stop doing something they want to do when what they want to do is not dangerous.
- Physically force them to start doing something that we want them to do.

School staff under certain conditions, may take action, including physical contact, with a student or a student's property, as is reasonable, to:

- Manage or care for a student or,
- Maintain or re-establish order or,
- Prevent or restrain a person from -
 - a) Risking the safety of any person
 - b) Damaging any property.

Restraint should only be considered once alternatives have failed or are deemed inappropriate. Physical restraint should only be used if a student is acting in a manner that places at risk the safety of another person.

When restraint is used:

- It will be used in such a way as to minimise or prevent harm.
- Staff members will maintain communication with the student to de-escalate the situation and end the restraint as soon as possible.
- It will stop as soon as staff determine the student is no longer presenting a risk to safety.
- The Principal will provide appropriate support to staff, the student and parents/carer as required after the restraint.

When a physical restraint has been used, the incident must be recorded by the staff member and reported to the Principal and the student's parent/carer.

Record Keeping

It is important that the written record is kept of incidents where physical restraint is used, using the college's Incident Report Form. The information must include:

- Full name of the student and campus
- Names of other people present
- Date and location of the incident (location on the premises)
- Details of the behaviour of the individual and the staff including attempts at de-escalation
- Accurate and clear description of who did what
- Names of staff using restraint or restriction
- Names of others who had a role
- Nature of any physical intervention used (what was being attempted and any deviation from what was being attempted)
- Start time and duration of any restraints
- Description of any injuries
- Whether debriefing was offered and accepted
- Whether medical treatment was offered and accepted
- Details of other supporting records relevant to this student
- Effectiveness of the intervention
- Method(s) of resolution and consequences of the incident
- How was the intervention in the best interests of the individual?
- Risk assessment implications - changes/reviews of plans etc.
- Others that may need to be informed of the incident (i.e. counsellor, chaplain, outside agencies).
- Signatures and views of those involved.

Implementation

All staff who work with students will be asked to read and acknowledge this policy. Training will be provided to new staff members via induction and performance management.

Contact Person

Should further guidance about this policy be required, please contact the Principal.

Student Wellbeing Hub

Student Wellbeing Hub is a source of information for teachers, students, and parents.

<https://studentwellbeinghub.edu.au>

CHILD PROTECTION POLICY

CHILD PROTECTION POLICY
Issue: 13



CHILD PROTECTION POLICY

Purpose:	The purpose of this policy is to provide written processes about - (a) how the college will respond to harm, or allegations of harm, to students under 18 years; and (b) the appropriate conduct of the college's staff and students to comply with accreditation requirements.	
Scope:	Students and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers, and people undertaking work experience or vocational placements at Alta-1 College QLD.	
Status:	APPROVED by SLT	Supersedes: All Previous Child Protection Policies
Authorised by:	Matthew Vandeppeer (Principal) in collaboration with the Senior Leadership Team	Date of Authorisation: 13 May 2024
References:	<ul style="list-style-type: none"> • Child Protection Act 1999 (Qld) • Child Protection Regulation 2023 (Qld) • Education (General Provisions) Act 2006 (Qld) • Education (General Provisions) Regulation 2017 (Qld) • Education (Accreditation of Non-State Schools) Act 2017 (Qld) • Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) • Working with Children (Risk Management and Screening) Act 2000 (Qld) • Working with Children (Risk Management and Screening) Regulations 2020 (Qld) • Criminal Code Act 1899 (sections 229BB and 229BC) • Online Child Safety Report • Queensland Child Protection Guide (CPG) 	
Related Documents	<ul style="list-style-type: none"> • Alta-1 College QLD Complaints Handling Policy and Procedure • Alta-1 College QLD Child and Youth Risk Management Strategy (for the <i>Working with Children (Risk Management and Screening) Act 2000 (Qld)</i>) • Alta-1 College QLD Work Health & Safety Policy (for the <i>Work Health and Safety Act 2011 (Qld)</i>) • Mandatory Report Form - Report of Suspected Harm or Sexual Abuse 	
Review Schedule:	Annually	Next Review Date: May 2025
Policy Owner:	Alta-1 College QLD Board	

Definitions

- **Section 9 of the *Child Protection Act 1999* - "Harm"**, to a child, is any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing.
 1. It is immaterial how the harm is caused.
 2. Harm can be caused by–
 - a) physical, psychological, or emotional abuse or neglect; or
 - b) sexual abuse or exploitation.
 3. Harm can be caused by–
 - a) a single act, omission, or circumstance; or
 - b) a series or combination of acts, omissions, or circumstances.

- **Section 10 of the *Child Protection Act 1999* - A "child in need of protection"** is a child who–
 - a) has suffered significant harm, is suffering significant harm, or is at unacceptable risk of suffering significant harm; and
 - b) does not have a parent/ guardian able and willing to protect the child from the harm.

- **Section 364 of the *Education (General Provisions) Act 2006* - "Sexual abuse"**, in relation to a relevant person, includes sexual behaviour involving the relevant person and another person in the following circumstances –
 - (a) the other person bribes, coerces, exploits, threatens, or is violent toward the relevant person;
 - (b) the relevant person has less power than the other person;
 - (c) there is a significant disparity between the relevant person and the other person in intellectual capacity or maturity.

A relevant person is:

- a) a student under 18 years attending the college;
- b) a person with a disability who, under section 420(2) of the *Education (General Provisions) Act 2006*, is being provided with special education at the college;

Health and Safety

The college has written processes in place to enable it to comply with the requirements of the *Work Health and Safety Act 2011* (Qld) and the *Working with Children (Risk Management and Screening) Act 2000* (Qld).

Responding to Reports of Harm

When the college receives any information alleging 'harm'¹ to a student (other than harm arising from physical or sexual abuse) it will deal with the situation compassionately and fairly so as to minimise any likely harm to the extent it reasonably can. This is set out in the college's Child and Youth Risk Management Strategy. Information relating to physical or sexual abuse is handled under obligations to report set out in this policy².

Conduct of Staff and Students

All staff, contractors and volunteers must ensure that their behaviour towards and relationships with students reflect proper standards of care for students. Staff, contractors, and volunteers must not cause harm to students³.

¹ *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(7)*: the definition of 'harm' for this regulation is the same as in section 9 of the *Child Protection Act 1999 (Qld)*

² *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(1)*

³ *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(1)*

Immediate Response to Reports of Harm

If a staff member, contractor, volunteer, or person undertaking work experience/ vocational placement discovers the alleged abuse or harm through a disclosure from the child, whether the abuse occurred during the child's enrolment at Alta-1 College or otherwise, they must follow these guidelines in addition to the outlined procedures:

- Believe the young person
- Reassure the young person that telling you was the right thing to do
- Offer support and comfort
- Do not make promises you cannot keep (e.g., not telling anybody about it)
- Maintain confidentiality - divulge information on a 'need to know' basis
- Follow the Child Protection Policy and the procedures contained in it. If uncertain, talk to the principal.

Some things NOT to do:

- Do not probe or investigate further - this can adversely impact an investigation
- Do not inform or confront the alleged perpetrator
- Do not promise not to tell anyone

Reporting Inappropriate Behaviour

If a student considers the behaviour of a staff member to be inappropriate, the student should report the behaviour to⁴:

- **Kate Gold** - Campus Leader at the Parish Road Senior Campus (in the case that the report relates to staff of that campus). Email: Kate.Gold@alta-1.qld.edu.au
- Michelle Ferguson - ConnectEd Program Leader (in the case that the report relates to ConnectEd staff). Email: Michelle.Ferguson@alta-1.qld.edu.au
- **Amy Baxter** - QCIA Program Leader, (in the case that the report relates to QCIA staff). Email: Amy.Baxter@alta-1.qld.edu.au
- **Kay Oswin** - Assistant Principal (in the case that it would not be possible or appropriate to go to the staff listed above). Email: Kay.Oswin@alta-1.qld.edu.au
- Matthew Vandeppeer, Principal (in the case that it would not be possible or appropriate to go to the staff listed above). Email: Matthew.Vandeppeer@alta-1.qld.edu.au
- Glenn Bergsma, Alta-1 College QLD Board Chair (in the case that the report relates to the Principal). Email: Chairman@alta-1.wa.edu.au

Dealing with Report of Inappropriate Behaviour

A staff member who receives a report of inappropriate behaviour must report it to the Principal. Where the Principal is the subject of the report of inappropriate behaviour, the staff member must inform a member of the College Board⁵. Reports will be dealt with under the college's Complaints Handling Policy and Procedure.

⁴ Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2) and s.16(3)

⁵ Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)

Reporting Sexual Abuse⁶

Section 366 of the *Education (General Provisions) Act 2006* states that if a staff member becomes aware, or reasonably suspects, in the course of their employment at the college, that any of the following has been sexually abused by another person:

- a) a student under 18 years attending the college;
- b) a person with a disability who, under section 420(2) of the *Education (General Provisions) Act 2006*, is being provided with special education at the college;

then the staff member must give a written report about the abuse or suspected abuse to the Principal or to the College Board Chair immediately.

The Principal or the Board Chair must immediately give a copy of the report to a police officer.

If the first person who becomes aware or reasonably suspects sexual abuse is the Principal, the Principal must give a written report about the abuse, or suspected abuse to a police officer immediately and must also give a copy of the report to the College Board Chair immediately.

A report under this section must include the following particulars: -

- a) the name of the person giving the report (the **first person**);
- b) the student's name and sex;
- c) details of the basis for the first person becoming aware, or reasonably suspecting, that the student has been sexually abused by another person;
- d) details of the abuse or suspected abuse;
- e) any of the following information of which the first person is aware: -
 - i. the student's age;
 - ii. the identity of the person who has abused, or is suspected to have abused, the student;
 - iii. the identity of anyone else who may have information about the abuse or suspected abuse⁷.

⁶ *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)(c)*

⁷ *Education (General Provisions) Regulation 2017 (Qld) s.68*

Reporting Likely Sexual Abuse⁸

Section 366A of the *Education (General Provisions) Act 2006* states that if a staff member reasonably suspects in the course of their employment at the college, that any of the following is likely to be sexually abused by another person: -

- a) a student under 18 years attending the college;
- b) a person with a disability who, under section 420(2) of the *Education (General Provisions) Act 2006*, is being provided with special education at the college;

then the staff member must give a written report about the suspicion to the Principal or to the College Board Chair immediately.

The Principal or the Board Chair must immediately give a copy of the report to a police officer.

If the first person who reasonably suspects likely sexual abuse is the Principal, the Principal must give a written report about the suspicion to a police officer immediately and must also give a copy of the report to the College Board Chair immediately.

A report under this section must include the following particulars: -

- a) the name of the person giving the report (the **first person**);
- b) the student's name and sex;
- c) details of the basis for the first person reasonably suspecting that the student is likely to be sexually abused by another person;
- d) any of the following information of which the first person is aware: -
 - i. the student's age;
 - ii. the identity of the person who is suspected to be likely to sexually abuse the student;
 - iii. the identity of anyone else who may have information about suspected likelihood of abuse⁹.

⁸ *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)(c)*

⁹ *Education (General Provisions) Regulation 2017 (Qld) s.69*

Reporting Physical and Sexual Abuse ¹⁰

Under Section 13E (3) of the *Child Protection Act 1999*, if a doctor, a registered nurse, a teacher, or an early childhood education and care professional forms a 'reportable suspicion' about a child "in the course of their engagement in their profession", they must make a written report.

A **reportable suspicion** about a child is a reasonable suspicion that the child: -

- a) has suffered, is suffering, or is at unacceptable risk of suffering, significant harm caused by physical or sexual abuse; and
- b) may not have a parent/ guardian able and willing to protect the child from the harm.

The doctor, nurse, teacher or early childhood education and care professional must give a written report to the Chief Executive of the **Department of Child Safety, Seniors, and Disability Services** (or another department administering the *Child Protection Act 1999*). The doctor, nurse, teacher or early childhood education and care professional should give a copy of the report to the Principal.

A report under this section must include the following particulars: -

- a) the basis on which the person has formed the reportable suspicion¹¹;
- b) the child's name, **age, and sex descriptor**;
- c) details of how to contact the child;
- d) details of the harm to which the reportable suspicion relates;
- e) particulars of the identity of the person suspected of causing the child to have suffered, suffer, or be at risk of suffering, the harm to which the reportable suspicion relates;
- f) particulars of the identity of any other person who may be able to give information about the harm to which the reportable suspicion relates¹².

Child Safety Regional Intake Service

- Brisbane and Moreton Bay: 1300 682 254 (Mon-Fri 9am-5pm)
- After Hours (QLD): 1800 177 135

¹⁰ *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16 (2)(d)*

¹¹ *Child Protection Act 1999 s.13G (2)(a)*

¹² See *Child Protection Regulation 2023 (Qld) s.10 "Information to be included in reports"*

Responsibilities under Criminal Code Act 1899 (Qld)

The *Criminal Code Act 1899* includes two offences that pertain to the failure to report a child sexual offence and the failure to protect a child against a child sexual offence. A child sexual offence is an offence of a sexual nature by an adult against a child under 16 years or a person with an impairment of the mind.

Failure to Report¹³

Under section 229BC of the Code, all adults must report sexual offences against a child by another adult to police as soon as reasonably practicable after the belief is, or ought reasonably to have been, formed. Failure to make a report, without a reasonable excuse, is a criminal offence. **This offence applies to all adults inclusive of students 18 years or older, as well as parents/guardians and volunteers at the school.** A reasonable excuse not to make a report under the *Criminal Code Act 1899* includes that a report has already been made under the *Education (General Provisions) Act 2006* (reporting sexual abuse or likely sexual abuse) and the *Child Protection Act 1999* (reporting significant harm or risk of significant harm) as per this policy.

Failure to Protect¹⁴

Under section 229BB of the Code, all adults in positions of power or responsibility within institutions to reduce or remove the risk of child sexual offences being committed must take reasonable steps to protect children in their care from a child sexual offence. A failure to protect is an offence.

¹³ *Criminal Code Act 1899 (Qld) s.229BC*

¹⁴ *Criminal Code Act 1899 (Qld) s.229BB*

Awareness

Alta-1 College QLD will inform staff, students, and parents/guardians of its processes relating to the health, safety, and conduct of staff and students in communications to them and it will publish these processes on its website¹⁵.

Accessibility of Processes

Processes relating to the health, safety, and conduct of staff and students are accessible on the school website and will be available on request from the school administration¹⁶.

The college will publish the Child Protection Policy on its website and in the Parent and Student Handbooks. This policy is also accessible on SharePoint for staff.

Training

Alta-1 College QLD will train its staff in processes relating to the health, safety, and conduct of staff and students on their induction and will refresh training annually¹⁷.

All staff and board members will be required to complete the ISQ Child Protection Training relevant to their employed position annually.

A training register will be kept in relation to staff induction and training.

Implementing the Processes

Alta-1 College QLD will ensure it is implementing processes relating to the health, safety, and conduct of staff and students through regular communication and training, and by auditing compliance with the processes annually¹⁸. Minutes from meetings relating to the college's child protection practices will be maintained.

Complaints Procedure

Suggestions of non-compliance with the college's processes may be submitted as complaints under the Alta-1 College QLD Complaints Handling Policy & Procedure¹⁹.

¹⁵ Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(a)

¹⁶ Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(b)

¹⁷ Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(c)

¹⁸ Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(d)

¹⁹ Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(5) and s.16(6)

Summary of Reporting Harm

Who	What abuse	Test	Report to	Legislation
All staff	Sexual	Awareness or a suspicion Sexually abused or likely to be sexually abused	Principal, through to police immediately	EGPA sections 366 and 366A
Teacher	Sexual and physical	Significant harm; & Parent may not be willing and able	Confer with principal, report to Child Safety	CPA sections 13E and 13G
All staff	Physical, psychological, emotional, neglect, exploitation	Significant harm; & Parent may not be willing and able	Principal, through to Child Safety	Accreditation Regulations section 16
All staff	Any	Not a level that is otherwise reportable to Child Safety, refer with consent	Principal, through to Family and Child Connect	CPA Sections 13B and 159M
Principal	Any	Not a level that is otherwise reportable to Child Safety, refer without consent	Family and Child Connect	CPA Sections 13B and 159M
Employing authority (Principal / Board)	Harm or likely harm due to the conduct of a teacher	When you start to deal with an allegation; & When you finish dealing with an allegation	Queensland College of Teachers	QCT sections 76 and 77
Any member of the public	Any	Significant harm; & Parent may not be willing and able	Child Safety	CPA section 13A
Any adult including an 18-year-old student	A child sexual offence against a child by another adult	Gains information that causes the adult to believe on reasonable grounds, or ought reasonably to cause the adult to believe, that a child sexual offence is being or has been committed and (b) at the relevant time, the child is or was– (i) under 16 years; or (ii) a person with an impairment of the mind.	Police	Criminal Code section 229BC

CPA - Child Protection Act 1999 (Qld); EGPA - Education (General Provisions) Act 2006 (Qld)

COMMUNICABLE DISEASES

For the medical safety of all students, please notify the school immediately if your child has a contagious disease.

The following is some useful information relating to common ailments / contagious diseases:

CHICKEN POX

Transmission: Airborne or droplet infection; direct contact with the fluid from a vesicle of an infected person. Once the scabs are dry they are no longer infectious.

Incubation Period: 13 to 17 days.

Period of communicability: From 2 days before rash until all blisters have crusted.

Exclusion: Exclude until at least 5 days after the eruption first appears. Some remaining scabs do not justify exclusion.

Contacts: Any student with an immune deficiency (e.g. leukemia); or receiving chemotherapy, should be excluded for their own protection.

CONJUNCTIVITIS

Transmission: Direct or indirect contact with secretion from infected eyes.

Incubation Period: 1 to 3 days.

Period of communicability: While eye discharge is present.

Exclusion: Exclude until discharge from eyes has ceased.

Contacts: Not excluded.

DIARRHOEA, e.g. *Campylobacter*, *Giardia*, *Rotavirus*, *Salmonella*, *Shigella*

Transmission: Many modes of transmission, depending on causative organism, usually through contaminated hands, food or drink.

Incubation Period: Hours to days.

Period of Communicability: Days to weeks.

Exclusion: Exclude until diarrhoea has ceased.

Contacts: Not excluded.

HEAD LICE

Head lice are extremely contagious. If a student is found to have head lice or nits, a parent or guardian will be contacted to pick the student up from school.

Transmission: Close contact with an infected person

Incubation Period: The eggs usually hatch in 7 to 10 days. Once hatched the lice are capable of laying eggs in 10 days.

Period of Communicability: Until lice and nits (eggs) are destroyed.

Exclusion: Exclude until treatment has commenced.

Contacts: Not excluded.

IMPETIGO (SCHOOL SORES)

Transmission: Direct contact with an infected person.

Incubation Period: 1 to 3 days.

Period of Communicability: Until sores are healed.

Exclusion: Exclude until treatment has commenced. Sores on exposed surfaces may be covered with a dressing.

Contacts: Not excluded.

INFLUENZA

Transmission: Airborne or droplet infection or direct contact with contaminated nose or throat secretions.

Incubation Period: Usually 1 to 3 days.

Period of Communicability: Usually 3 to 7 days.

Exclusion: Exclude until well.

Contacts: Not excluded.

MEASLES

Transmission: Airborne or droplet infection, or direct contact with contaminated nose or throat secretions.

Incubation: 7 to 18 days.

Period of Communicability: About 4 to 5 days before rash begins until 4th day after rash appears.

Exclusion: Exclude for at least 4 days after onset of rash.

Contacts: Immunised contacts should be excluded until 14 days after the first appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case they may return to school.

Immunisation: Measles/mumps/rubella vaccine is recommended at 12 months and 4 years.

MENINGOCOCCAL MENINGITIS INFECTION

Transmission: Direct contact with contaminated nose and throat secretions.

Incubation Period: 3 to 4 days.

Period of Communicability: Until *N. meningitis* is no longer present in nasal and throat secretions.

Exclusion: Exclude until well.

Contacts: Not excluded. Public health authorities may arrange for close contacts to be given a course of antibiotics.

MUMPS

Transmission: Airborne or droplet infection, or direct contact with saliva of an infected person.

Incubation Period: 12 to 21 days. Usually 18 days.

Period Communicability: From 5 days before to 9 days after the onset of swelling.

Exclusion: Exclude for at least 9 days after onset of symptoms.

Contacts:

Do not exclude. Recommend immunisations if not vaccinated.

Immunisation: Measles/mumps/rubella vaccine is recommended at 12 months and after the 4th birthday.

RINGWORM, e.g. Tinea

Transmission: Direct contact with infected person, contaminated articles or animals.

Incubation Period: 4 to 14 days.

Period Communicability: As long as lesions are present and viable spores persist on contaminated materials. **Exclusion:** Exclude until the day after treatment has commenced.

RUBELLA, GERMAN MEASLES

Transmission: Airborne or droplet infection, or direct contact with contaminated nose or throat secretions.

Incubation Period: 14 to 23 days. Usually 16 to 18 days.

Period of Communicability: From 7 days before to at least 4 days after the onset of the rash.

Exclusion: Exclude until at least 4 days after the onset of the rash.

Contacts: Not excluded.

Immunisation: Measles/mumps/rubella vaccine is recommended at 12 months and again at the 4th birthday.

SCABIES (ITCH MITE)

Transmission: Skin contact with infected person or contact with infected clothing, towels or bedding.

Incubation Period: 2 to 6 weeks before onset of itching in individuals not previously infected. Those individuals who have been previously infected develop itch 1 - 4 days after re-exposure

Period of Communicability: Until mites and eggs are destroyed

Exclusion: Exclude until the day after treatment has commenced.

Contacts: Not excluded. Family contacts will probably be infested and should be treated.

COMPLAINTS HANDLING POLICY & PROCEDURE

Purpose:	The purpose of this policy is to ensure that student, parent/guardian and employee complaints and disputes are dealt with in a responsive, efficient, effective, and fair way.	
Scope:	Students, parents/guardians and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements.	
Status:	Authorised	Supersedes: All previous Complaints and Grievances Policies / Complaints Handling Policies and Procedures
Authorised by:	Alta-1 College QLD Board	Date of Authorisation: 7 September 2022
References:	<ul style="list-style-type: none"> • Education (Accreditation of Non-State Schools) Regulations 2017 • Australian Education Regulations 2013 • Fair Work Act 2009 • Work Health and Safety Act 2011 (Qld) • Privacy Act 1988 (Cth) • Anti-Discrimination Act 1991 (Qld) • Australian Human Rights Commission Act 1986 (Cth) • Sex Discrimination Act 1984 (Cth) • Age Discrimination Act 2004 (Cth) • Disability Discrimination Act 1992 (Cth) • Racial Discrimination Act 1975 (Cth) <ul style="list-style-type: none"> • Alta-1 College QLD Occupational Safety and Health (OSH) Policy • Alta-1 College QLD Anti-Discrimination Policy • Alta-1 College QLD Disability Discrimination Policy • Alta-1 College QLD Privacy Policy • Alta-1 College QLD Child Protection Policy • Alta-1 College QLD Student Anti-Bullying Policy • Alta-1 College QLD Behaviour Management Policy 	
Review Schedule:	Annually	Next Review Date: September 2023
Policy Owner:	Alta-1 College QLD	

Policy Statement

Alta-1 College QLD is committed to ensuring that student, parent/guardian and employee complaints are dealt with in a responsive, efficient, and effective and fair way.

Alta-1 College QLD views complaints as part of an important feedback and accountability process.

Alta-1 College QLD acknowledges the right of students, parents/guardians and employees to complain when dissatisfied with an action, inaction or decision of the college and the college encourages constructive criticism and complaints.

Alta-1 College QLD recognises that time spent on handling complaints can be an investment in better service to students, parents/guardians and employees.

Definitions

For the purposes of this policy a “concern” is an issue which is typically resolved through informal discussion between the parties directly concerned whereas a “complaint” is a formal grievance requiring resolution through specified channels.

Related Documents

- Complaints Procedure for Parents and Guardians
- Complaints Procedure for Students
- Complaints Procedure for Workers
- Complaints Form
- Complaints Register

Complaints that may be Resolved under this Policy

Alta-1 College QLD encourage students, parents/guardians and employees to lodge promptly any concerns regarding sexual harassment, child protection, discrimination, workplace bullying and privacy breaches as well as more general complaints that include areas such as:

- the college, its employees or students having done something wrong
- the college, its employees or students having failed to do something they should have done
- the college, its employees or students having acted unfairly or impolitely
- issues of student or employee behaviour that are contrary to their relevant Code of Conduct
- issues related to learning programs, assessment and reporting of student learning
- issues related to communication with students or parents/guardians or between employees
- issues related to college fees and payments
- general administrative issues.

Student complaints may be brought by students or by parents/guardians on behalf of their children, as appropriate in the circumstances.

Issues Outside this Policy

The following matters are outside the scope of this policy and should be managed as follows:

- Child protection concerns or risks of harm to children should be dealt with in accordance with the law and the college's Child Protection Policy.
- Student bullying complaints should be dealt with under the Student Anti-Bullying Policy and the Behaviour Management Policy.
- Student discipline matters, including matters involving suspension or expulsion, should be dealt with under the Behaviour Management Policy.
- Employee complaints related to their employment should be directed to their supervisor.
- Student or employee violence or criminal matters should be directed to the Principal who will involve the Police as appropriate.
- Formal legal proceedings.

Complaints Handling Principles

Alta-1 College QLD is committed to managing complaints according to the following principles:

- the right to lodge a complaint is acknowledged
- complaints will be resolved with as little formality and disruption as possible
- complaints should be lodged in accordance with established procedures
- complaints will be taken seriously
- anonymous complaints will be treated on their merits
- complaints will be dealt with fairly and objectively and in a timely manner
- mediation, negotiation and informal resolution are optional alternatives
- confidentiality and privacy will be maintained as much as possible
- all parties to the complaints will be appropriately supported
- complainants, respondents and people associated with them will not be victimised as a result of lodging the complaints and they will not suffer any other reprisals

Responsibilities

Alta-1 College QLD

The college has the following responsibilities:

- manage complaints in accordance with the college's Complaints Handling Policy and Procedure
- appropriately communicate and make accessible the college's Complaints Handling Policy and Procedure to students, parents/guardians and employees
- determine the appropriate person to deal with the complaint in the first instance
- investigate and generate a report promptly
- give reasonable progress updates
- provide a review pathway for parties to the complaint if warranted
- ensure that appropriate support is provided to all parties to a complaint
- take appropriate action to prevent victimisation or action in reprisal against the complainant, respondent or any person associated with them
- appropriately offer and implement remedies
- appropriately train relevant employees
- keep records of complaints
- conduct a review/audit of the Complaints Register from time to time
- informed if a complaint could be connected to an insured risk.
- monitor and report to the governing body on complaints
- inform the college's insurer if a complaint could be connected to an insured risk.
- refer to the college's governing body immediately any claim for legal redress.

All Parties to a Dispute

The complainant and respondent both have the following responsibilities:

- apply and comply with the college's Complaints Handling Policy and Procedure
- lodge the complaint as soon as possible after the issue arises
- provide complete and factual information in a timely manner
- not provide deliberately false or misleading information
- not make frivolous or vexatious complaints
- act in good faith, and in a calm and courteous manner
- act in a non-threatening manner
- work towards an outcome acceptable to all parties
- recognise that all parties have rights and responsibilities which must be balanced
- maintain and respect the privacy and confidentiality of all parties
- not victimise or act in reprisal against any party to the dispute or any person associated with them.

Employees Receiving Complaints

Employees receiving complaints have the following responsibilities:

- act in accordance with the college's Complaints Handling Policy and Procedure
- inform the party lodging the complaint of how complaints can be lodged, when they should be lodged and what information is required
- provide the complainant with information about any support or assistance available to assist them in lodging their complaint
- provide the complainant with a copy of the college's Complaints Handling Policy and Procedure
- maintain confidentiality
- keep appropriate records
- to forward complaints to more senior employees, including the Principal, as appropriate
- not victimise or act in reprisal against the complainant, respondent or any person associated with them.

Implementation

- Alta-1 College QLD is committed to raising awareness of the process for resolving complaints at the college.
- Alta-1 College QLD is also committed to appropriately training relevant employees (especially senior staff) on how to resolve complaints in line with this policy and the related procedures.
- Alta-1 College QLD will keep appropriate records, maintain a complaints register, monitor complaints and their resolution, and will report on a high-level basis to the college Board on complaint handling at the college. It is the Principal's / Executive's responsibility to populate, maintain, and review the Complaints Register on a termly basis.
- Alta-1 College QLD will act to encourage students, parents/guardians, and employees to contribute to a healthy college culture where complaints are resolved with as little formality and disruption as possible.

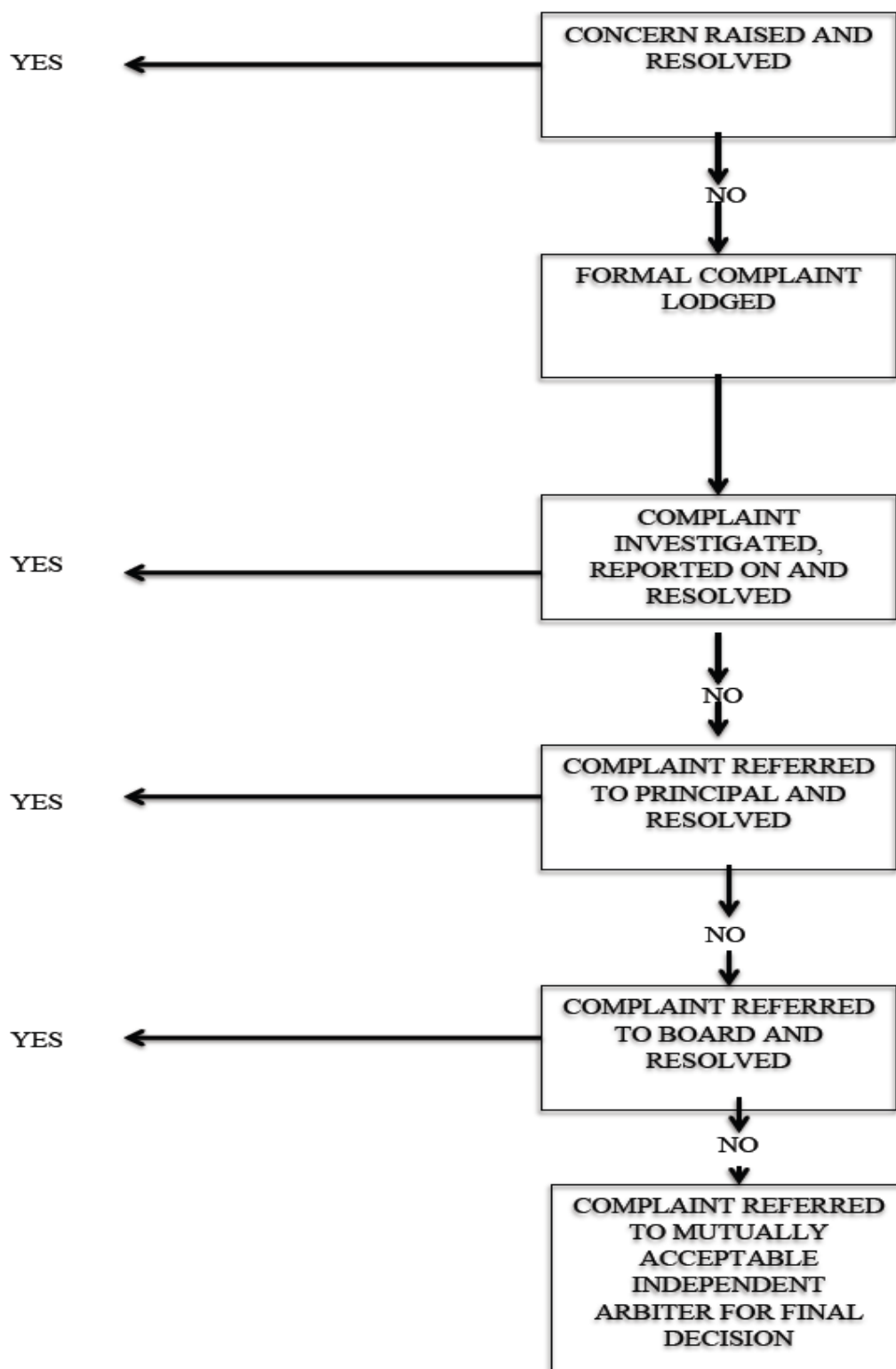
Procedures

Usually, concerns are resolved directly and informally between the people involved and no further action is required. Unresolved concerns or serious grievances may lead to a formal complaint being lodged, which will ensue in the following process:

1. Present complaint by letter, email, or face to face along with a signed Complaint Form.
2. Direct complaints about staff to the relevant line manager, complaints about the Principal to the Board Chairman, and complaints about a Board member to the Principal who will contact CSA or ISQ to appoint an independent arbiter.
3. A written acknowledgement and initial response outlining how the college proposes to proceed is sent to the complainant within 5 working days
4. The complaint is investigated and the subject of the complaint notified.
5. The college sends a written response to the complainant by the date indicated in the initial acknowledgement.
6. Successful resolution is recorded.
7. If a satisfactory resolution is not achieved the Principal will offer to refer the matter to the Alta-1 College Board Chairman.
8. Successful resolution is acknowledged in writing.
9. If still unresolved the matter is referred to the full Alta-1 College Board, who makes the final decision.
10. If unhappy with the decision of the College Board a request, through the Principal, can be made for a meeting with an independent mediator.

Throughout the process confidentiality will be maintained by limiting knowledge of the issue only to those directly involved. Depending on the issue, and in accordance with other Alta-1 College policies and procedures (Child Protection Policy and mandatory reporting of child sexual abuse), third parties outside the college may need to be contacted. Information on file will remain confidential.

Complaints Process Flow Chart



COMPLAINTS PROCEDURE FOR PARENTS AND GUARDIANS

Alta-1 College welcomes suggestions and comments from parents/guardians and takes seriously complaints and concerns that may be raised.

A complaint will be treated as an expression of genuine dissatisfaction that needs a response.

A complaint may be made if a parent/guardian thinks that the college has:

- Done something wrong
- Failed to do something it should have done, or
- Acted unfairly, unjustly or improperly

A complaint may be made about the college as a whole, about a specific site or about an individual staff member.

It is Alta-1's intent that complaints made by parents will be treated with respect and confidentiality.

"How should I complain?"

Try to resolve any problems yourself with those directly involved. If it is impossible to resolve the conflict, then seek assistance. Take the initiative in talking to those involved. Don't wait for them to come to you.

Members of staff will endeavour to help. They may be able to sort things out quickly with a minimum of fuss. When you contact the college, ask to speak with the person most closely concerned with the issue e.g. Campus Teacher. Be as clear as possible about what is troubling you.

However, you may prefer to take the matter to a more senior member of staff, including the Principal.

"I don't want to complain as such, but something is bothering me"

The college is here for you and your child and we want to hear your views and ideas. Contact a member of staff as described above.

"I am not sure whether to complain or not"

If as a parent/guardian you have concerns, you are entitled to raise them. If in doubt you should contact Alta-1 as we are here to help.

“What will happen next?”

If you raise something face-to-face or by telephone, it may be possible to resolve the matter immediately and to your satisfaction.

If you have made a complaint or suggestion in writing, we will contact you within five working days to respond to your concerns and explain how we propose to proceed.

In many circumstances, the person you contact will need to discuss the matter with a colleague and consider it further before responding. You will be given a date by which time you will receive a response. If a detailed exploration of the issue is needed, a letter or report will be sent to you as quickly as possible. This will tell you of the outcome of your complaint. It will explain the conclusion, the reasons for it, and any action taken or proposed.

“What happens about confidentiality?”

Your complaint or concern will be treated in a confidential manner and with respect. Knowledge of it will be limited to the Principal and those directly involved. The Chairman of the Alta-1 Board may also need to be informed. It is the college’s intent that complaints made by parents should not rebound adversely on their children.

We cannot entirely rule out the need to make third parties outside the college aware of the complaint and possibly also the identity of those involved. This would only be likely to happen where, for example, a child’s safety was at risk, mandatory reporting is required or it becomes necessary to refer matters to the police.

While information relating to specific complaints will be kept confidentially on file, we would point out that anonymous complaints may not be pursued.

Action, which needed to be taken under staff disciplinary procedures as a result of complaints, would be handled confidentially within the college.

“What if I am not satisfied with the outcome?”

We hope that you will feel satisfied with the outcome, or at least that your concerns have been fully and fairly considered.

If you are not satisfied, the Principal will offer to refer the matter to the Chairman of the Alta-1 Board. Alternatively, you may wish to write directly to the Chairman. The Chairman will call for a full report from the Principal and will examine matters thoroughly before responding. This may result in a positive solution, but if it does not, the Chairman will invite you to a meeting. You may wish to be supported by a friend.

If the meeting does not bring about a resolution, the matter would be referred to the full Alta-1 Board. The Board will look at the issues in an impartial and confidential manner. If you are still unhappy you can request a meeting with an independent mediator.

CONSUMABLES CONTRIBUTION POLICY & PROCEDURE

Policy Statement

Alta-1 College will require parents/guardians of students (but not independent students) enrolled at the College to pay a Consumables Contribution during the period of their child's enrolment with the College. Although it is expected that all parents will meet this obligation to the school, it is understood that from time to time, under extenuating circumstances, it may not be possible for a parent/guardian to make the required payment. In this case the College may choose to waive the fee for a term, semester, or year at the written request of a parent/guardian.

Rationale

As a Special Assistance School, Alta-1 College QLD does not charge school fees for those enrolled. It is, however, appropriate that parents/ guardians contribute towards educational consumables used as a part of their child's education.

What a Consumables Contribution Covers

A Consumables Contribution is a cost that the college will pass on (in part) to parents/guardians in order to cover expenses for items that are consumed by students in the day-to-day running of the college. The following list provides an overview of some of the items that are considered to be consumables.

Examples of Consumables

- Stationery & student learning materials (e.g. textbooks, reading materials)
- Paper and printing
- Some kitchen/electrical appliances (e.g. students have access to kettles, microwave, toaster, fridge/freezer)
- Most student outings and excursions
- Fuel (e.g., fuel that is consumed on the regular student outings and excursions)
- Food (e.g., where lunches and snacks are supplied by the college on outings and excursions)

The Process

The Consumables Contribution is \$105 per student per term. Invoices will be sent out to parents/guardians in the first few weeks of each term. Invoices will be emailed annually for all students, and termly for students who enrol during the course of the year. Payment due dates will be detailed on the invoice. There will be three methods of payment available:

1. **Cash** (Pay in person, with cash, to the College Administration).
2. **BPAY** (Pay online through your bank using the BPAY details noted on the invoice).
3. **Bank Transfer** (Pay online through your bank using the bank details noted on the invoice).

No other payment options are available.

It is important to note that financial hardship should not prevent any young person from attending Alta-1 College and no young person will be denied an Alta-1 College education because of a family's genuine inability to pay the required Consumables Contribution. If a family is experiencing financial hardship and is unable to pay the contribution, a written application for a payment extension or exemption can be made to:

The Principal
Alta-1 College QLD
PO Box 388
CABOOLTURE QLD 4510

OR

via email at: admin@alta-1.qld.edu.au

Principles

- The collection of the Consumables Contribution shall be fair and equitable.
- Inability to pay the Consumables Contribution will not be a factor in determining acceptance or enrolment into the college.
- Inability to pay the Consumables Contribution will never be a reason for withdrawal or withholding of services to the student.
- The college will actively pursue the collection of the Consumables Contribution from those with the capacity to pay.
- All applications for contribution concessions will be treated with dignity, compassion, and confidentiality.
- All information pertaining to parents/guardians and the collection of the Consumables Contribution will be treated with the utmost confidentiality.
- Any changes to the Consumables Contribution Policy will be communicated to parents/guardians prior to implementation.
- The College reserves the right to review and increase the Consumables Contribution amount at any time.

PRIVACY POLICY

Purpose:	Alta-1 College QLD is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act. This statement outlines the privacy policy of the college and describes how the college uses and manages personal information provided to or collected by it.	
Scope:	The policy applies to board members, employers, employees, volunteers, parents/guardians and students, contractors, and people visiting the college site; and describes the type of information the college collects, how the information is handled, how and to whom the information is disclosed, and how the information may be accessed.	
Status:	BOARD APPROVED	Supersedes: All previous Privacy Policies
Authorised by:	Alta-1 College QLD Board	Date of Authorisation: 4 August 2023
References:	<ul style="list-style-type: none"> • Australian Privacy Principles • Privacy Act 1988 (Cth) • Alta-1 College QLD Child Protection Policy • Alta-1 College QLD Disability Discrimination Policy 	
Review Date:	Annually, as appropriate, to take account of new laws and technology, changes to college operations and practices and to make sure it remains appropriate to the changing environment.	Next Review Date: August 2024
Policy Owner:	Alta-1 College QLD Board	

Exception in Relation to Employee Records:

Under the *Privacy Act 1988* (Cth) (**Privacy Act**), the Australian Privacy Principles do not apply to an employee record held by the employing entity. As a result, this Privacy Policy does not apply to Alta-1 College QLD's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between Alta-1 College QLD and employee.

Policy

This Privacy Policy sets out how Alta-1 College QLD manages personal information provided to or collected by it. Alta-1 College QLD is bound by the Australian Privacy Principles contained in the *Privacy Act*. Alta-1 College QLD may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to Alta-1 College QLD's operations and practices, and to make sure it remains appropriate to the changing school environment.

What kinds of personal information does the College collect and how does the College collect it?

The type of information Alta-1 College QLD collects and holds includes (but is not limited to) personal information, including health and other sensitive information, about:

- students and parents and/or guardians ('**Parents**') before, during and after the course of a student's enrolment at the College:
 - name, contact details (including next of kin), date of birth, gender, language background, previous school and religion;
 - parents' education, occupation and language background;
 - medical information (e.g. details of disability and/or allergies, absence notes, medical reports and names of doctors);
 - conduct and complaint records, or other behaviour notes, and school reports; information about referrals to government welfare agencies;
 - counselling reports;
 - health fund details and Medicare number;
 - any court orders;
 - volunteering information; and
 - photos and videos at college events.
- job applicants, staff members, volunteers and contractors:
 - name, contact details (including next of kin), date of birth, and religion;
 - information on job application;
 - professional development history;
 - salary and payment information, including superannuation details;
 - medical information (e.g. details of disability and/or allergies, and medical certificates);
 - complaint records and investigation reports;
 - leave details;
 - photos and videos at college events;
 - workplace surveillance information;
 - work emails and private emails (when using work email address) and Internet browsing history
- other people who come into contact with the College including name and contact details and any other information necessary for the particular contact with the college.

Personal Information you provide:

Alta-1 College QLD will generally collect personal information held about an individual by way of forms filled out by parents or students, face-to-face meetings and interviews, emails and telephone calls. On occasions people other than parents and students provide personal information.

Personal Information provided by other people:

In some circumstances Alta-1 College QLD may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another school.

How will the College use the personal information you provide?

Alta-1 College QLD will use personal information it collects from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected by you, or to which you have consented.

Students and Parents

In relation to personal information of students and parents, Alta-1 College QLD's primary purpose of collection is to enable Alta-1 College QLD to provide schooling to students enrolled at the college, exercise its duty of care, and perform necessary associated administrative activities, which will enable students to take part in all the activities of the college. This includes satisfying the needs of parents, the needs of the students and the needs of Alta-1 College QLD throughout the whole period the student is enrolled at the College.

The purposes for which Alta-1 College QLD uses personal information of students and parents include:

- to keep parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines
- day-to-day administration of Alta-1 College QLD
- looking after student's educational, social and medical wellbeing
- seeking donations and marketing for Alta-1 College QLD
- to satisfy Alta-1 College QLD's legal obligations and allow the college to discharge its duty of care.

In some cases where Alta-1 College QLD requests personal information about a student or parent, if the information requested is not provided, Alta-1 College QLD may not be able to enrol or continue the enrolment of the student or permit the student to take part in a particular activity.

On occasions information such as academic and sporting achievements, student activities and similar news is published in College newsletters and magazines, on our intranet [and on our website] this may include photographs and videos of student activities such as sporting events, college camps and college excursions. The College will obtain permissions during enrolment from the student's parent/guardian (and from the student if appropriate) if we would like to include such photographs or videos [or other identifying material] in our promotional material or otherwise make this material available to the public such as on the internet.

Job applicants, Staff Members and Contractors

In relation to personal information of job applicants, staff members and contractors, Alta-1 College QLD's primary purpose of collection is to assess and (if successful) to engage the applicant, staff member or contractor, as the case may be.

The purposes for which Alta-1 College QLD uses personal information of job applicants, staff members and contractors include:

- in administering the individual's employment or contract, as the case may be
- for insurance purposes
- seeking donations and marketing for the College
- to satisfy the College's legal obligations, for example, in relation to child protection legislation.

Volunteers

The College also obtains personal information about volunteers who assist Alta-1 College QLD in its functions or conduct associated activities, such as alumni associations, to enable Alta-1 College QLD and the volunteers to work together.

Who might the College disclose Personal Information to and store your information with?

Alta-1 College QLD may disclose personal information, including sensitive information, held about an individual for educational, legal, administrative, marketing and support purposes. This may include to:

- another school or staff at another school
- government departments (including for policy and funding purposes)
- medical practitioners
- people providing educational, support and health services to the College, including specialist visiting teachers, [sports] coaches, volunteers, counsellors and providers of learning and assessment tools
- assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA), Queensland Curriculum and Assessment Authority (QCAA), and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN)
- people providing administrative and financial services to Alta-1 College QLD;
- recipients of College publications, such as newsletters and magazines
- students' parents or guardians
- anyone you authorise Alta-1 College QLD to disclose information to
- anyone to whom we are required or authorised to disclose the information to by law, including child protection laws.

Marketing and Fundraising

Alta-1 College QLD treats marketing and seeking donations for the future growth and development of the college as an important part of ensuring that Alta-1 College QLD continues to provide a quality learning environment in which both students and staff thrive. Personal information held by Alta-1 College QLD may be disclosed to organisations that assist in the college's fundraising, for example, the Alta-1 College QLD's Foundation or alumni organisation [or, on occasions, external fundraising organisations].

Parents, staff, contractors, and other members of the wider College community may from time to time receive fundraising information. College publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

If you would like to opt-out of direct marketing, please contact the College Principal on (07) 5301 8008.

Sending and Storing Information Overseas

Alta-1 College QLD may disclose personal information about an individual to overseas recipients, for instance, to facilitate a school exchange. However, Alta-1 College QLD will not send personal information about an individual outside Australia without:

- obtaining the consent of the individual (in some cases this consent will be implied)
- otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

Alta-1 College QLD may use online or 'cloud' service providers such as Microsoft 365 to store personal information and to provide services to Alta-1 College QLD that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may be stored in the 'cloud' which means that it may reside on a cloud service provider's server which may be situated outside Australia.

Sensitive Information

Sensitive information relates to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, philosophical beliefs, sexual orientation or practices or criminal record, that is also personal information; health information and biometric information about an individual.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is required by law.

Management and Security of Personal Information

Alta-1 College QLD 's staff are required to respect the confidentiality of students' and parents' personal information and the privacy of individuals. Alta-1 College QLD has in place steps to protect the personal information Alta-1 College QLD holds from misuse, interference and loss, unauthorised access, modification, or disclosure by use of various methods including locked storage of paper records and password access rights to computerised records.

Data Breaches

It will be deemed that an 'eligible data breach' has occurred if:

- there has been unauthorised access to, or unauthorised disclosure of, personal information about one or more individuals (**the affected individuals**)
- a reasonable person would conclude there is a likelihood of serious harm to any affected individuals as a result
- the information is lost in circumstances where:
 - unauthorised access to, or unauthorised disclosure of, the information is likely to occur
 - assuming unauthorised access to, or unauthorised disclosure of, the information was to occur, a reasonable person would conclude that it would be likely to result in serious harm to the affected individuals.

Serious harm may include serious physical, psychological, emotional, economic and financial harm, as well as serious harm to reputation.

What must the college do in the event of an 'eligible data breach'?

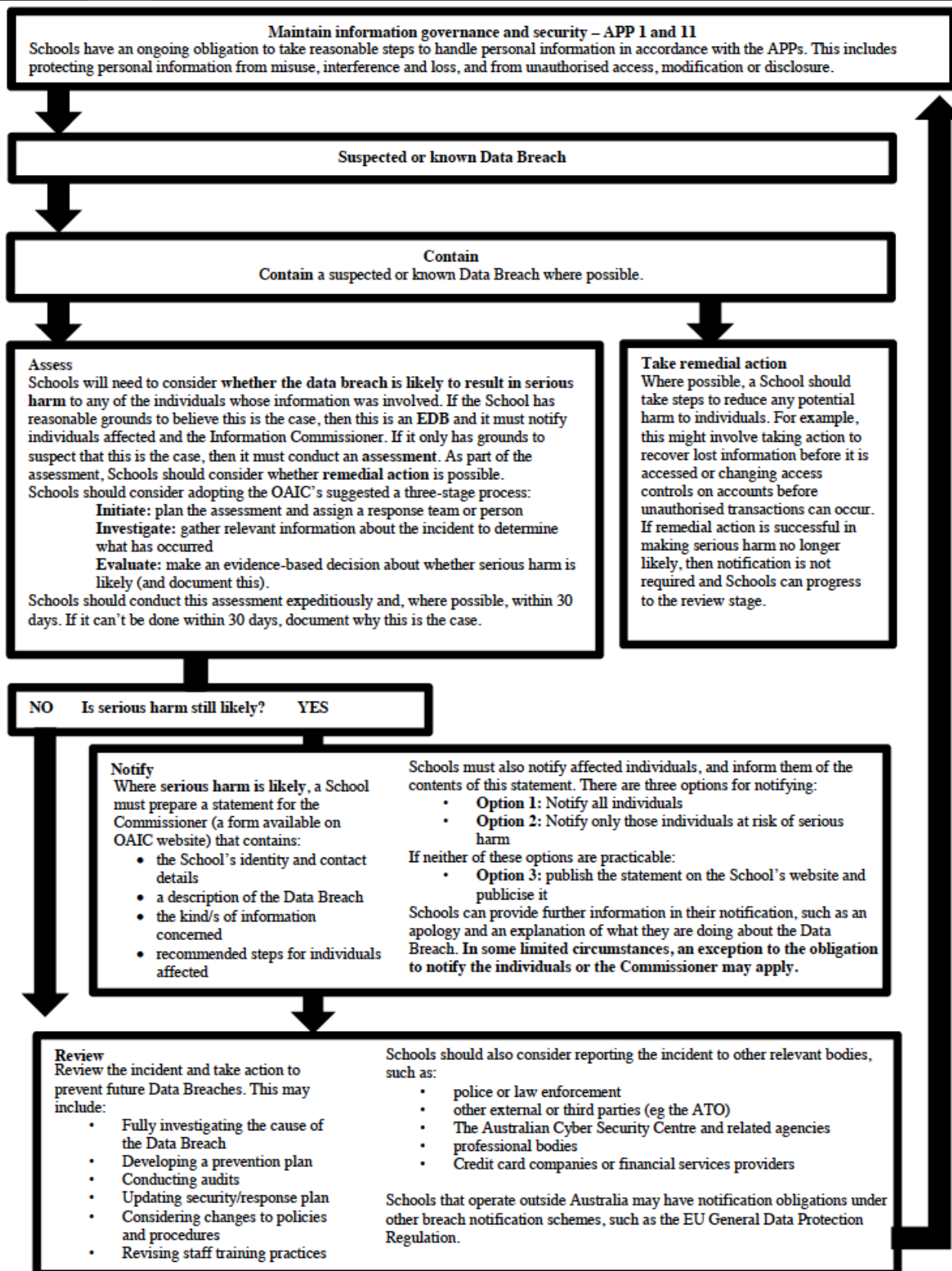
If Alta-1 College QLD suspects that an eligible data breach has occurred, it will carry out a reasonable and expedient assessment/investigation within 30 days.

If such an assessment/investigation indicates there are reasonable grounds to believe an eligible data breach has occurred, then Alta-1 College QLD will be required to lodge a statement to the Privacy Commissioner (**Commissioner**). Where practical to do so, the college entity will also notify the affected individuals. If it is not practicable to notify the affected individuals, Alta-1 College QLD will publish a copy of the statement on its website, or publicise it in another manner.

Exception to notification obligation

An exception to the requirement to notify will exist if there is a data breach and immediate remedial action is taken, and as a result of that action:

- there is no unauthorised access to, or unauthorised disclosure of, the information
- there is no serious harm to affected individuals, and as a result of the remedial action, a reasonable person would conclude the breach is not likely to result in serious harm.



**This summary is a modified version of the OAIC Data Breach response summary available at www.oaic.gov.au/privacy-law/privacy-act/notifiable-data-breaches-scheme
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Access and Correction of Personal Information

Under the *Privacy Act*, an individual has the right to seek and obtain access to any personal information which Alta-1 College QLD holds about them and to advise Alta-1 College QLD of any perceived inaccuracy. There are some exceptions to this right set out in the Act. Students will generally be able to access and update their personal information through their parents, but older students may seek access and correction themselves.

To make a request to access or to update any personal information Alta-1 College QLD holds about you or your child, please contact the College Principal in writing via email to admin@alta-1.qld.edu.au. Alta-1 College QLD may require you to verify your identity and specify what information you require. Alta-1 College QLD may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, Alta-1 College QLD will advise the likely cost in advance. If we cannot provide you with access to that information, we will provide you with written notice explaining the reasons for refusal.

The College will take reasonable steps to ensure that any personal information is accurate, up to date, complete, relevant and not misleading.

Consent and Rights of Access to the Personal Information of Students

Alta-1 College QLD respects every parent's right to make decisions concerning their child's education. Generally, Alta-1 College QLD will refer any requests for consent and notices in relation to the personal information of a student to the student's parents. Alta-1 College QLD will treat consent given by parents as consent given on behalf of the student, and notice to parents will act as notice given to the student, except in the case of an independent student. As mentioned above, parents may seek access to personal information held by Alta-1 College QLD about them or their child by contacting the College Principal. However, there will be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the Alta-1 College QLD's duty of care to a student.

The College may, at its discretion, on the request of a student grant that student access to information held by Alta-1 College QLD about them, or allow a student to give or withhold consent to the use of their personal information, independently of their parents. This would normally be done only when the maturity of the student and/or the student's personal circumstances warrant it.

Enquiries and Complaints

If you would like further information about the way Alta-1 College QLD manages the personal information it holds, or wish to make a complaint about Alta-1 College QLD's breach of the Australian Privacy Principles please contact the College Principal on (07) 5301 8008, or email admin@alta-1.qld.edu.au. Alta-1 College QLD will investigate any complaint and will notify you of the making of a decision in relation to your complaint as soon as is practicable after it has been made.

APPENDIX 1 - Standard Collection Notice

1. The College collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the College. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the College to provide schooling to students enrolled at the college, exercise its duty of care, engage in marketing/fundraising and perform necessary associated administrative activities, which will enable students to take part in all the activities of the College.
2. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles (**APPs**) under the *Privacy Act 1988*. We may ask you to provide medical reports about students from time to time.
5. The College may disclose personal and sensitive information for educational, legal, administrative, marketing and support purposes. This may include to:
 - other schools and teachers at those schools;
 - government departments (including for policy and funding purposes);
 - medical practitioners;
 - people providing educational, support and health services to the College, including specialist visiting teachers, [sports] coaches, volunteers, and counsellors;
 - providers of learning and assessment tools;
 - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA), Queensland Curriculum and Assessment Authority (QCAA), and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
 - people providing administrative and financial services to the College;
 - anyone you authorise the College to disclose information to; and
 - anyone to whom the College is required or authorised by law, including child protection laws, to disclose the information.
6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. The College may use online or 'cloud' service providers to store personal information and to provide services to the College that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about the College's use of on online or 'cloud' service providers is contained in the College's Privacy Policy.
8. The College's Privacy Policy, accessible on the College's website, sets out how parents or students may seek access to and correction of their personal information which the College has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to a student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.
9. The College's Privacy Policy also sets out how parents and students can make a complaint about a breach of the APPs and how the complaint will be handled.
10. The College may engage in fundraising activities. Information received from you may be used to make an appeal to you. [It may also be disclosed to organisations that assist in the College's fundraising activities solely for that purpose.] We will not disclose your personal information to third parties for their own marketing purposes without your consent.
11. On occasions information such as academic and sporting achievements, student activities and similar news is published in College newsletters and magazines, on our intranet and website. This may include photographs and videos of student activities such as sporting events, college camps and college excursions. The College will obtain permissions during enrolment from the student's parent/guardian (and from the student if appropriate) if we would like to include such photographs or videos [or other identifying material] in our promotional material or otherwise make this material available to the public such as on the internet.
12. We may include students' and students' parents' contact details in a class list and College directory.
13. If you provide the College with the personal information of others, such as doctors or emergency contacts, we

encourage you to inform them that you are disclosing that information to the College and why.

APPENDIX 2 - Employment Collection Notice

1. In applying for this position, you will be providing Alta-1 College QLD with personal information. We can be contacted by phone at (07) 5301 8008, or by email at admin@alta-1.qld.edu.au.
2. We will collect the information from your resume and other application paperwork in order to assess your application. We may keep this information on file if your application is unsuccessful in case another position becomes available.
3. The College's Privacy Policy, accessible on the College's website, contains details of how you may complain about a breach of the Australian Privacy Principles and how you may seek access to and correction of your personal information which the College has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others. Any refusal will be notified in writing with reasons if appropriate.
4. We will not disclose this information to a third party without your consent unless otherwise permitted.
5. We are required to conduct a criminal record check and collect personal information in accordance with Child Protection laws.
6. The College may use online or 'cloud' service providers to store personal information and to provide services to the College that involve the use of personal information, such as email services. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on cloud service provider's servers which may be situated outside Australia. Further information about the College's use of on online or 'cloud' service providers is contained in the College's Privacy Policy.
7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the College and why.

APPENDIX 3 - Contractor/Volunteer Collection Notice

1. In offering, applying, or agreeing to provide services to the College, you will be providing Alta-1 College QLD with personal information. We can be contacted by phone at (07) 5301 8008, or by email at admin@alta-1.qld.edu.au.
2. We will collect the information from your resume and other application paperwork in order to assess your application. We may also make notes and prepare a confidential report in respect of your application.
3. You agree that we may store this information for 7 years post engagement.
4. The College's Privacy Policy, accessible on the College's website, contains details of how you may complain about a breach of the Australian Privacy Principles and how you may seek access to and correction of your personal information which the College has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others. Any refusal will be notified in writing with reasons if appropriate.
5. We will not disclose this information to a third party without your consent unless otherwise permitted to.
6. We are required to conduct a criminal record check and collect information about you in accordance with Child Protection laws.
7. The College may use online or 'cloud' service providers to store personal information and to provide services to the College that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on cloud service provider's servers which may be situated outside Australia. Further information about the College's use of on online or 'cloud' service providers is contained in the College's Privacy Policy.
8. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the College and why.

SOCIAL MEDIA AND DIGITAL TECHNOLOGIES ACCEPTABLE USE AGREEMENT

Student Declaration:

When I use digital technologies, social media sites, and the internet at Alta-1 College I agree to be a safe, responsible and ethical user at all times by: (please tick)

- Never participating in online bullying.
- Protecting my privacy by not giving out personal details, including my full name, telephone number, address, passwords and images.
- Protecting the privacy of others by never posting or forwarding their personal details or images without their consent, and not "tagging" myself or fellow students in photographs shared on the social media group page.
- Not interfering with network systems and security, the data of another user or attempting to log into the network with a username or password of another student, or allow other students to use my network/internet account.
- Not disabling settings for virus protection, spam or filtering that have been applied by the school and not attempting to avoid them by use of proxy sites.
- Talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online.
- Talking to a teacher or a trusted adult if I see others participating in unsafe, inappropriate or hurtful online behaviours.
- Handling ICT devices with care and notifying a teacher of any damage or required attention.
- Not bringing to school or downloading unauthorised programs, including games, bit-torrent or file sharing software (this list is not exhaustive), or downloading unauthorized programs, including games, inappropriate pictures or inappropriate content including offensive, abusive, or discriminatory comments; sexually explicit or sexually suggestive material or correspondence.

In addition, when I use my personal mobile devices (including my phone) I agree to be a safe, responsible and ethical user at all times by: (please tick)

- Handing my device to the teacher during class times; only making or answering calls or messages outside of lesson times.
- Respecting the privacy of others; only taking photos or recording sound or video when others are aware and give consent.
- Respecting others and communicating with them in a supportive manner, including outside school hours and in social contexts by not making harassing phone calls/text messages or forwarding on messages.
- Obtaining appropriate consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces.

PTO

Parent / Guardian Agreement:

I/we have discussed this agreement with my/our child and we agree to uphold the expectations of the College in relation to the use of electronic devices and services both at school and, where relevant, outside of school.

We understand that a breach of this agreement will incur consequences according to the College Behaviour Management Policy and that we will be responsible for replacing or repairing college owned laptop computers and other devices that may be damaged or stolen while in my care.

Parent/ Guardian Name: _____ Date: _____

Parent/ Guardian Signature: _____

Student Agreement:

I have read and discussed this agreement with my parent/guardian and I agree to be a cybersafe student and always uphold these conditions both within and outside of school.

Student Name: _____ Date: _____

Student Signature: _____

STUDENT ANTI-BULLYING POLICY

Purpose:	The purpose of this policy is to protect students from bullying and to respond appropriately when bullying does occur	
Scope:	Students, parents/guardians and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements	
Status:	Authorised	Supersedes: All previous student bullying policies
Authorised by:	Matthew Vandeppeer (Principal)	Date of Authorisation: 9 February 2022
References:	<ul style="list-style-type: none"> • Education (Accreditation of Non-State Schools) Regulations 2001 (Qld) • Australian Education Act 2013 (Cth) • Australian Education Regulations 2013 (Cth) 	
Related Documents:	<ul style="list-style-type: none"> • Alta-1 College QLD Behaviour Management Policy • Alta-1 College QLD Child Protection Policy • Alta-1 College QLD Disability Discrimination Policy • Alta-1 College QLD College Rules • Alta-1 College QLD Student Code of Conduct • Alta-1 College QLD Complaints Handling Policy & Procedure • Alta-1 College QLD Complaints Procedure for Students • Alta-1 College QLD Complaints Procedure for Parents/Carers • Alta-1 College QLD Unacceptable Behaviour Form 	
Review Date:	Every 2 years	Next Review Date: February 2024
Policy Owner:	Alta-1 College QLD	

Policy Statement

Alta-1 College QLD has a zero-tolerance approach to bullying.

Alta-1 College QLD is committed to taking action to protect students from bullying and to respond appropriately when bullying does occur.

Alta-1 College QLD's Complaints Handling Policy and Procedure explains the reporting mechanism for students and parents/guardians, and details how employees will respond to reports, including that all reports will be investigated and acted upon, with appropriate support and consequences implemented.

Principles

1. Students are entitled to be protected from bullying while at the college.
2. The college will be proactive in implementing strategies to minimise the likelihood of bullying occurring.
3. Sanctions for bully-related actions will reflect a lack of tolerance for such behaviour.

Definitions

- **Bullying:** is a systematic and repeated abuse of power. In general bullying may be defined as:
 - dominating or hurting someone
 - unfair action by the perpetrator(s) and an imbalance of power
 - a lack of adequate defence by the target and feelings of oppression and humiliationIt can occur at any age, across cultures, genders and socioeconomic groups. It can happen in the playground, toilet areas, to and from college or in the classroom.
- **Physical bullying:** this is when a person (or group of people) uses physical actions to bully, such as hitting, poking, tripping or pushing. Repeatedly and intentionally damaging someone's belongings is also physical bullying.
- **Verbal bullying:** repeated or systematic name calling, insults, homophobic or racist remarks and verbal abuse.
- **Covert bullying:** such as lying about someone, spreading rumours, playing a nasty joke that make the person feel humiliated or powerless, mimicking or deliberately excluding someone.
- **Psychological bullying:** for example, threatening, manipulating or stalking someone
- **Cyber bullying:** using technology, such as email, mobile phones, chat rooms, social networking sites to bully verbally, socially or psychologically.

Responsibilities

Alta-1 College QLD acknowledges its responsibility to:

- Raise awareness of bullying and how the college will respond to it
- Take action to help prevent bullying
- Develop and promote effective social skills and positive relationships amongst students
- Implement a reporting mechanism for students and parents/guardians
- Educate students and parents/guardians on how to respond to bullying and how to report it
- Educate employees on how to appropriately respond to bullying
- Investigate and act upon all reports of bullying, including providing appropriate support and consequences

Alta-1 College QLD employees have a responsibility to:

- Uphold and consistently apply this Policy
- Respond appropriately to reports of bullying, including by investigating and acting upon reports of bullying, and by providing appropriate support and consequences in accordance with the Behaviour Management Policy and the Complaints Handling Policy and Procedure.

Alta-1 College QLD parents/guardians have a responsibility to:

- Encourage their child not to bully others
- Encourage their child to report bullying to themselves or others
- Encourage their child to take steps to stop bullying as directed under the Behaviour Management Policy

Alta-1 College QLD students have a responsibility to:

- Not engage in bullying behaviour towards others
- Report bullying occurring to them or others
- Take steps to stop bullying as directed under the Behaviour Management Policy

If you are bullied, you can deal with the problem in the following ways:

- Leave the area;
- Talk about it with a friend or family member;
- Report the incident to a staff member. The staff member will discuss possible courses of action and will not confront the bully without your permission;
- Lodge a formal complaint through our complaints process if you feel that the issue is not adequately resolved.

Bystanders to Bullying: Bystanders are those who are aware of, or witnesses to the bullying situation. A supportive bystander will use words and/or actions to support someone who is being bullied by intervening, getting teacher support or comforting them all members of a school community need to know how to support those who are being bullied and how to discourage bullying behaviours.

Implementation

Bullying Prevention

Alta-1 will embed bullying prevention strategies through the following elements of the program:

- The sense of belonging created through the caring community context in which the program is conducted.
- The small group context of curriculum delivery.
- The values-based curriculum including the Religion and Ethics course.
- The implementation and delivery of the “Keeping Safe Child Protection” curriculum
- The Personal Recovery and Community Building course.
- Rules and behaviour management practises.

Bullying Sanctions

Reports and/or incidents of student bullying will be recorded and investigated under the Behaviour Management Policy.

Reports and/or incidents of staff, parents/guardians or visitors bullying, following initial investigation, will be referred to the Principal.

A student found to have bullied will be dealt with in accordance with the Behaviour Management Policy which may result in suspension or exclusion from Alta-1.

A staff member who is found to have bullied a student will be referred to the Board, via the Principal, for a sanction which may include having his/her involvement with Alta-1 terminated.

A parent/guardian/visitor who is found to have bullied a student may be excluded from Alta-1 College sites.

Whole-school Community Rights and Responsibilities in Relation to Bullying

Students, staff, parents, caregivers and the wider community have the right to a safe. For this to occur all school community members have a responsibility to prevent and respond to bullying.

	Rights	Responsibilities
Whole community	<ul style="list-style-type: none"> • Are safe and supported in the school environment; are treated with respect. 	<ul style="list-style-type: none"> • Establish positive relationships; • respect and accept individual differences.
Administrators	<ul style="list-style-type: none"> • Are supported in developing and implementing the school's plan to prevent and effectively manage bullying. 	<ul style="list-style-type: none"> • Provide leadership in resourcing the school's prevention and effective management of bullying; • implement the school plan; • ensure parents are informed of the school plan; • support staff to implement the school's plan.
Staff	<ul style="list-style-type: none"> • Feel safe and supported in the workplace; • access to resources suitable for supporting students in building positive relationships, resiliency, safety and bullying prevention; • are informed of the school's plan on bullying; • are treated with respect in the workplace; • access to professional learning in preventing and effectively managing bullying. 	<ul style="list-style-type: none"> • Promote and model positive relationships; • participate in implementing the school plan to counter bullying; • identify and respond to bullying incidents; • teach students how to treat others with care and respect; • teach students how to respond effectively to bullying; • promote problem solving with students; • respect and accept individual differences.
Students	<ul style="list-style-type: none"> • Access to curriculum that supports resiliency and problem-solving strategies; • are informed of the school's plan on bullying; • if involved, are provided with support to stop bullying. 	<ul style="list-style-type: none"> • Treat others with care and respect; • identify and respond effectively to bullying.
Parents	<ul style="list-style-type: none"> • Expect children to be safe, treated with respect and provided with a supportive school environment; • are provided with access to information on the prevention and response strategies related to bullying; • support and encourage children to treat others with respect and act in accordance with the school plan if they observe bullying. 	<ul style="list-style-type: none"> • encourage children to report bullying incidents; • are aware of school plans and support school in effectively managing bullying.
Wider community: including other professionals	<ul style="list-style-type: none"> • Strategic inclusion in prevention and bullying incident management. 	<ul style="list-style-type: none"> • Provide support and input into the school's approach to preventing and managing bullying.

STUDENT CODE OF CONDUCT

Purpose:	This policy outlines the behaviours expected of Alta-1 students at school, during school hours, at any Alta-1 College premises, during college arranged transport, and/or at any college events on or off campus.		
Scope:	All students enrolled at Alta-1 College QLD Parents/carers/guardians of students enrolled at Alta-1 College QLD		
Status:	Authorised	Supersedes:	<ul style="list-style-type: none"> All previous Student Codes of Conduct or Behaviour.
Date of Authorisation:	10 January 2023		
Authorised by:	Matthew Vandeppeer (Principal)		
References & Related Documents	<ul style="list-style-type: none"> Alta-1 College QLD Student Handbook The Seven (7) Key Commitments of an Alta-1 Student Alta-1 College QLD Behaviour Management Policy Alta-1 College QLD Child Protection Policy Alta-1 College QLD Complaints Handling Policy & Procedures Alta-1 College QLD Complaints Procedure for Students Alta-1 College QLD Information Technology Student Policy Alta-1 College QLD Students Using Mobile Phones Policy Alta-1 College QLD Social Media & Digital Technologies Acceptable Use Agreement Alta-1 College QLD Substance Abuse /Alcohol Tobacco & Illicit Drugs Policy Alta-1 College QLD Student Anti-Bullying Policy Alta-1 College QLD Student Dress Code 		
Review Schedule:	Annually	Next Review Date:	January 2024
Policy Owner:	Alta-1 College QLD		

Principles

Alta-1 College:

- provides clear guidance to all members of the school community about what forms of behaviour management, discipline or punishment are permitted,
- prohibits bullying, harassment, and other forms of peer-to-peer abuse,
- requires respect for the privacy and human dignity of other students,
- expects all students to be engaged with their own personal recovery journey.

Students have a right to:

- feel safe within the school,
- learn in a stimulating environment to the best of their ability,
- be treated with respect by other students and teachers,
- be listened to.

Students have a responsibility to:

- demonstrate an ongoing commitment and willingness to change,
- engage with the Personal Recovery and Community Building course,
- engage with all aspects of the Alta-1 program and curriculum,
- abide by the Student Code of Conduct and other college policies detailed in the Alta-1 College QLD Student Handbook available on the college website.
- be respectful of others in their conduct.

Attendance

- Students must be punctual and attend all their classes, committing to regular attendance.
- Parents/Guardians/Carers must provide reasons for student absences.
- Student must not leave the school grounds during the day, except on official school excursions, without staff member consent.

Behaviour

Students must accept and comply with school policies regarding positive behaviour.

Students must not:

- disrupt or hinder any College activities.
- do anything which may bring the College into disrepute, which includes making or publishing false or misleading statements relating to the College, College staff or other students.
- not bully, harass, intimidate, put down, or discriminate against anyone at school.
- physically touch, bully, or sexually engage with students or others in a manner which is not appropriate and/or may endanger the health, safety, and wellbeing of that person.
- engage in any form of physical or verbal violence including fighting, assault, or threats of violence.
- engage in any form of cyber bullying or cyber abuse.
- use offensive or disrespectful language.
- wear items of clothing displaying offensive language and/or symbols such as profanity, drug references, sexual connotations, and racist slurs.
- send inappropriate, offensive, or explicit text messages, photos or videos to students or staff
- misuse College property, including computers and internet access or other learning platforms.

Students must not engage in any dishonest behaviour including:

- stealing, taking, or using without permission any property of any person, or possessing property which is stolen or taken without permission,
- using or providing false or misleading documentation or information for the purpose of obtaining a benefit or advantage for any person,

Language

Students must not:

- conduct themselves in an offensive manner or use offensive language on, near, or within view or hearing of College premises, or whilst engaged in College activities
- use language or conduct which is likely to offend, harass, bully, or unfairly discriminate against any student, staff member, contractor, volunteer, or visitor,
- use inappropriate or profane words, gestures, or images.

Cooperation

Students must:

- obey all campus and classroom rules.
- follow the directions and instructions of all college staff.
- act and work co-operatively with other students and staff.
- cooperate with staff at all times, when given a reasonable direction.

Respect

Students are expected to:

- show courtesy and respect to all members of the college community.
- resolve conflict respectfully, calmly, and fairly.
- respect the property of the college and others.
- be inclusive of differences such as race, culture, identity, and ability.
- respect the learning needs of all students

Learning

Students are expected to:

- take progressive responsibility for their own learning, to work consistently and complete tasks as required.
- discuss with parents their educational progress and to ensure that all school communication is effectively delivered
- plagiarism - you must not present anyone else's work as if it were yours.

Digital Technologies

- Computers, including those with internet access, are provided for school- based educational purposes only. Misuse of this privilege will result in access being withdrawn.
- Mobile phones must be switched to silent mode during class times and given to the teacher who will safely store phones. They can be used only with specific teacher permission. They may not be used for calls, texts, or social media during class time.

Health, Safety, & Wellbeing

Students must consider the safety and welfare of themselves and others.

Students must not:

- cause physical or emotional harm to any person, or bully any person,
- engage in violent or threatening behaviour, including the use of threatening or abusive language
- do anything which may endanger the physical or mental health, safety, or wellbeing of any person
- possess, store, or use any weapon, explosive materials, fireworks, dangerous chemicals or biological agents, or other dangerous thing, on College premises.

Alcohol, Tobacco, and Drugs

For the purpose of this policy, the term, “drugs” will refer to physiological and/or mind-altering substances that are available over the counter, by prescription, as well as substances available deemed illegal in Queensland. It also includes any substance that is misused from its original/intended purpose to induce a physiological/mind altering state. It specifically includes alcohol.

Students must not:

- use, consume, sell, or distribute alcohol, tobacco, illegal drugs, or related implements while at school, while attending College-related activities/events, or in transit between College related activities/events in a College vehicle.
- smoke or vape while attending College-related activities/events, or in transit between College related activities/events in a College vehicle
- attend College, or other functions as a representative of the College whilst under the influence of alcohol, illicit drugs, or other substances harmful to health.

Students must be prepared to undergo testing for illegal substances if and/or when required by an Alta-1 teacher or the Principal.

If a student comes to school under the apparent influence of drugs, a parent will be contacted, and arrangements made for the child to be returned home. Should a parent be un-contactable, then the student must be supervised in isolation from the main class.

If at school a student is found to be in possession of drugs, or using drugs, or supplying drugs to others, they will immediately have the drugs removed, a parent will be contacted to collect the student and the Police called on 131 444, who will come to seize and destroy the drugs. If staff know the identity of the student in possession, they are obliged by law to inform the Police, after which the matter is in their hands. If staff found the drugs lying around or hidden, Police still need to be informed. An enrolment review will be initiated by the Principal or their delegate. In determining the outcome of the review, each situation will be considered on its merits.

If students are found to be selling or distributing drugs to Alta-1 students (either at school or off campus), their enrolment will be cancelled.

Property

Students must not:

- damage, destroy, endanger, vandalise, put at risk, pollute, or obstruct any College or Partner Church property or any property of any member of the College or Partner Church staff,
- enter, occupy, use, or interfere with any College or Partner Church property or enable any other person to do so, without authorisation from the College or Partner Church,
- steal, misuse or fraudulently use College or Partner Church's resources.

Driving

- Students who have their driver's licence are not permitted to have other students in their vehicle unless written permission is given by parents/guardians of both parties.
- Students who drive vehicles to school must submit the ignition keys to their teacher on arrival. The keys will be returned at the conclusion of the school day.

General

Students must not:

- incite, persuade, conspire with, or assist any other person to engage in misconduct,
- attempt or threaten to do anything which is misconduct,
- be party to any cover-up of misconduct or the destruction, concealment, alteration or withholding of any evidence of misconduct, or otherwise conceal the identity or whereabouts of any person who is alleged to have engaged in misconduct,
- publish or display material which could be understood by a reasonable person as indicating that somebody intends to engage in misconduct,
- communicate with parents/guardians/carers on matters relating to the educational development and behaviour of their children.

Breach of the Student Code of Conduct

- Students must report to a staff member their own or anyone else's breach of the Student Code of Conduct. All information will be acted upon and treated fairly.
- If the student is reporting the breach of someone else, his/her name will not be revealed by any staff member.
- If the breach relates to a member of staff, students have the right to discuss with another member of staff or the Principal.
- Formal complaints can be made in accordance with the Complaints Handling Policy & Procedures.

Consequences for Breaches

The consequences for breaching the Student Code of Conduct will depend on the severity and/or regularity of the breach and range from contacting the student's parents to assist in resolving the breach, or the student making restitution for damage or offence caused, through to being placed on a behaviour contract, or, in serious and/or repeated breaches, exiting the program.

Implementation

At the commencement of enrolment at Alta-1 College all students will sign the agreement below. The signed agreement is to be kept on student file. A signed copy is also to be retained by the student and the parent/carer/guardian.

Student Wellbeing Hub

The Student Wellbeing Hub is a commonwealth government website with excellent resources for students, staff, and parents.

[Student Wellbeing Hub](#)

The Seven (7) Key Commitments of an Alta-1 Student

1. A commitment to safety.

We believe that every person is important - that includes you. We also believe that everyone has the right to always feel and be safe. Unfortunately, some of our students have not always felt safe and therefore we want Alta-1 College to be different. Safety starts with you! We ask that you make a clear commitment to being a safe person.

2. A commitment to a minimum 80% school attendance (and punctuality).

As a QCE student your attendance in class is essential. You are required to make a commitment to a minimum school attendance of 80%. If you genuinely can't make it to school, we will need a note. A commitment to school attendance (and punctuality) is a commitment to your future.

3. A commitment to change (and grow).

Everybody has something that needs to be worked on in their life. When we acknowledge the need to change, we can start to grow. It is important to grow. With this in mind, we ask that you identify at least one important thing that needs to change in your life. We then ask that you make a commitment to work with the adults around you to see it change!

4. A commitment to completing Year 11 and 12.

Education is a tool that can open doors to new and exciting opportunities. At Alta-1 College we want to partner with you to see you complete Year 11 and 12. We will encourage and support you as you work towards your goals. All of this is easier when you make a sure and solid commitment to finishing your schooling!

5. A commitment to your future (demonstrated every day).

You are an amazing creation with an incredible life to live. The choices that you make today will have an impact on your future and a great future starts now. If you are going to be a successful student of Alta-1 College, you will need to make a commitment to making your future the best it can be and that is demonstrated every day, starting now!

6. A commitment to asking for and accepting the help of Alta-1 Staff.

At Alta-1 College we have a staff group that are committed to you and your future. Our greatest joy comes in seeing our students grow, change, and flourish. One of the most powerful things a student can do is to ask for help. This is closely followed by a willingness to accept help when it is provided. We ask that you make a commitment to both.

7. A commitment to choosing a positive attitude and positive language.

Our emotions may dictate our mood, but our choices dictate our future. Attitude is the choice that makes all the difference. We believe it because we see it every day. Students that choose a positive attitude and positive language are almost always guaranteed success in life. The Alta-1 staff make no apologies in asking you to commit to always having a great attitude and using positive language.

Contract of Agreement

Having read about *The Seven (7) Key Commitments of an Alta-1 Student*, understanding that I must make these commitments in order to be a member of the Alta-1 College Learning and Recovery Community and having successfully demonstrated these things during my time in the Orientation Program, I hereby make a firm commitment to the following:

1. I, _____, make a commitment to safety and being a safe person.
2. I, _____, make a commitment to a minimum 80% school attendance (and punctuality).
3. I, _____, make a commitment to change and grow.
4. I, _____, make a commitment to completing Year 11 and 12.
5. I, _____, make a commitment to my future.
6. I, _____, make a commitment to asking for and accepting the help of Alta-1 staff.
7. I, _____, make a commitment to choosing a positive attitude and positive language.

I understand that if I repeatedly choose not to demonstrate these commitments, I will not be able to be a part of the Alta-1 College Learning and Recovery Community.

Student full name: _____ **Signature:** _____ **Date:** _____

Parent/ Guardian full name: _____ **Signature:** _____ **Date:** _____

Orientation Coordinator Signature: _____ **Date:** _____

Senior Teacher Signature: _____ **Date:** _____

Principal Signature: _____ **Date:** _____

STUDENT DRESS CODE

Policy Statement

This policy provides the dress requirements for current Alta-1 College QLD students.

This dress code applies to students while at school, at any college events onsite or offsite, and any events that a student is representing the college.

This Student Dress Code was written by Alta-1 students for Alta-1 students.

Dress Code:

1. No boobs, bums or bellies are to be seen
2. Skirts/ shorts/ dresses are to be longer than the fingertips against the thighs
3. Tops need to go past the navel (belly button)
4. Straps on tops need to be at least three fingers wide
5. Messages on clothing are not to be offensive to the Alta-1 College culture
6. Covered in shoes (for Occupational Safety & Health)

Acknowledgement

I, _____ have read, understood, and agree to comply with the terms of this Student Dress Code.

Signed

Dated

STUDENTS USING MOBILE PHONES POLICY

Policy

All students of Alta-1 College will not be allowed to use or have a mobile phone with them during school hours. In exceptional circumstances, the student's teacher may permit mobile phone use for a particular purpose.

Rationale

The aim of the policy is to provide:

- Enhanced teaching and learning for students of the College.
- A safe environment to learn without inappropriate mobile phone use (including cyberbullying) or distractions.
- Greater opportunities for social interaction and physical activity during recess and lunchtimes.

Procedures

- Students who choose to bring mobile phones to school must have them switched off and securely stored (in College provided storage) during school hours.
- The College will provide secure storage for student mobiles.
- Where reasonable, students are encouraged (but not required) to leave their mobile phones at home.
- Parents and guardians wishing to communicate with their children during the school day must do so by contacting one of the following relevant school phone numbers:

QCE/Senior Class:	0401 344 032
Orientation Class:	0411 120 614
ConnectEd Class:	0413 416 535
Administration Office:	(07) 5301 8008

- In order to effectively prepare your young person, we encourage you to discuss this policy with them prior to the commencement of school.



www.alta-1.com.au

WA office:

PO Box 301, Joondalup DC WA 6919
t: +61 (8) 9403 8200 | f: +61 (8) 9403 8299
e: admin@alta-1.wa.edu.au

QLD office:

Suite 14, 42-44 King Street, Caboolture, QLD 4510
t: +61 (7) 5301 8008
e: admin@alta-1.qld.edu.au

CHANGING LIVES ONE AT A TIME