



Immanuel  
Lutheran  
College

# Parent Handbook 2026



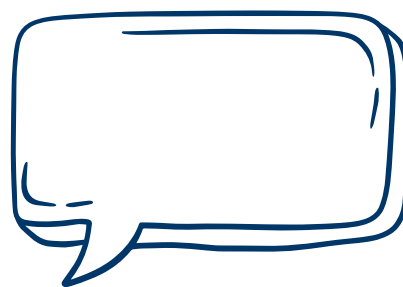
[immanuel.qld.edu.au](http://immanuel.qld.edu.au)

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# Say hello



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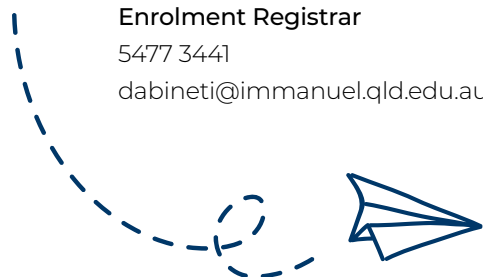
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## COLLEGE BACKGROUND AND PHILOSOPHY

# Introduction

This handbook has been put together as a practical guide for parents — think of it as your go-to companion for how things work here at Immanuel. We've packed it with information to help you navigate day-to-day life at the College, and we keep it updated regularly so that what you're reading is always relevant.

The most current version is always available on SEQTA Engage (through our College website at [www.immanuel.qld.edu.au](http://www.immanuel.qld.edu.au)) or via the College App, so you'll never miss the latest updates.

Immanuel Lutheran College has been part of the Sunshine Coast community since 1979.

What began with just 63 students has now grown into a vibrant learning community spanning Prep to Year 12. Along the way, Immanuel has built a strong reputation for nurturing values, encouraging excellence in sport, culture and academics, and helping young people grow into capable, confident adults.

Here, your child will experience a broad and balanced curriculum that goes well beyond textbooks. Whether it's in the classroom, on the sporting field, in the arts, or through service and outdoor adventures, every student is supported by dedicated, caring staff who want to see them thrive.

## Vision

Immanuel Lutheran College is a place where adventurous and inspiring learning ignites limitless possibilities for every child.

## Mission

At Immanuel Lutheran College, we spark courage through meaningful connections and challenges, never settling for “can’t”.

## Values



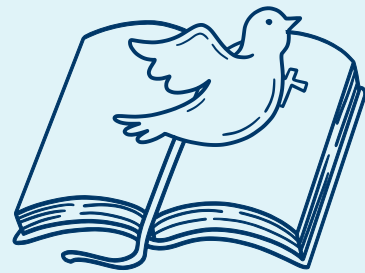
### COMPASSIONATE HEARTS

We show kindness and empathy in all we do.



### CURIOUS MINDS

We embrace questions, creativity and new ways of thinking.



### GOD'S GRACE

We recognise the gift of grace that shapes who we are and how we live.

## College Motto

Our motto, “Walk as Children of the Light”, is more than just words. It is a daily reminder of who we are and where we are headed. We encourage our students to shine brightly, to follow Jesus’ example, and to bring light into the lives of others.

### College Logo



**Immanuel  
Lutheran  
College**

Our logo brings together two powerful symbols: the Cross of Christ and the rising sun. The sun reminds us of the Sunshine Coast with its warmth, light and energy. More importantly, it reminds us that Jesus is the Light of the World. The Cross points us back to Christ's love for all people. Together, these symbols tell the story of a faith-filled education, grounded in God's love and alive in our world.

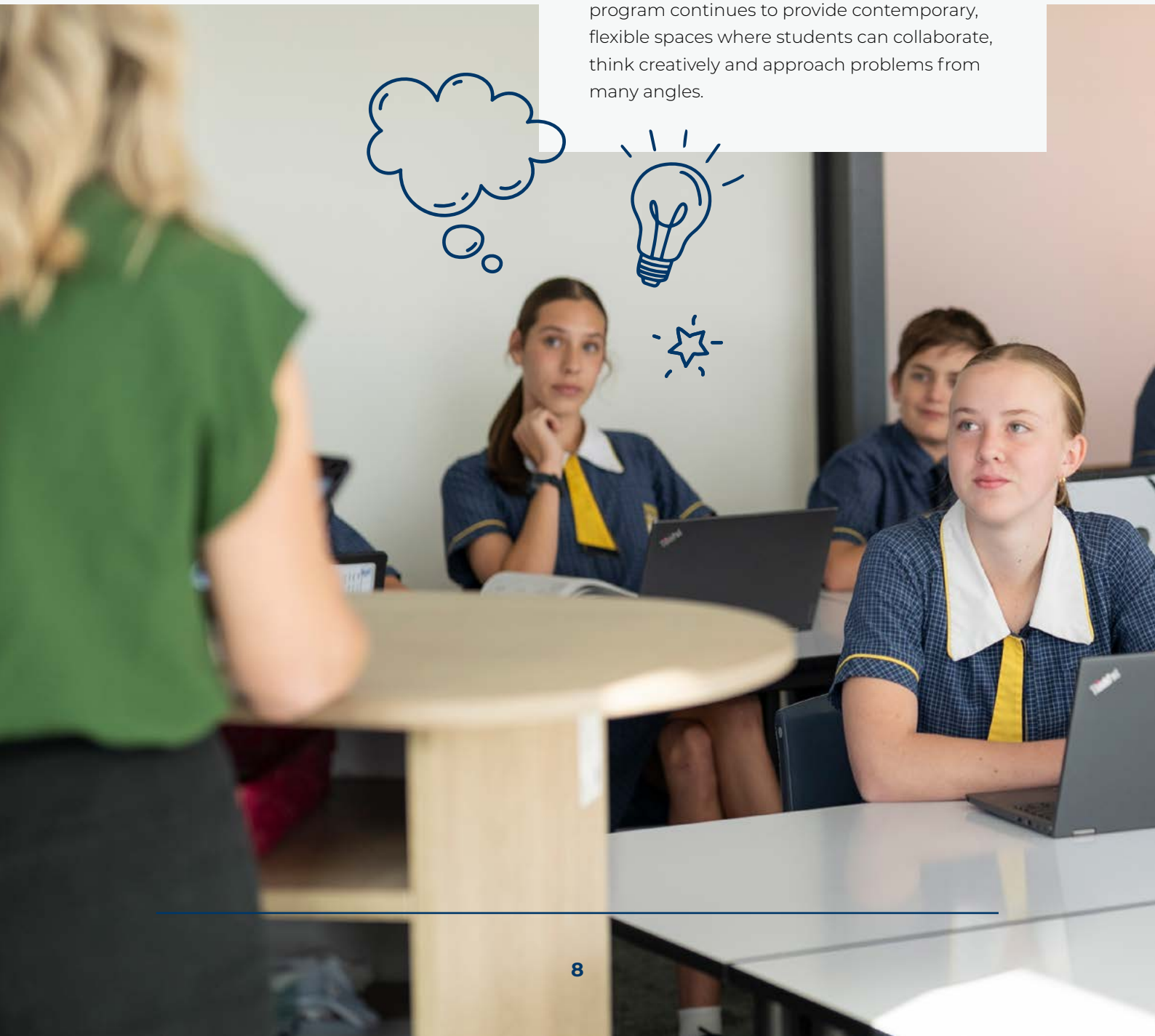
# The Curriculum

At Immanuel, learning is about so much more than books and exams. Every student is encouraged to grow through academics, cocurricular opportunities, outdoor education and service. We ask our young people to be active contributors in our community and to strive for their personal best. Relationships, belonging and a love of learning sit at the heart of everything we do, and we walk alongside students from Prep to Year 12 to support their journey.

We are proud of our strong results in NAPLAN and Year 12 outcomes. These reflect the quality of our teaching, the wide range of learning experiences we offer, and the genuine partnership we build with families.

## Future-Focused Curriculum

The world is changing quickly and so must learning. At Immanuel, we encourage curiosity and lifelong learning by designing activities and assessments that are authentic, engaging and connected to real life. Our building program continues to provide contemporary, flexible spaces where students can collaborate, think creatively and approach problems from many angles.



### Innovation at Immanuel

Innovation is part of who we are. From the way we design our classrooms to how we use technology, our goal is to give students the tools they need to learn in ways that suit them best. Lessons combine face-to-face teaching with online opportunities for feedback and support. Students use iPads in Primary School and both iPad MacBook in Secondary School, carefully chosen as the right fit for their learning needs.

SEQTA, our learning management system, keeps parents, students and teachers connected. Through SEQTA Engage, you can follow your child's progress, see important updates and stay in close contact with the College. It is your central point for communication about learning.



### The Whole Person

We believe education should shape not just what students know, but who they become. At Immanuel, students learn about resilience, relationships and reflection. These skills help them grow in confidence, independence and self-reliance.

Much of this learning happens beyond the classroom. Cocurricular activities, outdoor education, community service and spiritual experiences are all part of the journey. One of the highlights is the Mt Binga Outdoor Education Experience in Year 10, where students spend four weeks living, learning and working together in the Blackbutt Ranges. Away from technology and daily routines, they build teamwork, initiative and independence. Many Old Scholars still speak fondly of their "Binga days" as a turning point in their lives.



## Home/School Partnerships

We believe a quality education is one of the greatest gifts a parent can give a child, and at Immanuel, we see it as a shared journey between home and school. The stronger the connection between us, the better we can support each child's learning, wellbeing and growth.

Our wellbeing approach is designed to meet the needs of every student. We balance this with clear expectations for behaviour and learning, all guided by caring staff who are committed to the Christian values of the

College. Students are encouraged to become responsible young people who respect themselves and others, develop self-discipline, and gain the skills they need for their future.

Communication is key. Staff are always happy to be contacted by phone or email through the relevant sub-school office. We value the opportunity to work in partnership with you to ensure every student feels supported and confident in their learning journey. Staff will endeavour to respond to communication within 48 business hours.



**Immanuel  
Lutheran  
College**

## College Map

### PRIMARY SCHOOL FACILITIES

- 1 Prep - Wattle
- 2 Year 1 - Acacia
- 3 Year 2 - Acacia
- 4 Year 3 - Bunya
- 5 Year 4 - Orchid (Upper)
- 6 Year 5 - Jasmine
- 7 Year 6 - Paperbark Performance Centre (Upper)
- 8 Primary School Administration - Hibiscus
- 9 Languages - Myrtle
- 10 Art - Orchid (Lower)

### SECONDARY SCHOOL FACILITIES

- 11 Sheoak - Science
- 12 Banksia - Mathematics
- 13 Piazza
- 14 Cycad - DIB
- 15 Darwinia - The Arts
- 16 Eucalypt - The Arts and DIB
- 17 Grevillea - Languages
- 18 Featherwood - PE and LED
- 19 Lillypilly - Year 7, English and Humanities
- 20 Secondary School Administration - Grevillea

### EARLY LEARNING CENTRE

- 21 Early Learning Centre

### SPORTS FACILITIES

- 22 AJ Jericho Stadium
- 23 AJ Jericho Oval
- 24 Dance Studio
- 25 Main Oval
- 26 Aquatic Centre
- 27 Multipurpose Courts (Blue)
- 28 Multipurpose Courts (Green)



### GENERAL SCHOOL FACILITIES

- 29 Main Administration
- 30 Student Services / First Aid / LED
- 31 Cafe on the Green
- 32 Innovation Hub / Library / Technology services
- 33 Worship Centre / Terrace
- 34 College Green
- 35 Music & Drama
- 36 Maintenance/Maintenance Deliveries
- 37 Environmental Centre
- 38 Eco Shed
- 39 College Shop
- 40 Caretaker's Office
- 41 Paperbark Performance Centre
- 42 Outside School Hours Care

### CAR PARKING & TRANSPORT

- Car Park 1 Worship Centre
- Car Park 2 Aquatic Centre
- Car Park 3 Early Learning Centre
- Car Park 4 Forest Drive
- Car Park 5 AJ Jericho Stadium
- Car Park 6 Environmental Centre Parking
- Car Park 7 Maintenance/Contractors
- Car Park 8 Early Learning Staff
- Car Park 9 Rim Road
- Car Park 10 Exec Parking
- Bike Rack
- Drop & Go
- Bus Pick Up

# The Learning Journey at Immanuel



## P-12 Focus

At Immanuel, learning is one connected journey from the very first day of Prep through to Year 12 graduation. Our approach brings together academic growth, social development and rich cocurricular opportunities, all underpinned by strong Christian values. Teachers collaborate across year levels so that students benefit from the expertise and experience of staff right across the College.

## Smooth Transitions

We know that moving into a new stage of school life can feel exciting but also a little daunting. That's why we put extra care into ensuring transitions are smooth — both academically and socially.

- New Students: On their first day, Primary students are paired with a buddy and cared for by their

class teacher. In Secondary, House Mentors welcome new students and help them settle in.

- Year 6 into Year 7: The move into Secondary School is a big milestone. Students meet new teachers, take on new routines and adjust to a new campus. To make this shift easier, we run our Year 6 into 7 Transition Program, Slice of Seven, along with parent information evenings and a start-of-year orientation program. Our Director of Student Engagement, House Leaders and House Mentors play a key role in ensuring every student feels at home.

These touchpoints help reduce worries and build positive anticipation so students can step confidently into the next stage of their learning.

## Homework

Homework at Immanuel is designed with purpose. It helps students consolidate what they've learned in class, complete unfinished tasks, practise independent learning, revise for assessments and simply enjoy reading. More than anything, it's about building good study habits that will set students up for success as they move through school.

We encourage families to help create a regular homework routine. A quiet, well-lit space away from distractions like TV, music or social media makes a big difference.

## Primary School

As a guide, Primary students can expect the following amounts of homework:

|                |                                                                                                                                                                    |
|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Prep</b>    | <b>Reading:</b> 10 minutes per night. <b>Other homework from Semester 2 includes:</b> Sight words, Number work, Service-Learning Activities                        |
| <b>Years 1</b> | <b>Reading:</b> 10 minutes per night. <b>Other homework includes:</b> Sight words, Number work, Service-Learning Activities                                        |
| <b>Years 2</b> | <b>Reading:</b> 10 minutes per night. <b>Other homework includes:</b> Spelling, Number facts Service-Learning Activities                                           |
| <b>Years 3</b> | <b>Reading:</b> 15 minutes per night. <b>Other homework includes:</b> Spelling, Number facts / Times tables, Service-Learning Activities                           |
| <b>Years 4</b> | <b>Reading:</b> 15 minutes per night. <b>Other homework includes:</b> Spelling, Times tables / Maths Online, Service-Learning Activities                           |
| <b>Years 5</b> | <b>Reading:</b> 20 minutes per night. <b>Other homework includes:</b> Times tables / Maths Online, Service-Learning Activities                                     |
| <b>Years 6</b> | <b>Reading:</b> 20 minutes per night. <b>Other homework includes:</b> Times tables / Maths Online, Occasional assignment preparations, Service-Learning Activities |

## Secondary School

Homework looks a little different in Secondary School. Students balance regular homework, ongoing revision and assignments. An assessment calendar is published each term on SEQTA so families can see upcoming deadlines. As a guide, students should expect:

|                    | PER SUBJECT   | PER NIGHT   | PER WEEK      |
|--------------------|---------------|-------------|---------------|
| <b>Year 7</b>      | 10 minutes    | 40 minutes  | 2.5-3.5 hours |
| <b>Years 8-9</b>   | 10-15 minutes | 1 hour      | 5 hours       |
| <b>Year 10</b>     | 20 minutes    | 1-1.5 hours | 5-8 hours     |
| <b>Years 11-12</b> | 20-30 minutes | 2-3 hours   | 10-15 hours   |



### **Developing Self-Managed Learners: Skills for Success in the Secondary School**

As students move through Secondary School, they are encouraged to take more responsibility for their own learning. Immanuel provides a structured program that helps them build independence step by step. This includes learning how to organise their time, set goals and approach challenges with confidence.

#### **Study Skills**

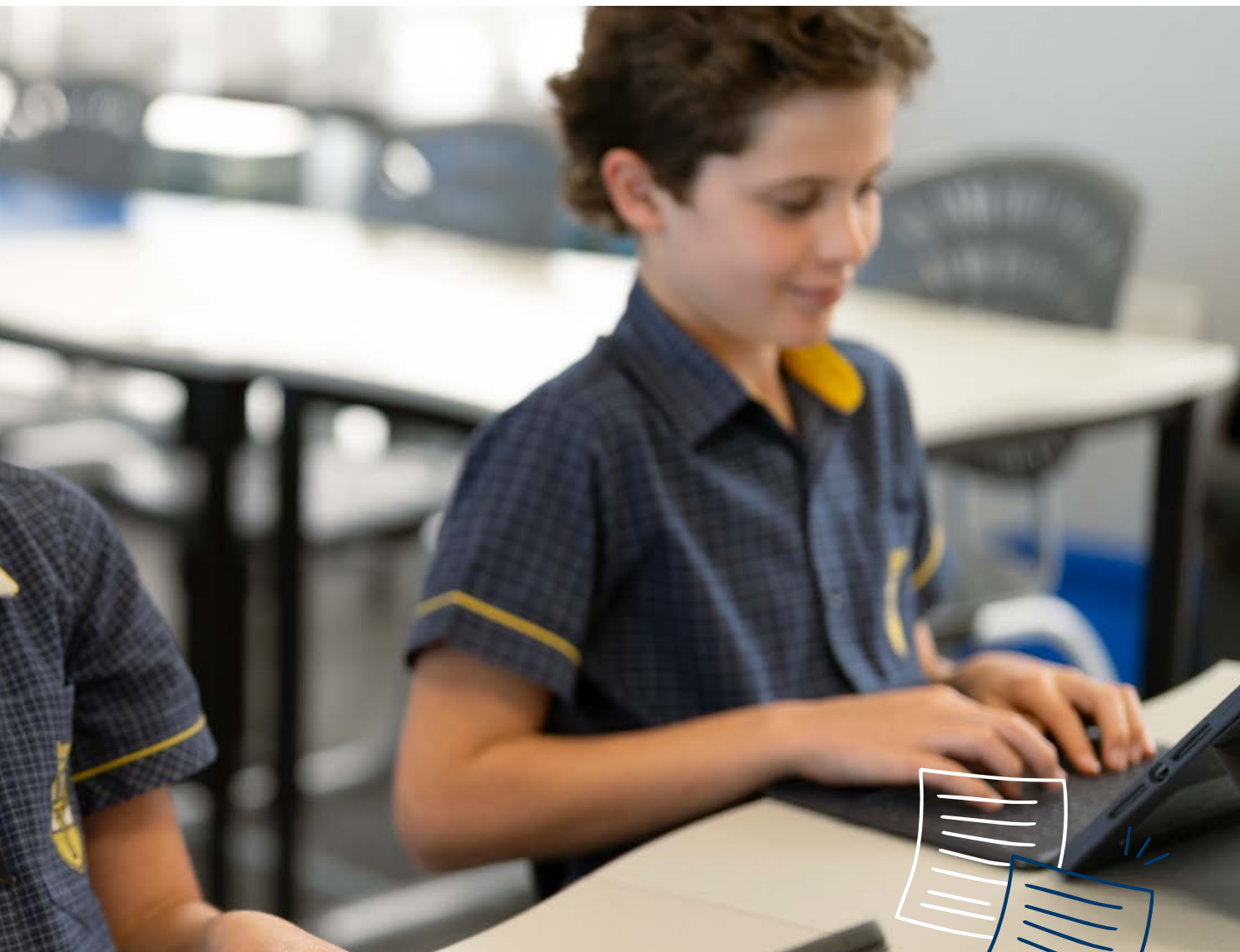
Study skills are built into the weekly curriculum across Secondary School. Students are taught practical strategies for revising, preparing assignments, managing their workload and preparing for exams. These skills are woven into everyday learning so they become natural habits.

### **Pathways and Careers Education**

We know that every student has a unique journey ahead, so we provide a dedicated Pathways program to help them explore their options.

**Years 9 and 12:** Students take part in a program that focuses on study techniques, career exploration and goal setting.

**Year 10:** Students complete a career planning program where they reflect on their strengths and aspirations and, with guidance, plan an individual pathway to success.



From Years 11 and 12, students can choose from a broad range of learning opportunities including:

- General and Applied subjects
- Vocational Education and Training (VET) qualifications

Every student is expected to achieve their Queensland Certificate of Education (QCE), which marks the successful completion of Secondary School.

Careful planning through the **Student Education and Training Plan (SET Plan)** helps make this possible. Each student's SET Plan acts as their roadmap for Years 11 and 12 and is reviewed regularly.

Some students aim for highly competitive university pathways, while others choose more flexible vocational routes that lead straight into further training or work. Whatever the destination, we work closely with families to ensure each student has the right guidance and support to take their next step with confidence.



### **Guidelines for Making Subject Changes (Secondary)**

From time to time, students may find that an elective subject isn't the right fit. If this happens, a formal application can be made through the [Subject Change Form](#) on SEQTA.

Please note that only requests submitted through SEQTA will be processed.

#### **Year 11 and 12 Students**

Subject changes in the senior years are a little more complex, as they can affect a student's progress towards a Queensland Certificate of Education (QCE) or an Australian Tertiary Admission Rank (ATAR). They may also impact entry requirements for certain university courses.

Subject change requests should not be made during Units 3 or 4, as these are critical stages of the QCE and ATAR journey.

## Assessment Guidelines in the Secondary School

Assessment is a key part of learning, and at Immanuel we aim to make the process fair, consistent and supportive for all students. Our guidelines outline the responsibilities of teachers, students and parents to maintain academic integrity and ensure equity. Assessment Calendars are published each term and available on SEQTA, so families can see important due dates and plan ahead together.

These guidelines also align with the requirements of the Queensland Curriculum and Assessment Authority (QCAA) for senior assessment. By introducing students to these expectations from Year 7, we help them build confidence and develop strong academic habits well before their senior years.

### Special Consideration and Extensions in Years 7-10

Sometimes circumstances make it difficult for students to complete tasks on time. If this happens, families can apply for an extension or special consideration using the online form on SEQTA.

- In advance: If your child knows they will be away for a valid reason, they should request an extension more than two days before the due date. Assignments can also be submitted before leaving for an approved absence.
- Unexpected absences: If your child is unwell on the due date or has left their work at home, please ensure the work is submitted that day (for example, delivered to school by a parent or submitted

electronically). A medical certificate may be required.

- Each application is considered individually by the teacher in consultation with the Curriculum Leader. All applications for extensions or special consideration must be submitted via the online form available on SEQTA.

### Special Consideration and Extensions in Years 11 and 12 (AARA)

In Years 11 and 12, students follow the requirements set by the Queensland Curriculum and Assessment Authority (QCAA). To make sure every student has a fair opportunity to demonstrate what they've learned, the QCAA allows for Access Arrangements and Reasonable Adjustments (AARA) in certain situations.

AARA may be approved if a student has a verified disability, learning need, illness or if something unexpected happens (such as a serious accident or misadventure). These adjustments are designed to support students so they can still participate in assessment on an equitable basis.

### What documentation is needed?

- A medical certificate or report from a registered health professional (GP, psychologist or medical specialist).
- Police report (for example, in the case of a traffic accident).
- Other supporting evidence, depending on the circumstances.

Please note that medical certificates must be completed by a professional who is not related to the student and is not employed at the College. The official QCAA medical certification form (linked on SEQTA) must be used.



## Assignments

Assignments are a key part of assessment at Immanuel. To ensure fairness and consistency, there are clear expectations around how and when work is submitted. Please refer to the [Assessment Guidelines](#).

### Submitting assignments

- Assignments must be submitted in the way outlined on the task sheet.
- In Years 11 and 12, all assignments must be submitted by 8.25am on the due date.
- Electronic submission through Turn-It-In (plagiarism checking software) is required when specified.
- Practical assignments and oral presentations must be delivered in person on the date and time set by the teacher.

Only assignments submitted on or before the due date or have an approved extension can be graded.

### Due dates and extensions:

- Final tasks must be submitted by the due date and in the manner specified.
- If a final response is not submitted, teachers will grade the draft.
- Changes to due dates or assessment conditions must be applied for through the AARA process, with supporting documentation (e.g. medical certificate).

### Evidence of 'work in progress'

- Students must use allocated lesson times to work on their assignment so the teacher can confirm it is their own work.



- Drafts must be submitted in the format and on the date specified by the task sheet.
- Teachers keep evidence of drafts in case the final task is not submitted.
- For presentations or practical tasks, students may be asked to provide video evidence of their progress.

#### Draft feedback

- One draft only will be formally reviewed.
- Teachers will provide feedback that helps students improve, but they won't correct every error or rewrite the work.
- No grade is given for a draft.
- Students are encouraged to act on the feedback to strengthen their final product.

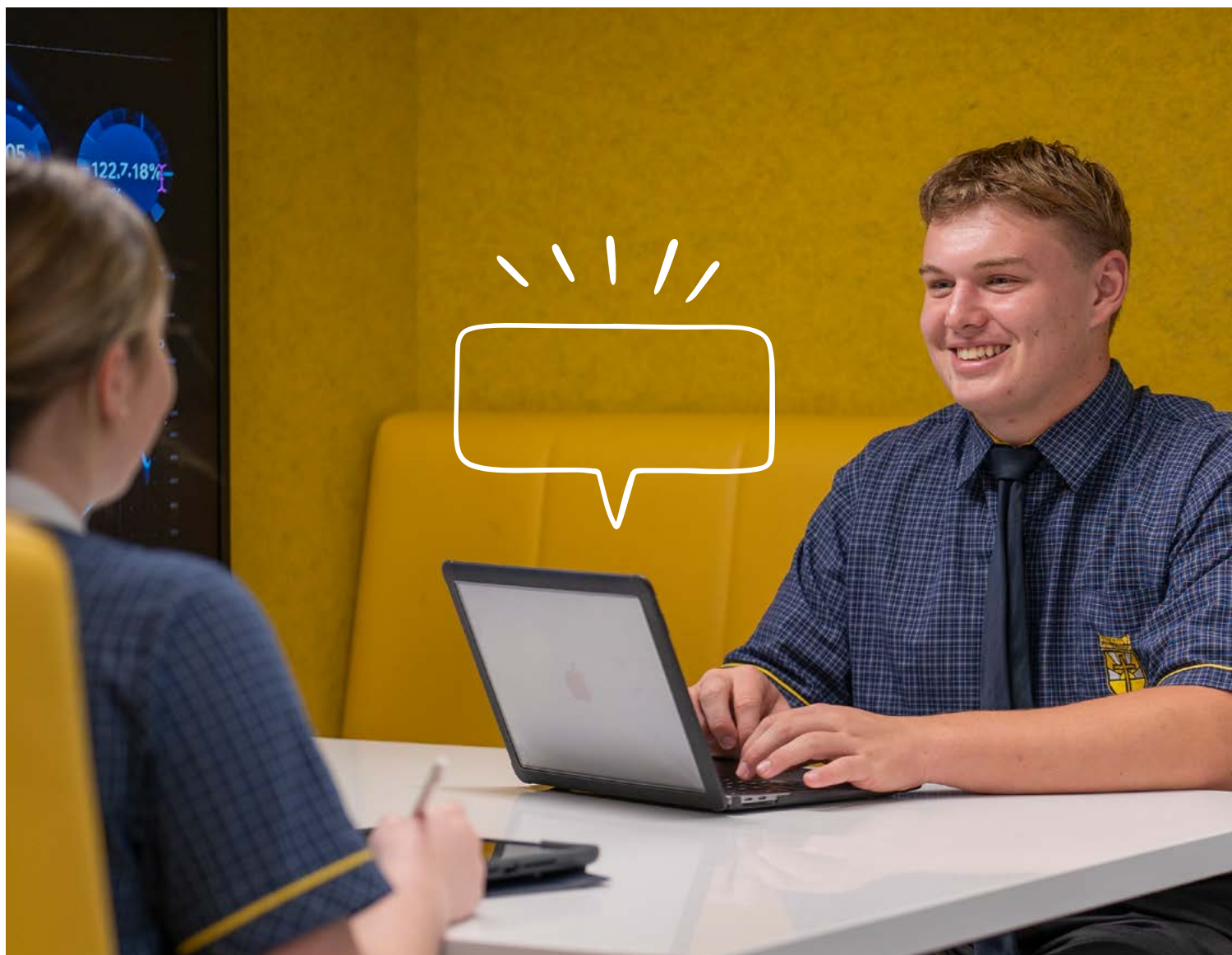
#### If work is incomplete on the due date

- Students must submit whatever has been completed.
- If a draft has been submitted earlier, the teacher may use this for grading.
- If no draft is available, students may be required to complete work on the spot and submit it for grading.

#### Technology issues

Computer, printer or internet problems are not considered valid reasons for late submission. To prevent loss of work, students should:

- Save work to OneDrive with automatic backup enabled.
- Email updated versions of their work to themselves.
- Use printers in the Innovation Hub if home printers fail, or submit electronically.



## Examinations

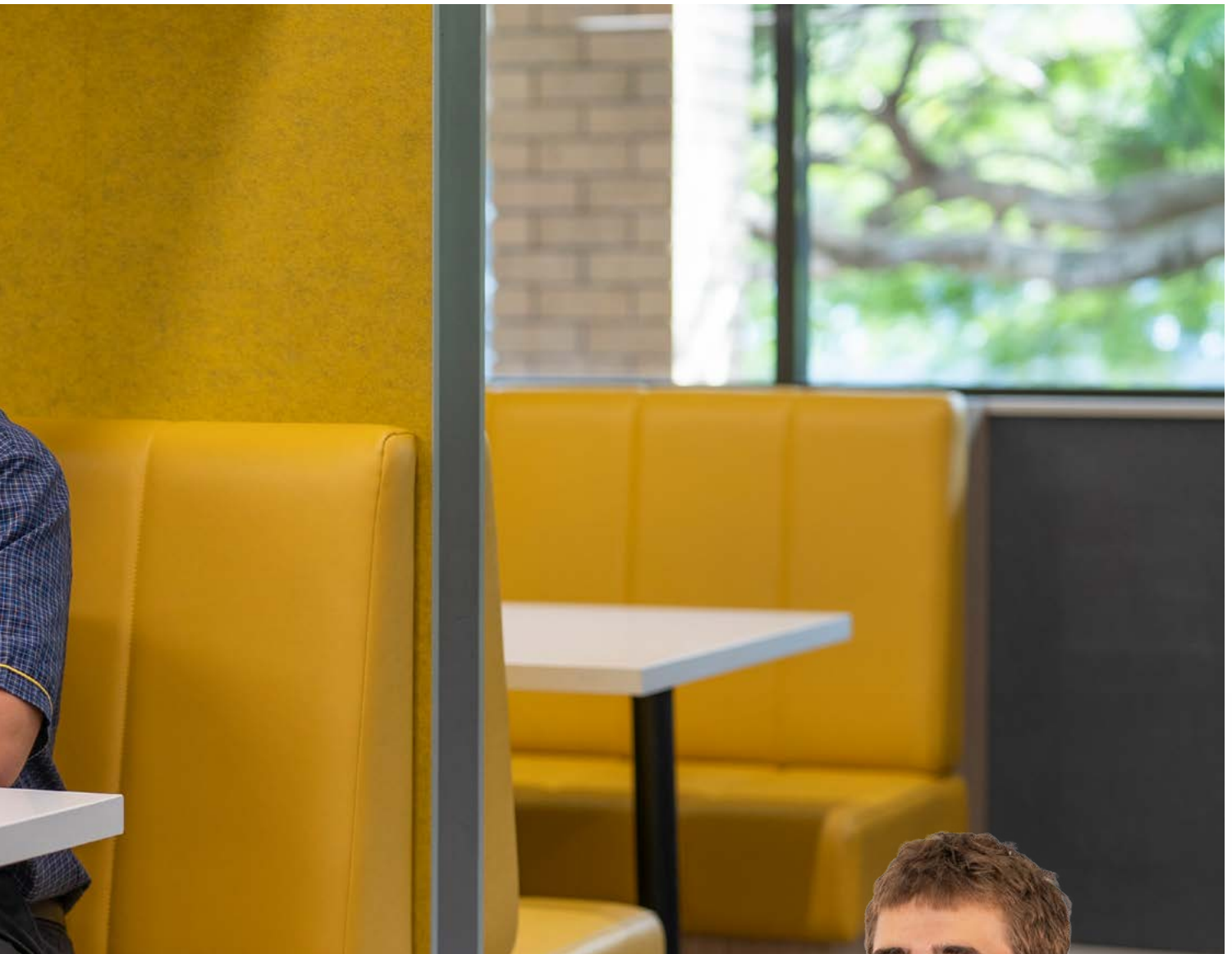
Examinations are an important part of assessing student learning, and we want every student to feel prepared and supported. Examination dates are published in the assessment calendars on SEQTA, and it is the student's responsibility to be aware of these dates.

## Academic Integrity

Students are expected to take ownership of their learning and demonstrate integrity in all assessment tasks. The Queensland Curriculum and Assessment Authority (QCAA) has clear requirements for academic integrity, and we support students to meet these expectations.

### What this means for students:

- Actively engage in all learning and assessment activities.
- Complete the QCAA Academic Integrity Training Module (parents are also encouraged to complete this module to better understand the requirements).
- Ensure that all submitted work is authentically their own.
- Completing much of the task in class during allocated time.
- Submitting evidence of progress at checkpoints.
- Providing a draft (only one draft may be submitted for feedback,



and teachers must keep it as evidence).

- Acknowledging assistance from parents, tutors or online services.
- Complying with specified task lengths (penalties apply for responses that are too short or too long).
- Completing and signing the Declaration of Authenticity on the Task Cover Page.

By building strong academic integrity habits now, students are preparing for the demands of further study and future workplaces, where honesty, responsibility and accountability are highly valued.





# Cocurricular Activities

At Immanuel, we see cocurricular life as just as important as academics. These activities give students the chance to discover new interests, build friendships, grow in confidence and contribute to the spirit of our community.

All students are expected to take part in at least one cocurricular activity each year. With so many options available, there's something for everyone — whether their passion lies in sport, music, service, outdoor adventure or cultural pursuits.

## Our cocurricular program covers four key areas:

- Cultural and Academic
- Music
- Sport
- Service and Outdoor Education

## Examples of opportunities include:

- **Primary School:** Chess, Readers' Cup, Art, Coding, Student Representative Council, Da Vinci Decathlon, Cocurricular Music.
- **Secondary School:** Interact, Student Representative Council, Debating, Science Club, Readers' Cup, Connect, Duke of Edinburgh Award Scheme, Kokoda Challenge, Eco Club, Cocurricular Music, Cocurricular Dance, Cocurricular Drama, Cocurricular Sport.

Public speaking and debating have a proud tradition at Immanuel, while our vocal and instrumental groups perform regularly at College and community events. Service activities are also central, often organised through House Groups.

For a detailed list of offerings, families can refer to the Cocurricular Handbook, available on SEQTA.



## Cocurricular Music Program

Music is a big part of life at Immanuel. Beyond classroom lessons, students are encouraged to take part in the College's Cocurricular Music Program. With 17 ensembles on offer, there are opportunities for every student — from beginners to advanced.

The program is performance-based and woven into both curricular and cocurricular life. Students learn through individual or group lessons, ensemble rehearsals and regular performances. Many also take part in tours and community events, giving them valuable experience performing for different audiences.

Involvement in music helps students grow in creativity, cultural awareness and self-expression, while also building teamwork and confidence.

### Cocurricular Music & Vocal Lesson Guidelines:

Students can enrol for individual or group tuition in instrumental music and voice. Lessons are usually held during class time and are billed

by the term. When enrolling, it is assumed that students will continue for a full year. If withdrawal is necessary, written notice must be given at least two weeks before the end of term.

### If a student is unable to attend a scheduled lesson:

- Illness, assessment clashes or school events are valid reasons for missing a lesson.
- A make-up lesson will be arranged at a convenient time if the tutor is notified in advance.

### Tuition is available for:

Piano, singing, music theory, violin, viola, cello, double bass, flute, oboe, clarinet, bass clarinet, bassoon, alto/tenor/baritone saxophone, trumpet, French horn, trombone, euphonium, tuba, acoustic and electric guitar, electric bass, tuned percussion and untuned percussion.

### Instrument hire:

Some instruments can be hired through the College. Hire is billed annually at the start of the year.



## Cocurricular Sport

Sport at Immanuel is about more than competition. It's about teamwork, physical development, school spirit and the joy of being active. We're proud of our outstanding facilities — an indoor stadium, playing fields, swimming pool and a well-equipped athletic development centre — which support a vibrant sporting culture.

The College has built a strong reputation in our focus sports of Volleyball, Netball and Touch Football, while also competing in AFL, athletics, basketball, cross country, rugby 7s, soccer, swimming, water polo and tennis. Students

represent the College in interhouse, interschool and regional competitions, and every effort is made to provide opportunities for all levels of ability and interest.

Families can view the full Team Selection and Playing Time Guidelines via the link [here](#).

Parents can check fixtures and updates via the College App or Clipboard App. For further queries, the Sports Office can be contacted on 5477 3436, though families are asked to check the apps first for the most up-to-date information.



# Building Responsible Behaviours



At Immanuel, we want every student to feel safe, respected and supported in their relationships. Our Building Responsible Behaviours guidelines work hand in hand with the College's Mission and Vision, our Wellbeing Program, and our focus on Restorative Practices. Together, these approaches encourage students to make positive choices and learn from their experiences. Teachers are active in guiding students each day, but sometimes additional support is needed. In those cases, staff may refer a student to others in the wellbeing team for extra care.

## **If parents have concerns:**

- **Primary School:** Please contact your child's class teacher first. If needed, matters can then be directed to the Director of Wellbeing P-6.
- **Secondary School:** The first point of contact is your child's House Mentor. More serious or repeated concerns may be handled by the House Leader or the Director of Student Engagement (Years 7-12).

This approach reflects our commitment to building a caring, Christian community where students learn not only from academic lessons, but also from the choices they make and the relationships they build.

Every student at Immanuel has the right to learn in a positive and supportive environment. With that right comes the responsibility to contribute positively — by attending classes, respecting others, and fully participating in their studies and College life.

We place a high value on learning and want students to get the most out of the opportunities available to them.

## **To do this, we encourage them to:**

- Aim for excellence in everything they do.
- Be independent learners with strong self-discipline and organisational skills.
- Balance the different parts of their lives.

# General Expectations

At Immanuel, we believe clear expectations help students feel secure and confident in their learning. These expectations guide how we work, learn and interact as a community.

## Organisation

Students are expected to make the most of their learning opportunities by being in the right place, at the right time, with the right materials.

## Cooperation

We ask students to respect the rights of others and support a positive learning environment by working together and being cooperative.

## Care and Courtesy

Respect begins with self-respect. Students are expected to dress neatly, follow the College's Dress and Appearance Guidelines, use respectful language, and care for facilities and resources.

## Community

Building a strong sense of community means treating others with respect and forming positive relationships.

## Fairness and Safety

A safe and healthy environment benefits everyone. Students are expected to follow the College's Building Responsible Behaviours procedures and workplace health and safety requirements.

## Illegal Substances

Students are not permitted to bring alcohol, tobacco, vape devices or liquids, or illegal drugs onto campus. Experimentation or handling of these substances is strictly prohibited and may lead to termination of enrolment. In cases involving illegal substances, the College may also involve law enforcement agencies.

## Worship Behaviour

Worship is an important part of our College life. Students are encouraged to enter quietly, pay attention to presenters, and join in songs and prayers with enthusiasm and respect.

## Classroom Expectations

In classrooms, students are asked to:

- Arrive on time and wait calmly outside until the lesson begins.
- Bring all necessary equipment.
- Follow teacher instructions respectfully.
- Raise a hand before speaking.
- Listen when others are speaking.
- Complete homework and class tasks on time.
- Treat classmates and teachers with respect.
- Keep food and drink out of classrooms (except water).
- Respect property and leave the classroom tidy.

These shared standards are often referred to as "The Immanuel Way" — a simple reminder that our daily actions reflect our values as a community.



Immanuel  
Lutheran  
College

# *The Immanuel Way Culture of Kindness*

## Respect and Care for Self, Others and Environment

### Me (Self)

- Growth Mindset
- Play Safely
  - Follow rules and instructions
- Own your behaviour
- Technology is for learning, exploring and communicating
- BE, DO and LOOK your best
- Ready to learn
- 8am - 3pm:  
No Phone Zone



### Others



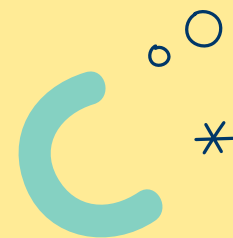
- Build trust
- Show kindness
- Repair harm
- Be polite
- Everyone belongs
- Hands off, Feet off
- Attitude of Service
- Everyone deserves to feel safe, valued and cared for



### Environment

*Care for* Buildings  
*Care for* Resources  
*Care for* Environment

- Represent the College with pride and dignity always



**You are our  
ambassador!**

### Be Kind to Yourself



### Be Kind to Others



### Be Kind to the Environment



# The Immanuel Way

## Respect and Care for Self, Others and Environment

### Be punctual, prepared, and presentable.

This includes being in the right place at the right time with all the necessary equipment and the correct uniform, no matter the lesson or occasion.

### Show care and respect for your own and others' property, learning spaces and the environment.

This includes asking before taking, and respecting our physical and natural environment and treating all furniture, equipment and spaces with care.

### Adhere to technology use guidelines for school-issued devices.

This includes using your devices and any personalisation such as display images and photos to support and enhance your learning, not for personal entertainment.

### Show care and respect for all within the College community including students, staff, parents and guests.

This includes treating others with kindness, helping those in need, extending manners, celebrating those who deserve our attention, and showing respect to those who service our College.

### Show respect for learning.

This includes following routines and expectations like waiting quietly outside and respectfully responding to instructions to support the right of every person to learn.

### Represent the College with pride and dignity at all times.

This means you are an ambassador for the College, always.

### Embrace the no-opt out philosophy to all College classes, activities and events.

Active participation across College events and activities is an investment in both the community and yourself.

### Be familiar with and follow College expectations, for example safety.

This includes being aware and adhering to College expectations for example safety expectations, assessment guidelines, mobile phone and device policies.

### Be responsible and accountable for your own behaviours and choices.

Owning your behaviours and choices helps to build trust, repair harm and restore relationships.



**Immanuel  
Lutheran  
College**

## Prohibited Items

To keep our College community safe, respectful and focused on learning, certain items are not permitted at school.

### These include:

- Aerosol cans of any kind (students may use roll-on or pump deodorants instead).
- Nail polish, permanent markers, correction fluid, chewing gum, make-up, or clothing items not part of the College uniform.
- Alcohol, tobacco, vape devices or liquids, or illegal drugs.
- Visible body piercings other than a maximum of two small plain studs or sleepers in each lower earlobe. Small clear studs are acceptable in other ear piercings only. No other visible piercings are permitted, and tape is not an acceptable cover.
- Visible tattoos.
- Knives or any other type of weapon.
- For clarity about jewellery and piercings, please contact the relevant Head of School.

## Social Code of Conduct at School Events

At Immanuel Lutheran College, we believe that community members play a valuable role in the life of the College and all students, parents, staff, and volunteers have the right to be safe and feel safe in their College community.

### College Code of Conduct (Community):

- Provides members of the College community with guidelines which promote desirable and appropriate behaviour to ensure that all interaction with students and adults is respectful, honest, courteous and considerate.
- Assists in promoting the values in keeping with the College's Vision, Mission and Values.
- Specifies the consequences for any member of the College Community who does not comply with these standards of behaviour.

## Guidelines for Bullying and Harassment

Every student and staff member at Immanuel has the right to feel safe and respected. Bullying and harassment are not accepted in any form.

The Responding to Student Bullying Procedure provides a comprehensive, universally understood definition of bullying behaviour, and outlines strategies to combat bullying and intimidation.

### How the College responds:

Bullying is treated seriously. Offenders are managed under the College's Building Responsible Behaviours procedures. Any retaliation for reporting bullying is also taken very seriously.

Parents are welcome to communicate concerns to staff at any time. Reports are kept as confidential as possible, with support available for students and families throughout the process.

# Dress and Appearance Standards



At Immanuel, we believe our uniform helps build a sense of community, pride and belonging. Wearing it well shows respect for ourselves and for the College.

## Primary School Standards

### All students

- Must wear the College hat whenever outside.
- Students in Prep–Year 2 wear the College Sport or House uniform as scheduled, with the correct College-logo sport socks.
- Students in Years 3–6 wear polished black leather lace-up shoes (no Velcro).
- Students wear the College sports jacket and tracksuit pants with Sport/House uniform in cooler weather.
- Students wear the College jumper with the formal uniform in cooler weather (Years 3–6).

### Boys (Years 3–6)

- Formal shirt and shorts on scheduled formal uniform days.
- College shorts worn on the waist (not hips).
- Correct navy crew socks.
- Grey trousers may be worn with the formal shirt in cooler weather.

### Girls (Years 3–6)

- College dress must sit below the knee.
- White socks with formal uniform.
- Plain navy stockings in cooler months.
- Option for tailored shorts and blouse instead of the dress.

## Secondary School Standards

### All students

- Must wear the College hat whenever outside.
- Black polished leather lace-up shoes are required.
- College jumper (Years 7–9) or College navy blazer (Years 10–12) in cooler weather.

### Boys (Years 7–12)

- College shorts with black belt, worn on the waist.
- College shirt tucked in at all times.
- Correct logo shorts with navy crew socks.
- Must be clean-shaven.
- College tie worn with the top button fastened during designated periods.
- Grey trousers and socks may be worn in designated periods (optional Years 7–9, compulsory Years 10–12).

### Girls (Years 7–12)

- College dress must sit below the knee.
- White socks with formal uniform.
- Navy stockings in cooler months.
- Option for tailored shorts and blouse, or grey trousers and blouse in designated periods.

## All students

### Hairstyles

- Hair must be neat, tidy, clean and natural in appearance.
- Students with hair below the collar must tie it back with a ribbon or elastic in school colours (navy, yellow or white) or House colours (red, green, yellow or blue) on sports days.
- Hair should not cover the face or eyes.
- Extreme hairstyles (e.g. mohawks, undercuts, extreme mullets, shaved lines, or unnatural colours) are not permitted.

### Makeup

- Sunscreen is encouraged but must be invisible.
- Secondary students may wear light foundation only.
- Not permitted: artificial nails, coloured nail polish, eyelash extensions, mascara, eyeliner, eyeshadow, coloured lip gloss or any other makeup items.

### Jewellery

- Up to two plain small silver or gold studs/sleepers in each lower earlobe.
- Small clear studs are acceptable in other ear piercings only.
- No other visible piercings are permitted (tape is not acceptable).
- A wristwatch is permitted, but not smartwatches (these are treated as mobile devices under QCAA rules).
- Medic alert jewellery and a small cross on a thin chain may be worn, with style approved by the Head of Sub-School.

### Hats

- Hats are to be always worn to and from school and outdoors.
- Prep–Year 6: College broad-brimmed hat.
- Years 7–12: College formal dress hat or College sports hat (for HPE, SCISSA, sport and lunch activities).

### Backpacks

- All students require the regulation College backpack with logo.
- Sports gear that doesn't fit in the backpack must be carried in the ILC duffle bag.

### Sports Uniform

- College sports socks and unisex House sports shirt are required.
- Primary students may wear the sports uniform to and from school on designated days.
- Secondary students may wear the sports uniform to and from school on Fridays.
- For practical lessons like HPE and Dance, Secondary students must change at school and cannot travel to and from school in their sports uniform unless advised.
- College tracksuits may be worn in winter with the sports uniform.

### Swimwear

- Years 1–12: Plain navy or black swimwear only.
- Years 3–12: College swimwear is required for students selected in College swimming teams (including SCISSA).

### Compliance

Uniform standards are agreed to at enrolment. Students unable to comply with these standards may be sent home.

# Child Protection



At Immanuel, protecting children from harm is a fundamental priority. The wellbeing and best interests of our students always come first. We expect students to treat staff and volunteers with respect, and we expect staff and volunteers to maintain professional, caring relationships with students at all times. The College responds quickly and diligently to any report of suspected or actual harm, whether it occurs inside or outside the College.

## What is “harm”?

The Queensland Child Protection Act 1999 defines harm as any significant detrimental effect on a child’s physical, psychological or emotional wellbeing. **Harm may be caused by:**

- Physical, psychological or emotional abuse or neglect.
- Sexual abuse or exploitation.
- A single incident or a series of incidents.

## Protecting Students from Harm

The College has a comprehensive Student Protection Policy. This outlines the steps taken if a staff member, parent or student becomes aware — or reasonably suspects — that harm has occurred.

## Reporting Harm

If you suspect harm to a student, you should report your concern to the Principal, a College Counsellor, Head of Sub-School, or any other staff member.

- If reported to someone other than the Principal, that person will pass the concern to the Principal immediately.
- If the concern involves the Principal, it will be reported directly to the Chair of College Council.



The Principal or Chair will then decide the appropriate next steps. This may include reporting directly to police (in the case of sexual abuse) or following mandatory reporting processes. If the matter does not require external reporting, it will be managed internally under College policies.

### **Confidentiality**

All reports are treated confidentially and respectfully. Details are shared only with those directly involved. While we cannot promise absolute confidentiality (as legal requirements sometimes apply), families will always be kept informed if information needs to be shared.

### **How the College helps protect your child**

- Staff are trained in their responsibilities under the College's Child Protection Policy and Child Risk Management Strategy.

- All staff and volunteers working with children hold a current positive Blue Card (unless exempt under legislation).
- References are checked for every staff member.

### **If a report is made about your child, the College will:**

- Respond quickly and with care.
- Reassure and support your child, including offering counselling if requested.
- Protect confidentiality as much as possible.

### **Where to find more information**

The College's Child Protection Policy and Child Risk Management Strategy are available on our website and on SEQTA. Parents are welcome to make an appointment with the Principal or Head of Sub-School if they would like to discuss the policy in more detail.



# School Routine

## Arrivals and Departures from College

### Primary School

The school commences supervision from 8.00am in the Primary School Quadrangle. All children arriving before 8.20am must wait in this area, even if accompanied by parents. If arriving without parent supervision prior to 8.00am, students must be booked into Before School Care, which opens at 6.30am, in order to maintain the safety of all on campus. At 8.20am, students may proceed to their classrooms. Students who arrive after 8.30am must report to Student Services to sign the late register. Any students needing to leave the College prior to the scheduled finish must be collected and signed out from Student Services by a parent/guardian. These students are not permitted to meet their parent/guardian in the car park, or to walk home independently.

The Primary School day concludes at 3.00pm. At this time, students will move to a collection point for pick up and all playgrounds remain closed. The College asks parents to arrive at the staggered times below to ensure a smooth and consistent collection of students.

**Please see below for appropriate collection times:**

**Oldest child is in Prep:** 2.55pm  
**Oldest child is in Years 1 or 2:** 3.05pm  
**Oldest child is in Years 3 or 4:** 3.10pm  
**Oldest child is in Years 5 or 6:** 3.15pm  
**Oldest child is in Secondary:** 3.20pm



Please note that if families arrive for drive-through collection but students are not at the pick-up zone, drivers will be requested to 'do a lap' and return in order to keep the traffic flowing and reduce congestion during these peak periods. We appreciate your cooperation with this.

All Primary students are supervised at pick-up zones until 3.30pm. Students who have not been collected by this time will be taken to Student Services. If parents cannot be contacted, students will be taken to OSHC which may incur a cost to the parent.

Primary School students are not to be in the Innovation Hub after school without adult supervision. Students involved in supervised activities after school are not permitted in any other area of the College grounds, except where the activity is taking place.

### **Secondary School**

Students are required to be at the College no later than 8.15am and not before 8am, supervision commences from 8am. Any student who arrives at school after 8.25am must sign in at Student Services. Communication from a parent/guardian stating the reason for the late arrival is required. This is to be completed using the College App.

### **Travel to and from School**

When students are in uniform, they are ambassadors for Immanuel. We expect them to maintain the highest standards of behaviour on their journey to and from school, whether walking, cycling, travelling by bus or being collected by car.

Uniform guidelines apply whenever students are in public, including on excursions and when visiting venues outside the College grounds. Wearing the uniform neatly and behaving respectfully reflects both on the student and the College community.

## Attendance and Absenteeism

Under Queensland Government legislation, all schools have a duty of care for student attendance. This means Immanuel must record daily attendance, follow up absences, and report on patterns. Parents and carers also have a legal responsibility to ensure their child attends school every day unless a valid reason is provided.

### Reporting an absence

- If your child will be away, please advise the College through the App, including the reason.
- Students who arrive late must sign in at Student Services.
- For appointments or other planned absences during the day, please notify the College through the App before 8.00am and then sign out via Student Services.
- A phone call at the time of departure is not sufficient. Written notice is required.

### Absence monitoring

House Leaders monitor attendance, lateness and early departures. Where patterns emerge, students may be asked to meet with their House Leader or Head of Sub-School, and parents will be contacted to work together on solutions.

## End-of-Day procedure

### To support smooth traffic flow:

- Families with Secondary-only students are asked to arrive from 3.20pm onwards.
- The Primary School day concludes at 3.00pm, while Secondary finishes at 3.10pm.
- Attendance at significant College events — such as carnivals, retreats, excursions and worship services — is considered part of the normal school program. We ask for family support in ensuring students are present.
- Non-attendance at these events can affect eligibility for end-of-year awards, participation in special activities or privileges, and future student leadership opportunities.

### Student leave of absence

- Term dates are published early to help families plan holidays outside school time.
- Family trips during term are considered “unauthorised absences” in government reporting, and teachers cannot provide alternative programs for missed learning. Assessment tasks due during an absence for holidays are still required and exemptions cannot be granted.
- Where absences are unavoidable (e.g. illness, accident, bereavement, family emergency), every effort will be made to minimise the impact on learning and assessment.

For further guidance, please contact the Primary or Secondary School Office.

## Casual Dress Days

From time to time, students may be invited to wear casual clothes to raise funds for charities or community causes. A \$2 donation is requested.

### Guidelines for casual dress days

- Clothing must cover shoulders and midriff.
- A sun-safe hat must be worn outside.
- Closed-in shoes are required (no sandals, thongs or sling-backs).
- If students have sport timetabled, they must bring their sports uniform to change into.

## Assembly

Assemblies are an important part of College life. They give us time to share information, recognise student achievements and celebrate special occasions such as the Academic Awards Assembly, Blazer Ceremony, ANZAC Day services and the induction of student leaders.

Assemblies are held throughout each term, as shown on the College Calendar. Families are warmly invited to attend.

## Bicycles

Students who ride to school have access to bike racks located at the end of the bike track (Paveways Drive) and near Main Oval. For safety, bikes are not to be ridden through the College grounds. Helmets are compulsory at all times.

## Personal Mobility Devices (including e-scooters and e-bikes)

All students, staff and visitors must comply with Queensland transport laws for the use of personal mobility devices (e-bikes and e-scooters), **which include the following:**

- An approved helmet must be worn at all times.
- An effective stopping system controlled by using brakes, gears or motor control.
- A working bell, horn or a similar warning device.
- No passengers are allowed on e-scooters or e-bikes.

### E-bike Specific Rules

- E-bikes must have a maximum power output of 250W, be pedal-assisted rather than throttle-powered, and must cut out at 25km/h, becoming fully pedal-powered to comply with legal standards.
- If a non-compliant e-bike is to be ridden legally on a road, it must comply with Australian Design Rules for motorcycles and be registered.

### Personal Mobility Device Specific Rules

- Only individuals aged 16+ can ride e-scooters.
- Riders aged 12-15 years can only ride under the direct supervision of an adult.
- Children under 12 years are not permitted to ride e-scooters or e-skateboards at all.
- Speed limits: 12km/h on footpaths/shared paths and 25km/h on bike lanes/roads (where permitted).

### Legal Compliance

Illegal e-scooters or e-bikes must not be ridden to or from the school, and students under the age of 16 years cannot ride e-scooters without parental supervision.

## Buses

Many students travel to school by bus. Their behaviour on buses should reflect the College's Code of Conduct.

- In the afternoons, Primary students line up in front, with older students behind.
- Pushing is not permitted. Students wait until the duty teacher signals before boarding.
- All bus drivers and supervising staff should be treated respectfully.
- Students must remain in designated waiting areas and never cross the bus turning area, car park or between buses.

### Bus Services:

**Immanuel Bus Service:** The College operates a service to Maleny (via Landsborough) each morning and afternoon. Both term and casual passes are available. For details, contact the Business Office on 5477 3435.

**CDC Queensland:** Runs services across the Sunshine Coast. To find the service for your area, call 5476 6622 or visit [CDC Sunshine Coast Operations](https://cdcqueensland.com.au/about/operations/sunshine-coast/) ([cdcqueensland.com.au/about/operations/sunshine-coast/](https://cdcqueensland.com.au/about/operations/sunshine-coast/))

## Daily Notices (Secondary School)

Daily Notices are read aloud in House Group each morning and also available via SEQTA. These notices are essential for day-to-day organisation and communication with students.



# House System

Every student at Immanuel is placed into a House when they enrol, and siblings are kept together in the same House. **Our Houses are named after local Queensland islands:**

The House System is designed to give students a sense of belonging, broaden friendships across year levels, build school spirit and create opportunities for responsibility and leadership.



Bribie (Red)



K'gari (Yellow)



Moreton (Green)



Stradbroke (Blue)



**Primary School (Prep–6):** Houses focus on belonging, teamwork and fun. Students participate in interhouse events such as House Has Talent and sports carnivals.

**Secondary School (7–12):** The House System also supports student wellbeing, with a focus on engagement, relationships, community and service.

### House Group Structures (Secondary School)

Each Secondary House is divided into smaller House Groups:

- Students meet daily with their House Mentor for a short devotion and notices.
- The House Mentor is the first point of contact for academic or personal support. They can also provide advice on subjects, study habits, cocurricular activities and peer relationships.
- House Mentors may refer students to other staff, such as Counsellors or Curriculum Leaders, for additional guidance.

### House Meetings (Secondary School)

Secondary students meet regularly with their House, either in small groups with their Mentor or as a whole House with their Leader.

**These sessions may include:**

- Academic conferences.
- Planning for events and activities.
- Community-building activities.

Students are encouraged to take part in discussions and contribute ideas.





## Illness and Medication

**The health of our community is very important.**

**To help keep everyone safe:**

- Students with heavy colds or infections should stay at home.
- If a child has vomiting or diarrhoea, they must remain at home until 24 hours after symptoms stop.
- Some communicable illnesses (e.g. chicken pox, conjunctivitis, measles, whooping cough) require exclusion from school. In some cases, the College may request a doctor's clearance before a child can return. Parents can consult the "Time Out" guidelines (Queensland Health) for further clarification.

### Medication

Under the College's Drugs Policy, students are not permitted to carry medication (including Panadol/Paracetamol) in their bag or on their person.

- All medication must be handed in to Student Services.
- Prescription medications must be in their original packaging with clear dosage instructions from the healthcare provider or pharmacist. A signed consent note from a parent/guardian is also required.

- Non-prescription medications must be accompanied by a parent/guardian note outlining dosage and frequency.
- This process ensures all medication is stored safely and administered correctly.

## Food Allergies

Some food allergies can be life-threatening. Immanuel works closely with parents, medical professionals and staff to reduce risks and ensure students with allergies can safely participate in school life.

If your child has a severe food allergy, we will work with you and a team that may include the Student Receptionist, Principal, Head of Sub-School, Counsellor and Café Manager to develop a tailored plan. This plan may cover the classroom, Café on the Green, OSHC and College events.



## Lost Property

All lost property is taken to Student Services. To help items find their way back quickly, please ensure every belonging is clearly named — uniforms, hats, lunch boxes, books, sports gear, even shoes.

Unclaimed items are stored for a limited time. If your child has misplaced something, Student Services is the first place to check.

## Messages and Phone Calls for Students

If you need to get an urgent message to your child during the school day, please contact Student Services. Staff will ensure the message is passed on promptly.

Students who need to call home may do so with permission from the Head of Sub-School. Please note that calls home for forgotten items (e.g. hats, homework, swimmers, sports gear) are not permitted.

During class time, students are not allowed to make or receive calls or text messages on their mobile phones or devices. This helps maintain focus on learning and avoids disruptions.

## Student Drivers

Senior students who drive to school are welcome to park at the Maroochydore Rugby League Club grounds, located next to the Wises Road entrance. Please note that student parking is not available on the College campus.

To help us maintain safety and accurate records, students must complete a registration form (available from the Secondary School Office) before using the Rugby League car park.

### This form asks for:

- Car registration details.
- Make and model of the vehicle.
- Names of regular passengers.

Forms must be submitted for all vehicles a student may use.

This process helps us support students who drive responsibly, while keeping our campus and community safe.



# Timetable and Lesson Times



## Primary School

A typical day in the Primary School looks like this:

| Time         | Lesson                   |                | Monday | Tuesday | Wednesday | Thursday                               | Friday            |
|--------------|--------------------------|----------------|--------|---------|-----------|----------------------------------------|-------------------|
| 8.30         | Pastoral Care / Devotion | 10 mins        |        |         |           |                                        |                   |
| 8.40         | Lesson 1                 | 45 mins        |        |         |           |                                        | Worship<br>8.45am |
| 9.25         | Lesson 2                 | 45 mins        |        |         |           |                                        |                   |
| 10.10        | Lesson 3                 | 40 mins        |        |         |           |                                        |                   |
| <b>10.50</b> | <b>FIRST BREAK</b>       | <b>40 mins</b> |        |         |           |                                        |                   |
| 11.35        | Lesson 4                 | 45 mins        |        |         |           |                                        |                   |
| 12.20        | Lesson 5                 | 45 mins        |        |         |           |                                        |                   |
| <b>1.05</b>  | <b>SECOND BREAK</b>      | <b>30 mins</b> |        |         |           |                                        |                   |
| 1.35         | Lesson 6                 | 40 mins        |        |         |           | Years 4-6<br>SCISSA<br>(1.35pm-2.55pm) |                   |
| 2.15         | Lesson 7                 | 45 mins        |        |         |           |                                        |                   |
| 2.55         | Pastoral Care            | 5 mins         |        |         |           |                                        |                   |

Specialist classes (e.g. PE, Music, LOTE) are built into the timetable and shared by each class teacher at the start of the year.

Worship is held every Friday morning at 8.45am in the Worship Centre, and parents are warmly invited.

## Secondary School

Secondary students receive their timetable at the start of the year. This runs on a weekly schedule and includes House Group, Sport & Activities, Assembly, Worship and House Meetings.

- Timetables are displayed on SEQTA (landing page).
- Students are encouraged to also keep a copy at home and at their locker.
- If a timetable is misplaced, a replacement can be collected from the Secondary School Office or reprinted from SEQTA.

## Secondary School

Daily Lesson Times (Years 7–12):

| Time         | Lesson        |                | Monday                 | Tuesday | Wednesday                      | Thursday | Friday                             |
|--------------|---------------|----------------|------------------------|---------|--------------------------------|----------|------------------------------------|
| 8.25         | L1 + L2       | 80 mins        |                        |         |                                |          |                                    |
| 9.45         | L3            | 45 mins        | Worship<br>Years 7-9   |         |                                |          |                                    |
| <b>10.30</b> | <b>RECESS</b> | <b>25 mins</b> |                        |         |                                |          |                                    |
| 10.55        | L4            | 10 mins        | House Group            |         |                                |          |                                    |
| 11.05        | L5            | 45 mins        | Worship<br>Years 10-12 |         | Assembly/<br>House<br>Rotation |          |                                    |
| 11.50        | L6            | 40 mins        |                        |         |                                |          |                                    |
| 12.30        | L7            | 40 mins        |                        |         |                                |          |                                    |
| <b>1.10</b>  | <b>LUNCH</b>  | <b>40 mins</b> |                        |         |                                |          |                                    |
| 1.50         | L8 + 9        | 80 mins        |                        |         |                                |          | Years 7-9<br>Sport &<br>Activities |

### Special inclusions:

- Worship is timetabled by year levels: Years 7–9 and Years 10–12.
- Assemblies and House rotations occur weekly.
- Sport & Activities sessions are held for Years 7–9.



## Worship

Worship is at the heart of our College life. It gives us space to reflect, celebrate, and grow in faith together as a community.

- **Primary School:** Students gather in the Worship Centre once a week for Worship. Parents are warmly invited to join these services.
- **Secondary School:** Each House Group meets daily with a short reflection. In addition, students attend timetabled Worship services each week, which are age-appropriate and engaging. Christian Studies and Religious and Values Education (RAVE) also give students opportunities to explore faith and values more deeply.
- **P-12 Worship:** From time to time, the entire College community gathers in the A. J. Jericho Stadium for Worship. Dates are shared on the College Calendar and through the College App.

These times of worship remind us of our shared values, strengthen our connections, and celebrate God's love in our everyday lives.

## Innovation at Immanuel

Innovation is central to learning at Immanuel. We want students to use technology confidently and responsibly while also developing the human skills of connection, creativity and critical thinking.

## Devices

All Secondary School students are issued with a College-approved device to support their learning. Students in Years 4–6 use iPads, and Secondary students are issued laptops at key points (Years 7 and 10) as part of a three-year rental program. The mobile device levy is included in College fees.

## Charging Devices

Devices should be fully charged at home before the school day begins. Students are expected to manage their usage so that charge is available whenever needed. Charging at school is only permitted in exceptional circumstances.

## Responsibility for Devices

Students are responsible for their device at all times. Each device comes with a protective case that must remain on it. Secondary students may choose to purchase an additional protective laptop bag if needed.

Any damage or warranty issue should be reported immediately to Technology Services. Families may be required to pay an excess for warranty claims. Details are available in the College's Acceptable Use Guidelines.

## Mobile Devices (Laptops, iPads, Tablets)

- Devices may only be used in class when directed by a teacher and always for educational purposes.
- Listening to background music during class tasks is not permitted.
- Students must not film or photograph teachers or other students without permission.
- Images taken at school or school events must not be uploaded to social media (e.g. Facebook, Instagram).
- At recess and lunch, devices are not to be used so students can connect face-to-face with friends.
- Devices must never be used to send, access or share offensive or hurtful material.

## Mobile Phones and Smartwatches

- Mobile phones brought to school must be kept in lockers during the day and not used unless directed by a teacher.
- Phones cannot be used to buy food at Café on the Green — purchases must be made with a Flexischools account or debit card.
- Parents are asked not to contact students directly during school hours. Urgent messages should be passed through the Sub-School Office or Student Services.
- Hotspotting iPads or laptops through a phone's mobile data is not permitted.



## Consequences for unauthorised phone use:

1. **First offence:** Phone confiscated and left at the Sub-School Office. Student collects it at the end of the day. Teacher records the incident on SEQTA and notifies the House Leader.
2. **Second offence:** Same process as above, plus parents are contacted by the House Leader to advise them of the incident. Parents are reminded that a third offence will require them to collect the phone in person.
3. **Third offence:** Phone confiscated and collected by a parent from the House Leader's Office. A consequence for the behaviour is also applied.

## Acceptable Use of Network and Computing Devices

When students connect to the College network, they agree to use technology in ways that are Legal, Appropriate, Responsible and Kind (LARK), reflecting our Christian values.

### Students must:

- Keep their own and others' personal information private.
- Show respect in all digital communication, including social media.
- Acknowledge the ideas and work of others.
- Report any inappropriate use immediately.

### Students must not:

- Allow device use to interfere with school responsibilities.
- Access or share content considered offensive (pornographic, racist, violent, abusive, illegal or illicit).
- Attempt to hack or bypass security systems.
- Use technology for cyberbullying, harassment or passing on offensive content.
- Use school devices or networks for commercial, advertising or political purposes.
- Download or share copyrighted material unlawfully.
- Access another person's data or communications without permission (this includes email, private messages, photos or videos).
- Photograph or film anyone without their permission and a teacher's approval.
- The College monitors network usage to ensure safety, security and community standards.



# College Resources, Services and Facilities

## Bag Racks and Lockers

### Primary School

All Primary classrooms are fitted with bag racks or lockers outside the room. Students are expected to store their bags there during the day.

- A College-approved padlock is required for lockers and must be used at all times.
- Students may access their bags at morning tea and lunch.
- Valuables such as phones or money should be handed to the teacher or Primary Office for safekeeping until the end of the day.

### Secondary School

Each Secondary student is allocated a locker and must supply their own lock (listed on the stationery requirements).

- A spare key or record of the lock combination should be given to the student's House Mentor.
- Lockers must remain locked at all times.
- Students may access lockers before school, at break times, and after school — not between lessons.
- Large items (e.g. musical instruments) may be stored in designated areas such as KM7.
- The College cannot accept responsibility for lost property if lockers are left unlocked.



## Security

Students are encouraged not to bring large sums of money or valuables to school. If valuable items must be brought, they can be left securely at Main Administration or a Sub-School Office.

## Book Club (ELC-Year 7)

Students in Prep–Year 7 receive Scholastic Book Club brochures in Terms 1, 2 and 4. Ordering is optional and managed by Innovation Hub staff.

Each year during Grandparents' Day, the Scholastic Book Fair is held in the Innovation Hub. Purchases contribute commission that supports the College's library collection.

## Business Office and Fee Payment Schedule

The Business Office (Administration Building) is open 8.00am–4.00pm for payments such as term fees, camps and sporting levies. Payments can also be made online via the College website under MYIMMANUEL/MAKE A PAYMENT or via the College App under THE VILLAGE - MAKE A PAYMENT. **Contact:** 5477 3435 | [business@immanuel.qld.edu.au](mailto:business@immanuel.qld.edu.au)

## Fee Schedule

- Tuition fees and levies are set annually.
- Fees must be paid in advance of each semester. Students cannot begin a new term if fees are outstanding, unless an arrangement has been made with the Business Office.
- Discounts apply if the full year's fees are paid by the first Friday of Term 1.
- Weekly or fortnightly direct debit options are available (no extra cost).

## Student Withdrawal

Parents are required to provide ten weeks' notice in writing to the College's Enrolment Registrar of their intention to withdraw their child/ren. If such notice is not given, a term's fees will be charged. This procedure allows the College to make an offer to students on waiting lists, enabling them to take up a position upon vacancy. Specific dates for withdrawal notification are published during the year via normal College communication channels.



### College Shop

The College Shop supplies uniforms and stationery. It is managed by Commercial Operations and operates on a cash/EFTPOS basis.

Uniform requirements, prices and online ordering links (via Flexischools) are available on the College website. Orders are delivered to students through their Class or House Group.

Stationery lists for Secondary students are distributed at the end of Term 4 and available on the website.

### Opening hours:

- **Monday:** 7.30–11.30am
- **Tuesday:** 7.30am–4.00pm
- **Wednesday:** 7.30–11.30am
- **Thursday:** 7.30am–4.00pm
- **Friday:** 7.30–11.30am



### College Dog

Lucy, our Labrador retriever, joined Immanuel after a career change from Guide Dogs Queensland. She is now a wellbeing dog who offers companionship, comfort and support for students and staff across the College.

### Dogs on Campus

We love animals, but for safety and wellbeing, family pets are not permitted on campus during school hours. The exception is certified assistance dogs (or those in training), which must remain on a leash at all times.



## Café on the Green

Café on the Green is a central part of College life — a place where students can grab a healthy snack, enjoy lunch with friends, or refuel between activities. It's run by Chartwells and offers a wide variety of fresh, balanced options to suit different tastes and needs.

### Students will find:

- Hot and cold meal choices.
- Freshly made sandwiches, salads and wraps.
- Healthy snacks and drinks.
- Daily specials.

### Payments and Ordering

- Secondary students can purchase directly at the Café using a physical card, either an EFTPOS Card or College ID Card.
- Primary students order through Flexischools only, with meals delivered directly to classrooms at lunchtime.

Menus and ordering information are available online through [www.flexischools.com.au](http://www.flexischools.com.au). Parents can set up accounts to pre-order meals, making the process quick and cash-free.

The Café is more than just a canteen — it's a place that encourages students to make healthy food choices, enjoy time with friends, and take a well-earned break in their busy school day.

## Volunteers

Parents are an important part of our community, and there are many opportunities to get involved at Immanuel. Volunteering is a wonderful way to support the College, connect with other families and show students the value of service.

### Opportunities for volunteers include:

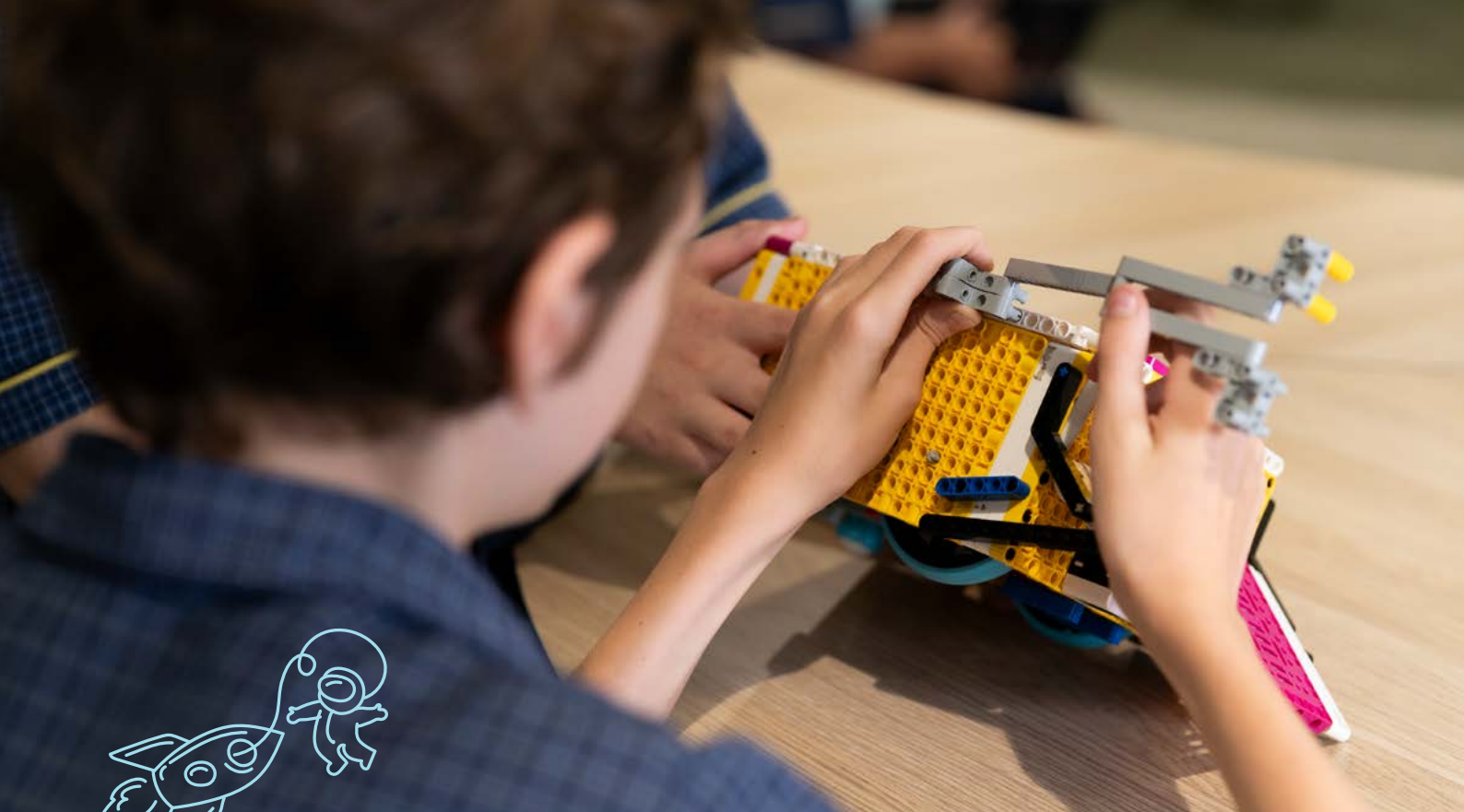
- Helping in classrooms.
- Assisting with College events such as Fruehlingsfest and Grandparents' Day.
- Working with students in the Innovation Hub.

- Coaching or managing sporting teams.
- Joining the Parents and Friends (P&F) Community or becoming a class parent representative.

**Parents interested in volunteering are encouraged to register their interest by contacting:** Louise Ford, Events and Alumni Coordinator - [fordl@immanuel.qld.edu.au](mailto:fordl@immanuel.qld.edu.au)

Whether it's once a term or once a week, every contribution makes a difference and helps strengthen the welcoming, supportive spirit of Immanuel.

**All volunteers need to comply with the College Blue Card Policy.**



## Ken Thamm Centre (KTC) / Innovation Hub

The Ken Thamm Centre, home to our Innovation Hub, is one of the most exciting spaces on campus. It's a Prep–12 facility that blends traditional learning with cutting-edge technology to inspire curiosity and creativity in every student.

### Inside, students have access to:

- A lecture theatre for presentations, guest speakers and large group learning.
- Classrooms, soundproof studios and collaborative study zones.
- A reading lounge designed for quiet, reflective learning.
- Specialist facilities like podcasting studios, a television studio, VR headsets, drones and 3D printers.

With more than 70,000 resources — including books, eBooks, journals and multimedia tools — the Hub is the heart of research and discovery at Immanuel.

But it's more than just a library. The Innovation Hub is a place where students learn to problem-solve, design, create and share ideas.

They can film a news story, code a robot, record a podcast, print a 3D prototype or simply curl up with a book in the reading lounge. It's a space where imagination and learning come together.

### How it works day-to-day:

- Students are expected to respect the space, keep it tidy and maintain a calm, purposeful atmosphere.
- Borrowing is flexible, with no limit on loans as long as resources remain accessible to others.
- Loan periods: 3 days (short-term), 14 days (general), 7 days (magazines). Overdue notices are emailed. Lost or damaged items should be reported straight away.
- Study rooms can be booked via the Service Desk.
- Resources can be searched, renewed and reserved through the Infiniti catalogue on SEQTA Learn.

The Innovation Hub is a place where students learn to think big, try new things and connect with a world of resources and possibilities — preparing them for learning now and for the future.

## Outside School Hours Care (OSHC)

We understand that many families need care outside of the traditional school day. Our Outside School Hours Care (OSHC) program offers a safe, welcoming environment where Primary students can relax, play and keep learning before and after school, as well as during holidays.

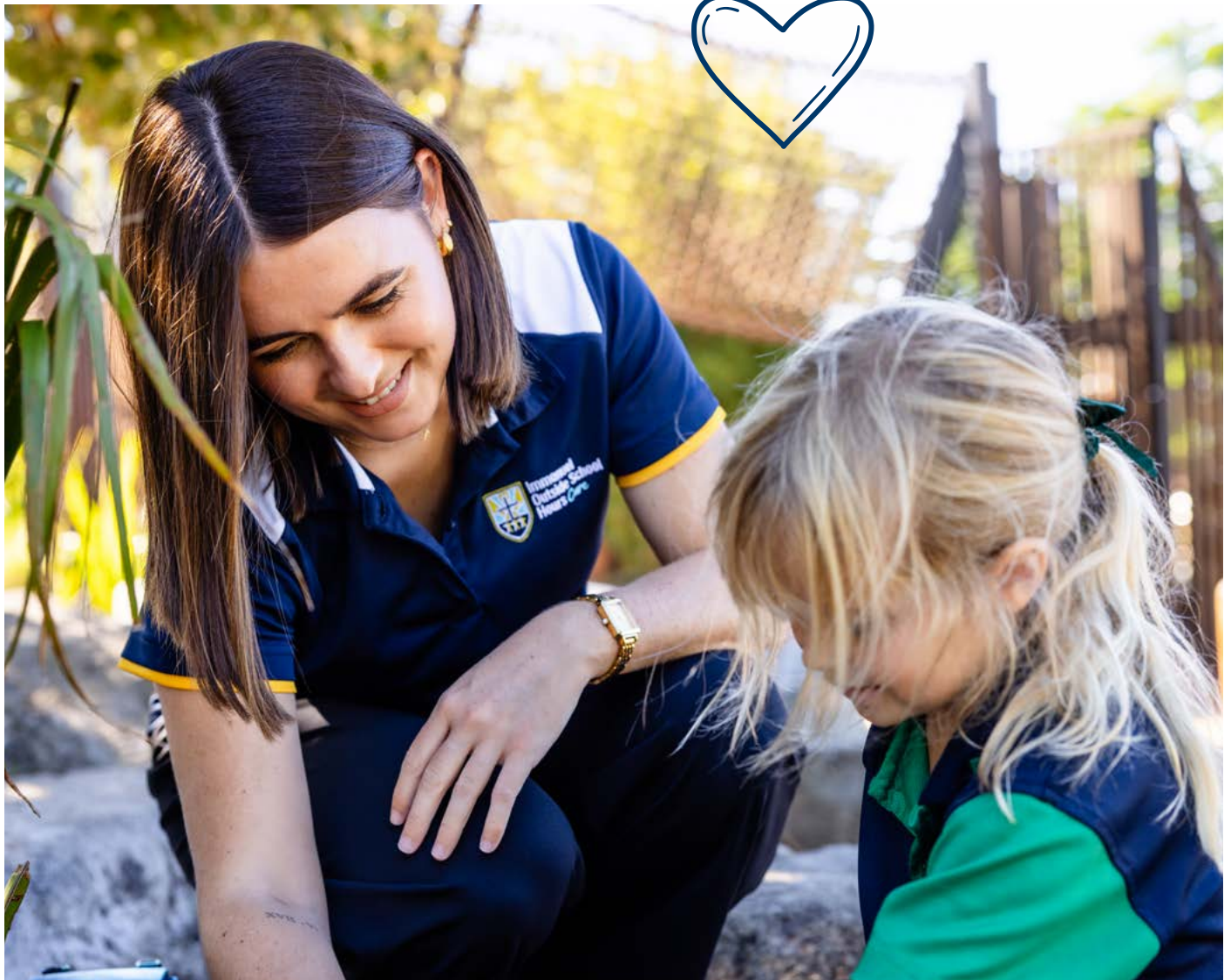
**OSHC is run by qualified, caring staff who know the children well and provide a balance of fun and structure. The program includes:**

- Before School Care from 6.30am, where children can enjoy a healthy breakfast, ease into the day and take part in quiet activities before class begins.

- After School Care until 6.00pm, with afternoon tea, supervised homework time and a variety of games, sports and creative activities.
- Vacation Care and Pupil-Free Day programs, filled with themed days, excursions, crafts, outdoor play and special workshops.

OSHC is more than just childcare — it's a place where friendships grow, children build independence and parents have peace of mind knowing their child is cared for in a familiar, nurturing environment.

**For more information, please contact:**  
5477 3418 | [oshc@immanuel.qld.edu.au](mailto:oshc@immanuel.qld.edu.au)



## Parent Parking and Student Collection Procedures

### Set-Down Zones

Set-Down Zones: Located outside the Worship Centre, near the Bus Turnaround and at the Rim Road entrance. Please:

- Only use designated set-down areas.
- Do not park in set-down zones.
- Do not use the Administration car park (reserved for ELC families).

**Parking:** Parent parking is available near the Worship Centre, Aquatic Centre and Rim Road. All vehicles are parked at owners' risk.

**Disabled Parking:** Spaces are reserved for those with a disability permit or families with temporary mobility needs (with Principal's approval). Please always respect these spaces.



The P&F meets monthly (advertised via app). All parents are welcome to attend.

The P&F also hosts social events and fundraisers such as Fruehlingsfest, with funds going toward new facilities and College projects. These events are a wonderful way to connect with other families and staff.

## Sporting Facilities

At Immanuel, we believe physical development is an important part of educating the whole person. Our facilities support this philosophy and provide students with quality spaces for both curriculum and cocurricular activities.

### Students have access to:

- An indoor sports stadium for sports such as basketball, volleyball and netball.
- Multi-purpose outdoor courts used for netball, tennis and general recreation.
- Spacious playing fields for athletics, soccer, rugby, AFL and other team sports.
- An outdoor, undercover swimming pool, which is used for HPE lessons, training and carnivals.
- A well-equipped gym and weights room, available for senior students and sporting teams under staff supervision.

These facilities complement the Health and Physical Education program, interhouse carnivals and a wide range of cocurricular sporting opportunities. They also provide students with safe, modern spaces to be active, build fitness and enjoy the many benefits of sport and recreation.





### Student Services/First Aid

Student Services is the central hub for attendance and medical care. It is located in the Myrtle Building and is staffed throughout the day.

#### Students come to Student Services to:

- Sign in if they arrive late.
- Sign out if they leave early (with prior notice from parents).
- Report if they are feeling unwell.
- Access first aid or medication (with appropriate consent).

### Medical care

- If a student becomes unwell during the day, parents will be contacted and may be asked to collect their child.
- If a student is injured, staff will provide first aid and call parents to advise what has happened and whether further treatment is recommended.

- In an emergency, the College will act immediately to arrange professional medical care and notify parents as soon as possible.

### Important Reminders for Families

- Primary students must be signed in and out by a parent/guardian if they arrive late or leave early.
- Students should not phone parents directly about illness or injury; all medical contact is managed through Student Services so staff can monitor and support your child.
- Parents are responsible for keeping their child's medical details up to date. Medical records are collected at enrolment and must be updated each year through SEQTA Engage.
- Parents should also ensure the College is notified promptly of any new allergies, conditions or changes in medication.



## Student Counselling

Immanuel provides counselling services to support the wellbeing of all students. Our counsellors work with children and young people across Primary and Secondary to help them with personal, social and learning challenges.

### Counselling can assist students with:

- Managing friendships and relationships.
- Building confidence and resilience.
- Coping with stress, anxiety or grief.
- Developing study skills and organisation.
- Adjusting to change at school or at home.

Appointments can be made through Student Services, and counsellors may also check in with students who have been referred by staff or parents.

All counselling is handled respectfully and confidentially, with information shared only when it is necessary for a student's wellbeing or safety. Parents are welcome to speak with the counselling team to discuss concerns or to find out how the College can best support their child.



### **Study Assistance (Secondary School)**

Students in Years 7–12 have access to a range of support to strengthen their learning and study skills. These opportunities are voluntary but strongly encouraged, particularly when students need help preparing for assessment or consolidating classwork.

#### **Study Assistance Sessions**

- Run by the Learning Enhancement Department.
- Available on set days during the week (advertised via Daily Notices).
- Provide targeted help with classwork, homework or assessment tasks.

### **Subject Workshops**

- Offered by specific subject departments across the year.
- Dates and times are advertised through SEQTA, Daily Notices and the College App.
- Focus on preparation for assignments, exams and subject-specific skills.

Students are expected to come prepared, bring the necessary materials, and make the most of the time with teachers.

This extra layer of support ensures students know that help is available and that they don't need to tackle academic challenges alone.



# Outdoor Education Program

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At Immanuel, outdoor education is more than just camping — it's a chance for students to challenge themselves, discover new strengths, and build friendships in a natural setting. Each year level takes part in carefully planned experiences that grow in length and independence as students move through the College.



### Primary School (Years 3–6)

From Year 3, students begin their outdoor education journey with short, local camps that focus on teamwork, confidence and trying new activities in a supportive environment. Each year adds new challenges, such as bushwalking, canoeing, initiative games and campfire cooking. By Year 6, students are ready for a multi-day camp that develops leadership and resilience.

### Secondary School (Years 7–10)

Outdoor Education continues through Secondary with a focus on independence, community and responsibility. Activities become more adventurous — think hiking, abseiling, mountain biking, overnight expeditions and service-based projects.

### Mt Binga (Year 10)

The pinnacle of our outdoor education program is the Mt Binga Outdoor Education Centre experience. Year 10 students spend four weeks living and learning together in the Blackbutt Ranges.

#### Away from technology and daily routines, they:

- Learn practical skills like cooking, farming and bushcraft.
- Experience leadership and teamwork in real-life settings.
- Reflect on personal values and set goals for their future.

Students consistently describe “Binga” as a highlight of their school years — an experience that shapes their confidence, resilience and friendships for life.

Outdoor education at Immanuel is designed to nurture courage, independence and a sense of connection with others and with the natural world. It’s about helping students step outside their comfort zone and discover what they are capable of.



# Communication, Social Media and Photography

Strong communication between home and school helps every student feel supported. At Immanuel, we use a range of platforms to keep families informed and connected.

## SEQTA Engage

This is our main communication tool. Through SEQTA, parents can:

- Access student timetables, assessment calendars and reports.
- Receive messages and notices

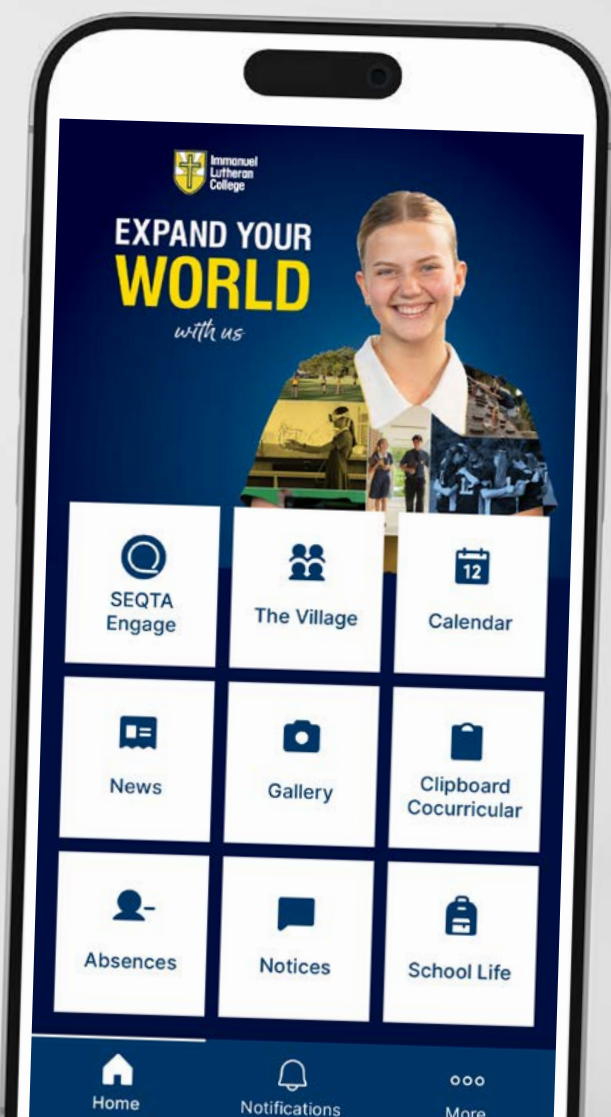
from teachers.

- View daily notices, school policies and key documents.

## College App

The Immanuel College App provides quick access to:

- Absentee reporting.
- Term dates, newsletters and notices.
- Event information.
- Push notifications for urgent updates.



## Website

The College website contains key information about the College, policies, calendars and links to SEQTA and Flexischools.

## Website

The College Website can be located at:  
[www.immanuel.qld.edu.au](http://www.immanuel.qld.edu.au).



## Social Media and Photo Sharing

We love celebrating the many experiences, achievements and everyday moments that make Immanuel such a vibrant community. Our social media channels and College App Photo Gallery provide a snapshot of College life, however they are not intended to document every activity or every student. Not every child will appear in every post, gallery or video, but every child is equally known, valued and cared for each day. To ensure we showcase the breadth of College life, content is carefully planned and scheduled throughout the year. Individual achievements, sporting results and event photos may be shared at a later date, including during school holidays. We kindly ask families not to request specific posts, as our communication schedule is designed to provide a balanced representation of the many opportunities and achievements across the College.

## Camps and Outdoor Education Photo Sharing

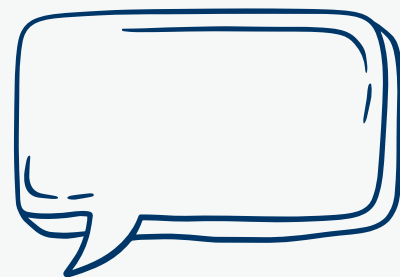
The safety and wellbeing of our students is our highest priority. During camps and Outdoor Education experiences, staff are focused on supervising students, facilitating activities

and providing care, rather than capturing and publishing photos throughout the day. For child protection, privacy and consent reasons, we also take a cautious approach to sharing images while students are away from campus. An important part of our Outdoor Education program is encouraging students to develop independence, resilience and confidence, allowing them to fully engage in the experience and return home with stories to share themselves. Where appropriate, photos from camps will be uploaded to the College App Photo Gallery after students return, once they have been reviewed in line with our child safety and privacy responsibilities. If there is an important matter concerning your child during camp, the College will contact you directly. No news is generally good news, with our staff focused on ensuring every student enjoys a safe, positive and rewarding experience.

## Direct contact

Teachers, House Mentors and Sub-School Offices welcome direct communication from parents. Phone calls and emails are the best way to contact staff during school hours, and appointments can be arranged for longer conversations.

# Information Evenings



Information evenings are held throughout the year to give parents insight into different aspects of College life and to support students at key points in their learning journey.

## **These evenings may cover:**

- Curriculum and subject information.
- Assessment expectations.
- Pathways and career planning.
- Camps, outdoor education and special programs.

They are a valuable opportunity to meet staff, ask questions and connect with other families. Dates and details are shared well in advance via SEQTA, the College App and social media.

## **Open Classroom Day (Primary)**

At the start of each year, on the student-free Orientation/Collection Day in January, Primary School families are invited to join our Open Classroom Day. This is a wonderful opportunity for parents and students to visit the classroom, meet the new teacher, and have a relaxed chat before the school year begins. It helps everyone start the year feeling connected and confident.

## **Parent Information Evening**

Information evenings are held throughout the year to give parents insight into classroom routines, curriculum and key programs, as well as to answer questions and connect families with staff.

## **Primary School**

- At the beginning of the year, parents are invited to a Parent Information Evening. Teachers outline classroom routines, curriculum focuses and expectations for the year.

- Parents are encouraged to use this evening as a chance to ask questions and establish strong lines of communication with the class teacher.

## **Secondary School**

**Secondary families are invited to targeted information evenings across the year, including:**

- **Term 1:** Parent Information Evenings.
- **Term 3:** Year 10 into Year 11 Subject Selection Evening.
- **Term 4:** Year 9 Mt Binga Information Evening.

## **Parent Workshops**

Across Terms 2–3, the College also hosts special parent workshops. These sessions feature expert guest speakers covering topics relevant to adolescent development and parenting.

### **Past sessions have explored:**

- Internet safety.
- Health and wellbeing.
- Developing resilience.
- Adolescent neurology.

Workshops are advertised in advance through the newsletter and social media. They're a great chance to gain insight and practical strategies for supporting young people.

# Student Leadership

At Immanuel, leadership is seen as service. Our student leaders are chosen not just for their ability to represent the College, but for their care for others, their commitment to building community, and their willingness to set a positive example. Leaders are called upon to support the wellbeing of students, to encourage harmony and goodwill, and to represent the College at events and functions both within and beyond our campus.

## College Student Leadership Structure

### Primary School

- Two Primary School Captains.
- Two Primary School Vice-Captains in the areas of Cultural, Social Justice and Environmental.
- Two House Captains per House (per semester).
- Two Pastoral Captains (per semester).
- Two Technology Captains (per semester).

### Secondary School

- Two College Captains.
- Two College Vice-Captains in the areas of Cultural, Social Justice, Sport and Operations.
- Two House Captains per House.

**During Term 3, Year 11 students are invited to nominate for College leadership positions.**

#### The process involves:

- A written application.
- An interview.
- A public address at Assembly or House Meeting.
- A combined student and staff ballot.

The selection panel considers performance across all of these elements before making recommendations to the College Principal for final approval.

## Student Representative Council

The Student Representative Council (SRC) gives students another way to have a voice in College life.

### Secondary School

- Two representatives from each year level (per semester) join the leadership team on the SRC.
- The SRC is coordinated by the Director of Student Engagement (7–12).
- Key areas of focus include community service, school improvement and student social initiatives.
- At Year Level Meetings, students are encouraged to raise ideas or concerns. These are then passed on to the SRC through their House Group or Year Level Representatives.

### Primary School

- One representative from each class in Years 3–6 (per semester) joins the SRC, along with the Primary School Captains and Vice-Captains.

Through the SRC, students learn that their ideas matter and that they can make a real difference to their school community.



# Primary School Celebrations

## **Celebration of Learning and Academic Awards Assembly**

In late November, all students in Years 3–6 take part in the Primary School Celebration of Learning evening. This is a wonderful chance to showcase learning achievements across the year.

On the same day, the Academic Awards Assembly is held. Here, awards for Academic Excellence and Academic Growth are presented to students in Years 5 and 6.

## **Year 6 Graduation**

The final week of the school year includes a special Year 6 Graduation Ceremony. This event celebrates the accomplishments of our Year 6 students and marks their transition into Secondary School. It's a milestone moment that recognises both their achievements and the exciting opportunities ahead.

# Secondary School

## Academic Awards Assembly

The academic year begins with a celebration of learning. At this assembly:

- ATAR results and Term 4 outcomes from the previous year are acknowledged.
- Senior subject awards are presented.
- The Dux of the College is announced and invited to address the Secondary School.
- Academic Excellence, Academic Achievement and Academic Growth awards are presented to eligible students.



## Academic Awards

| AWARD                         | CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | SELECTION COMMITTEE                      | PRESENTATION             |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|--------------------------|
| <b>Academic Awards</b>        | College Dux (awarded in the year following graduation).                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                          | Academic Awards Assembly |
|                               | Years 11 to 12 <ul style="list-style-type: none"> <li>• Academic Gold: An average of 90% or better across five best General subjects.</li> <li>• Academic Blue: An average of 84-89.9% across five best General subjects.</li> </ul> Years 7 to 10 <ul style="list-style-type: none"> <li>• Academic Gold: A GPA of 4.5 (90%) or above in all Australian Curriculum subjects.</li> <li>• Academic Blue: A GPA of 4.22-4.49 (84-89.99%) or above in all Australian Curriculum subjects.</li> </ul> | Head and Deputy Head of Secondary School | Academic Awards Assembly |
| <b>Subject Awards Year 12</b> | Presented to the highest achieving student in the subject at the end of Unit 2 or Unit 4.                                                                                                                                                                                                                                                                                                                                                                                                         | Head and Deputy Head of Secondary School | Academic Awards Assembly |
| <b>Dux of Year</b>            | The student who has the highest GPA will be awarded the Dux of each year level in Year 7-11.                                                                                                                                                                                                                                                                                                                                                                                                      |                                          |                          |

## Secondary School Awards Evening

Held in mid-November, this evening recognises major student achievements across Service, Culture, Sport and Academics. Graduating Year 12 students are formally farewelled at this event.

- Attendance is a compulsory requirement for all students in Years 7-12.
- Students must wear their formal school uniform, including ties and blazers.
- Families are warmly encouraged to attend and share in the celebration.

The Secondary School Awards Evening is a highlight of the year — a time to celebrate hard work, dedication and the many ways our students contribute to College life.

### Major Excellence Awards

The following Major Excellence Awards are presented to recipients annually at either the Academic Awards Assembly or the Secondary Awards and Graduation Evening for students in Years 7 to 12.

| AWARD                                       | CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Cultural Excellence Medal</b>            | Awarded to one boy and one girl from junior secondary (Years 7-9) and one boy and one girl from senior secondary (Years 10-12) who demonstrate the most outstanding level of achievement in a cultural area e.g. cocurricular music, cocurricular dance, cocurricular drama, debating, mooting, art submission, FTV production.                                                                                                                |
| <b>Social Justice Excellence Medal</b>      | Awarded to one boy and one girl from junior secondary (Years 7-9) and one boy and one girl from senior secondary (Years 10-12) who demonstrate the most outstanding dedication and leadership to a social justice cause e.g. Interact, Eco Club, service-learning involvement, refugee program, fundraising efforts etc.                                                                                                                       |
| <b>Sports Excellence Medal</b>              | Awarded to one boy and one girl from junior secondary (Years 7-9) and one boy and one girl from senior secondary (Years 10-12) who demonstrate the most outstanding success in the school-sports program. This is determined by a points system according to the level of representation.                                                                                                                                                      |
| <b>Wright Family Award</b>                  | Awarded to a student who has exhibited outstanding contribution to the College and supported the Year 7 focus of building community through their interactions and commitment to College events.                                                                                                                                                                                                                                               |
| <b>P&amp;F Award</b>                        | Awarded to a Year 8 student who displays qualities that include a commitment to others, importance of relationships and whose interactions reflect the values of Immanuel, both within and beyond the cohort.                                                                                                                                                                                                                                  |
| <b>Immanuel Foundation Award</b>            | Awarded to a Year 9 student who embraced the ethos of the Rite Journey and demonstrated a commitment to character growth and honoured the Secondary School values of responsibility, respect, relationships, and service.                                                                                                                                                                                                                      |
| <b>Vic Walker Award</b>                     | Awarded to a student who adopted the focus for Year 10, which was to become increasingly independent after Mt Binga and develop their level of responsibility over the course of the year, as demonstrated in College initiatives.                                                                                                                                                                                                             |
| <b>Annabel Garriock Prize</b>               | In 2009, the College Community was deeply saddened by the loss of Year 11 student Annabel Garriock, who lost a lifelong battle with Cystic Fibrosis. As a living tribute, the Annabel Garriock Prize is presented to a Year 11 student who personifies Annabel's most endearing qualities – perseverance, integrity, tenacity and a deep concern for others.                                                                                   |
| <b>VET Achievement Award</b>                | Awarded to the student considered to be most successful in a vocational pathway.                                                                                                                                                                                                                                                                                                                                                               |
| <b>Emily Orchard STEM Achievement Award</b> | Awarded to a student who shows passion, engagement, and improvement in the fields of science, technology, engineering and mathematics. The award recipient made an outstanding and innovative contribution to STEM education.                                                                                                                                                                                                                  |
| <b>Lumen Christi Award</b>                  | The Lumen Christi Award, first presented in 2003, is awarded to the person(s) who, in their contributions to the life of the College, epitomises our motto "Walk as Children of the Light". The recipient not only witness their allegiance to Christ and the Gospel, but also exhibits their faith, core values and sense of Christian service on a daily basis.                                                                              |
| <b>Zara Kinloch Award</b>                   | This award is presented to a Year 12 student. The recipient will have demonstrated an outstanding level of care and concern for all students which is in keeping with the College's Core Values and Mission Statement.                                                                                                                                                                                                                         |
| <b>Principal's Trophy</b>                   | This award is presented to the student who embodies the Mission and Values of the College and best represents the spirit of Immanuel.                                                                                                                                                                                                                                                                                                          |
| <b>Spirit of Mt Binga</b>                   | Awarded to a student who fosters a spirit of encouragement and embraces all aspects of the Mt Binga experience with gratitude. The Award is presented at the Year 10, Term Two Blazer Ceremony.                                                                                                                                                                                                                                                |
| <b>Saxony Walker Memorial Award</b>         | Presented to a student from any year level who best reflects Saxony Walker's zest for life and the whole-hearted way in which she approached her engagement within the Immanuel community. Saxony proudly represented the College across a range of sporting, cultural, and service endeavours. Remembered for her kindness, compassion and joyful courage, she embraced every opportunity and inspired others to do the same. "Life is real". |

## Cocurricular Cultural Awards

The Cocurricular Cultural Awards recognise and celebrate the cultural achievements of Immanuel students. These awards highlight the commitment and creativity shown in cocurricular cultural activities.

### The Mooloolaba Music Emerging Artist Award

Presented annually at the Twilight Concert, this award honours an Instrumental Music student who has demonstrated outstanding leadership, commitment and dedication to music at Immanuel, while also showing significant improvement in their chosen area of performance. The recipient is chosen by the Head of the Arts and the Cocurricular Music Coordinator.

### Spirit of Ensemble Awards

A Spirit of Ensemble Award is presented to one student from each registered cocurricular ensemble, troupe, club or team that meets regularly for rehearsals. These awards celebrate students who bring energy, encouragement and positivity to their group.

As some ensembles and troupes include younger members, Primary students are also eligible for this award.





### **Year 10 Blazer Ceremony**

One of the most significant assemblies of the year is the Year 10 Blazer Ceremony. Following their Mt Binga Outdoor Education experience, Year 10 students are formally recognised as Senior Students of the College and are presented with their blazers in front of the Secondary School community. Mt Binga staff also attend this special event, and parents are warmly invited.

During the ceremony, the Spirit of Mt Binga Award is presented to one student from each Mt Binga group. Criteria for this award are outlined in the Awards section of this Handbook.

### **Student Leadership Assembly**

At the start of Term 4, before the senior exam period, the student leaders for the following year are announced at a special assembly. Parents of the successful candidates are invited to attend, and the newly elected College Captains deliver an acceptance address to students, staff, families and the wider College community.

### **Year 11 May Dinner**

The May Dinner is a highlight of the Year 11 calendar. Each year a theme is chosen, and students enjoy dressing up in creative costumes for an evening of fun.

### **Year 12 Formal**

The Year 12 Formal is a much-anticipated milestone for our seniors — an evening of dining and dancing with friends, marking their first formal social event. Planned by a staff and student committee, the night is filled with glamour and celebration as students enjoy this special occasion together.



### **Year 12 Valedictory Day**

Valedictory Day is the final day of schooling for Year 12 students. It begins with a special service led by the College Chaplain, where staff, parents and students reflect on the journey through school and give thanks for the community that has supported them.

The day concludes with the traditional Walk of Faith. Graduating students walk through the College grounds, cheered on by peers from ELC to Year 11, staff and families. It is a joyful and moving way to farewell our seniors as they step into the next stage of their lives.



## MAJOR COLLEGE EVENTS

# Functions and Celebrations

### Artists on the Horizon Youth Arts Showcase

Artists on the Horizon is one of the most anticipated events on the College calendar, held each year in conjunction with Fruehlingsfest. It is an inspiring youth arts showcase that celebrates the creativity of young people not only from Immanuel, but from schools right across the Sunshine Coast region.

The showcase features works across a variety of mediums — painting, drawing, photography, sculpture, digital art and mixed media. Entries are welcomed from all year levels, giving students the chance to have their work displayed in a professional-style exhibition that attracts families, community members and local arts supporters.

#### To add to the excitement:

- Guest judges from the arts community are invited to select category winners.
- Community voting allows visitors to have their say in the popular “People’s Choice Award.”
- Prizes are awarded in several categories, recognising creativity, technical skill, originality and artistic growth.

For students, Artists on the Horizon is about more than prizes — it’s about the thrill of seeing their work exhibited, gaining confidence as young artists and sharing their creativity with the wider community. For families, it’s a chance to celebrate the artistic achievements of their children in a joyful and supportive setting.





## Fruehlingsfest

Immanuel's spring festival, Fruehlingsfest, is one of the highlights of the year. Coordinated by the P&F Community with the support of students and staff, the festival features international food stalls, musical performances, rides, sideshow alley, homemade cakes and sweets competitions, and a variety of student-led stalls.

Every student plays a part — Primary and Secondary students help through various stalls allocated to year levels and house groups. Fruehlingsfest is a celebration of community spirit and generosity, as well as an important fundraising event.



## ANZAC Day - College Service and Buderim Memorial Service and March

Each year, Primary and Secondary students hold services to honour ANZAC Day. Families are welcome to attend. On 25 April, the College is also represented at the Buderim Memorial Service and March. Year 12 leaders are expected to attend, and all students are strongly encouraged to take part. College ensembles provide music for the march. Full formal uniform is required, including hats, blazers, ties and polished shoes.

## Grandparents' Day

Held in Term 2, Grandparents' Day is a treasured tradition. It gives grandparents the chance to step into their grandchildren's school day — visiting classrooms, enjoying student presentations and sharing morning tea and lunch together. For students, it's a proud moment to "show off" their school and achievements.



## Interhouse Sporting Events

### Athletics Carnivals

- **Primary:** Students in Years 3–6 compete at the USC Athletics Track. They represent their House, earn points and strive to qualify for the Primary Athletics Team, which goes on to district and Lutheran carnivals in Term 3. Prep–Year 2 students enjoy their own Fun Athletics Carnival, with age-appropriate events focused on participation and enjoyment.
- **Secondary:** Held in Term 3 at USC, this carnival gives all students the chance to contribute House points and qualify for regional representation.

### Swimming Carnivals

- **Secondary:** Held early in Term 1.
- **Primary:** Held in Term 4.

Both carnivals are full-day events. Students travel together by bus, wear House uniforms, and must bring hats, sunscreen, water and healthy food.

### Cross Country Carnivals

Held early in Term 2 for both Primary and Secondary. All students are expected to complete the course, earning points for their House. Hats, sunscreen and water are essential.

### Compulsory Attendance

Carnivals are compulsory school days, and participation is expected. These events build House spirit and community. Attendance is monitored, and missing carnivals without approval may affect eligibility for end-of-year awards, special privileges and future leadership opportunities. Parents are asked to avoid collecting students early unless prior approval has been given by the Head of Sub-School.





### **P-12 Worship**

At the start of each year, the College community celebrates during Opening Worship held in the A. J. Jericho Stadium. During this service, College Captains, Vice-Captains, House Captains and Primary School Leaders are officially installed, along with new staff. Families are warmly invited to attend.

### **Twilight Concert**

Held in Term 4, the Twilight Concert is a relaxed evening of outstanding entertainment presented by College music ensembles.



**Immanuel  
Lutheran  
College**

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