Welcome to 2010

This is a very exciting year for the College as we become a full P-12 College.

This handbook provides detailed information for parents on both the philosophical and practical details of the College.

Our College takes a different perspective to your son’s education.

His adventurous spirit is our inspiration. We see a leader, an explorer and a visionary. We see an individual, with unique strengths and goals and interests. We guide and empower him to discover his own path and unleash his full potential.

With internationally benchmarked programs, multiple learning pathways, a broad range of opportunities and firm Christian values, Moreton Bay Boys’ College helps your son experience more of life, and the emerging possibilities of a changing world.

We look forward to another great year as we work with you to deliver outstanding outcomes for your son.

Dr Roderick Crouch
Principal
TERM DATES FOR 2010

TERM 1  Wednesday 27 January – Friday 26 March
TERM 2  Monday 12 April – Friday 18 June
TERM 3  Monday 12 July – Friday 17 September
TERM 4  Monday 4 October – Wednesday 1 December

Final day for Year 12 students  Friday 19 November

COLLEGE HOURS

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<th></th>
<th>Prep</th>
<th>Years 1-2</th>
<th>Years 3-4</th>
<th>Years 5-6</th>
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</thead>
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<tr>
<td>Door Opens</td>
<td>8.15am</td>
<td>8.15am</td>
<td>8.15am</td>
<td>8.15am</td>
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<tr>
<td>Class Commences</td>
<td>8.30am</td>
<td>8.30am</td>
<td>8.30am</td>
<td>8.30am</td>
<td>8.30am</td>
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<tr>
<td>Class Concludes</td>
<td>2.15pm</td>
<td>2.30pm</td>
<td>2.45pm</td>
<td>2.50pm</td>
<td>3.00pm</td>
</tr>
<tr>
<td>After School Care Commences</td>
<td>2.30pm</td>
<td>2.30pm</td>
<td>2.45pm</td>
<td>3.00pm</td>
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</table>

There will be a teacher on duty from 8.00am each day. However, there is no supervision prior to this other than through Before College Care and boys are strongly discouraged from arriving at College before 8.00am. The pick up zone is supervised until 3.15pm and all P-7 boys not collected from College by this time (unless they are participating in an after College activity) will be sent to the office and subsequently placed into After School Care.
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MBBC BOARD OF DIRECTORS

MBBC is owned and operated by a separate, incorporated, not-for-profit company, Moreton Bay Boys’ College Ltd (MBBC Ltd). Moreton Bay College (MBC) appoints 6 directors of MBBC Ltd and up to 3 can be appointed by the Board itself. The Board acts independently of its ‘parent’ organisation. The current directors of MBBC Ltd are Prof Stephen Gray (Chairman), Mr Ken Freer (Deputy Chairman), Mr David Bancroft, Mr John Eisenmenger, Mr Robin Fardoulys, Mr Michael Millard, Ms Samantha O’Brien, Mr Greg Rynenberg and Mr Matthew Sheerin. The Principal reports to the Board of Directors of MBBC Ltd.

Professor Stephen Gray    Mr Ken Freer
Chairman                  Deputy Chairman

SENIOR ADMINISTRATION TEAM

The role of the Senior Administration Team

→ Advocating, nurturing, and sustaining a College culture and educational program conducive to student and staff learning.

→ Initiating, facilitating and sustaining the process of keeping MBBC as a College community which seeks and embraces ‘best practice’ in education.

→ Generating, advocating and securing broad support for agreed change and reform agenda.

→ To instigate responsible decision making about the day to day running of the College in accordance with best practice.

→ To develop significant policy in respect to the College Aims and Vision and the Strategic Direction.

→ To provide a mechanism for staff, parent and student opinion to be shared and considered within a leadership forum.

→ To provide leadership to staff, parents and students in the organisation and planning of significant College events and activities, to ensure that these will be successful and that the people involved will feel fulfilled by their involvement.

Members of the Senior Administration Team:

Principal
Assistant Principal
Deputy Principal (Curriculum)
Business Manager
# STAFF LIST FOR 2010

## Staff Contacts

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Dr Roderick Crouch</td>
</tr>
<tr>
<td>Personal Assistant to Principal</td>
<td>Mrs Louise Seddon</td>
</tr>
<tr>
<td>Assistant Principal</td>
<td>Mrs Diana Patchett</td>
</tr>
<tr>
<td>Deputy Principal (Curriculum)</td>
<td>Ms Marie Perry</td>
</tr>
<tr>
<td>Personal Assistant to Deputy Principal (Curriculum) and Assistant Principal</td>
<td>Mrs Lesley Cosgrove</td>
</tr>
<tr>
<td>Business Manager</td>
<td>Mrs Sonja Bancroft</td>
</tr>
<tr>
<td>Registrar</td>
<td>Mrs Nicola Vincent</td>
</tr>
<tr>
<td>Chaplain</td>
<td>Mr Shane McCarthy</td>
</tr>
<tr>
<td>PYP Coordinator</td>
<td>Ms Mary Youngman</td>
</tr>
<tr>
<td>MYP Coordinator</td>
<td>Ms Helen Nafranowicz</td>
</tr>
<tr>
<td>Property Manager</td>
<td>Mr Des Schinkel</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>Miss Suzy Hasenkm</td>
</tr>
</tbody>
</table>

*For all other staff contacts please refer to the College website*

## INQUIRY FLOWCHART

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<th>Inquiry</th>
<th>Who to ask</th>
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<td>Enrolments</td>
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<td>General Inquiries, College events, activities</td>
<td>Administration</td>
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<td>Outside College hours care and vacation care</td>
<td>OHSC</td>
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<tr>
<td>P &amp; F Activities</td>
<td>P &amp; F President</td>
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<tr>
<td>Absence, including appointments</td>
<td>Class/Form/House Teacher and Administration</td>
</tr>
<tr>
<td>Extended Leave during College term</td>
<td>Principal</td>
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<tr>
<td>My son's academic progress (curriculum matters)</td>
<td>Class/Form/House Teacher</td>
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<tr>
<td>My son's behaviour</td>
<td>Class/Form/House Teacher, Assistant Principal</td>
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<td>College Behavioural expectations/pastoral program</td>
<td>Class/Form/House Teacher</td>
</tr>
<tr>
<td>Sport – Years 1-7</td>
<td>Mr Jack Pincott</td>
</tr>
<tr>
<td>Years 8-12</td>
<td>Mr Hamish Pike</td>
</tr>
<tr>
<td>CIC Matters</td>
<td>Mr Jack Pincott</td>
</tr>
<tr>
<td>Private music lessons/tutors</td>
<td>Mr Dylan Troyahn</td>
</tr>
<tr>
<td>College Policies and procedures</td>
<td>Class/Form/House Teacher, Assistant/Deputy Principal (Curriculum)</td>
</tr>
<tr>
<td>Principal</td>
<td>Principal</td>
</tr>
<tr>
<td>Concerns re: College policy and procedure</td>
<td>Principal's Office</td>
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<tr>
<td>Concerns re: staff behaviour/teaching standards</td>
<td>Principal or Assistant/Deputy Principal (Curriculum)</td>
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<tr>
<td>Sexual Abuse</td>
<td>Principal</td>
</tr>
<tr>
<td>College expansion plans</td>
<td>Principal</td>
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COLLEGE INFORMATION

STRATEGIC PLAN

Moreton Bay Boys’ College strives to be a leading College that offers its boys an innovative, broadly based educational experience. Our philosophy is built on the foundation of Christian values and aims to develop each boy’s individual abilities, equipping them with the skills necessary to be successful, productive and responsible members of society. Our College community incorporates the core values of faith, integrity, learning, engagement, community, sustainability and accountability and these underpin everything we do.

For our Students:
1. MBBC provides a safe, happy and secure environment
2. MBBC offers an integrated, innovative relevant and engaging curriculum
3. MBBC provides a range of opportunities and pathways that optimise successful development of the potential of each boy.

MBBC will achieve these goals by:
- Promoting the Christian foundation for life;
- Fostering a supportive College environment that encourages self responsibility and resilience;
- Developing innovations in curriculum;
- Providing all students with a strong foundation in literacy and numeracy;
- Developing science as a pre-eminent subject;
- Further developing our environmental education program;
- Establishing opportunities for service in the community;
- Pursuing co-educational opportunities with MBC;
- Offering different learning pathway options catering for an individual’s interests and abilities;
- Offering a variety of co-curricular activities (academic, cultural, environmental, social, spiritual and sporting);
- Ensuring boys are exposed to a range of organised sporting opportunities;
- Further developing the P-12 pastoral program;
- Providing opportunities for student leadership;
- Providing appropriate guidance and counselling.

For our Staff:
1. MBBC will provide a supportive, respectful and innovative environment for staff.
2. MBBC will recruit and retain well qualified teaching and support staff who identify with MBBC core values and goals and who strive to achieve excellence.
3. MBBC will create an environment where staff are able to demonstrate a range of academic, sporting, creative and other skills and interests.
4. MBBC will provide an environment where all staff can act as exemplary role models.
MBBC will achieve these goals by:

- Designing an effective recruitment and retention strategy;
- Ensuring staff skills and abilities are maximised;
- Increasing support for the professional development and learning of staff;
- Exploring mentoring and coaching relationships that enhance staff skills;
- Investigating and implementing appropriate reward and recognition strategies;
- Fostering a culture of continuous improvement;
- Retaining staff who enjoy and are challenged by working at MBBC;
- Ensuring that all staff engage with the vision, philosophy and operating principles of the College;
- Ensuring that all staff are treated in keeping with the values of the College.

With our Community:

1. Establish appropriate links with the community.
2. Increase MBBC brand awareness in the community.
3. Establish stronger and sustained enrolments at MBBC from its catchment area.

MBBC will achieve these goals by:

- Improving communication lines between Board, Principal, Parents, Community and MBC;
- Being highly visible in the community;
- Ensuring all members of the College are able to promote the benefits of MBBC to the community.

For our Assets:

1. Develop and maintain a five year rolling development plan.
2. Allocate appropriate funding to ensure sustainability.
3. From 2009, being to pay down our borrowings.

MBBC will achieve these goals by:

- Meeting our enrolment forecasts;
- Meeting all fiscal responsibilities;
- Developing an annual financial implementation plan;
- Accurately determining our funding requirements;
- Developing a sustainable future financial model for MBBC;
- Developing a strong long term relationship with lenders and guarantors;
- Increasing our range of revenue streams;
- Ensuring optimal use of assets;
- Identifying options for infrastructure development that take into account our current and projected financial position.
Our Leadership will:

1. Ensure that the leadership practices that are employed at the College are consistent with its long-term goals, and extend where appropriate to devolving responsibilities amongst staff.

2. Effectively oversee the management of operations within the College.

3. Provide effective and accountable governance for the College.

MBBC will achieve these goals by:

- Valuing distributed leadership and management within the College;
- Ensuring that leaders and managers within the College are accountable;
- Winning Parent and Community support for College efforts and activities;
- Liaising with the College community and key community organisations for the benefit of the College;
- Ensuring that stakeholders receive easy and appropriate access to relevant information;
- Ensuring decision making is informed;
- Developing the corporate structure for the College;
- Advocating on behalf of the College;
- Identifying milestones/trigger points for action/review of all plans.

MBBC MIRROR & IB LEARNER PROFILE – ATTRIBUTES OF AN MBBC BOY

<table>
<thead>
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<th>MBBC Mirror</th>
<th>IB Learner Profile</th>
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<tbody>
<tr>
<td>M Merciful</td>
<td>Caring</td>
</tr>
<tr>
<td>I Independent</td>
<td>Inquirers • Knowledgeable</td>
</tr>
<tr>
<td>R Resourceful</td>
<td>Thinkers • Communicators</td>
</tr>
<tr>
<td>R Respectful</td>
<td>Principled</td>
</tr>
<tr>
<td>O Open-minded</td>
<td>Open-minded • Reflective</td>
</tr>
<tr>
<td>R Resilient</td>
<td>Balanced • Risk-takers</td>
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</tbody>
</table>
INTERNATIONAL BACCALAUREATE PYP & MYP

MBBC is implementing the International Baccalaureate program. The International Baccalaureate (IB) is an international non-profit education foundation, motivated by its mission, focused on the student. It offers three programs for students aged 3 to 19 comprising: Primary Years Program (PYP); Middle Years Program (MYP); and Diploma Program (DP) which can be implemented independently of each other. The three programs help develop the intellectual, personal, emotional and social skills to live, learn and work in a rapidly globalising world. The IB program has been in existence for over 40 years and provides a sound framework for curriculum development. Worldwide, there are over 2500 Colleges in 128 countries (supporting over 640 000 students worldwide) who have implemented one or more IB programs; of these 111 are in Australia, with less than 10 in Queensland.

The IB Mission statement
The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organisation works with Colleges, governments and international organisations to develop a challenging program of international education and rigorous assessment. These programs encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

The Programs
Primary Years Program (PYP) – Figure A
The PYP operates from Years P-6 at MBBC. It is based on imparting Concepts, Skills, Attitudes, Actions and Knowledge in the following subject areas:

- language
- social studies
- mathematics
- arts
- science
- personal, social and physical education

Middle Years Program (MYP) – Figure B
The MYP is based around 5 areas of interaction:

1. Approaches to Learning
2. Community and Service
3. Human Ingenuity
4. Environment
5. Health and Social Education

In the 4th Year of the program, all students undertake a culminating year long personal project. MBBC already undertakes all subject areas required and plans and organises our curriculum in a manner very similar to that required.

Benefits
There are number of benefits for MBBC. The IB framework is recognised internationally as a high calibre program based on academic rigor which develops independent learners who are prepared to be active citizens in a global world. It fosters an inquiry approach to learning so that students are able to develop a deep level of understanding through interrelated units of work that are relevant and engaging to them.

The accreditation process to become an IB College is detailed and lengthy to ensure that IB Colleges are meeting high standards, with regular checks and processes in place to uphold internationally benchmarked standards.
The MBBC 3 Rs

Research
Acquiring knowledge. A leader is able to locate quickly and digest the information he needs using both traditional and technological skills. This is research and incorporates the crucial skills of reading and writing as well as maths.

Reason
Applying knowledge. Having knowledge is good, but a leader can apply it to new or different circumstances. This requires the development of higher order thinking skills such as analysis, synthesis and evaluation. This ability will be essential for our boys whose futures are likely to contain multiple career pathways.

Relationships
Working together. A leader has a strong emotional intelligence which allows them to work well with others. At MBBC we have specific, class-based programs that develop in boys this ability to build relationships.

MOTTO

_Fide et Integritate_
(To serve with) faith and integrity.

COLLEGE SONG
_(to the tune of ‘Moreton Bay’ circa 1840)_
We are the Eagles of Moreton Bay Boys
We soar together to reach new heights
With our College pride and determination
We face each challenge with strength and might

In blue and gold, we will strive for victory
and celebrate with our mates today
So raise your voices in jubilation
We are the Eagles of Moreton Bay

COLLEGE WAR CRY
Eagles, eagles
Reach new heights
Pride and courage
Strength and might
Blue-Gold victory
Mates today
Eagles, eagles
Moreton Bay
HOUSE SYSTEM

There are four houses: Flynn (Red), Dunlop (Blue), Doherty (Green), Nicholls (Gold). All boys are placed into a house and remain in that house throughout their time at the College. The Houses provide for boys of different year levels to interact. There will be regular inter-house competitions throughout the year. House names have been chosen as follows:

**Doherty**

Doherty House has been named in honour of Dr Doherty to affirm Moreton Bay Boys’ College’s commitment to academic excellence.

Professor (Dr) Peter C. Doherty is Professor of Microbiology and Immunology at the University of Melbourne and also holds the position of Professor of Biomedical Research and Chair of the Immunology Department at St Jude Children’s Research Hospital, Tennessee. He was joint winner of the 1996 Nobel Prize for Physiology or Medicine. He has displayed an outstanding commitment to science and medicine.

**Dunlop**

Dunlop House has been named in honour of ‘Weary’ Dunlop because he embodied the very qualities that we seek to develop in our young men at Moreton Bay Boys’ College.

Sir Edward ‘Weary’ Dunlop, an Australian Wallaby, is best known for his commitment to his comrades during and post-World War II. As a prisoner of war, his selfless struggle to improve the health and well being of his fellow prisoners saved countless lives. Captured by the Japanese, Dunlop spent more than four years providing medical assistance; leading and motivating his men; and risking his own life by defying captors in the face of brutality, starvation, and death.

**Flynn**

Flynn House has been named in honour of The Rev. Flynn to recognise Moreton Bay Boys’ College’s commitment to Christian education.

The Reverend John Flynn “Flynn of the Inland” was founder of The Royal Australian Flying Doctor Service. He was ordained into the Presbyterian Church in 1911 and took up missionary work in northern South Australia. Flynn was appointed Moderator-General of the Presbyterian Church in Australia in 1939, a position he held till 1942.

**Nicholls**

Nicholls House has been named in honour of Sir Douglas Nicholls to affirm Moreton Bay Boys’ College’s commitment to assist our boys to be young men of faithful service.

Sir Douglas Nicholls was Australia’s first Aboriginal State Governor. As well as being an excellent sportsman, he devoted much of his life to social work. As a minister of the Church of Christ he worked to uphold the rights of the Aboriginal people. He was awarded two medals by Queen Elizabeth II and became Governor of South Australia in 1976.
**CHAPLAINCY AT MBBC**

The Moreton Bay Boys College chaplaincy program exists to provide pastoral care for the students, staff and families of the MBBC College community. This focuses on the spiritual and emotional needs of the college community and is achieved through a variety of avenues, which include the following:

- Pastoral Intervention and care.
- Crisis care.
- Spiritual and emotional guidance.
- Values Education.
- Facilitation of social, emotional and spiritual programs.
- Christian Education: RE, Chapel.
- Liaison with local Churches, Youth Groups and support agencies.
- Community activities: Christian Fellowship Groups, Wynnum Wipe-Out, Combined Youth Group events.

Our Chaplain is Reverend Shane McCarthy. Shane is a qualified Teacher and an Ordained Pastor who has extensive experience working with young people. He has been involved in youth ministry in a variety of capacities, including church and College chaplaincy roles for the last 20 years.

Shane is available for appointments with College and family members and can be contacted by phone through the College reception or by email: mccarthys@mbbc.qld.edu.au
COLLEGE HYMN

God is our strength and refuge

God is our strength and refuge, our present help in trouble;
And we therefore will not fear, though the earth should change
Though mountains shake and tremble, though swirling floods are raging,
God the Lord of hosts is with us ever more.

There is a flowing river within God's holy city.
God is in the midst of her she shall not be moved!
God's help is swiftly given, thrones vanish at His presence
God the lord of hosts is with us ever more.

Come, see the works of our Maker, learn of His deeds all powerful;
Wars will cease across the world when He shatters the spear!
Be still and know your Creator, up-lift Him in the nations
God the Lord of hosts is with us ever more.

COLLEGE PRAYER

(words – Sir Francis Drake, 1577)

O Lord God,

When you give to your servants to endeavour any great matter,
Grant us also to know that it is not the beginning,
But the continuing of the same, until it be thoroughly finished,
Which yields the true glory.

Disturb us, to dare more boldly, to venture on wilder seas
Where storms will show Your mastery;
Where losing sight of land, we shall find the stars.

We ask you to push back the horizons of our hopes;
And to push back the future in strength, courage, hope and love.
This we ask in the name of our Captain, who is Jesus Christ.

Amen.
THE COLLEGE BIBLE READINGS

College Old Testament Bible Reading

Psalm 15 (CEE)
Who may stay in God’s temple or live on the holy mountain of the LORD?
Only those who obey God and do as they should.
They speak the truth and don’t spread gossip;
They treat others fairly and don’t say cruel things.
They hate worthless people, but show respect for all who worship the LORD.
And they keep their promises, no matter what the cost.
They lend their money without charging interest, and they don’t take bribes to hurt the innocent.
Those who do these things will always stand firm.

College New Testament Bible Reading

Philippians 4: 4-8 (CEV)
Rejoice in the Lord always. I will say it again: Rejoice! Let your gentleness be evident to all. The Lord is near.
Do not be anxious about anything, but in everything, by prayer and petition, with thanksgiving, present your
requests to God. And the peace of God, which passes all understanding, will guard your hearts and your
minds in Christ Jesus.

Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure,
whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things.
COLLEGE EXPECTATIONS

THE COLLEGE
CODES OF CONDUCT

As an MBBC student

Each student is responsible for his own behaviour in any situation in which he finds himself.

1. It is particularly important that no student either through deliberate action, neglect or lack of concern interferes with the rights of others.

2. Students are to follow all directions of and respect the position of staff at all times.

3. The College does not tolerate any form of discrimination. We believe all staff and students have the right to work in an environment free of discrimination and harassment. Bullying is a form of harassment and will not be tolerated.

4. Offensive behaviour will not be tolerated whether in College or class, on or off campus, on excursions or camps, or during any College activity.

5. STUDENTS WILL NOT UNDERTAKE ANY OF THE FOLLOWING (NON EXCLUSIVE) ACTIVITIES:
   (a) smoking
   (b) drinking of alcoholic liquor
   (c) use or supply or possession of drugs (unless medically prescribed)
   (d) misuse of prescription drugs
   (e) gambling
   (f) stealing and other law breaking offences
   (g) cause injury to another person
   (h) use objectionable or obscene or abusive language
   (i) engage in any activity likely to compromise or endanger himself or other students or likely to jeopardise the standing and reputation of the College.

The College advises parents, in the strongest possible terms, that attendance by students at functions where alcohol or other drugs are being consumed by students or where students are conducting themselves in an inappropriate manner contradictory to the College Code of Behaviour is fraught with risk. Students finding themselves in this type of situation should make every reasonable attempt to leave and parents should support them in their endeavours.

Rights and Responsibilities

As members of the Moreton Bay Boys’ College community, students have:

1. The right to be treated respectfully, courteously and justly.

2. The right to learn and play in a quality, supportive, clean and safe environment.

3. The right to open communication and a positive relationship with peers and staff; and

4. The right to be involved in the full educational programme.

Accompanying all rights come responsibilities. Students have a pre-eminent responsibility to adhere to the student Code of Conduct.

Students have the responsibility to:

1. Be respectful, courteous and just to others and to respect property.

2. Contribute to a co-operative, supportive, clean and safe environment for all.

3. Communicate openly and seek to build and maintain positive relationships with peers, parents and staff.

4. Support actively all College rules, procedures and expectations.

5. Make the most of the educational opportunities offered by the College and;
6. Not undertake any of the following activities:
   a. cause injury to another person
   b. use objectionable or abusive language
   c. name calling or use of put downs
   d. aggressive play

At sport

The College believes that we should encourage good behaviour and sportsmanship on the sports field and considers that the following directions should be observed.

In General

1. Conduct all competition in friendship and with fair play and uphold the spirit of the rules.
2. Be aware that competitive sport is for enjoyment and that winning is only part of the process.
3. Observe the special position of a host College and a guest College.
4. Be aware of the fundamental philosophical differences between the games played and professional games shown on television. The professional is an entertainer and a wage earner whose play often reflects these facts.

Participants

1. Maintain a high standard of conduct at all times, both on and off the field. Each and every player should be an example of good sportsmanship.
2. Appreciate the good play of opponents and accept the mistakes made by fellow players.
3. Play the game hard but not unfairly.
4. Never show ill-temper or spite. Give assistance to opponents, where it appears desirable.
5. Meet the coach and captain of an opposing team when possible.
6. Give congratulations, thanks and cheers, as appropriate, to captains and/or players of opposing teams.
7. Obey the orders or instructions of the umpire, referee or designated official quickly and cheerfully and accept any decisions, however unfavourable, without question.
8. The use of drugs, including pain killers, to improve or maintain the performance of any individual player or group of players is contrary to the philosophy of this Code.
9. Contribute to the team effort as well as to one’s personal performance.
10. Use barracking to encourage but not to hinder.

Parents and Spectators

1. Remember that children learn best by example. Always applaud good performances by the visiting team as well as your own. Never use profane language or harass coaches or officials.
2. Teach your child that honest effort is as important as victory so that the result of each game is accepted without undue disappointment.
3. Help your child work toward skill improvement and good sportsmanship. Never ridicule or yell at your child for making a mistake or losing a competition.
4. Support all efforts to remove verbal and physical abuse from children’s sporting activities.
5. Recognise the value and importance of coaches. Support them in their decisions and do not coach from the sideline unless the sport permits this.

Coaches

1. Be reasonable in your demands on the young players’ time, energy and the enthusiasm. Remember that they have other interests.
2. Accept the decisions of referees and umpires; this does not preclude rational clarification of decisions at a subsequent time.
3. Teach your competitors that rules of the sport are mutual agreements which no one should evade or break.
4. Under no circumstances is there to be deliberate bending of the General Competition Rules and By-Laws for the various sports. Discourage time wasting and time wasting actions, over-vigorous play and deliberate use of illegal tactics.

5. Develop team respect for the ability of opponents as well as for the judgement of officials and opposing coaches.

6. Remember the children need a coach they can respect. Be generous with your praise when it is deserved and set a good example.

7. Follow the advice of a physician when determining when an injured player is ready to play again.

8. Ensure that equipment and facilities meet safety standards.

**Students must understand that the College views these behavioural expectations seriously and any breach of the same can result in exclusion or suspension from the College.**

**On excursions or tours**

The College has high expectations of the conduct and behaviour of boys whilst on excursions and whilst representing the College.

**Students are expected to:**

1. Follow ALL directions of and respect the position of teachers in charge of the group.

2. If in a billeting position, respect the position of the host billeting family and not engage in conduct which would compromise or embarrass that host family.

3. Act responsibly at all times whether with the entire group or separated from supervision.

4. Understand and respect cultural and social differences and behave with sensitivity and due consideration for others.

5. Follow ALL regulations and codes specified by places of accommodation and the requests of billeting hosts.

6. At all times observe the College’s team members code of behaviour.

**Students will NOT undertake any of the following (non exclusive) activities:**

1. Smoke.

2. Drink alcoholic beverages, whether in private or in public.

3. Purchase duty free alcohol and cigarettes.

4. Use or supply drugs (unless medically specified).

5. Souvenir or appropriate any property which is not their own or commit any other law breaking offences.

6. Accept any invitation from other groups.

7. Enter clubs, nightclubs or bars, at any time.

8. Leave their place of accommodation without permission from teachers in charge or billeting hosts.

9. Venture off on their own. Students must at all times be accompanied by at least two other students or preferably a group, and only then with permission from teachers or billeting hosts.

10. Question any decisions or directions given by teachers in charge or billeting hosts.

11. Use objectionable or obscene language.

12. Engage in any activity likely to compromise or endanger the student or students or likely to jeopardise the standing and reputation of the College.
Students must at all times understand when on College excursions, whether domestic or overseas, that they are ambassadors for Moreton Bay Boys’ College and, when overseas, for Australia. The College considers it reasonable to expect a high standard of behaviour and self-discipline.

Serious breaches of this code of behavioural expectations will result in the student’s parents being notified. The College reserves the right to send students home by the first available transport. Any additional expense incurred in this regard will be the responsibility of the student’s parents.

Students must understand that the College views these behavioural expectations seriously and any breach of same can result in expulsion or suspension from the College.

**EXPECTATIONS OF STUDENTS**

**Student Care**

It is central to the success of our boys that their time at College is well spent, not only in constructive academic pursuits, but in the practice of developing positive relationships – with themselves, each other, the wider community and nature.

With the support of the staff, the boys are learning to control themselves and for many it is the opportunity to be a big brother or little brother to other boys. The environment we have created is steeped in Australian values of doing your best, responsibility and integrity whether in the classroom or the playground. Best of all, the boys are looking out for each other, and have the confidence to stand up and do the right thing.

As the College matures, so do the students; and the seeds we nurture becoming young trees. Our focus on positive relationships means that we will continue to reap these rewards, for generations to come.

**Engaged Learning Time**

- attend all classes at all times
- be committed to active learning in both lesson and homework time
- practise time management, especially with exam and assignment preparation
- catch-up, in own time, on all work or assessment missed through non-attendance.

**Preparedness/Punctuality**

- have knowledge of subject specific requirements (materials, ingredients etc) and be consistently compliant with them
- organise materials before the beginning of the lesson
- be on time and focussed before lessons begin
- submit all assignment items on or before the due date
- use recess breaks to attend to personal matters.

**Language and Communication**

- communicate in an appropriate and respectful manner in line with College expectations (without swearing or derogatory language)
- be responsible for the delivery of official communiqués (eg. Newsletter) to home.

**Personal Presentation**

- wear the appropriate College uniform for the specific activity/occasion.
- demonstrate a high standard of personal presentation, grooming and hygiene at all times.
Homework
- possess Homework Diary
- record all homework given
- complete all set homework
- list assignments in planner
- complete work on the due day/date
- complete work to a high standard
- negotiate exceptional circumstances.

Quality of Work
- complete work to best of ability
- have knowledge and understanding of subject specific standards
- have knowledge and understanding of criteria based standards.

Behaviour
- have knowledge and understanding of all aspects of the College’s Behaviour Management Policy
- follow promptly all directions given by Staff members
- be responsible for own behaviour
- accept consequences of own behaviours.

Leadership and Involvement
- participate in activities that develop initiative, sense of responsibility, involvement,
- team membership and communication skills
- be willing to participate in co-curricular activities
- display pride in being a Moreton Bay Boys’ College student through involvement,
- dress, behaviour and attitude
- demonstrate a high level of community awareness and involvement
- maintain a balance between academic, family, community and co-curricular activities.

ATTENDANCE

Absence from the College
It cannot be over-emphasised that ANY ABSENCE OF ANY SORT SHOULD BE NOTIFIED TO THE COLLEGE. If a child is absent for any reason, a telephone call at the earliest opportunity on the particular morning is a requirement.

Illness
If a boy is ill, a telephone call by 8:15am to the College office is a requirement. Please state the name of the student and his class.

Under no circumstances may a student remove himself from the College campus - without permission of the college administration. Not complying with this rule may lead to suspension or exclusion.
Arrival at the College

Parents are to use the drop off zone to drop children at the College, but no parking is allowed. Primary school boys should not be dropped at the College before 8 am, unless participating in an activity as there is no playground supervision. Middle and Senior school boys may attend Study lab in the library from 7.30am.

Late Arrivals and Early Departures

Any Primary student who arrives at College after 8.30am must report to the Office with his parent/guardian who is required to sign a late arrival slip available from reception. If a student needs to leave the College grounds before normal departure time, he has to be collected from the Office and a College note must be signed by his parent/guardian.

Medical Appointments during College Time

To avoid disruption to the day’s routine, parents are advised to make appointments (dental, medical, etc) out of College hours, or in the vacation periods. If this is not possible, e.g. orthodontist or specialist appointments which are often made in advance, please advise the class teacher at the earliest time.

Special Leave Procedure

As each day is important and as there are regular holiday periods, families are strongly discouraged from taking boys out of the College during term time, or leaving early on the final day of term. If, under exceptional circumstances, absence from College is necessary, parents should apply in writing to the Principal as early as possible for leave of absence for their son.

Compulsory College Events

All Primary students are expected to attend the Easter and Christmas Chapel Services during the year. Students from Year 5 to 12 are expected to attend the Prize Giving Night. Parents are requested to seek permission in writing, and in advance, from the Principal should there be cause for a student’s non-attendance.

(Free Dress) Day

Students participating in Free Dress days must adhere to the following rules:

→ Covered/closed footwear only to be worn
→ No torn clothes
→ No t-shirts with offensive slogans
→ Normal College rules apply re hair and jewellery
→ Students may travel to and/or from College by public transport in free dress clothes.
DRESS REGULATIONS

PERSONAL GROOMING
Boys attending Moreton Bay Boys' College are expected to maintain high standards of good manners and good grooming. Due attention must be paid to a neat and tidy appearance, both within and outside the College grounds. It is hoped that each boy (with the help of his family) will take pride in his personal appearance and so ensure that his uniform is complete, fits well, is clean and tidy and in a good state of repair.

Hair
Boys’ haircuts should be neat, sensible and conservative in nature. Punkstyles, coloured or streaked hair, undercuts, spikes, wedges, ridges or any other unusual lines or stripes cut into the hair are unacceptable. The minimum blade for an all over clipper cut is blade 3. Disciplinary action will be taken on this matter.

Nails
Boys should learn to care for their nails and keep them clean and trimmed.

SUN CARE
Sunscreen
Personal sun screen should be carried to College each day and used by every boy of the College. The College provides sunscreen dispensers in the PE areas and at strategic locations around the College; however, it is primarily a family responsibility.

Sunshirts
The MBBC sunshirt is compulsory for swimming.

Hats
MBBC has adopted a “no hat, no play” policy. Aussie Mate hats/MBBC caps are compulsory for all boys. During any break or before or after College, boys must wear their hats.

<table>
<thead>
<tr>
<th>Years P - 3</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>To and from College</td>
<td>Aussie Mate hat</td>
</tr>
<tr>
<td>First Break and Second Break</td>
<td>Aussie Mate hat</td>
</tr>
<tr>
<td>PE and Sport</td>
<td>Aussie Mate hat</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Years 4 – 12</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>To and from College</td>
<td>Grey ‘straw’ hat</td>
</tr>
<tr>
<td>First Break and Second Break</td>
<td>MBBC cap/Aussie Mate hat</td>
</tr>
<tr>
<td>PE and Sport</td>
<td>MBBC cap/Aussie Mate hat</td>
</tr>
</tbody>
</table>

UNIFORM
Beware of purchasing uniforms through any outlet other than the College Uniform Shop. If uniforms differ in any way to regulation College uniform, or are not up to standard, students will not be permitted to wear the garments.

Uniform Shop
The Uniform Shop is located at MBC via the Hargreaves Road entrance, in the demountable building on the left, just inside the entrance. The trading hours of the Uniform Shop are as follows:

Monday - Thursday 7.30am - 4.00pm
Friday 7.30am - 10.00am

Telephone 3249 9362
Fax 3907 5796

Uniform Shop Manager Mrs Lennie Henniker

Parents will be advised of any alterations to these hours via the MBBC weekly newsletter.

Please note: Uniform recycling is available through the Uniform shop. Please contact the Uniform shop directly for details.
Badges

Badges other than College badges are not to be worn without special permission:

→ College badge is worn on the left collar of the check shirt, the tie or on the left hand side of the hat band.

Hats

P-3 Aussie Mate Hat for all occasions/activities.

4-12 To and from College: Grey Straw Hat.

Breaks: MBBC Cap or Aussie Mate Hat

PE/Sport: MBBC Cap or Aussie Mate Hat

To keep the straw hat clean, wipe over with a damp cloth lightly sprayed with “Spray & Wipe”. It must be in good condition at all times and clearly named.

House Shirts

All boys require a house shirt. House shirts are worn at House competitions and may also be worn for PE and for before/after College sport training. They are not to be worn if travelling by public transport to/from College.

Incomplete Uniform

Boys may not discard various parts of their uniform when travelling to and from College. If boys accompany their parents into shops when travelling home from College, the full College uniform must be worn, including a hat.

During exam periods, boys on study leave, who come to College during College hours, for any reason, eg. to deliver assignments, attend practices, must be dressed in full College uniform.

Naming of Items

→ Every item that comes to College should be named, whether it be sports shoes, College shoes, books, stationery or other personal items. Often recently purchased items arrive at College, unnamed, and are misplaced. It is virtually impossible to return lost property if it is unnamed.

→ “Cash’s” labels (available through the Uniform Shop) or other sew-on name tags may initially be a little more expensive, however, they will certainly last longer than iron-on labels or marking pen which does wash out after much laundering.

→ Uniforms purchased from the Uniform Shop must have the name of the current owner, not that of the previous owner.

Sandshoes (Yr 4-12)

Sandshoes or gym shoes must NOT be worn when travelling to and from College. Sport shoes should be plain white with a non-marking sole. If completely white shoes cannot be obtained, shoes with a minimal amount of colour will be acceptable. Boys who are wearing unacceptable College or sports shoes will be required to replace them with an appropriate style. Sport shoes should be kept in a named shoe bag.

College Bags

→ The College bag carrying the College insignia is compulsory. It is available in various sizes.

→ The College sports bag is the only one permitted for carrying items for swimming and other sports.

→ The College bag is considered to be part of a boy’s uniform and therefore should be kept in good condition. Boys who deface their bags will be required to clean off graffiti, stickers and so on. If the bag is considered by the College to be too defaced, it will need to be replaced.
Shoes
For Years P-3, black lace up sandshoes should be worn. For Years 4-12, students need to wear black leather College shoes, which should be cleaned each day. College shoes take a lot of wear so shoes should be replaced as necessary and cleaned regularly.

College Jumper
The jumper may only be worn with the day uniform and should be worn if a boy is cold. It may not be worn with the tracksuit pants.

Tracksuit
The Moreton Bay Boys’ College Tracksuit is optional for all students and may be purchased as separate items.

Primary students only may wear the full tracksuit in cold weather.

Primary
➔ Pants must be worn with the jacket (zipped up)
➔ Jacket may be worn alone

Middle/Senior
➔ Pants must be worn with the jacket (zipped up)
➔ Jacket may be worn alone
➔ For sporting events only

Footwear on Campus
At all times, when on campus or at MBC, boys must wear regulation footwear, except at the MBC pool. Boys may not move around the grounds without shoes, even when leaving after sports practice or similar activity. The only time that boys may be without footwear is under direct instruction from a coach or staff member for a specific activity. When that activity is finished, shoes must be worn to leave the area.

Formal occasions

<table>
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<tr>
<th></th>
<th>P - 3</th>
<th>4 - 6</th>
<th>7 - 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUMMER</td>
<td>• Blue check full button shirt • Grey pull up short shorts • College socks • Black lace up sandshoes • Aussie Mate hat</td>
<td>• Blue check full button shirt • Grey shorts with black belt • College socks • Black leather shoes • Grey straw hat</td>
<td>• Blue Short Sleeve Shirt with College crest • Grey shorts/ trousers with black belt • College socks/ trouser socks • Black leather shoes • Grey straw hat</td>
</tr>
<tr>
<td>WINTER</td>
<td>• Blue check full button shirt • Grey pull up short shorts • College jumper or tracksuit • College socks • Black lace up sandshoes • Aussie Mate hat</td>
<td>• Blue long sleeve shirt with College crest • Tie • College jumper or tracksuit • Grey shorts with black belt • College socks • Black leather shoes • Grey straw hat</td>
<td>• Blue long sleeve shirt with College crest • Tie/Seniors tie • College jumper • Long grey trousers with black belt • College socks/ trouser socks • Black leather shoes • Grey straw hat</td>
</tr>
</tbody>
</table>

Items of the sports uniform are not to be worn with the formal uniform and vice versa.

Parents please note: The tracksuit is NOT to be considered a substitute uniform in cold weather.

Co-curricular activities
Boys should wear the uniform consistent with the activity, eg:

➔ Sporting events - sports uniform (including tracksuit) may be worn.

➔ Music functions - formal uniform (hats are not required at evening functions).

➔ Other College events (eg. Musical, Parent/Teacher evenings) day uniform, unless otherwise specified.

Boys attending activities held at MBBC are to wear appropriate College uniform as stated above.
Sport

Boys in Prep and Year 1 may wear their sports uniform (not their house shirt) to College on days they have PE.

All other boys are to arrive/depart College in their College uniform and change at College for their PE lesson. They are not to spend the day in their sports uniform. On certain occasions boys may be allowed to wear their sports uniform all day. On these occasions, Sports uniform may be worn to and from College only when a boy is travelling by private transport. The complete sports uniform is listed below.

Sports uniforms may only be worn to and from College if students are involved in early morning and late afternoon sports practices. These boys must be travelling directly between College and home in private transport.

<table>
<thead>
<tr>
<th>P - 3</th>
<th>4 - 6</th>
<th>7 - 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Blue Shirt (tucked in)</td>
<td>• Blue Shirt (tucked in)</td>
<td>• Blue Shirt (tucked in)</td>
</tr>
<tr>
<td>• Blue shorts</td>
<td>• Blue shorts</td>
<td>• Blue shorts</td>
</tr>
<tr>
<td>• Aussie Mate Hat</td>
<td>• Aussie Mate Hat</td>
<td>• MBBC cap/ Aussie Mate Hat</td>
</tr>
<tr>
<td>• College Sports Socks</td>
<td>• College Sports Socks</td>
<td>• College Sports Socks</td>
</tr>
<tr>
<td>• Black Sport Shoes (white sandshoes are not permitted)</td>
<td>• White Sport Shoes</td>
<td>• White Sport Shoes</td>
</tr>
<tr>
<td>• College togs</td>
<td>• College togs</td>
<td>• College Togs/ Board shorts</td>
</tr>
<tr>
<td>• College sunshirt</td>
<td>• College sunshirt</td>
<td>• College Sunshirt</td>
</tr>
<tr>
<td>• Tracksuit top</td>
<td>• Tracksuit top</td>
<td>• Tracksuit top</td>
</tr>
</tbody>
</table>

Worn
- to College (on PE days) and to PE
- In Winter – full tracksuit should be worn with the top zipped up (optional)

House Competitions
- • House Shirt (tucked in - may be worn for PE but not to/from College or out of College)
- • Blue shorts
- • MBBC cap/ Aussie Mate Hat
- • College Sports Socks
- • White Sport Shoes

Senior Jerseys

These may be worn by Year 12 students for internal sporting activities, e.g. Inter-house Carnivals, and over the sports uniform. The senior jersey must not be worn over the College uniform and must not be worn to Assembly or Chapel. The senior jersey is the only other acceptable item of clothing to be worn with the sports uniform.

Wet Weather Apparel

College raincoats and umbrellas can be purchased through the Uniform Shop. No other raincoats will be permitted.

Tour Apparel

These must never be worn with any College Uniform. The only time they may be worn in the College grounds is when accompanying civilian dress for a particular reason.

Attendance at MBBC & MBC events

Boys attending events at MBC as a spectator may wear civilian dress except for the following MBC occasions: MBC Speech Night, MBC Church services, and combined MBC/MBBC events (eg music nights) that involve MBBC students.

Unacceptable additions

Jewellery/Tattoos

Other than watches, boys are not to wear visible jewellery eg chains/wrist bands/earrings etc. No body piercing or tattoos are allowed. This also includes all types of temporary removable tattoos.

Swimming

College ‘speedos’ will be required for all students. Boys in Middle Senior School may wear the College board shorts as an alternative. All boys require a house sun shirt (rashie) for water based activities.
POLICIES & PROCEDURES WHICH AFFECT STUDENT WELFARE AT MBBC

CHILD PROTECTION

Child Protection at Moreton Bay Boys’ College

MBBC recognises that protecting students from harm and the risk of harm is fundamental to maximising their personal and academic potential. For this reason the welfare and best interests of the children within our College will always be a primary consideration. We expect our students to show respect to our staff and volunteers and to comply with safe practices and we expect all employees to ensure that their behaviour towards and relationships with students reflect proper standards of care for students, and are not unlawful. The College will respond diligently to a report of suspected or actual harm, or risk of harm to a student.

What does the College mean by harm?
Recent Queensland legislation defines harm as:

→ Any detrimental effect of a significant nature on the child’s physical, psychological or emotional wellbeing. It is immaterial how the harm is caused. Harm can be caused by:

• Physical, psychological or emotional abuse or neglect;
• sexual abuse or exploitation; or
• domestic or family violence.

How does the College protect students from harm?

The College has a comprehensive Child Protection Policy, which covers the actions to be taken if a member of staff or a parent of the College becomes aware or reasonably suspects that harm has been done to a student of the College by other staff, people outside the College or by other students.

What should you do if you become aware or reasonably suspect that harm has been caused to a student of the College by a member of staff, someone outside of the College or by other students?

You should report your concerns to the Principal or Assistant Principal or to any other member of College staff.

What will happen next?

If you report your concerns to a member of staff other than the Principal, the member of staff will report it to the Principal immediately, or if the subject of the complaint is the Principal then the member of staff will report to the Chairman of the Board of Directors.

What will the Principal or the Chairman of the Board do?

If the Principal or Chairman of the Board receives a report of harm or suspected harm to a student of the College; and he/she becomes aware of the harm having been caused or reasonably suspects the harm to have been caused then it will be reported to police immediately if the harm relates to sexual abuse; or to the Department of Child Safety if appropriate; or it may be dealt with internally if the matter does not require mandatory reporting to an outside body.
What happens about confidentiality?

Your report will be treated in a confidential manner and with respect. Knowledge of it will be limited to the Principal and those directly involved. The Chairman of the Board of Directors may also need to be informed. It is the College’s policy that confidentiality between the College and parents will be respected as much as possible and any concerns raised by parents will not rebound adversely on their children.

Each person who has access to information regarding suspected or disclosed harm has an obligation to observe appropriate confidentiality. However, the College is unable to promise absolute confidentiality since the steps of the Policy will require disclosing, internally and externally, certain details involved in responding to the report. State authorities can compel people to give evidence about actions under the Policy and to produce documents. You would be fully informed if information you provided were to be passed on to a third party. Any action, which needed to be taken under staff disciplinary procedures as a result of an allegation not requiring police intervention, would be handled confidentially within the College.

How will the College help my child?

The Principal will ensure that the following things are done to reduce the chance of harm occurring:

- Ensure that each staff member understands and fulfils their obligations under this Policy for reporting abuse.

- Ensure that there is an acceptable reference for each staff member engaged since the commencement of this protocol, from his or her previous employer.

- Ensure that each staff member and volunteer who has contact with children has a current positive suitability notice issued by the Commissioner for Children and Young People.

If the Principal receives a report of harm to your child, he/she will support the child by:

- responding rapidly and diligently to the report;

- reassuring the student;

- protecting the student’s confidentiality as much as possible;

- offering continuous support; and

- providing counselling if requested.

What should I do if I require more information?

The College’s complete Child Protection Policy is available at the College administration. Parents and students may have access to this policy at any time. You may also make an appointment to discuss the policy with the Principal if you wish to clarify any matters.
HEALTH CARE

Introduction
Management of student health conditions, including the administration of medication, is a courtesy provided by the College consistent with their duty of care to:

- maximise the participation in College activities of students who require medication or special procedures for managing a health condition; and
- optimise the health, safety and wellbeing of staff and students at a College site.

College staff can assist a student with medication under the carer provisions of the Health (Drugs and Poisons) Regulation (1996) provided that a written request is received from the student’s parent or legal guardian. Staff must follow the directions on the original pharmacy label attached to the medication container.

Provision of first aid in emergency situations to ensure the health and safety of staff, students and others affected by College activities is an obligation under the Workplace Health and Safety Act 1995.

The College will seek to provide opportunities for students who require medication, or who have a health condition to participate in the full range of College activities according to the advice of their medical practitioner. This applies to classroom activities and activities such as excursions, camps, swimming, sport, physical education, outdoor education, vocational activities, work experience and public displays.

Some students may be approved to self-administer their medication and this issue is addressed in the Self-Administration of Medication section of this policy. All other medications require secure, in some cases locked, storage and administration only under the supervision of a staff member. Medication required for emergencies, such as an anaphylactic reaction or asthma attack, is to be accessible at all times.

Definition of Medication
These guidelines apply to medication prescribed by a medical practitioner, and which is considered essential to be administered at College for a student to achieve optimum health and to participate fully in College life.

Medication is likely to be associated with a health condition such as epilepsy, diabetes, asthma, anaphylaxis, cystic fibrosis, Attention Deficit Hyperactivity Disorder (ADHD), but may include other conditions diagnosed by a medical practitioner.

College staff must not administer over-the-counter medication, including analgesics, homeopathic or prescribed medications unless there is a written request from a parent/caregiver accompanied by written advice from a medical practitioner and with the medication in the original labelled container. The exception is the reliever puffer, such as Ventolin, that is included for the emergency treatment of asthma under the guidelines. The containers for these are often blue.

BOYS MUST NEVER ACCEPT ANY FORM OF MEDICATION FROM ANOTHER BOY

In Summary
- Boys should discuss any symptoms with parents before leaving home, bring medication of their choice with them and see their class teacher on arrival at College.
- Parents must authorise the taking of medication by written instructions. This should be handed in to the College Office at the same time as the medication.

Expectation of Parents
Parents are requested to undertake the following in relation to the administration of medication and/or management of health conditions.

- Request the College in writing to administer prescribed medication or to assist in the management of a health condition.
- Notify the College in writing of any requests and/or guidelines from medical practitioners including potential side effects or adverse reactions.
Provide the medication in the original labelled container to the nominated staff member.

Ensure the medication is not out of date and has an original pharmacy label with the student’s name, dosage and time to be taken.

Advise the College in writing and collect the medication when it is no longer required at College.

Parents are contacted when a student is unwell and needs to be sent home and are expected to make arrangements for their sons to recuperate at home from on-going ailments.

The College expects that students who are sent home will be assessed by their medical practitioner if necessary and that parents will keep the student at home for the duration of the illness. An early return for monitoring and/or recuperation at the College is not an option.

It is the College policy that long term treatments will not be administered. Exceptions may arise and these will be discussed and handled on an individual basis.

**Self-administration of Medication**
Contemporary management of chronic health conditions encourages students to administer their own medication, to recognise the signs and symptoms of their condition and to participate in the full range of activities offered by the College.

In College, self-administration may apply to students who are assessed by their medical practitioner and parents/caregivers and approved by the Principal as capable of administering their own medication while participating in College activities.

Self-administration of medication may include:

- monitoring blood sugar levels and the injection of insulin for diabetes;
- inhaling medication such as “Ventolin” for asthma;
- orally administering anti-convulsant medication for epilepsy; and
- orally administering enzyme replacements for cystic fibrosis.

Students approved to carry their own medication should demonstrate practices of secure storage of medication that may be potentially harmful to other students and safe disposal of injecting equipment.

**Approval Procedure for Self-administration**

- The parent/caregiver provides a written request, with guidelines and procedures from the medical practitioner, for the student to be responsible for administering their own medication.
- The Principal determines if the student is capable of assuming this responsibility.
- The student and the College agree on where medication is stored and where and how it is administered.
- Teachers can assist students to manage their health condition by incorporating their medication needs in the routine management of the class and College.

**Individual Management Plans**

Most procedures for the administration of medication and management of health conditions can be adequately addressed by universal guidelines. However, students with more complex requirements may require individual management plans.

These plans should be reviewed annually, signed by a parent/caregiver and revised when medication and/or health status change. Teachers, parents, medical practitioners, the College nurse (once appointed) and, where appropriate, students may be consulted in the development of the plan.

The following information, provided by the medical practitioner where applicable, should be included in the plan.

- Telephone numbers for parent/caregiver, medical practitioner and ambulance
- Requirements - medication, dosage, when and how medication is administered
→ Triggers, reactions, warning signs and symptoms of a possible emergency

→ Instructions from a medical practitioner regarding emergency first aid treatment

→ Limitations or guidelines for specific activities such as swimming, sport, outdoor education, camps and physical education

Some students have several health conditions and the integration of treatment for these conditions may require an individual management plan. Where individual adjustment of medication is required, written advice from a medical practitioner and parent/caregiver must be provided. This advice should outline dosage adjustments against set criteria, such as level of insulin required for a particular blood sugar reading.

**Emergency First Aid for Asthma, Diabetes, Anaphylaxis and Epilepsy**

In emergency situations, trained College personnel may be required to administer medication to preserve the life, safety and health of a student. These emergencies may occur for students with diabetes, epilepsy, anaphylaxis and asthma. The possible medication requirements include administering inhaled medication such as “Ventolin” for asthma, rectal administration of “Valium” for epilepsy, an injection of glucagon for diabetes and an injection of adrenalin for anaphylaxis. Injections for diabetes and anaphylaxis are usually administered by a pen device and are not intravenous.

**Communicable Diseases**

It is imperative that we strictly follow the guidelines for incubation periods as presented by the Department of Community Health. Children are not to be sent to College because they feel well or because they don’t look ill. If the guidelines are followed, a sensible decision can be made. Please contact administration if you have any queries regarding these guidelines.

Parents will be expected to complete a comprehensive medical form at the start of the College year and will be requested on that form to acknowledge the following authorisation.

*It is the responsibility of parents to keep the College informed of any changes to medical and emergency contact information.*

**Useful Support Sites**

Parents may find the following sites helpful.

**Epilepsy**
www.eqi.org.au
Tel: 3404 3131

**Cystic Fibrosis**
www.cysticfibrosisqld.org.au
Tel: 3359 8000

**Asthma**
www.asthmaqld.org.au
Tel: 3252 7677

**Diabetes**
www.daq.org.au
Tel: 3239 5666

**Anaphylaxis**
www.allergyfacts.org.au
COMPLAINTS

Moreton Bay Boys’ College accepts that parents, students and staff have a right to raise concerns, questions or bring complaints they may have against behaviours, decisions or persons and have them addressed appropriately.

Complaints should be handled objectively and with sensitivity, and not in a reactive or subjective manner.

This policy and set of procedures seeks to ensure that complaints will be dealt with in a fair and transparent manner, displaying cognisance to the legal obligation of the College in relation to its duty of care to students and staff, but also guaranteeing procedural fairness and natural justice to all.

It is our stated intent that, in the first instance, concerns must be raised, addressed and resolution sought through open communication with teaching staff, and senior staff of the College. Telephone contact is encouraged and appointments can be made with relevant staff to discuss the concern.

Only when this does not result in a resolution of the concern should a complaint be lodged. The complaint should be forwarded to the respondent’s immediate supervisor.

For full details on the complaints Policy, please refer to College website.

This policy does not apply to allegations of sexual abuse or harm to children which are dealt with by the two policies called the “Child Protection – Procedure for the Reporting of Harm” and the “Child Protection – Procedure for the Reporting of Actual or Suspected Sexual Abuse by Employees”.

www.mibbc.qld.edu.au
STUDENT CARE

BEHAVIOUR MANAGEMENT STRATEGIES

Communication and Behaviour Management at MBBC

Throughout the course of each term, MBBC students will participate in activities that promote the attributes of an MBBC boy – to be merciful, independent, resourceful, respectful, open-minded and resilient. A whole College approach has been adopted that focuses on skills being explicitly taught and built upon in each year level to ensure continued development.

It is extremely important for the students to work towards positive goals both socially and academically. Therefore ‘positive signatures’ will be recorded in the student diary. When a Primary student achieves 10 of these signatures he will take his diary to the Principal, receive an award card on assembly and have his name noted in the weekly newsletter. It must be remembered that each signature will be handed out by staff for exceptional behaviour and as a guide, it is expected that students will receive between 1 and 10 signatures a term.

Staff may use a number of strategies regularly in their classrooms to reinforce positive behaviours or manage inappropriate behaviour and these are at the discretion of the staff member.

In addition, house points will also be awarded during each week to individual students with the aim of promoting a positive team environment for all students. A tally will be maintained to determine a winning house at the end of each week and then year.

In the event that a student makes a poor choice in behaviour, the College responds with a consequence based on natural justice in the first instance. Where relationships have been affected, these will be addressed through restorative practices and discussion. Parents will be notified of significant events via the Student Diary, by email or by phone as desired necessary by College staff.

More Serious Behaviour Issues

If the behaviours are serious, such as theft, swearing at individuals, fighting, vandalism or aggression, class teachers will investigate and then refer the situation and students to Assistant Principal immediately. The flowcharts on page 36 (Primary) and page 37 (Middle and Senior) outlines how we deal with differing situations across the College.

Important Information

If at any stage as a parent you feel that you require additional information about a particular incident, please feel free to contact the staff member concerned for a more detailed account of the incident. Once this has been clarified and if you still have any concerns about the procedure followed please consult with the Inquiries Flow chart on page 7 to identify the appropriate staff member to address your concerns.
Behaviour in Public

We rely heavily on the good sense and appropriate conduct of the boys and their parents. Bad behaviour is likely to be reported to the College. We will act, and have done so, when we have information to hand. With reference to appearance and behaviour, the reputation of the College largely depends on how the boys are seen to act outside the College grounds and rests on the shoulders of the individual boy and his parents. We can oversee public appearance en masse, but rely on parents and boys for any other occasion.

If boys are in College uniform they may not eat or drink in public (e.g. buses, trains, shopping centres etc) unless seated in a cafe, coffee shop or restaurant and accompanied by an adult. Students are expected to display good manners at all times when wearing their full College uniform (including hat) in public.

Behaviour on Public Transport

Boys should show every courtesy to fellow travellers, ie. standing/offering a seat to adults, stowing College bags away from aisles, thanking the driver, etc. Boys are not to move about the bus or train and should only converse with the boy near them. They should not shout, call out loudly or engage in long conversations with the bus driver. In the train, boys should move down the aisle, leave the doorway free and be careful their bags do not knock passengers. Boys should always stand for adults and allow people to alight before they enter the train or bus.

Consequences:
Primary & Secondary

(See following page)

Detentions

Friday Afternoon Detentions

Staff use this measure as part of a “parcel” of interventions to manage student behaviour – please see the behaviour management chart of consequences.

Afternoon Detentions are held on Friday afternoons as required from 3.00pm to 4.00pm and are supervised by senior staff.

Detention bookings will be recorded in the back of the Student Diary.

Operations of Detentions

Students are to report to their detention no later than 3.00pm.

Any student who fails to attend a scheduled detention may incur another detention as well as the one already issued. Repeated failure to attend will result in a Saturday Morning detention.

Whilst on detention students will be required to complete either a community service activity for the College or additional College work.
Primary School

**MINOR**
- Lateness to class
- Failure to complete homework
- Classwork not presented to an acceptable standard
- Arriving at class unprepared (e.g., Failure to bring class books or equipment)
- Disruptive behaviour in class
- Failure to attend Chapel or Assembly
- Poor sportsmanship
- Running on paths
- Littering
- Breaches of manners and/or behaviour
- Breaches of Grooming and/or the uniform expectations of the College
- Chewing gum/Eating in classrooms or top floor verandahs
- Throwing projectiles/food in the College grounds
- Disobedience/failure to follow a direction from a staff member
- Absent from compulsory College event without valid cause
- Persistent lateness to class
- Persistent incidents of minor behaviour
- Misuse of College equipment/property
- Inappropriate use of electronic devices (including mobile phones)
- Bad language/swearing
- Derogatory remarks about others/putting others down

**CATEGORY 1**

- Belligerence/Fighting/Physical violence
- Serious breaches of behaviour
- Persistent Bullying/provoking of other students
- Leaving the College grounds without permission
- Disruptive behaviour on public transport or in public
- Possession of items defined as banned on the College campus
- Major insolence or rudeness to staff
- Anti-social behaviour
- Persistent failure to meet the behaviour expectations of the school
- Persistent failure to complete set task in the classroom or with homework
- Abuse of the School computer system and the Internet
- Cheating/Plagiarism
- Spitting

**CATEGORY 2**

- Smoking
- Truancy
- Graffiti/Vandalism
- Theft
- Severe aggression to another student
- Severe bullying/Repeated belligerence
- Use/possession of illegal substances
- Use/possession of a dangerous weapon such as a knife or gun
- Behaviour that brings discredit to the College

- 3 incidents in one week = loss of one first break or attendance at a lower school classroom for one hour
- Refer to Assistant Principal for Friday/Saturday detention
- Parents contacted by phone
- Letter indicating detention
- Principal interviews family
- Suspension process

**CATEGORY 3**

- Issue of the Friday/Saturday detention by Assistant Principal
- Academic work/community service undertaken
- Internal suspension
- Probation/Contract
- Suspension
- Exclusion

**CATEGORY 4**

- Principal interviews family
- Suspension process
- Issue of the Friday/Saturday detention by Assistant Principal
- Academic work/community service undertaken
- Internal suspension
- Probation/Contract
- Suspension
- Exclusion
• Lateness to class
• Failure to complete homework
• Classwork not presented to an acceptable standard
• Arriving at class unprepared (e.g., failure to bring class books or equipment)
• Disruptive behaviour in class
• Poor sportsmanship
• Breaches of manners and/or behaviour
• Breaches of Grooming and/or the uniform expectations of the College
• Chewing gum / Eating in classrooms or top floor verandahs

Disobedience / failure to follow a direction from a staff member
Failure to attend Chapel or Assembly
Absent from class or compulsory College event without valid cause
Persistent incidents of minor behaviour
Misuse of College equipment / property
Inappropriate use of electronic devices (including mobile phones)
Bad language / swearing / derogatory remarks about others
Conduct unbecoming an MBBC student
Uniform breach outside of school

Belligerence / Fighting / Physical violence
Serious breaches of behaviour
Persistent Bullying / provoking of other students
Leaving the College grounds without permission
Disruptive behaviour on public transport or in public
Possession of items defined as banned on the College campus
Major insouciance or rudeness to staff
Anti-social behaviour
Persistent failure to meet the behaviour expectations of the school
Persistent failure to complete set task in the classroom or with homework
Abuse of the School computer system and the Internet
Cheating / Plagiarism
Spitting
Two Friday detentions in one week

Smoking
Truancy
Graffiti / Vandalism
Theft
Severe aggression to another student
Severe bullying / Repeated belligerence
Use / possession of illegal substances
Use / possession of a dangerous weapon such as a knife or gun
Behaviour that brings discredit to the College

Middle and Senior School

MINOR

• Class or supervising Teacher
• Noted in back of diary; 3 incidents in one week = Friday afternoon detention

• Class or supervising Teacher
• Letter indicating detention
• Friday afternoon detention

• Refer to Assistant Principal for a Saturday detention
• Letter indicating detention
• Issue of the Saturday detention by Assistant Principal
• Academic work / community service undertaken

• Principal interviews family
• Suspension process
• Internal suspension / Holiday Work detail
• Probation / Contract
• Suspension
• Exclusion
Frequent Detentions Issued to a Student
The number of detentions issued to students is monitored by Class teachers and senior staff. Once a student has received 3 detentions in any one Semester parents will be contacted and requested to attend an interview with student and administration staff to discuss their son’s behaviour.

Saturday Morning Detentions
Saturday Morning detentions are issued for more serious offences after consultation with the Assistant Principal.

Internal and External Suspensions may also be applied as a consequence to a serious misdemeanour.

The management of Bullying
Moreton Bay Boys’ College defines bullying as:

The deliberate, persistent physical, verbal or mental intimidation or harassment of a person by another person or group with the intent of causing hurt or discomfort.

The Moreton Bay Boys’ College Position Statement is:

(i) Moreton Bay Boys’ College is totally opposed to bullying in all its forms: physical, psychological and verbal (written and spoken).

(ii) Moreton Bay Boys’ College believes prevention through whole College involvement and awareness is the most effective way to combat bullying.

(iii) The College community aims to create an environment of understanding and cooperation in which the victims of bullying will feel empowered to seek help and, by collaboration with staff and others, confront the influence of the bully.

(iv) The attitude and response of the College community will help bullies realise their behaviour is anti-social and damaging to themselves. The bully will recognise the need to be guided towards more appropriate interpersonal skills.

Some Facts About Bullying

- Bullying is a learned behaviour. Bullies know what they are doing and that it is wrong.

- For bullying to be sustained it has to be condoned by the important groups in the bully’s immediate environment: family members, peer groups, and College members.

- The belief is misplaced that if bullies are ignored they will stop.

- Bullying can occur anywhere, but must not be accepted as normal boys’ behaviour.

The College does not condone or tolerate bullying.

Psychologist

The College engages the services of an on-call Psychologist and can facilitate referrals if required. Parents are welcome to contact the College for information on appropriate external agencies/services/psychologists. Limited counselling services are available through the Chaplain.
**Protection of property and personal items**

All students at the College should take great care of their property and under no circumstances may any boy interfere with the possessions of another. Students should avoid bringing expensive items to College. If for any reason, circumstances require bringing an item of value to College, boys should ask their teacher to look after the item or leave it at the Office.

Boys must avoid bringing to College the following items:

- Large amounts of cash
- Expensive computer materials or software
- Ipods, MP3 players
- Expensive sports gear or runners

**Personal Items at College**

Boys should not bring personal items to College to sell or swap with other boys. Trading cards are acceptable but may be banned from time to time if they are deemed to be creating difficulties.

**Toys**

There is a “No Toys from Home” rule. If toys are brought from home they may be confiscated and parents will be required to come and collect them from the Class Teacher. Toys are NOT suitable as “Show and Tell” items.

**Mobile phones use at College**

The College discourages boys from bringing mobile phones to College as they are expensive and easily misplaced. The College takes no responsibility for phones that are lost. Boys caught using mobile phones during College hours will have them confiscated, and will attract the appropriate consequence from the behaviour policy (see behavioural flowchart).

**Rationale**

The increased ownership of mobile phones requires that College administrators, teachers, students and parents take steps to ensure that mobile phones are used responsibly. While it is acknowledged that providing a child with a mobile phone gives parents reassurance that their child can contact them in emergency situations or in risk situations involving personal security and safety, this does not apply during the College day when students have access to College phones and personnel. At the same time it is acknowledged that senior students, in particular, are more mobile than previously as they may be involved in traineeships, university programmes and other activities which take them away from the College campus on a regular basis.
Responsibility

1. It is the responsibility of students who bring mobile phones onto College premises to adhere to the guidelines outlined in this document.

2. The decision to provide a mobile phone to their children should be made by parents or guardians and parents should be aware if their child takes a mobile phone onto College premises.

Security

1. Students are responsible for the security of their mobile phones.

2. The College accepts no responsibility for replacing lost, stolen or damaged mobile phones.

3. The College accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from College.

4. Phones should be clearly marked with the name of the owner.

5. Phones should be kept in a secure place at all times during College hours; students are advised to keep them well concealed and not ‘advertise’ they have them.

6. It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones. Students should keep their passwords/pin numbers confidential.

7. Mobile phones which are found in the College and whose owners cannot be located should be handed to reception.

Acceptable Use

1. The use of mobile phones during the College day is inappropriate.

2. Mobile phones should be switched off at all times while students are in class.

3. Students should be aware that phones ringing during lesson time will be confiscated for the rest of the day and permission to have the phone at College may be revoked. Parents are reminded that in the case of emergency the College reception remains a vital and appropriate point of contact.

4. While on College premises or College related activities, but not during the College day, students should use soundless features such as text messaging, answering services, call diversion and vibration alert to receive important calls.

Unacceptable Use

1. It should be noted that it is a criminal offence to use mobile phones to menace, harass or offend another person. Students who use their phones to engage in personal attacks, harass another person, or post private information about another person using SMS messages, taking or sending photos or objectionable images or bullying other students, or who use vulgar, derogatory or obscene language while using a mobile phone will have their phones confiscated for a period decided by the Principal. Students should note that, in extreme cases, the College may consider it appropriate to involve the police.

2. Any student/s caught using a mobile phone to cheat in exams or assessments will face disciplinary action as sanctioned by the Principal, which is likely to include the loss of all marks for the examination or assessment item.

Visitors

A ‘visitor’ is any person attending Moreton Bay Boys’ College for a meeting or appointment who is not a paid employee of the College. This extends to parent volunteers and casual employees, but not to parents attending functions or collecting children.

General Guidelines

All visitors must:

→ report to the Administration Reception

→ sign in on arrival

→ accept issue of badge and wear same for the duration of the visit
All staff of the College are expected to wear an identification badge during College hours.

Parents working in Classrooms at Moreton Bay Boys’ College
At MBBC we welcome and appreciate all support for the programs we offer. It is a wonderful opportunity to contribute to our developing College and we thank parents for their efforts.

The following are some of the ways that parents can be involved when helping at MBBC.

- Assisting in the Library – working on administrative tasks for staff and students.
- Working with a variety of students in the classrooms
- Working with small groups of students in the classrooms
- Working with individual students in the classrooms
- Assisting with administrative tasks in the school
- Assisting with excursions
- Coaching and managing sporting teams

Some things to note:
- If a visiting parent sees inappropriate behaviour they need to talk to the teacher in charge of the activity in a non-judgemental way. (The teacher will thank you and deal with the situation as they see fit)
- It is inappropriate to comment on any student’s behaviour or progress to anyone other than the teacher involved

We encourage our visiting parents to:
- Be proactive
- Use the teacher for reference/discipline
- Be discreet

Please see the teacher in charge if you are uncomfortable with any situation you are faced with as a result of helping at MBBC.

Parents of students are exempt from holding a Blue Card if they are working in the College.

Communication
Communication between the School and home is vital. There are a number of ways to contact staff. Please refer to the Inquiry Flowchart to identify the appropriate staff member to address your query. The Homework diary also provides an important way for the School and home to stay in touch. Parents should initial any notes from staff in the homework diary to indicate they have been sighted. Teachers are unable to take phone calls during class time.

Change of Address and/or Telephone Number
Should you change your address and/or telephone number, would you please notify the College Office in writing, or phone 3906 9444. If you are going away and leaving your son with other people, please let the Office know the address and phone number, so that we can contact them should the need arise.

The College is unable to make changes to its databases unless these changes of address and phone numbers are given in writing.

ID Card Replacement
Boys who require a replacement ID Card must register Name, Form Group and reason for replacement with the office. Payment of $5.00 must be made at the time of registration.
Travel

Bus
If possible, please purchase a multiple travel ticket and then name it, in case it is mislaid.

For information regarding routes and times, the two bus companies which service the College are: Mt Gravatt Bus Service 3841 3722; Veolia Bus Lines 3248 6100.

Train
Pre-purchased yearly, semester or term tickets are available from Queensland Rail at a discounted rate for travel to and from College. Daily, weekly and monthly tickets are available at student rates. If you require more information please contact QR School Rail Travel on 3235 2810 or TRANSINFO on 13 12 30.

Travel Assistance
Families may be eligible for rail travel assistance from the Queensland Government if they receive:

- above the minimum levels of Family Allowance (paid by Centrelink), including families in receipt of income tested pensions;
- the Department of Veterans Affairs Dependent Child Add-On;
- Austudy Living Allowance;
- Youth Allowance;
- or are under a Care and Protection Order.

Families may also be eligible for Conveyance Allowance or Bus Travel Assistance. For further information regarding assistance in any of the above areas please phone 3862 9841.

Travel Arrangements
At the beginning of the year, parents, especially of younger boys, are asked to notify the class teachers of travelling arrangements. The teachers should be advised of any change in these arrangements during the year.

Afternoon Collection of Students – Policy and Guidelines

Specific After College procedures for normal departures

Prep

- Prep age children are to be collected from the Prep room in Semester 1 and from the pick up zone in Semester 2.

Bus travel

- Years 1-2 students will be escorted to the bus pick up area.
- Years 3-12 students are responsible for making their own way to the bus pick up area.
- Boys catching buses will do so from the bus zone on the central roundabout.
- The teacher on bus duty supervises all students at the bus pick up area.

At MBC boys are to wait quietly for the appropriate bus. There is no supervision at MBC. Boys misbehaving on the buses or while waiting at MBC may be ‘banned’ for a period of time from using the buses.

Car pick-up

All boys being collected by car are to be collected from the drop off zone near Manly Rd. As parents drive in the College gates, turn left into the marked road and undertake a U turn at the top roundabout. Please do not drive down to the lower or central roundabouts. Please endeavour to collect your son by 3.00pm.

If parents wish to see a teacher they should park in the College car park (on the left as you enter the College gates).

- Years 1-3 students will be escorted by a primary College staff member to the designated pick up zone.
- Years 4-12 students are responsible for making their own way to the pick up zone.
A secondary age sibling may assume responsibility for a primary student.

PLEASE NOTE:

- Parents are asked to be patient, wait in line and not get out of your car, in order to keep the traffic flowing. Please do not form two lanes.
- All pick-ups from the drop off/pick up zone must be completed by 3.15 p.m.
- There is a 10 kph speed limit in the College.
- Please do not block the upper roundabout and so prevent cars from exiting the car park.

After 3.15pm

- A teacher will remain with students at the pick up area until 3.15pm. All students should be collected by this time.
- At 3.15pm the teacher will take any students who have not been collected to the Office. Parents will be contacted.

After 3.30pm

- Students may remain in the Office until 3.30pm, however, it is expected that this will only happen in exceptional circumstances.
- Students who have not been collected by 3.30pm will be sent to After School Care if there is a place available for them.

Transport Arrangements - Cancellation of Afternoon Sport Practices

Parents will be contacted if at all possible. Otherwise boys may be collected from After School Care. In the case of inclement weather, please call the Wet Weather line on 3906 9450 for updates of sport training/games.

Mode of Transport

Any variations to the normal mode of transport/travel should be advised, not merely a major change such as “train” rather than “bus”, but even matters such as being collected by a different person to normal. Boys are assumed to be proceeding directly to and from College each day and should not venture into shops unless accompanied by a parent. Middle and Senior school students may attend the study lab from 7.30am.

Before School

Students must not arrive before 8.00am unless attending a scheduled practice or tutoring session. Primary students who arrive at College before 8.00am and have no set sport, music or other practices to attend, must go to the OHSC centre. Students found in the Primary College area before 8.00am will be sent to Before School Care.

Co-Curricular Activity Procedures

There are two options available to parents when a student is remaining for a co-curricular activity. Parents may choose to collect students from class and supervise them personally until the start of the co-curricular lesson.

Alternatively, students will be supervised by staff until the activity commences. P-3 students will be escorted to the activity; Years 4-12 students will make their own way to the activity.

At the close of a particular activity, students must be collected promptly. If a student has not been collected promptly at the conclusion of an activity, he will be taken to After School Care by the supervisor, where a fee may be imposed.

Student Responsibility

Students who attend after-College activities are to follow one of the following procedures:

1. Go to their chosen activity under the supervision of a rostered parent supervisor or a coach.

OR

2. Go to the allocated waiting areas to be supervised by a member of staff until the designated co-curricular lesson time. This will vary from activity to activity.
Please note: Primary College age children not directly involved in co-curricular activities who are waiting at College after 3.15pm must present to After School Care and their parents will be contacted.

Litter

Moreton Bay Boys’ College has beautiful grounds and littering pollutes this environment. Boys found littering the College grounds will be dealt with severely. All members of the College Community are asked to assist in keeping the grounds clean.

Parking and driving within College grounds

Please drive slowly and carefully at all times within the College grounds. Ground staff are on duty at times during the day (and during special events). Please follow any directions they may give.

Car Drivers – Student

All boys who drive to and from the College must register the following details at Reception. Upon arrival to the College, student drivers must submit their keys to reception:

- Driver’s name
- Vehicle make/model
- Vehicle registration number
- Permission from the driver’s parent/guardian to drive to/from College
- Passengers (if applicable)
  - Permission from driver’s parent/guardian to carry another student(s) as passenger(s) to/from College
  - Permission from passenger’s parent/guardian to authorise student travelling as passenger with a student driver to/from College

For travel other than to and from the College, ie. after College sport, written permission from both driver’s parent/guardian and passenger’s parent/guardian must be obtained. This form must be submitted to the Co-ordinator of the activity before 12 noon on the day of event.

Parking

- Student drivers must park in the College car park.

Please note that the College does not accept responsibility for vehicles parked on College grounds.

Tuck Shop

The College operates a Tuck Shop from Monday to Friday. The opening hours are 7.30am until 11.15am. The menu is available on the College website and from the College Office.

Outside School Hours Care (OSHC) Programme

Moreton Bay Boys’ College offers to our families an Outside School Hours Care service that includes: Before School Care, After School Care and Vacation Care. The before and after school programme operates on site for Prep to Year 7 students from 7am – College start and again from College finish till 6.00pm. The programme is currently managed by an onsite co-ordinator and all enquiries should be directed to her on 3906 9428.

Any parents thinking they may utilise this programme on a casual basis at anytime during the year are advised to register your child’s details at the start of the year. Registration forms are available from MBBC Reception or via the MBBC website. Priority is always given to working parents.

Programmes

All programmes are available from the Library/Pre College. The OSHC service is available only to MBBC students (Prep to Year 7) and provides our families with a safe, fully supervised option for students outside of College hours. Siblings and outsiders may use the vacation care programme.
Before and After School Care operates during term time only.

All children attending the OSHC programme must be registered.

All students are to be collected from the OSHC room (Prep boys from the Prep classroom if before 4.00pm) and must be signed out by a parent or authorised adult.

To make casual bookings or contact MBBC OSHC staff regarding your son’s care on a particular day please call MBBC OSHC directly on 3906 9428. Casual bookings are not always possible.

**Casual Bookings for the day services required must be rung through to the College OSHC by 2pm.**

**Fee Payment**

Fees for this service are totally separate from MBBC Tuition Fees.

All sessions booked must be paid for. If your child will be absent for any reason the Coordinator must be notified. Any changes to bookings, contact details or extra curricular drop-off or collection details must also be notified immediately. Phone 3906 9428 – and leave a message. Casual bookings are accepted but are subject to places being available. One week’s notice is required for cancellations.

**OSHC Session Times** *(Effective January, 2010)*

<table>
<thead>
<tr>
<th>Before School Care</th>
<th>7.00am – 8.00am – Year 2-7</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>7.00am – 8.15am – Year 1</td>
</tr>
<tr>
<td></td>
<td>7.00am – 8.30am – Prep</td>
</tr>
<tr>
<td>After School Care</td>
<td>College finish until 4.00pm or College finish until 6.00pm</td>
</tr>
</tbody>
</table>

**Fees:**

Before/After and Holiday Programs are approved for Childcare Benefit.

For more information on the discount and tax rebate that you may be eligible for please contact the Parent Hotline on 1800 460 870.

**No meals are provided**

Children are required to bring adequate food and drinks for the session they are attending (water is available at all times)

eg: Before School Care - breakfast (if required)  
    After School Care - afternoon snack

Before School programmes consist mainly of quiet activities which allow the boys to prepare for their day. After School Programmes are designed to meet the needs of the children and will vary from day to day and from week to week. There are a variety of activities available each day, including art and craft, reading, games, puzzles, computing and outdoor play. Time is also available for students to do their homework (or at least make a start on it!)

We endeavour to provide a quality service for our College families and appreciate your support and continued interest in our programmes. Any donations of paper or craft materials will be gratefully received. We would also welcome any suggestions you may have to assist us to continue to improve our service and meet the needs of every child.

If you require furthers information about our programmes please contact our OSHC Coordinator 3906 9428.

**Bounds**

Within the wider area of the College grounds the out of bounds areas are:

- The Nature Refuge
- Nature buffer zones
- The car parks
- Any bushland
- Beyond the College fence
Parental Absence
When parents are absent interstate or overseas, we require that the College be notified in advance in writing of all contact details for parents and for the adults responsible for the students until the parents return.

Locked Box
This is to be used for depositing returns to the Parents and Friends’ Association as well as any monies/notices to the College.

Newsletter
The newsletter is distributed electronically EACH TUESDAY. Parents may provide up to 4 email addresses for distribution. It is also placed on the College website on the day of publication.

Lockers
From Year 7 a student will be allocated a locker and a lock. All belongings must be kept in each student’s locker. Musical instruments and larger pieces of sporting equipment are exceptions. These must be stored in the shelves provided (these items are left at the student’s own risk).

Each lock has its own combination. Students must not give the combination to any other student for any reason. Students will have the same lock for their time at MBBC.

A student who gives the combination to another student will lose the privilege of having a locker. Students who lose their locks will be charged a replacement fee.

The College will not be responsible for any property lost in these locker areas. Lockers must be locked at all times.

Form Teachers will have a register of locks allocated to students - each lock has a serial number and a combination number.

Locks are to be handed in to the Form Teacher at the end of each year. Locks given to Year 8+ need to have student’s name attached for re-allocation the following year.

The Property Manager will have the master key.

Tuition Fees
Tuition fees are to be paid in four installments and are due by the due date on the account, prior to commencement of each term. A student for whom there is outstanding and unpaid fees will not be allowed to return to College in the following term until the outstanding amount has been paid. We do understand that in some cases, for budgeting reasons, it would be more convenient for families to pay fees by installments. Parents may phone the Business Manager, in confidence, should they wish to make this arrangement. Students must not give fees to teachers. Fees must be handed in at the Administration Office on arrival at the College to overcome the possibility of loss.

P & F
The College has one formally recognised support group - The Parents and Friends Association.

Please give your support to this organisation and to any function that may be organised by them. Details of their meeting times will always be notified in the newsletter but times are indicated in the College Yearly Planner/Calendar issued in January each year.

College Website
The College website contains a wealth of information, including various College policies and the weekly newsletter. Staff often place assignments and resources under their respective sections of the website. It is worth checking regularly - www.mbbc.qld.edu.au
CURRICULUM

Overview P-12
The MBBC curriculum is specifically designed and tailored in order to provide a seamless transition for all boys with the end goal that all students achieve their desired post-College destination. This is achieved by broadening the experiences of the boys through innovative, relevant and engaging curriculum which optimises success for all.

The intensive pastoral program at MBBC is supported with core subjects being taught by the primary pastoral teacher with the program supplemented by specialist teachers within the Primary College. This model is then continued to support the student in the Middle School where the boys have a core group of teachers supplemented by a wider variety of specialist teachers who all work together as a team to develop a cohesive and integrated curriculum program. Programs have been designed in the Middle School to assist boys in developing their leadership skills, study skills, public speaking and community service roles. The Middle School curriculum provides core learning enhanced by a wide variety of electives subjects designed to broaden the experiences of the boys whilst demonstrating the rigour and types of assessment tasks to be expected of them at a Senior level, thereby preparing them for success in the Senior School.

Students in the Senior School work closely as part of a House-based pastoral group within their wide range of subject offerings and pathway options.

At MBBC we all strive to provide the best possible opportunities and outcomes for the students across the College. As part of this, we are in the process of becoming an accredited International Baccalaureate (IB) World College. The IB is an internationally accredited curriculum framework which aims to help students develop the intellectual, personal, emotional and social skills to live, learn and work in a rapidly globalising world. The IB framework builds nicely upon our use of higher order thinking skills and our inquiry based and differentiated model of curriculum development.

Meeting the needs of the individual is important to us at MBBC. All teachers plan their units of work using a differentiated model based upon the inquiry process of the Primary Years Program (PYP) and the Middle Years Program (MYP) of the International Baccalaureate. This means that all the boys, regardless of their abilities, are catered for within the mainstream setting, thereby avoiding a ‘one size fits all’ approach. All teachers within the College are active in ensuring that the units of work they teach are ‘boy friendly’ and engaging and relevant to the students at MBBC. Teacher Aide support is provided to those students requiring additional support. This is enhanced by the Gifted & Talented program run across the College from P-12 by our Gifted Coordinator.

Our goal at MBBC is that every boy achieves his desired destination at the end of Year 12, whether this be an OP pathway to university, a vocational pathway or work placement. An individually tailored program for boys in the Senior Phase of learning is developed in order to assist them to achieve these goals.

Religious Education
The College comes under the umbrella of the Uniting Church and we have a College Chaplain. The R.E. Program is designed to give an overall coverage of the Christian faith and challenges the boys on personal, ethical, world and Australian issues. It includes a class program as well as a weekly Church Service. Scripture Union sponsored holiday camps are available for both primary and secondary students.
Textbooks and Exercise Books

A booklist is provided at the end of the year detailing requirements for the following year. A book pack ordering system operates at this time. Boys are expected to look after their books. Graffiti, writing on the inside covers, damaging or in any way defacing their books are all unacceptable. All exercise books are to be covered in plastic ‘contact’. Each book must be clearly labelled with name and class. Textbooks from Year 8 are provided by the College as part of a book hire scheme.

Library Procedures

The rules that guide the operation of the Library at MBBC aim to provide access for all boys and staff to the facilities, resources, and qualified help that supports the teaching and learning programme of the College.

Students use the library during College hours under the guidance of their teachers of support staff.

During lunchtimes all students are welcome to use the Library.

The Library is available for academic work and borrowing between 8.00-8.30am and 3.00-4.00pm.

Students in Years P-6 regularly visit the Library for borrowing.

Students in Years 7-12 use the Library for research and reading as required or suggested by teachers.

All Library resources - people, equipment, furniture, books and computers are expected to be treated with respect, courtesy, care and consideration.

BORROWING

Boys can borrow: during College hours with their teacher’s permission before and after College during lunchtimes.

Resources may be borrowed for two weeks unless otherwise stated.

Boys in Years P-6 must have Library bag or zippy bag that will protect the resources borrowed.

Boys in Prep - Year 2 may borrow up to two items.

Boys in Years 3 - 6 may borrow up to four items.

Boys in Years 7-12 may borrow textbooks and class set resources as required by their teachers, as well as items for reading and research. The specific number and length of loan will change according to the number of resources we have available in relation to the needs of the boys at that particular time.

Resources may be borrowed through holiday periods by boys who are returning to the College. All items must be returned after the holiday period.

Boys are notified of overdue items through their class teachers.

Items not returned within a reasonable time period, damaged, or lost are assessed and the appropriate cost, together with a $10.00 processing cost, added to the final term’s accounts.

Library staff aim to help all staff and boys as much as possible.

Please direct any further questions or concerns to the Teacher Librarian via phone (3906 9405) or email (library@mbbc.qld.edu.au).

The Partnership between College and Home

MBBC encourages parents, students and teachers to form a three-way partnership with respect to boys’ academic, spiritual, physical, emotional and social welfare. Initial contact can be made by phone or by email.

In relation to concerns about subject or class related academic matters, students or parents should contact the subject teacher in the first instance. If necessary, subsequent contact should then be made with the relevant teacher.

When concerns or queries are related to broader progress, cross-curricular, behavioural or personal issues, the first point of contact is a boys Class or Form Teacher. Both boys and parents are openly
encouraged to contact staff should any concerns arise. The Deputy Principal (Curriculum) is ultimately responsible for the boys’ academic welfare.

The boys are expected to apply themselves to their academic studies. Homework is set every night and it is expected to be completed to the teacher’s satisfaction.

**Assessment**
Assessment in the College is ongoing and progressive. A balanced approach is taken. Students’ performance is judged on tests, assignments (when relevant) and other appropriate class tasks. The student folio is a priority for discussion at all parent/teachers interviews. An assessment calendar is provided to all students from years 7-12 each term and can be located on the College website.

**Reporting System**
- **Term 1** Parent/Teachers Interviews
- **Term 2** (end of semester) Written Report
- **Term 3** Parent/Teachers Interviews
- **Term 4** (end of semester) Written Report

Semester reports are issued to all students, except Prep. Parent Interviews will be scheduled over a week long period and parents will be able to register a convenient time during this period with the class teachers and subject specific teachers.

**Teacher Contact**
If there are any problems, please make an appointment to see the class teacher. Parents please use the diary or email as your first means of communication with the staff about day-to-day issues. Teachers are unable to take phone calls during class time.

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**Homework**

**Learning at Home**

Effective learners know that learning does not take place in the classroom. It takes place in our minds through the construction of new thoughts, memories and patterns of thinking. Effective learners are active, questioning and resourceful and reflective about their learning in class and at home.

At the end of each College day, effective learners take time to reflect upon the major knowledge, understandings and skills developed during the day. They identify what has been learnt and what needs to be consolidated or completed. They then set clear goals for the afternoon or evening’s learning at home and they work efficiently so that they have time to address aspects of their learning or assigned tasks that need attention.

Here are some specific questions to guide boys’ reflection on their learning. Parents should encourage boys to ask themselves, questions such as:

1. What made sense today in subject “X”. What did I not understand?
2. Do I need to phone or see a classmate to get help or see my teacher?
3. Are my notes from today useful? Do I need to supplement them by referring to my textbook?
4. How did today’s work relate to the rest of the topic?
5. Could I explain the major ideas and concepts that we are learning now to someone else? If not, I probably don’t have a full understanding. What should I do about this?
6. Can I give clear meanings of new terms introduced over the last few days? If not, I need to develop a vocabulary list and meanings for each term.
7. Can I list the major subtopics and/or ideas of this topic? If not, I need to review what we’ve done, generate a list or a mind map and read about what is coming up.
Homework is a Vital Component of College Life
Except in rare circumstances, there is always homework. As students progress through the College, the amount of time spent on homework will increase. The purpose of homework is to identify areas of concern to raise with the teachers, it is also to revise and consolidate learning.

1) What is ‘homework’?
‘Homework’ should be seen as any out-of-class learning or assigned task. It may be set by teachers as extension or elaboration of classroom work, but boys should also perceive it as including their own review, preparation for upcoming work or assessment, assignment work or reading. With this view of homework, it is clear that it is a central part of their total learning experience.

2) Why is homework necessary?
i) It provides the opportunity for extra individual work; allowing practice and consolidation of work done in class or research and preparation for future learning.

ii) It provides teachers with feedback on how well boys know and understand classwork and an opportunity to assess students’ progress and mastery of work.

iii) It develops effective learning habits and self-discipline, training for boys in planning and organising time and encourages them to own and take responsibility for learning.

iv) Most importantly, it establishes the idea that learning is not something done only at College but is ongoing and involves input from parents, family and influences other than teachers.

3) How should boys view Homework?
Homework should be viewed as comprising two components; “Set Tasks” and “Study”.

Set Tasks
Practice - Practice homework is used to practice and reinforce skills they’ve already learned in class.

Completion - Completion homework is used to complete tasks assigned in class.

Preparation - Preparation homework helps to prepare students for subsequent lessons or units. Homework of this type helps provide opportunities to gain background information in order to increase learning for an upcoming lesson.

Extension - Extension homework assignments require students to produce self-selected projects which allow them to apply and analyse information presented in class.

Creative - Creative homework offers students the opportunity to think critically and engage in problem-solving activities. Creative assignments encourage them to put a variety of skills and concepts together and to demonstrate understanding in new situations.

Assignments - Refer to the next section

Study
Study is homework that is not specifically set by staff. It is not an “extra”. During effective study, powerful learning occurs. When studying, boys reflect on their learning and progress and undertake activities that they believe will be most beneficial for their learning.

Depending on the subject and learning required, activities could include:
➔ summarising
➔ note-taking
➔ reading
➔ concept mapping
➔ doing exercises
➔ memorising
➔ speaking
➔ practicing
➔ rehearsing
HOMEWORK ACROSS THE YEAR LEVELS MUST BE:

1. consistent of the learning abilities of each student and therefore appropriate to the individual student;
2. activities which promote the consolidation of core skills;
3. able to be completed in a reasonable time for each year level;
4. acknowledged and marked by the teachers (in the upper classes this may be supervised class marking);
5. increasing in intensity and expectation as the years progress;
6. appropriately timed in relation to students’ lives.

AVERAGE TIME FRAMES FOR EACH YEAR LEVEL:

- Year 1: 10 – 15 Minutes
- Years 2 – 3: 15 – 30 Minutes
- Years 4 – 6: 30 – 40 Minutes
- Years 7 – 10: 40 – 75 Minutes
- Years 11 – 12: 120 Minutes

Cultivate Good Study Habits
The main work at College is learning; the main job is being a student. With an honest effort students can learn habits and develop skills which will:

(a) make learning more effective
(b) make learning more pleasant
(c) reduce the amount of time that is needed to spend on learning - often more can be attained in one hour of honest strenuous study than in three hours of “messing around”

The Study Place

- NOISE: TV and radio do not mix with study.
- LIGHT: A strong even white light from above and behind will help avoid unnecessary tiredness.

FURNITURE: A straight-backed chair and a table of good height help posture.

PLACE: A study/homework space is recommended.

Study Habits and Skills

TIME - ROUTINE IS ESSENTIAL

- It is extremely important to have a REGULAR work time and to keep to it.
- CONCENTRATION
- Students should keep their minds focused and avoid day-dreaming.
- ACTIVITY
- Writing and self-questioning helps learning. Practise the writing of key ideas.

Homework must be a regular part of every weekly study timetable and should be done first. While completing homework assignments, you should also briefly revise the work that was done during the day at College.

Do not give equal time to all subjects - most study time should be spent on those subjects for which you need to do the most work.

Study (as distinct from homework) should start with a weak subject, whilst you are fresh.

Parent Review of Student Work

MBBC places a paramount importance in encouraging parents to partner the College in all aspects of the boys’ development. A partnership of learning where student, teacher and parents share responsibility in the attempt for each student to reach his unique potential is enhanced through open co-operation and communication.

A key part in boys’ academic development is to assist them reflect on their achievement and progress and identify strengths, weaknesses and next steps. The College welcomes parents to review any and all assessment items completed by their son/s.
Years 7-12

We invite parents to be involved in this very actively at the Year 7-12 levels. Assessment instruments will always be reviewed closely in class to encourage new learning through reflection. Parents are required to view an assessment piece, their son’s responses and the graded criteria sheet. A copy is made available for boys to take home, to be returned to the subject teacher with a parent’s signature.

Tips for Optimising the Effectiveness of Boys’ Work at Home

i) Doing set tasks and study in the same room, at the same desk and chair, and at the same time provides a routine that is conducive to productive work.

ii) Monitoring the time spent on each subject, homework task and undertaking a variety of tasks, helps keep boys’ minds active.

iii) Thinking about their own thinking, extent of understanding and progress is vital for effective learning.

iv) Having a 5 minute breaks every 30 minute is very effective.

v) During breaks, moving out of the study area and doing something completely different has been found to make learning more productive.

vi) Maintaining an organised work space helps the clarity of their thinking.

vii) Explaining to others and having someone ask them questions is helpful because it forces boys to verbalise their thoughts

Request for Review of an Assessment Item

A high level of consideration goes into the development of assessment items by the teaching staff at MBBC. Assessment items are designed in order to allow the students to demonstrate their learning. Clear guidelines of expectations in relation to the assessment items are provided for the students when they receive the assessment task.

Rigorous marking followed by a process of internal moderation then occurs to ensure that decisions regarding student achievement are accurate.

However, if a student feels concern regarding their result, they are entitled to follow the procedure for review of an assessment item. First, the student must speak with the class teacher and discuss the result. If the student then decides to request a review they must lodge a ‘Review of an Assessment Item’ form with the teacher. The assessment item will then be marked by another person and discussed with the Deputy Principal (Curriculum) for final consideration.

The student should note that once these proceedings begin, it is possible that the initial result may be enhanced, diminished or stay the same.

Teacher/Parent Evenings

These are conducted on a class basis during the Term 1. They are valuable information evenings where parents are able to hear their son’s teachers address such matters as homework, class organisation and activities.

Interviews with Staff

Each class has a class or form teacher whose duty it is to be responsible for the pastoral care of the boys in his or her class. The class/form teacher is the first point of contact for parents in any matter covering their son’s education or well-being. Parents wishing to discuss some aspect of their son’s progress should telephone the College office to arrange a suitable time. Teachers should not be interrupted during class time when their priority must be the teaching of the boys.
POLICIES & PROCEDURES WHICH AFFECT CURRICULUM

Computer and Information Security Policy
This policy concerns the confidentiality of computer records at Moreton Bay Boys’ College and the College’s response to security of computer data and records generally. This policy is based on the draft Australian Standard on Information Security Management.

Information Security Policy
Policy Statement: The management and staff of Moreton Bay Boys’ College support information security and confidentiality in relation to records of staff, students and parents. These records will be made available under appropriate conditions as determined by the Principal.

Compliance with legislative and statutory requirements
› The College will at all times comply with legal or statutory requirements regarding security and access to records.
› Software copying will be in accordance with legal requirements, and ‘pirate’ software is not permitted on any College owned computer.
› The privacy of staff, student and family records will be maintained through restricted access to records by relevant staff responsible for maintaining same.

Security education of staff and staff responsibility for information security
› Staff are required to maintain confidentiality with reference to student and family records and information, as outlined in privacy legislation.
› This policy and the College’s privacy policy will be included in the staff handbook.

Access to College records by external third parties
› Access to student, staff and family records will be given only on the authorisation of the Principal or his/her delegate where required by law or statutory authority.
› Third parties will not be given unsupervised access to College records.
› Confidential documents or records are not to be left on desktops to be viewed by third parties, after hours staff etc.

Computer access and password security
› Computer systems at the College will be protected by password access as well as physical barriers where possible.

Virus prevention and detection
› Suitable virus detection software will be maintained on computer networks within the College.

Data transfer and use of Internet
› Any CD ROM or USB drive that is connected to a computer attached to the College’s network should immediately be scanned for viruses.
› No shareware type external games disks should be used in a College computer.
› Files are only to be downloaded from the
Internet with the direct permission of the Director of Information Services and Technology. If downloaded, the files should be scanned for viruses. If files are in a zipped format, they are to be scanned prior to and after extracting the zipped file.

→ Emails with attached files are also to be scanned for viruses.

**Reporting suspected security breach incidents**

→ Any known security breaches identified by staff should be reported to their immediate supervisor or to the Director of Information Services and Technology as soon as possible. Staff members are to also report suspected security weaknesses and software malfunctions.

→ A formal discipline process will be entered into for staff involved in security breaches under the direction and supervision of the Principal. This process may involve official warning, counselling or termination of a staff member’s employment according to the severity of the breach.

**Network Contract**

I hereby agree that while using the College’s computer network, I will NOT:

→ threaten or abuse any other user

→ use inappropriate language

→ send offensive, racist or sexist messages

→ send anonymous or falsely addressed email

→ allow another student to use my account or give another student my password

→ use another student’s account

→ retrieve, view or disseminate any inappropriate material from the Internet

→ download any materials without specific permission from a teacher

→ install any program or executable file on the MBBC network without specific permission from the Head of Information Technology (Mr Oxley)

→ use web based e-mail (ie Hotmail) or chat programs (ie MSN Messenger)

→ use my print account to print multiple copies of a document

→ intentionally disrupt the smooth running of the network

I also agree that I WILL:

→ use my network account solely for educational purposes

→ use my print account for educational purposes only (Note – personal/non-educational printing will be charged at 10c/page)

→ observe all copyright laws

→ respect the rights and privacy of other users

→ report any inappropriate email I may receive (this is especially important)

→ report any security problems or any inappropriate use of technology immediately to my class teacher or the Head of Information Technology (Mr Oxley)

I realise that if I do not abide by the above rules:

(i) my access to the Moreton Bay Boys’ College computer network will be withdrawn for a period of one (1) month on the first offence

(ii) subsequent offences will be dealt with more severely

(iii) I may be subject to further disciplinary action depending upon the nature of the offence.

**PLEASE NOTE:** The College reserves the right to check any student’s e-mail accounts
Media Policy – On viewing film and television media

At regular intervals throughout the course of their studies, students will view a variety of films and television productions for educational purposes.

In accordance with its mission, any film or other media studied will be analysed within a safe, supportive and ethical classroom environment which is underpinned by the values promoted by the College. In addition, the College aims to develop graduates with high levels of critical literacy, particularly of film and television, given students’ extensive exposure to such texts, often without the guidance and input of parents or teachers.

The College adheres to the ratings provided by the Office of Film and Literature Classification when selecting suitable texts for study. Generally speaking:

a) P - Year 4 may only view films rated G
b) Years 5 - 7 may only view films rated PG and below, however teachers will review PG movies before use in classroom.
c) Years 8, 9 and 10 students may only view films rated PG or below;
d) Year 11 and 12 students may only view films rated M15+ or below;

In some instances, appropriate excerpts from films with higher ratings (such as MA) may be used for specific focused learning episodes.

The College recognises that film classification guidelines offer only a broad perspective into the nature of a film or television show. For example, a film rated M15+ may, on closer inspection, be entirely unsuitable for Senior students due to its subject matter or its approach.

Music CD Policy

Students may bring to College music for valid educational use, ie for an English Oral, a Drama performance or to use in an IT project (subject to normal copyright requirements). Whilst it is not encouraged, students may bring in music CDs to play ‘recreationally’ in an MP3 player. These players/CDs will be confiscated if boys are using them improperly.

Assignments

1. What are they?

In most subjects, independent and group assignments and extended tasks form an important part of the teaching-learning process. They may take the form of Written Reports, Feature Articles, Brochures, Posters, Analytical Essays, Orals or Performances, Reports, Essays, Multi-Media or Web-based tasks, Extended Experimental Investigations etc.

2. Authorship

It is expected that all work claimed as their own is boys’ own. Using the work of others and claiming it as their own (Plagiarism) is a form of theft that is treated very seriously at MBBC. If plagiarism is suspected, boys will be interviewed by the subject teacher. These may include assessment being based on the material that is not plagiarised, being asked to revisit the task, or a student may be asked to address the assessment criteria, as best he can, under supervised conditions in the classroom. In addition, the College reserves the right to apply other more significant consequences. Parents will be notified.

Refer to Plagiarism Policy.

3. Submission

a) How do boys submit on the due date?

Assignments are to be presented personally to Reception by 9am on the due date unless electronic submission has specifically been requested or otherwise advised by the subject teacher. A receipt will then be supplied to the student.
b) What do boys do if they are absent on the due date?

If a boy is absent on the day on which an assignment is due, the assignment must be delivered, posted, faxed or emailed to his teacher. Absence on a due date is not an excuse for late submission.

c) How do boys apply for an extension?

If boys are unable to complete the task by the due date due to medical, family or personal reasons, they must seek an extension through the class teacher before the due date.

They must complete a “Special Consideration” form available from the subject teacher, on the website or from Reception, and attach a note from parents that includes the reason/s for the request.

This process is required because staff want to support boys in their learning and task management. Keeping teachers informed about his progress and difficulties is an important skill in itself.

d) What are the penalties for Assignments submitted after the due date?

An assessment piece may not be accepted after the due date for grading; however, your teacher may agree to give you feedback and it is an expectation that all assessment tasks be completed. In assessments where drafts or components of the task are collected before the due date, a grade will be assigned on whatever draft or component/s of the task that have been submitted up until the due date.

e) Do boys have to complete all assignments?

Yes. If a reasonable attempt of an assignment is not submitted after 5 calendar days, boys will not be permitted to attend class in the subject concerned until an acceptable response has been submitted.

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**Bookhire Policy**

**Aim**

To provide students with a wide range of texts, in the best possible condition, for all subjects.

**Procedure**

Students in Years 8-12 are issued with their appropriate bookhire texts by class teachers during the first week of College. Before texts are issued, new students must supply bookhire contracts signed by both themselves and their parents. These contracts will have been issued previously.

**Issuing arrangements**

All students are asked to select their relevant texts, to check immediately for any damage, graffiti etc., to write their names on the date due slips inside the books, and to present them at the library desk for processing. Each text has its own unique barcode number. Library staff will then stamp the due date on the date due slip inside the book, beside the student’s name. Students are then reminded to clearly label the front of all their books with their name and form class, to prevent them from being mistakenly picked up through the year by other students.

At the first assembly of each new semester, in the Daily Notices, in their homework diaries, and on the website, students are reminded of the Bookhire Policy, and of general care, labelling and return date of these books. Students are asked to present any problem books with stains, water damage, graffiti, etc. to the Class teacher, as soon as possible, to exchange these books or have the damage noted, so that they will not be held responsible for the same at the conclusion of the loan.

**Returns:** ALL BOOKS MUST BE RETURNED TO THE CLASS TEACHER ON OR BEFORE THE DUE DATE.
Penalties

Lost Books
Any books lost throughout the year must be paid for at the current replacement cost. If the lost book is later found and returned, a full refund will be issued to the parents.

Damaged Books
Any student who returns a damaged book, which can no longer be used, will be asked to pay the replacement cost of that book at the following rate:

- 100% of the replacement cost for a book that was in use for only one year
- 75% of the replacement cost for a book that was in use for two years
- 50% of the replacement cost for a book that was in use for three years
- 25% of the replacement cost for a book that was in use for four or more years

A book which has been brought back stained, water marked, torn, etc., but which may, in the opinion of the Bookhire Co-ordinator, be re-issued after some repair and maintenance will attract an automatic processing levy of 25% of the value of the book which will be used to replace other damaged texts.

At the conclusion of each loan period, students must return all due resources. To enable teaching and learning to occur in the loan period, replacements for unreturned resources need to be purchased by MBBC staff to meet students’ needs.

Therefore, should resources not be returned, a letter of reminder and request for payment will be sent home in the week after the loan period closes. If the resource has not been returned, or paid for, 7 calendar days following the return to College, the following consequences may be applied:

→ Borrowing rights will be rescinded until the replacement cost of the resource has been paid for.
→ The replacement cost of the resource will be added to the next fee statement.

Plagiarism Policy

Plagiarism is a serious matter and will be treated as such at MBBC. Plagiarism involves using the work of others and then claiming it as one’s own.

Plagiarism can occur in its most obvious form by directly copying text, from a written document or the internet. Any direct use of text that is quoted must be referenced correctly. It is also plagiarism when the words of another are paraphrased and not referenced correctly. It is not appropriate to rewrite the ideas of another in your own words without referencing the original source.

All boys while in the Middle School will be taught how to reference their work correctly. All assignment work will be expected to be referenced properly, as outlined in the marking criteria. Boys will also have access to ‘Turnitin’, an online program that allows assignment work to be submitted electronically. ‘Turnitin’ will highlight any text that is not referenced correctly, allowing the boys to correct this before submitting their final piece for assessment.

If plagiarism is suspected, boys will be interviewed by the subject teacher and the assignment will be run through ‘Turnitin’ as well as other plagiarism detectors. If it is apparent that plagiarism has occurred, the matter will be referred to the Deputy Principal (Curriculum). Consequences may vary, depending upon the severity of the plagiarism that has occurred. A minor infraction may involve the student being asked to revisit the task under supervised conditions. If the offence is of a more serious nature, the maximum penalty will be a zero or E grading for that piece of assessment. Parents will be notified. In the event of a second instance of plagiarism occurring, the boy will need to meet with the Principal to discuss suspension/continued enrolment at MBBC.
Missed and/or Late Assessment - Policy

In keeping with requirements from Queensland Studies Authority, the following policy has been developed to ensure fairness and equity for all students. An Assessment Calendar is provided to all students in the Middle & Senior School within the first two weeks of each semester. Dates for all assessment items are clearly outlined in this document for all subject areas. It is the student’s responsibility to ensure that all assessment items are submitted on or by the due date.

Submissions

Assignments are to be presented personally to Reception by 9am on the due date unless electronic submission has specifically been requested or otherwise advised by the subject teacher. A receipt will then be supplied to the student.

Absence - Tests

If the student is ill and therefore absent from College on the day of test, they are required to:

➔ Submit a Medical Certificate upon the first day of return to College. A medical certificate is required in an attempt at equity and fairness for all students, so that no-one is perceived as having been unfairly advantaged by receiving extra time on assessment items.

➔ Complete a Special Consideration form. Special Consideration forms can be located on the College website. Students can also collect a hard copy at College from the Middle School & Senior School offices, the Deputy Principal (Curriculum) or Reception.

➔ Documentation needs to be given directly to the Deputy Principal (Curriculum).

➔ Alternate arrangements will then be organise by negotiation with the teacher and the Deputy Principal (Curriculum). Generally, it will be expected that the student sit the test on the first day back at College.

Absence - Assignments:

➔ If an assignment is due on the day that a student is absent, then the teacher should be contacted by phone and arrangements made for the delivery of the assignment (eg via email, parent/sibling to deliver, posted, faxed etc).

➔ Absence on the day is not an excuse for the late submission

➔ A medical certificate, in the case of illness, and Special Consideration form must be submitted as per arrangements for a missed test.

If a student does not submit an assignment or sit a test on the due date, without legitimate cause for Special Consideration:

➔ In the case of an assignment, the student will be expected to hand the work in via fax, email or delivery on the due date.

➔ If the assignment is not handed in on the due date, then the student will have any previously submitted draft work marked as is. The draft work will be marked by the standards of the final criteria.

➔ If the assignment requires no draft work, then consideration will be given as to whether a level of achievement can be given at all, where syllabus requirements have not been met. This may result in a non-rating.

What are the penalties for Assignments submitted after the due date?

➔ An assessment piece may not be accepted after the due date for grading unless Special Consideration has been granted; however, your teacher may agree to give you feedback. In assessments where drafts or components of the task are collected before the due date, a grade will be assigned on whatever draft or component/s of the task that have been submitted up until the due date. The student will still be expected to complete the assignment in order to continue in the course of study. This would generally take place on the due date after College between 3 and 4pm.
→ If the missed assessment item was a test, then the student would sit that test after College upon the first day of return.

→ Parents will be notified via telephone on the day that assessment has been missed.

If a student is unable to complete a task by the due date as a result of medical, family or personal circumstances, an extension must be organised through the teacher at least 24 hours before the due date. Special Consideration (except for medical reasons) cannot be requested on the day of the task or in hindsight.

→ If boys are absent for one or two days, they should:

1. liaise with their class buddy and obtain any notes or sheets missed (usually by photocopying rather than writing them out so that their limited time can be spent on processing missed work);

2. seek to make sense of the missed work, identifying parts that don’t make sense of that need clarification;

3. ask their buddy or other classmate for assistance with small difficulties;

4. see their subject teacher and, if necessary, book an appointment.

**Dealing with Longer Absence:**

If a boy is absent for longer than a day or two, parents should contact their son’s teacher and request work to be gathered from subject teachers.

**Early Leave**

A non-rating will be given if assessment is missed due to a student taking early leave - unless there are extenuating circumstances. This will be determined at a the discretion of the Deputy Principal (Curriculum).