INTRODUCTION

Forward
St Martins Lutheran College started as St Martins Lutheran Primary School at the St Mary’s Catholic Church on February 27th in 1982. In 1987 the College moved to its current location on St Martins Drive.

From a humble 33 students in 1982 the College has progressed to its current students including secondary students since 2004.

St Martins exists to provide a quality Christian environment providing excellence in education and students are provided with opportunities to grow academically and spiritually in the classroom, through extra-curricula activities and wider community involvement.

This handbook attempts to outline how the College is administered, its Behaviour Management Policy, the communication processes, curriculum matters, the Enrolment Policy and procedures, school finances, the worship program, and a range of general information.

If you have any questions or queries about the College and school life feel free to contact your child’s teacher, the office staff, Principal, Head of Primary or Head of Secondary.

Mission Statement
St Martins Lutheran College is a vibrant learning environment, challenging each student to strive for excellence in a caring Christian community.

Logo
The blue wavy lines represent the waters of the Blue Lake and the life giving water that flows through Jesus our Saviour. The three lines and the triangle also represent the triune God as well as symbolising our local area. The cross intertwines between these two symbols as a constant reminder that Jesus is always with us, beside us, before us and behind us in all that we do.

College Motto “Grow In Christ, Growing the Future”

LCA
The L.C.A. (Lutheran Church of Australia) has its own Logo.

Christian Pastoral Support Worker (Chaplain)
SMLC offers a voluntary chaplaincy service to all students and staff at the college. The chaplain is generally available during the school day but can be also contacted via mobile phone if urgent. The role of the chaplain is to be a listening ear to members of the SMLC community, and to assist wherever possible. Occasionally the chaplain will run programs for individual students, or groups of students to assist in wellbeing. Appointments for the chaplain can be made via the front office, or via email at chaplain@stmartins.sa.edu.au

The role of Chaplain at SMLC is partly funded by the Federal Government National Chaplaincy Grant Program and as such student participation in chaplaincy programs is entirely voluntary.

College Counsellor
St Martins Lutheran College has a counsellor who works 4 days a week. The counsellor offers support of a social and emotional nature to students via a student, parent or staff request. The counsellor will also present various programs across the college to promote positive student wellbeing. The counsellor can be contacted via the front office (08 8725 1430).
ADMINISTRATION

College Structure
The College, is a part of St Martins Lutheran Church and as such is a sister education establishment to St
Martins Kindergarten. While all are administered separately, there are strong connections.

The College is also a part of the Lutheran Education System. The national body is Lutheran Education
Australia and the District body is the Lutheran Schools Association (SA/NT).

The College is managed by a Council, and must work within the guidelines set down by both state and
federal governments and the Lutheran Church.

The College Council
The College Council is elected by the St Martins Congregation to oversee the College and its chaired by
Mr Mark Beames. The Principal is the CEO of the College, but works in conjunction with the College
Council. Representatives of the Parents & Friends are elected to Council.

The Council is responsible for the governance of the College and as such is responsible for assisting in
the well being of the students through provision of staffing, finance, security, proper facilities, a sound
broad based curriculum and good public relations with the Mt Gambier community.

The College Council is an Incorporated body.

Term Dates & Public Holidays

<table>
<thead>
<tr>
<th>Term</th>
<th>1 February to 15 April</th>
<th>2 May to 8 July</th>
<th>25 July to 30 September</th>
<th>17 October to 16 December</th>
</tr>
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</table>

Last Day of Term Dismissal Times
- Dismissal at the end of Terms 1, 2 and 3 is at 2:15pm.
- Dismissal at the end of Term 4 is at 3:15pm.

Public Holidays 2016
Adelaide Cup Public Holiday - Monday 14 March
Good Friday - 25 March: Easter Monday - 28 March: Anzac Day - Saturday 25 April
Queen’s Birthday - Monday 13 June
Labour Day - Monday 3 October

Student Free Days 2016– Other Days TBC

<table>
<thead>
<tr>
<th>Term</th>
<th>Event</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
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<tr>
<td>Term 2</td>
<td>Monday 2nd May</td>
<td>Tuesday 14th June Report Writing</td>
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<tr>
<td>Term 3</td>
<td>Monday 25th July</td>
<td>Thursday 1st Sept Lutheran Teachers Conference</td>
</tr>
<tr>
<td>Term 4</td>
<td>Friday 21st October Mt Gambier Show</td>
<td>Friday 25th Nov Report Writing</td>
</tr>
</tbody>
</table>
Staff fall into 3 categories which importantly complement each other.

**Administration Staff**
This includes the Principal, Head of Secondary, Head of Primary, Business Manager, Finance Officer, and secretarial staff who are responsible for the administration of the College.

**Academic Staff**
This includes the Principal, Head of Secondary, Head of Primary, General Teaching Staff and Specialist Staff, who are responsible for the Educational Programme of the College.

**Support Staff**
This includes grounds and classroom assistants who support the Administration and Academic staff in fulfilling their roles.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Category</th>
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<tbody>
<tr>
<td>Ahrens</td>
<td>Andy</td>
<td>Secondary</td>
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<td>Auld</td>
<td>Tracy</td>
<td>Admin</td>
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<tr>
<td>Axton</td>
<td>Jeanie</td>
<td>Secondary</td>
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<tr>
<td>Bailey</td>
<td>Ella</td>
<td>Yr 6</td>
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<td>Biar</td>
<td>Chris</td>
<td>Grounds</td>
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<td>Biasibetti</td>
<td>Steve</td>
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<td>Billows</td>
<td>Joanne</td>
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<td>Block</td>
<td>Karin</td>
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<td>Danielle</td>
<td>Yr 2</td>
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<td>Bond</td>
<td>Philip</td>
<td>Yr 5</td>
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<td>Damian</td>
<td>HoSS</td>
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<td>Michelle</td>
<td>Year 1</td>
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<td>Beulah</td>
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<td>Barry</td>
<td>Bus/Ground</td>
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<td>Tim</td>
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<td>Chambers</td>
<td>Nat</td>
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<td>Zoe</td>
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<td>Georgina</td>
<td>Music</td>
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<td>German</td>
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<td>Alicia</td>
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<td>Lab Tech</td>
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<td>Shigrov</td>
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<td>Spencer</td>
<td>Chris</td>
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<td>Tao</td>
<td>Joanna</td>
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<td>Taylor</td>
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<td>Teakle</td>
<td>Robyn</td>
<td>HoPS</td>
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<td>Yr 5</td>
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<td>Versteegh</td>
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<td>Vincent</td>
<td>Kristal</td>
<td>Yr 1</td>
</tr>
<tr>
<td>Walther</td>
<td>Stephen</td>
<td>Music</td>
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<tr>
<td>Ware</td>
<td>Christine</td>
<td>Yr 2</td>
</tr>
</tbody>
</table>
The Parents and Friends Association
All parents are a part of this association and friends of the College are invited to be a part of this group. An Executive committee and in some situations sub-committees are elected from the general parent body.
The work of the Parents & Friends is important as it
- Promotes the College in the Community.
- Engages in Fund Raising Activities to provide facilities.
- Is an important parent consultative group.
- Can assist with Parent Education.

Parent Volunteers
St Martins values and encourages the active participation of a range of people from within the school community in the life of the College. We believe that volunteers can make a significant contribution the College community by giving their time and sharing their skills and expertise. Volunteers often have a broad range of interests and abilities that complement school programs and so provide a wider range of interactions and experiences for students.

A volunteer is any person who provides an unpaid service to the College. Volunteers fall into two categories; Registered and Parent Helper/Unregistered volunteers. Both roles are valued but have different capacities and requirements.

Unregistered Volunteers/Parent Helpers
- Adults who listen to reading in the classroom
- Adults who help with cooking, art, special classroom activities
- Adults who help with classroom cleaning
- Adults who help in the Library or canteen
- Adults who share an area of skill or interest with a class during lesson time

The time that parent helpers give to the College is priceless. We ask that parent helpers/unregistered volunteers:
- Complete a Parent Helper/Unregistered Volunteer Details and Agreement Form
- Always ensure that the classroom teacher or supervising staff member is aware of when you arrive and leave
- Comply with the school's Occupational Health Safety and Welfare procedures
Registered Volunteers
Registered volunteers are adults who:
- work in the PALS Program
- are sports coaches
- are involved in Active After School Programs
- wish to attend overnight camps
- wish to assist with any events at Sir Robert Helpmann Theatre

We ask that those people interested in being a volunteer at St Martins become registered with us. Volunteers do need to be assessed with the Principal holding the overriding decision of suitability and termination of services if necessary.

Potential volunteers are invited to make themselves known to the Heads of School. Volunteers are required to complete:
- A Volunteer Details Agreement;
- Application for National Police Certificate completed online by applicant at www.police.sa.gov.au (click on Police Checks in Fast Find Directory) and passed onto the College.

Volunteers also need to make themselves familiar with the St Martins Volunteer Handbook and ‘Child Protection for Volunteers’.

SRC - Student Representative Council

The SRC meets weekly with a minimum of eight meetings per term, made up of student representatives from each class in Years 4 to 12. The representatives are elected at the class level at the commencement of each school year. The College Captains are automatic members of the council, chairing the meetings. The SRC group nominate and elect the secretary and treasurer each year.

The SRC Executive report to junior school classes regarding any relevant issues. Class representatives report to their respective classes. In coordination with the Principal and SRC teacher coordinators, the SRC organises one fundraiser per term to support a chosen charity.

The SRC also actively promotes responsibility and pride in the appearance of the school. Relevant student issues are discussed during meetings and then taken to the Principal for further discussion and action.

Fundraisers often involve a gold coin donation. Parents need to ensure that any money sent for fundraising is sent in a clearly labelled envelope or money bag.
## DAILY TIMETABLE

### Primary Daily Routine

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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</thead>
<tbody>
<tr>
<td>8:15am</td>
<td>Staff devotion</td>
</tr>
<tr>
<td>8:30</td>
<td>Teachers to be in classroom to greet parents and students</td>
</tr>
<tr>
<td>8:40</td>
<td>Warning bell</td>
</tr>
<tr>
<td>8:45</td>
<td>Bell to start classes</td>
</tr>
<tr>
<td>11:10</td>
<td>Recess</td>
</tr>
<tr>
<td>11:25</td>
<td>Warning bell</td>
</tr>
<tr>
<td>11:30</td>
<td>Bell to resume class</td>
</tr>
<tr>
<td>12:50pm</td>
<td>Supervised lunch eating time for R-6</td>
</tr>
<tr>
<td>1:00</td>
<td>Play time</td>
</tr>
<tr>
<td>1:35</td>
<td>Warning bell</td>
</tr>
<tr>
<td>1:40</td>
<td>Bell to resume class</td>
</tr>
<tr>
<td>3:00</td>
<td>Grey tray and tidy up bell</td>
</tr>
<tr>
<td>3:15</td>
<td>Dismissal</td>
</tr>
</tbody>
</table>

### Secondary Daily Routine

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:15am</td>
<td>Staff devotion</td>
</tr>
<tr>
<td>8:45</td>
<td>Home Group / Devotion / Chapel</td>
</tr>
<tr>
<td>8:55</td>
<td>Bell to start lesson 1</td>
</tr>
<tr>
<td>11:10</td>
<td>Recess</td>
</tr>
<tr>
<td>11:25</td>
<td>Warning bell</td>
</tr>
<tr>
<td>11:30</td>
<td>Bell to resume classes</td>
</tr>
<tr>
<td>1:00pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>1:35</td>
<td>Warning bell</td>
</tr>
<tr>
<td>1:40</td>
<td>Bell to resume classes</td>
</tr>
<tr>
<td>3:10</td>
<td>Home Group/Grey trays</td>
</tr>
<tr>
<td>3:15</td>
<td>Dismissal</td>
</tr>
</tbody>
</table>

### Absentees / Notification

Parents are requested to inform the school if a child is away by phoning before 9am, emailing to the following address, `absent@stmartins.sa.edu.au` or sending a note with a sibling or a note by the child prior to the absence if possible. (Absences of two or more days require written notes of explanation). If the school has not received information regarding an absent child by 9:30am, the school will endeavour to contact parents to ascertain that the child is legitimately absent and safe or regular absentee.

Lateness: Arriving late to school, whilst sometimes unavoidable it does make things difficult for both the student and teacher. Students will miss key organisational opportunities, pastoral care moments and introductions to teaching, new and ongoing learning tasks and social interactions with peers. Late students must report to the main office or the Ark office and sign in.

Extended absences for family holidays, personal matters or medical reasons need to be forwarded in writing to the classroom teacher and the Principal.

College administration is required to follow up regular absences from school and in extreme cases report truancy to the relevant department.

### Extended absences from school

If families are planning an extended family holiday or if a child is likely to be away from school for an extended period of time (including illness) legislation requires parents to apply to the Principal for periods of leave up to one month in length. For longer periods of time applications must still come through the Principal but will be forwarded to DECD for students between the ages of 6 and 16, and to AISSA for students aged 16-17.

Parents are asked to begin this process in time for the appropriate counselling and approval procedures to be put in place. Students are required to attend school until approval is granted. Conditions may also be attached to the exemption.

Families who are requesting leave must complete the relevant exemption forms available on the AISSA website [www.ais.sa.edu.au](http://www.ais.sa.edu.au) or from the College Office.

Exemption Form A is for students aged 6-17 years requesting leave for less than one month OR for students 6-16 years requesting leave for greater than one month.

Exemption Form B is for students aged 16-17 years requesting leave for longer than one month.
**Students Leaving the College Grounds**
- During school hours, students are not permitted to leave the school grounds unless accompanied by an adult known to the College. A parent/carer wishing a child to leave during school hours must send a note to that effect, or personally inform the class teacher. Parents/carers must collect the child directly from the teacher/classroom at the prearranged time or from the office area only. Students must sign out at the front office before leaving and sign in on return.
- Should a situation arise where the teacher has not been notified, the parent/carer should ring to inform the College and report to the office before removing the child from the classroom or school grounds.
- Senior students may be required to leave the college campus for study purposes. Year 12 students may also leave before the end of the day if appropriate forms have been returned and they have no further scheduled lessons.

**Accidents & Unwell Students at the College**
Children who are unwell should not be at school. Staff are trained to handle minor incidents in the classroom or on yard duty. However, the school’s First Aid Personnel (office/admin staff) apply first aid to the children. As the Medical Room is used for short term stays only, parents are notified to collect children who are ill. Parents are sent a note via the child if treatment has been given through the day.

Please advise the college if your child contracts a communicable disease ie measles, mumps, chickenpox.
UNIFORM

Shop: The uniform shop is open on Tuesdays and Thursdays from 8:15 am until 3:45 pm. Other
times outside of the opening hours are by appointment only. Please contact the College to arrange
a suitable time. Payments for uniforms is by cash or credit card. No credit is provided.

It is the expectation of St Martins Lutheran College that all students attend in the correct
uniform.

The College believes the wearing of a uniform encourages students to take pride in their
appearance, it eliminates competition in what students wear and it is the most economical way to
outfit students for their school life.

It is the responsibility of parents to ensure children are correctly attired. A note in the form
of an orange incorrect uniform notice will be sent home if a child is not in correct uniform noting
what is not correct. Incorrect uniform matters need to be rectified promptly. If there is a concern
with uniform, please see the class teacher, Principal or Heads of School.

Students and parents are reminded that the correct wearing of uniform was agreed to on
enrolment, therefore:

- Students will wear the correct uniform whenever they are in the care of the College.
- The correct uniform is to be neatly worn while travelling to and from school and for special
events.
- Students representing the College must wear the formal uniform.
- Any student coming to school without some item of uniform must carry a note from the parents
explaining the reason for being out of uniform.
- All clothing and personal effects must be clearly labelled with the student’s name.
- The uniform will be maintained in a neat and tidy manner at all times. (This includes shirts
being tucked in, buttons being done up, clothes being clean and in good order).

Formal Uniform

Girls - Summer: Regulation dress (to the knee)
Regulation navy shorts, blue school shirt
Regulation navy pants
White plain socks or college socks
Black school shoes (buckled, velcro or laced)  Laced is compulsory
for secondary students

Year 7-12.
Winter:  Regulation tartan check kilt
Regulation navy pants
Blue shirt. Regulation tie
Navy V necked jumper. (Year 6 or senior jumper if applicable)
Navy tights or socks/college socks/plain white socks
Black school shoes (buckled, velcro or laced). Laced is compulsory
for secondary students

Year 7-12.
Boys - Summer: Grey school trousers (no cords or cargo) / regulation school shorts
(no cargo)
Blue school shirt
Black school shoes, grey/regulation school socks

Winter:  Grey school trousers or shorts
Blue school shirt. Regulation tie
Navy V neck jumper
Grey socks/college socks
Black school shoes. Laced only Year 7-12.
Important Note for Health and Safety:
School shoes must be a lace up style Year 7-12.
Sport shoes must be an athletic style runner - soft sole, soft sided shoes not acceptable - all year levels. White, non-marking soles are required.

NB:
- Long sleeve shirt to be worn tucked in and short sleeve shirt can be worn un-tucked with the summer uniform.
- Please do not mix formal uniform with sport uniform.
- A singlet can be worn for extra warmth but must not be visible.

Sport Uniform
The sport uniform will be worn on designated sport days and for all inter-school school sporting events. The house coloured polo shirt is to be worn on athletics days and house days only.

Girls/Boys:  
- College polo-shirt  
- Regulation navy shorts  
- Navy or white socks/St Martins College socks  
- Sport shoes  
- Regulation rugby top/polar fleece jumper  
- Regulation track pants

HAIR
Girls: Hair longer than shoulder length to be tied back and not covering face, with natural highlights and styling.
Boys: No longer than collar length and not covering face with natural highlights and styling. Clean shaven.

Jewellery and Make Up
No jewellery may be worn except for:
- A watch.  
- One only plain chain with a plain cross around the neck.  
- One plain stud (as a safety precaution) or sleeper in the lower part of the lobe in each (or one) ear.  
- Medic alert bracelets, plain hair ties, ribbons, headbands and hairclips in navy, red, black, brown.

Rings, bracelets, wrist bands or bangles are not considered part of the school uniform and may be confiscated if worn.

Visible Make-up and fingernail polish are not to be worn at school.

Hats to be worn for all of Terms 1 & 4 and part of Term 3 (commencing from September 1) as advised by SunSafe and the Cancer Council.
SUNSMART

Policy Statement

In support of the OHSW guidelines and the Health Education program of the College including the Sun Smart Policy.

For all outdoor activities conducted as part of the school curricula and co-curricula program the students of St Martins Lutheran College will wear:

Primary: regulation legionnaire or slouch hat
Secondary Girls: regulation straw hat or bucket hat for sport
Secondary Boys: regulation slouch hat or bucket hat for sport

This includes all play times, physical education lessons and school sport in from 1st of September through to the end of Term 1.

Exceptions may be made for short bursts of intense activity (such as sprints, hurdles or long jump) providing the hat is replaced immediately after completion of the activity.

Students who do not have a hat for play periods will therefore be asked to sit in undercover/shaded areas for the duration of the period.

Parents are encouraged to supply a small tube of sun-block for each child's school bag, for application as necessary. (The College will also have some sun block available to students should this be needed).

Students may wear hats during Term 2 & 3 if they wish.
CLASSROOM MATTERS

Classroom Behaviour Management Agreement
Each class in consultation with students and teacher develops a standard of behaviour and consequences for that class. A common set of guidelines applies to all classes based on the following principles. Everyone has:

- the right to feel safe
- the right to receive respect from others
- the right to learn and to teach

Time out period is daily at lunch time 1:00 – 1:20pm. There are two forms of time out:

Classroom Time Out:
Initiated by classroom/subject teacher for incomplete work or non completion of homework.

Yard Time Out:
Initiated by the yard duty teacher for inappropriate yard behaviour. A slip is issued which parents are required to sign and return to school to show they are aware of the time out consequence.

Regular ‘Time Out’ may require a parent meeting with staff and Heads of School to discuss any issues and potential solutions.

Communication
Prospectus: The prospectus is a document which is provided to parents when they first make enquires about the College. It outlines the basic information about the College, its purpose, curriculum, enrolment policy and uniforms.

Portfolios: Are sent home at the end of Term 1 & 3 for students in the primary years. They contain a selection of your child’s work samples that reflect their progress. College staff are currently reviewing the exact format of the student portfolio.

Interviews & Reports: Parent/teacher interviews are held at the end of first term for all primary year levels and at the beginning of Term 2 for secondary students. Written reports are sent home mid-year and end of year. A progress report for secondary students is also sent home mid-semester. Both teachers and parents are encouraged to organise interviews whenever they have concerns. A second parent interview night for secondary students is held in Term 3.

Parent Information Night is held early Term 1. Parents are strongly encouraged to attend to hear about classroom procedures, topics and events. Parents are welcome to make an appointment to see teachers should there be concerns about their child’s education.

Year 12 information night is held in the second week of term and is an important time for parents and staff to meet and discuss Year 12 needs.

Newsletter: Newsletters are emailed home fortnightly (even weeks of term) on Thursday. The newsletter includes information of a general nature, community notices, reports on past events and reminders and explanations about coming events. It is important that parents take a few moments to read the newsletter to stay up to date with activities in the College and especially upcoming events listed in the monthly calendar.
Use of Diaries: The St Martins School Diary is provided for students in Years 5 - 12 to enhance their academic, social and pastoral care programs. Students in Years 3 and 4 are issued with a generic diary to facilitate communication between home and school.

At Years 3 and 4 diary use is introduced with the expectation that teachers support students to enter homework and parents are encouraged to use diaries for home to school communication. Particularly from Year 5 onwards the diary is one of the most important communication points for students, parents and teachers. It is also critical for students to record their homework and due dates for the submission of work. Homework details should be recorded clearly so that parents or teachers reading the diary can clearly understand what is expected.

Parents are expected to sign and check the diary weekly. If no homework is being entered parents are encouraged to contact the student’s class teacher as there is a school expectation that homework is set and completed regularly. Class teachers will sign and check the diary weekly. If homework is not being entered regularly class teachers will follow up with the student, parent and/or other teachers who are setting homework to monitor the student’s academic progress.

Students in Years 11 and 12 are expected to manage their own diaries. Regular checking of diaries at these levels is not required.

Open Days: During Term 1 the College will have a twilight tour for existing and prospective parents to tour the facilities and speak with staff and see students demonstrating various activities.

Notices: In general we aim to send notices home on a Thursday. There will be exceptions to this.

Class Trays: Each morning children deliver class trays to the office. These contain information which is pertinent to the office. Similarly, in the afternoon, children return the trays to the classroom with any relevant messages.

Telephone Calls / Messages: Any parents may ring the College with messages for their children. These will be relayed through the class trays at the end of the school day or if urgent personally by office staff. Obviously messages of this nature should be on an “if necessary basis”.

Mobile Phones: Students are discouraged from bringing mobile phones to school. If it is essential for a primary child to bring a phone to school, it should be checked into the front office. Secondary student’s phones can be left at the Ark office or kept secure in locked lockers.

The College takes no responsibility for loss or damage to phones not checked in during the school day and phones will be confiscated if used during lesson times.

Parent Concerns: Should you have a concern regarding your child, it is usual to contact the child’s teacher first. Should you be dissatisfied with the support you receive, the next step is to contact the Heads of School or Principal. Should you still be dissatisfied with the service you have received, the Chairman of College Council would be an appropriate avenue for the airing of grievances. Failing this, contact with the District Director of Lutheran Education SA/NT/WA would be a last resort.

Computer Network / Internet User Agreement User Agreement Years 5 to 12

This agreement applies to students who have on campus access to St Martins Lutheran College Computer Network and to the Internet.

All students who are to have access to the St Martins College Network are to use that access in accordance with the directions, procedures and endorsements set out in this document. It is expected that at all times the computer facilities made available will be used responsibly and consistently with the objectives and ethos of St Martins Lutheran College.
St Martins College and Internet Users will:

- Receive an individual login in Term 2 of Year 5 after comprehensive Internet Safety instruction and a full understanding of this agreement.
- Not intentionally or by negligence divulge to any other person the password associated with their account, or allow others to use that account.
- Not attempt to gain access to another person's account.
- Unless specifically authorized, not intercept, download or attempt to electronically read another user's files, transmissions or electronic mail.
- Ensure that the workstation is secured at all times, for example by logging out of all active sessions when leaving the workstation.
- Not download copyright software, applications or pictures to a St Martins Lutheran College computer.
- Not install or use software or applications that have not been authorized by the College.
- Not attempt to change configuration files or settings unless specifically authorized to do so.
- Not distribute electronic "chain letters".
- Not use any USB modems or similar devices on our network.
- Not store any music or video files on our system except for educational purposes eg multimedia projects.
- Only use a personal laptop or mobile device eg iPhone with the permission of the teacher involved and for educational purposes.

Specifically, the access, transmission, retrievals, storage or display of:

- Sexually explicit material
- Hate speech or offensive material
- Material regarding illicit drugs or violence
- Material regarding criminal skills and/or illegal activities.
- Material of a defamatory, discriminatory or harassing nature.

Is strictly forbidden if that material does not form a part of a legitimate enquiry. This includes accessing any sites or forums that deal with these materials.

Action will be taken against any user found to be in breach, or an accessory to any breach, of this agreement. This will range from a temporary or permanent closure of the user account and a letter to parents informing them of the breach. Extreme cases (ie accessing pornography) could result in suspension or termination of enrolment.

All Network use is monitored. St Martins Lutheran College has in place strong filters and blocks on our internet. We reserve the right to do random checks on students email accounts and USB drives.
CURRICULUM MATTERS
Primary
Classroom: Teachers are responsible for organising and operating their classrooms in a way in which children can feel safe, happy and a part of a productive working and learning environment. Parents are invited to be a part of this process by helping whenever and wherever possible at the direction of the teacher.

Class Allocation: Towards the end of each year, Heads of School, Learning Support Teacher (if necessary) and current year level teachers will work together to place students in classes. After consultation with parents, children will have the opportunity to nominate fellow class members. The general policy is that class allocation will be based on student needs determined by a range of teaching staff. Consideration will be given to the differing teaching styles so that every child will, if possible experience a range of teaching styles to help develop a full range of talents.

Notification of class allocation will be sent home with the beginning of year letter. Foundation and Year 1 students will receive their report at the end of the school year on the final day.

Collaborative Planning: Teachers from the same year level plan their programmes together and utilise their strengths by planning specific units of work for each class. Teachers endeavour to be consistent with expectations across the two classes.

Homework Guidelines
Homework assists children to develop good habits for higher levels of learning. Teachers will establish a method of informing students and parents when homework is set. Homework may be given daily, or as a weekly contract. Homework should be an extension of school, but should not detract from home/family life.

If a child is unable to do the homework for some reason, this should be communicated to the teacher via the diary, a note or verbally. Basic homework is set Monday to Thursday during the school terms. It is expected that parents will show that they have seen the homework by signing the homework or the diary on a weekly basis.

A recommended guideline for maintaining consistency across the year level and classes:

<table>
<thead>
<tr>
<th>Age</th>
<th>Task Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>F-2</td>
<td>Reading &amp; Spelling: 5 - 15 minutes.</td>
</tr>
<tr>
<td>3-5</td>
<td>Reading, Spelling &amp; Tables: 15 - 30 minutes.</td>
</tr>
<tr>
<td>6-7</td>
<td>Revision Tasks, Project Work &amp; Reading: 45 minutes.</td>
</tr>
<tr>
<td>8</td>
<td>Revision/Reinforcement, Assignment Work &amp; Reading: 60 minutes</td>
</tr>
<tr>
<td>9-10</td>
<td>Reinforcement, Assignment Work &amp; Reading: 90 minutes.</td>
</tr>
<tr>
<td>11</td>
<td>Reinforcement, Assignment Work, Reading &amp; Preparation 10+ hours per week.</td>
</tr>
<tr>
<td>12</td>
<td>Reinforcement, Assignment Work, Reading &amp; Preparation 15+ hours per week.</td>
</tr>
</tbody>
</table>

Homework can be an effective and enjoyable learning tool that builds confidence and strengthens skills. Homework also gives parents and teachers an opportunity to see how the child/children are going.
St Martins Lutheran College has adopted the Australian Curriculum for F-Yr 10 students and the SACE for Senior school. Each year students from Years 7 –12 will be provided with curriculum information booklets to help their subject choice.

In addition to the core curriculum the Australian Curriculum has quite a broad range of “general capabilities” to be developed and “cross curricular perspectives” to be explored.

**General Capabilities**
The Australian Curriculum identifies seven general capabilities to be addressed in the Australian curriculum. These are:
- Literacy;
- Numeracy;
- Information and communication technology competence;
- Critical and creative thinking;
- Personal and social competence;
- Ethical behaviour

**Intercultural understanding.**
Good teaching will always contribute to a student’s development of general capabilities. The Australian Curriculum reinforces this expectation by incorporating these seven general capabilities into learning area content descriptions in ways appropriate to each learning area.

**Cross Curricula Perspectives**
**Aboriginal and Torres Strait Islander histories and cultures** will allow all young Australians the opportunity to gain a deeper understanding and appreciation of Aboriginal and Torres Strait Islander histories and cultures, their significance for Australia and the impact these have had, and continue to have, on our world.

**Asia and Australia’s engagement with Asia** will allow all young Australians to develop a better understanding of the countries and cultures of the Asia region. Students will develop an appreciation of the economic, political and cultural interconnections that Australia has with the region.

**Sustainability** will allow all young Australians to develop an appreciation of the need for more sustainable patterns of living, and to build the capacities for thinking and acting that are necessary to create a more sustainable future.

The cross-curriculum priorities are embedded in all learning areas as appropriate. They have a strong but varying presence depending on their relevance to the learning area.
SPECIALIST AREAS (Primary)

Learning Support
Two Learning Support teachers and assistants are employed to implement a learning support program to cover the individual needs of children with general and specific learning difficulties as well as those who are deemed to be gifted and talented.

Extension Learning
St Martins runs an Extension program for students who have been identified as functioning at a high intellectual level or with exceptional skills.

Reading Intervention Programs
Reading intervention programs are run in the College to help students who require additional support in developing reading skills. These programs are developed with parents, classroom teachers and Learning Support staff.

LOTE / Multicultural Studies
Foundation to Year 7 - One 45 minute lesson per week.
Year 8 to Year 12 - Three hours per week.
Students in R - Year 6 study Chinese culture and language and students in Year 7 - 12 have a choice of Chinese or German. A language is compulsory to Year 9.

Music
Our Music Specialist teachers train the College Choir, assist with the annual Musical, teach each class a comprehensive music program and coordinate the College instrumental program. Instruments taught through College include piano, guitar, drums (percussion), woodwind and string. There are three choral opportunities for students:
- Junior Choir (Years 2-4)
- Primary/Music Festival (Years 5-7)
- Senior Ensemble (Years 7-12)

Physical Education
R-2: Students have a 45 minute lesson per week.
3-6: Students have a one hour lesson per week.
7-10: Students have a 90 minute lesson per week.
9-12: Students may also choose PE as part of their elective program or SACE pattern.

Library
Each class has a formal weekly Library time. The Library is also open for children to use at lunchtime. Classes can also use the Library at other times.
YEARS 7-12 CURRICULUM MATTERS

As students move through the College from Year 7 to Year 12, their needs as learners change and develop with them, and the curriculum reflects these changing needs. At St Martins there are a group of subjects that every student studies. From Years 7-10 these include English, Maths, Science, Humanities, Christian Living, LOTE (7-9), and PE. Year 11 and 12 students complete the South Australian Certificate of Education. This includes a number of compulsory subjects; English, Mathematics and Personal Learning Plan (PLP). At St Martins, senior students also continue their Christian Living studies. In addition to the core subjects, there is an increasing amount of choice as students move through the school. Students entering Year 9 make their first major set of subject selections, while those entering Year 11 are able to plan their 2 year SACE courses around their strengths, career goals and interests.

The subjects listed below are on offer for students in 2016. Details of the content are available in the curriculum handbooks available from the Ark Office or from the relevant staff member.

<table>
<thead>
<tr>
<th>Year 8</th>
<th>Year 9</th>
<th>Year 10</th>
<th>Year 9 &amp; 10 Students also choose four of each (4) - One semester each</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christian Studies (2)</td>
<td>Christian Studies (2)</td>
<td>Christian Studies (2)</td>
<td>Art</td>
</tr>
<tr>
<td>English (4.5)</td>
<td>English (4.5)</td>
<td>English (5)</td>
<td>Multimedia</td>
</tr>
<tr>
<td>Mathematics (4.5)</td>
<td>Mathematics (4.5)</td>
<td>Mathematics (5)</td>
<td>Technology</td>
</tr>
<tr>
<td>Science (4)</td>
<td>Science (4)</td>
<td>Science (4)</td>
<td>Food and Nutrition</td>
</tr>
<tr>
<td>Humanities (4)</td>
<td>Humanities (4)</td>
<td>Humanities (4)</td>
<td>Specialist Physical Education</td>
</tr>
<tr>
<td>PE (3)</td>
<td>PE (3)</td>
<td>LOTE (4)</td>
<td>Music</td>
</tr>
<tr>
<td>Chinese / German (4)</td>
<td>Worship (1)</td>
<td>PE (2)</td>
<td>Photography</td>
</tr>
<tr>
<td>Technology (Wood, Coding and Food) (4)</td>
<td></td>
<td>Personal Learning Plan (2)</td>
<td></td>
</tr>
<tr>
<td>Worship (1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Art, Drama and Music (4)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Year 11 & 12
As per SACE Pattern
EXTRA CURRICULAR

Book Week
Book Week is celebrated each year at St Martins. Various activities happen in the school library and the Mt Gambier library along with a dress up book week parade on the Friday for Primary school students. Dress up fits in with the Book Week theme of the year.

Premier’s Reading Challenge
The Premier’s Reading Challenge is a literacy engagement program that was introduced by the Premier in 2004 to:

- Encourage students to read more books and enjoy reading
- Improve literacy levels.

The Challenge requires students to read 12 books between the beginning of the school year and early September. The Premier’s Reading Challenge is for everyone from Foundation to Year 9. If you are in Year 10, 11 or 12 you can also participate.

If you are in Foundation - Year 7, choose at least 8 of the 12 books from the Premier’s Reading Challenge booklist for your year level. You can read 4 books of your own choice which should be of a similar standard to books on the list at your reading level.

If you are in Year 8 or Year 9, choose at least 4 of the 12 books from the Year 6-9 Premier’s Reading Challenge booklist and the remaining 8 can be your own choice at a similar standard at your reading level.

If you are in Year 10, 11 or 12 choose 12 books of your own choice at your reading level.

If you speak or learn another language as well as English you might like to read books in that language for any of your ‘own choice’ books.

The awards: first year - certificate signed by the Premier, second year - bronze medal, third year silver medal, fourth year - gold medal, fifth year - champion medal, sixth year - legend medal, seventh year - hall of fame medal, eighth year onwards – Hall of Fame Reader for Life award.

National Assessment Program Literacy & Numeracy
In May all students in Years 3, 5, 7 & 9 across Australia will participate in the National Assessment Program. Results will become available to the College and parents later in the year.

University of NSW International Competitions & Assessment for Schools (ICAS Competitions)
All students in Years 3 - 12 may be involved in the ICAS Competitions. These competitions are non-compulsory and incur an additional fee between $8.80 and $18.70. Entry forms will appear in the newsletter during Term 1.

<table>
<thead>
<tr>
<th>ICAS SUBJECT</th>
<th>ICAS SITTING DATE</th>
<th>OFFICIAL CLOSING DATE</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Technologies</td>
<td>Tuesday, 17 May 2016</td>
<td>Tuesday, 5 April 2016</td>
<td>$8.80</td>
</tr>
<tr>
<td>Science</td>
<td>Tuesday, 31 May 2016</td>
<td>Tuesday, 3 May 2016</td>
<td>$8.80</td>
</tr>
<tr>
<td>Writing</td>
<td>Monday, 13 June – Friday, 17 June 2016*</td>
<td>Monday, 16 May 2016</td>
<td>$18.70</td>
</tr>
<tr>
<td>Spelling</td>
<td>Wednesday, 15 June 2016</td>
<td>Wednesday, 18 May 2016</td>
<td>$12.10</td>
</tr>
<tr>
<td>English</td>
<td>Tuesday, 2 August 2016</td>
<td>Tuesday, 21 June 2016</td>
<td>$8.80</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Tuesday, 16 August 2016</td>
<td>Tuesday, 21 June 2016</td>
<td>$8.80</td>
</tr>
</tbody>
</table>
WAY 2 GO – Safety, Health and Environment
Students in Foundation – Year 7 participate in the Way 2 go Program. The program in partnership with Department of Transport focuses on road safety, healthy and active lifestyle and care for the environment by promoting the use of active transport.

Safety:
- road safety skills and knowledge for students and their families
- review of school travel routes and improvements where required
- less vehicle congestion around schools.

Health:
- opportunities for families to increase their daily physical activity by walking or cycling
- awareness of the importance of health and well being of students and their families
- links to council run programs and initiatives with a healthy lifestyles focus e.g. OPAL (Obesity Prevention and Lifestyle).

Environment:
- alternatives to private car travel for school journeys
- improved air quality and less greenhouse gas emissions around schools
- connections with other environmental school programs such as the Australian Sustainable Schools Initiative – AuSSI-SA.

Rider Education - Year 5
Bike Education is a road use and safety program for bike riders. It is delivered annually to year 5 students. The program involves theory, instructional practical lessons and on road instruction delivered by two Bike Ed instructors with the classroom teacher as an active helper. It is preferred that student bring their own bike and helmet but arrangements will be made if necessary.

Primary Sport
Inter school sports are conducted through the school for Year 3-5 students. This program complements club sport which is the next step for those wishing to continue. Different sports are played each term. Parent help is essential with training/coaching and support. In2Cricket and Auskick are also run for Foundation to Year 2 students at a cost to parents.

Sports Days & Athletic Carnivals
School Sports Days are held towards the end of Term 1 each year for primary and secondary students. Students are divided into four house groups; siblings are in the same house. A program for the day is organised at the start of each year by the Sports Coordinator in collaboration with the staff. The day typically begins with events completed in class groups and ends with house relays and championship events. Parents are invited to assist on the day and are also welcome as spectators for the day. Students wear a plain coloured t-shirt in their house colour with their school sports shorts. Order forms for the house shirts are provided at the beginning of Term 1. The cost of the house shirts are $10.

Various other sporting events and opportunities arise throughout the year which are often at an additional cost.

<table>
<thead>
<tr>
<th>Junior Sport</th>
<th>Term 2</th>
<th>Term 3</th>
<th>Term 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>T-ball (Year 3-5)</td>
<td>Soccer (Year 3-5)</td>
<td>In2Cricket</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Auskick</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Netball (Year 3-5)</td>
<td>Net Set Go</td>
</tr>
</tbody>
</table>
Swimming
- Foundation - Year 2 classes have one week of daily swimming lessons each year at the Swimskool Swimming Complex.
- Year 3 - Year 7 classes have two weeks of daily swimming lessons each year at the Aquatic Swimming Centre.
- The Sports Coordinator will organise the lesson times and bus bookings. Students are advised to wear sports uniform daily during swimming weeks.
- Each student must have an aquatic medical form signed and returned to take to the swimming teachers before being allowed to enter the pool. The forms are sent home prior to the commencement of the swimming block.

Golf Program
SMLCGOLF is a program available for students from Year 5 to Year 11. It runs all year and groups receive 90 minute lessons each week. Students receive tuition from golf professional, Craig Davis, who has extensive experience playing and coaching golf. St Martins fund Mt Gambier Golf Club Junior membership for each participant however, there is $100 initial cost for the program clothing (cap, jacket and shirt).

Students have the opportunity to participate in SSSA/GOLFSA events in Adelaide throughout the year and attend a three day golf camp later in the year.

SAPSASA Sport
South Australian Primary Schools Amateur Sports Association is a regional and state competition for boys and girls in Year 6 & 7.

Information about trials becomes available through the College and will be made known through the newsletter or via the PE staff. We ask that parents inform the College of their child/ren’s involvement in SAPSASA events as we wish to acknowledge their skills and achievements.

SAPSASA Calendar 2016
Further information about SAPSASA can be found at: www.decs.sa.gov.au/sport/pages/sapsasa

South East Secondary School Sports Association (Interschool Competition)

2016 SESSSA Dates TBA

House Groups
St Martins has a house competition which consists of four houses; Tremelling (Red), Whitty (Green) Yeates (Yellow) and Livingston (Blue). The houses are named after notable local people.

Each student is allocated to a house and families are allocated to the same house. House points can be gained in the following ways:
1. Participation (voluntary) in College teams, events and groups (sport, choir, band etc)
2. Inter-house competition (eg athletics and swimming carnivals), performing arts.
3. Representing the LSE in state competitions ie SAPSASA or SESSSA.
4. Other achievements at the discretion of the Principal/Deputies.,
5. Classroom House Day Activities.
Camps
Students from Year 3 onwards are involved in camps. The Year 3, 4 & 5 camps are of one or two nights duration within an easy drive of Mt Gambier. Year 6 have a school camp involved mainly with preparation for the Musical and Year 7 have traditionally had a week long camp to Canberra. Camps are considered a compulsory part of the school program and parents are invited to be involved. Secondary students are involved in Outdoor Education Camps and city visits.
Year 2 students have an optional one night sleepover at school following a day out. Foundation and Year 1 students are involved in a day trip in the local area.
Year 7: Canberra
Year 8: Cape Bridgewater – surfing and bushwalking
Year 9: Ballarat – gold rush
Year 10: Melbourne experience
Year 11: Adelaide – tertiary education pathways
Year 12: Robe – retreat and subject based experiences eg SACE art show, English and Drama Festival Theatre productions

Concerts / Musicals
A Foundation to Year 5 concert is held biennially on campus. Each class puts together an item to be presented to parents. The next concert is scheduled for 2016. A very big part of the Year 6 students’ program is to prepare and perform a musical at Sir Robert Helpmann Theatre. This is held during Term 3. A secondary school musical is performed every 2nd year. The next one will be performed in 2017.

Excursions
It is expected that each class will either go on a curriculum based excursion, or be a part of a school based performance each term.

Special Weeks & Days
Wherever possible and practicable we celebrate special things like Science Week, Literacy & Numeracy Week, Lutheran Schools Week, Sorry Day and Harmony Day, SE Schools Music Festival. The College participates in this annual festival. A large part of the choir’s work during the year is in preparation for the Festival which is held in October each year.

Extra-Curricular Activities
In addition to house and school based activities the following table provides information about extra curricula activities available to students in the secondary school.

<table>
<thead>
<tr>
<th>Inter-school sport</th>
<th>Clubs, Cultural and other activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swimming</td>
<td>Meals on Wheels community service</td>
</tr>
<tr>
<td>Athletics</td>
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<td>Softball</td>
<td>Engineering Challenge</td>
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<td>9-a-side Football</td>
<td>Debating &amp; Public Speaking</td>
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<td>Rugby</td>
<td>Peer tutoring</td>
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<td>Touch Football</td>
<td>Professional Performances at SRHT</td>
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<td>Basketball</td>
<td>Art show</td>
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<td>Clay Target Shooting</td>
<td>Young Leader’s Day in Adelaide</td>
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<td>Snooker</td>
<td>Music Concerts</td>
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<td>Hockey</td>
<td>40 hour famine</td>
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<td>Netball</td>
<td>Worship band</td>
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<td>Golf</td>
<td>Instrumental and choral ensembles</td>
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<td>Lawn bowls</td>
<td>Meet the Writers Festival in Adelaide</td>
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<td>Active After School Coaching</td>
<td>Habitat for Humanity (Year 11)</td>
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<td>Human Powered Vehicle (HPV)</td>
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Worship
Worship is an integral part of our College life and occurs as follows:

Tuesday - Year 7-12
- Gym 8:45am - 8:55am

Tuesday - Foundation - 3
- Chapel 8:50am - 9:10am

Wednesday - Year 4 - 6
- Chapel 8:50am - 9:10am

Thursday - Year 7-12
- Gym 8:45am - 8:55am

Friday - Foundation - 12
- Gym 8:55am - 9:30am

Offering
All students are invited to bring a small weekly offering to continue our child sponsorship through Compassion.

Daily Devotions
On days when there is no chapel worship the daily program will include a brief student or teacher led devotion.

Grace
- Before lunch grace is appropriate as is a closing prayer at the end of the day.
- Beginning of term worship is held at 8:55am on the first day of Terms 1, 2 & 3.

Note - If there is no school on a Friday, whole school worship does not happen for that week.

Valedictory Service - This service is compulsory for Year 7 - 12 students. At this service we recognise the achievements of our secondary students and our Year 12 graduates, and celebrate with them the completion of their secondary schooling.

End of Year Worship
The final service on the last Wednesday of the school year is compulsory for all students from Years 2-6, however all families are welcome to this special night. Foundation and Year 1 students celebrate end of year at a lunch time service on the last day of school.

Sunday Worship
Services are held:
- Sunday at Edward Street 9:00am & 11:00am.
- Friday at St Martins College:
  * 5pm Bible Song (children Year 4 and up).
  * 6:30 pm Worship.

MISCELLANEOUS
Canteen
A canteen operates 5 days/week and is operated by a Manager. The canteen provides recess and lunch for children. Lunches are ordered through the classrooms. A menu (price list) will be sent home with the newsletter each term.

Food at School
St Martins respects the fact that some children live with life threatening allergies to certain foods. We ask that the whole school community also assist by avoiding nuts and peanut butter in lunches. Other allergies exist and we have various risk management processes in place to minimise any contamination. Individual classes will be made aware if and when necessary.

School Photos: School photo dates will be published in the college newsletter. Students wear their winter uniform for terms 2 and 3, and summer uniform for terms 1 and 4.
The dates for school photos in 2016 are on 25 and 26 October.

School Dental Service: Families at St Martins are eligible to access the school dental service based at the Mount Gambier Hospital.
FINANCE
Lutheran Laypersons League (LLL): The LLL is a strong supporter of Lutheran Schools. Schools are able to borrow from the LLL for building projects at a very reasonable fixed rate of interest. Therefore, the College encourages families to use the LLL banking facilities. The range of services is huge, and information is available from the College reception. A few points to bear in mind are that savings are available at call, accounts attract 2.75% interest on the daily balance and all accounts are “fee free”.

School Funding: School funds come from 4 sources.
   a) Federal Government - per capita grant 55% of budget.
   b) State Government - per capita and needs funding, approx. 18% of budget.
   c) Fees - approx. 22%.
   d) Other Government Grants and Parents & Friends contribution.

FEES
Accounts: It is the aim of the Finance Office to distribute accounts at the end of the term for the next term. All accounts are 14 days from invoice date (i.e. 1st day of term).
Remissions: Should a family have difficulties meeting the cost of fees, remissions are available through:
   a) Registration for School Card  b) Applications for fee reductions on a needs basis.
Payment of fees: Fees may be paid annually (in advance) or periodically by direct debit. Payment of fees by credit card attracts a 1% charge. There is no charge for EFTPOS using savings or cheque accounts.
Families must give at least one term’s notice of withdrawal of students from the College. Failure to do so may result in a term’s fees being charged in lieu of short notice, except where circumstances are beyond a family’s control. This is necessary because College staffing and budgeting is completed in Term 3 and changes in student numbers can have a serious impact on staffing and the budget.

Secondary Scholarships
Year 8 Entrance Scholarship
A small number of part scholarships is available to students moving from year 7 to Year 8. Applications are open to students who are studying Year 7 at any school, including St Martins. Scholarships are awarded on academic merit assessed by a scholarship examination, previous school reports and a reference from the student’s Year 7 teacher. Scholarship applications are advertised through the local paper and the school newsletter.

Senior School scholarships and bursaries
Students wishing to enter St Martins at Year 11, or continue their secondary education at St Martins for Year 11 and 12 are invited to sit for a limited number of Senior school scholarships or bursaries. Scholarships are awarded on academic merit assessed at a scholarship examination. A reference from the student’s existing school may also be required. Bursaries are awarded to families who genuinely desire a Christian education for their child at St Martins but would find it difficult to afford school fees. Dates for examinations are published in the local media and in the college newsletter.

St Martins After School Care (SMOSHC)
St Martins offers an after school care program for students of the college from Foundation to Year 7. Older students may be accepted by negotiation. The program runs from 3:15pm to 6:00pm on school days and is also available on pupil free days and during vacation times. SMOSHC is closed for a three week break over the Christmas/New Year period. For more SMOSHC information please see the Front Office for a SMOSHC application pack.
Lost Property: Lost property is kept at the front office. Parents (and students) are encouraged to seek out lost property. Unclaimed property at the end of the year will be recycled. Please mark all items of school uniform.

Toys at School: Apart for morning talks; toys, games, swap cards etc are not to be bought to school. Any items brought for morning talk or show and tell should be left in the care of the teacher.

Pets at School: If a pet is to be brought to school for show and tell, or any other reason, a parent (or carer) must accompany the pet and take it home immediately after the session.

Travel to or from school

Car Travel & Car Park:
A majority of students are delivered and collected by car.
Parents are asked to use CARE, PATIENCE and OBSERVE the following;
  a. Please attempt to observe the speed limit 10 km/h.
  b. Use the drop off zones as that, not a parking zone.
  c. Give Way to all children and parents at the ZEBRA CROSSING HUMPS.

Walking to School
Students who walk are expected to arrive at school on time and leave school immediately on dismissal. Parents should do a practice walk to ensure the students use a safe route.

Riding to School
Parents should work out a safe route with the students and ensure bicycles are safe and well maintained and that children have the appropriate safety helmet. Students must leave immediately after school.

Bus to School
St Martins is served by two city buses and three College buses. The city buses depart promptly at 3:20 each afternoon and the College buses at 3:25pm.

Student Drivers
Student drivers are expected to complete the student driver form available from the secondary office. Passengers can only be transported in student cars with the written permission of their parents/caregivers and the parents/caregivers of the driver. Student cars are not to be used during the day except to travel to school approved activities.

Travel Consent for Excursions
Parents are asked to sign a general consent at the beginning of the year for transportation of children by bus within the city limits. Transportation in private cars or outside the city limits by bus will require further consent by parents or caregivers at the time of the event. Without written consent students are not able to participate.
ANTI-BULLYING & HARASSMENT AT ST MARTINS
Information for Year 3-6

At St Martins we would like everyone to feel safe and happy and be able to develop skills to manage small and minor clashes with others that happen from time to time. Bullying is much more than this and at St Martins we aim to address all and any acts of bullying as best we can when we are aware of them occurring.

- Bullying is a regular, repeated and deliberate harassment of another person.
- Bullying affects a person’s well being, self confidence, work and relationships with others.
  Bullying is not random, thoughtless and careless harming of others or occasional ‘mucking about’.

All members of the school community have the right:

Sometimes the behaviour of others can make these things difficult. Students do need to learn to manage and ignore minor and sometimes annoying behaviours of others. Bullying however is much more serious and may require help from an adult.

Bullying can be:

Verbal – continuous name calling, put downs or degrading comments about a person’s culture, religion or appearance.

Physical – regular hitting, kicking, spitting, damaging, taking or hiding of a person’s belongings. It also includes practical jokes.

Gestures – rude and inappropriate gestures of a sexual nature all the time.

Relational – regular and deliberate and repeated social exclusion, rumours or innuendo, offensive notes or graffiti, offensive and threatening SMS messages, emails or phone calls.

Intellectual – put downs due to being good at school or other skills or having difficulties with school or skills all the time.

Cyber – use of social media like email and Facebook to harass others verbally, socially, intellectually and with rude gestures.

If you harass others and feel that no-one likes you because of the way you treat them, this is not right and you need to stop and ask an adult to help you to do things differently.

If you are being harassed you can take action and we strongly encourage you to do so. If you can, try and work things out through discussion, repentance, forgiveness and acceptance to restore positive relations.

OR

- Ignore bullying but ask the person who is bullying to stop.
- Share the problem by talking to a friend, parent, brother or sister, teacher, counsellor, chaplain, principal or anyone you feel comfortable with.
- If the harassment continues please talk to the Principal or Head of School.

What next?
You may be happy to meet with the person who is harassing you with one of the responsible people in school.
You may want to carefully write down the things that have happened and when they happened to help school adults to follow up your concerns.
Report bullying soon after it has happened to help the school adults to help with the problem.
Try and find out names of students and teachers who you deal with when there is a problem to help us to help you.
ANTI-BULLYING & HARASSMENT AT ST MARTINS

Information for Year 3-6

The school:
- Takes reported bullying seriously and will do their best to avoid it happening.
- Will do regular ‘Harassment Checks’ ……
- Will put in place consequences for unacceptable behaviour towards others.
- Will share our Anti-Bullying Policy with parents and help them to understand what bullying is and how they can help.

Parents can help by:
- Being a good listener to you.
- Giving you some ideas or strategies to help manage the situation.
- Encourage you to report any troubles with bullying.
- Make contact with school adults if the problem continues.

What happens if someone is sexually harassed at school?
If you are sexually harassed at school, you should promptly report the behaviour to the Principal, Head of School or a trusted staff member.

The school will investigate the matter which may include:
- asking you for detailed information about what happened. We will speak to you in private and you are welcome to have a support person with you.
- examining any offensive material that has been shown, sent or given to you, which may also be confiscated
- gathering information from others at the school. We may need to speak to anyone else who saw what happened or heard what was said.
- in the case of suspected criminal behaviour, such as an assault, a report to the police.

If it appears that sexual harassment may have occurred, the school will make every attempt to resolve the matter, that is, to see that the behaviour is stopped following the steps outlined above.

If, however, the matter has not been resolved with the school’s assistance, and the harasser is aged 16 or over, you can contact the Equal Opportunity Commission to lodge a complaint. The Equal Opportunity Commission has information about sexual harassment on its website, www.eoc.sa.gov.au and can be contacted for help on 8207 1977 or for country callers 1800 188 163.

Remember
Confidentiality will be respected at all times unless you say otherwise.
You may stop or start at any point in the grievance procedure. In all cases the person dealing with the complaint will not take any action without your permission.
Students may involve parents at any stage.

Solving the problem at school level is often easier and more efficient. However it must be realised that this anti-harassment policy is not just a school-based matter. It is based on the Federal Sex Discrimination Act, 1984. Consequently, ongoing harassment may lead to the involvement of the police if the problem cannot be resolved at the school level.

Outcomes of Harassment
St Martins Lutheran College views harassment as a serious matter and offenders will be dealt with under the College behaviour management policy. However, the primary aim of any intervention will be to restore positive relationships, to heal hurt and to establish a renewed understanding of our life together in a Christian community.
Anti Harassment / Anti Bullying
This policy applies to all members of the school community, including teachers, students, parents, ancillary staff, voluntary workers and student teachers. Please note that harassment and bullying are synonymous terms.

Rationale
Harassment affects a person's well being, self-confidence, work and relationships with others. It is totally against the ethos of the College and may also be against the law. We believe that all members of the school community have equal right:

- To be treated fairly by fellow students and staff (and therefore we all show respect for each other).
- To feel safe and secure (and therefore we will support and encourage others in their work).
- To learn and grow towards their full potential (and therefore we will support and encourage others in their work).
- To feel valued, accepted and cared for as unique individuals (and therefore we will listen to each other, encouraging self expression, and we will accept each other as we are).
- To have their own property (and therefore we will respect and protect the property of others).

Implementation
The following grievance procedure is to be covered at the beginning of each school year in all classes. The policy and grievance procedure are an essential part of orientation of staff and students.

Acting against harassment
If you are guilty of harassment, stop now!

If you witness harassment you can do something about it and thereby protect others.
- Speak out against bullying as witnessing bullying without comment provides support for the bully.
- Change your friendship group if it becomes involved in bullying or hurting others.
- Report harassment, so that both bullies and victims can receive help.

If you are being harassed, you can take action.

The aim of the following procedure is to stop harassment by helping you to resolve the situation with the harasser. It is best if the harassment can be stopped by working it out, through discussions, repentance, forgiveness and acceptance to restore positive relations.

Options
Act alone:
- You may choose to do nothing, however, harassment could continue.
- Approach the person who is harassing you and request that the offending behaviour stops.
Share the problem:
- Discuss the situation with a friend, parent, brother, sister, teacher, principal or anyone with whom you feel comfortable.
- Discuss the situation with the Chaplain

What next?
- You may simply wish to discuss the situation with one of the contact people listed above.
- If you wish, they will help you to consider appropriate action.
You may wish to approach the person who is harassing you with one of these people or
- They may approach the harasser on your behalf.
- It may be useful to keep a written record of the incidents that occur and give a copy to the contact person. This will help you both clarify the issue and explain to the harasser that his/her behaviour is unacceptable.
Remember
Confidentiality will be respected at all times unless you say otherwise.
You may stop or start at any point in the grievance procedure. In all cases the person dealing with
the complaint will not take any action without your permission.
Students may involve parents at any stage.

Outcomes of harassment
St Martins Lutheran College views harassment as a serious matter and offenders will be dealt with
under the College behaviour management policy. However, the primary aim of any intervention will
be to restore positive relationships, to heal hurt and to establish a renewed understanding of our life
together in a Christian community.

Students may involve parents at any stage
Solving the problem at school level is often easier and more efficient. However, it must be realised
that this anti-harassment policy is not just a school-based matter. It is based on the Equal Oppor-
tunity Act, 1984 (SA) and the Federal Sex Discrimination Act 1984. Consequently, ongoing harass-
ment may lead to the involvement of the policy if the problem cannot be resolved at the school level.

Definitions
Harassment is ongoing and deliberate activity which negatively affects a person’s well being, self
confidence, work or relationships with others. It is totally against the ethos of St Martins and may al-
so be against the law. Harassment can be face to face, in writing, via a third person or through elec-
tronic means.
Harassment can include bullying, racism and sex based harassment.

Bullying includes:
• Physical bullying such as pushing, hitting, spitting or damaging the property of others.
• Verbal bullying, such as repeated ‘put downs’, name calling, ridiculing, threatening or spreading
rumours.
• Gesture bullying, such as making rude or threatening signs
• Extortion bullying, such as demanding money, food or other belongings.

Racial harassment includes:
Deliberate or repeated racist comments, gestures, or any other conduct which hurts people based
on their nationality, country of origin, colour of skin, ancestry or any related beliefs or behaviours.

Sex-based harassment includes:
• Sexist harassment – behaviour which insists that gender stereotypes be maintained and exer-
cised in the school or work place.
• Sexual harassment – sexual behaviour which is deliberate, uninvited, unwelcome, and usually
repeated and which is perceived by the recipient to be embarrassing, offensive, demeaning or com-
promising.
• Sexual assault – a term which covers a number of criminal offences.

Harassment of any kind is unwanted and unwelcome.
SPORT - Codes of Behaviour

For Players:
- Be a good sport
- Play for enjoyment
- Work hard for your team as well as yourself
- Treat all team mates and opponents as you enjoy being treated yourself
- Play by the rules
- Cooperate with team and game officials
- Control your behaviour on and off the field
- Learn to value honest effort, skilled performance and improvement
- Behave in a manner that respects the rights of others regardless of mediums of communication used, eg. Digital mediums such as Twitter, Facebook, email and text

For Teachers and Coaches:
- Set a good example for your players
- Encourage and create opportunities
- Teach a wide range of team skills
- Ensure that the sport is appropriate for the age group and the skill development level of the players involved
- Teach your players to be friendly towards officials and opponents
- Give all interested students a chance to participate in training and in games
- Remove from the field of play any of your players whose behaviour is not acceptable
- Keep your own knowledge of coaching and the developments of the game up to date

For Parents:
- Encourage participation by your children
- Provide a model of good sporting spirit for your child to copy
- Be courteous in your communication with players, team officials, game officials and sport administrators
- Encourage honest effort, skilled performance and team loyalty
- Make any new parent feel welcome on all occasions
- Do not interfere with the conduct of any events

For Spectators:
- Demonstrate appropriate social behaviour
- Remember children play for enjoyment. Don’t let your behaviour detract from their enjoyment
- Let game officials conduct events without interference
- Support skilled performances and team play with generous applause
- Demonstrate respect for opposing players and their supporters

St Martins Lutheran College is strongly committed to maintaining the highest standards of fair play. The codes of conduct for coaches, spectators, officials, participants and parents are to be encouraged. It is expected that every person representing St Martins Lutheran College will be excellent ambassadors.
FAQ’s

What time are children expected to be at school?
Students should arrive no later than 8:40am for an 8:45am start

When is the uniform shop open?
See page 10.

What are the College office hours?
8:30am - 4:30pm

What time does school finish at the end of term?
See page 4

Do you have After School Care?
Yes, from 3:15pm - 6:00pm. Vacation care and pupil free day care are also available.

How can parents volunteer at the College?
Canteen, library, classrooms, grounds, sports assistance, PALS. All volunteers working with children must have a current police clearance. A volunteers’ policy is available for interested parents.

Who should I see if I have a concern?
F - 6: Robyn Teakle (Head of Primary School)
7 - 12: Damien Bradley (Head of Secondary School)
F - 12: Dianne Eckermann (Principal)

When is the canteen open?
The canteen is open at recess and lunch each day. Lunch orders must be placed by students in the class lunch box by 9:30am.

When will I receive reports about my child’s academic progress?
See page 13

What should I do if my child is unwell?
See page 9

Can my child take Panadol or other analgesics at school?
The College cannot provide these medications to students. If your child may need Panadol during the school day it must be provided from home and cannot be shared with other students.

Can town students use the College buses?
In general priority is given to students who live out of town for College buses. If spaces are available it may be possible to negotiate a seat.

Where do I get bus tickets for the City buses?
On the bus or at the City Council office.

Who do I see about Learning Support?
The Learning Support Coordinator, Brenda May, can be contacted at the College Monday - Wednesday.

Who do I see about instrumental music lessons?
An application form to apply for music lessons is available from the main office or contact Mr Walther.

What languages are taught at St Martins?
Chinese (F - 12) and German (7 - 12)