

Secondary Handbook 2024



Reimagine Life's Possibilities

Table of Contents

Vision and Mission	1	Music	9
Welcome	2	Pastoral Care	9
Term Dates	4	Pathway Subjects	9
Our History	5	Responsibility of Learning	10
General Information	5	Reporting	10
Assembly	5	Riding of Bikes, Scooters and Skateboards	11
Assessment	5	Stationery	11
Buses	5	Student Leaders	11
Camp	5	Uniform	12
Communication with Students	5	Valuable Items	12
Computer/Internet Usage	6	Work Experience	12
SASC and Chaplain	6	Student Behaviour	12
Daily Routine	6	Classroom Management	14
SEQTA Learning Management System	6	Expectations	15
Extra Curricular Activities	6	Curriculum Pathways Year 7 to 10	16
Education beyond Year 10	6	Fees	17
Homeroom Groupings	7		
Consolidation and Enrichment	7		
Late Arrival	8		
Leaving School during the day	8		
Library	8		
Lockers	8		
Lost Property	8		
Making Phone Calls	8		
Medical and First Aid	8		
Mobile Phones and Electronic Devices	9		



Vision and Mission

Our Vision

To be a transformational Christian learning community.

Our Mission

To provide the highest quality Christ-centred education that prepares and equips students for life.

Our Core Values

FAITH, HOPE and LOVE. But the greatest of these is LOVE. — 1 Corinthians 13:13

Faith — Faith comes from hearing and trusting the message about Jesus.

Hope — Hope is the knowledge that this world is not all there is, looking forward to Jesus return.

Love — We are to love others deeply and put others before ourselves.

Our School Values

Courage — The determination and resilience to get up and go again.

Integrity — Doing what is right, even when no-one else is watching.

Respect — Showing honour and consideration by putting others before ourselves.

Welcome to Emmanuel

Head of Secondary

The secondary years at Emmanuel Christian School involve Parents, teaching, and support staff working together in partnership to ensure each child receives high quality Christian education. As a Christian School, the example of our Lord Jesus is fundamental to relationships, and the daily life and functioning of the School.

Emmanuel has a strong commitment to maintaining and enhancing a caring Christian community. This means demonstrating respect, honour, and care for each other, accepting and including all members of the community and desiring to do our very best in all aspects of school life. Our Secondary Staff recognise and seek to develop and nurture the unique potential of each child. We provide a comprehensive academic program which is designed to meet the needs and interests of all students.

We recognise the important role of Parents in the lives of their children, and believe that God has entrusted to them the privilege and responsibility of determining the education of their children. At Emmanuel, we work in partnership with Parents to equip children to take their place in God's world.

Should a student encounter any kind of difficulty, they are encouraged to ask for help. Teachers and office staff are committed to helping all students enjoy their time at school, and ensuring that they feel valued and supported. If students require further assistance, our Student Agency Support Coordinator (SASC) and school Chaplain are available. I trust that you and your child will settle into the environment at Emmanuel quickly, and the details contained in this handbook will be of assistance to you.

I encourage you to make the most of the opportunities afforded to you by Emmanuel Christian School. It is our hope that all students will find their time at Emmanuel challenging, exciting, and enjoyable.



Drew Roberts
Head of Secondary

Head of Teaching and Learning

The Head of Teaching and Learning is responsible for raising student achievement, improving the quality of teaching and learning across the School, and collaborating with key staff to continuously improve a seamless progression of educational programs from Primary School to Secondary School, consistent with the Schools's strategic plan, Vision, Mission, and Values. The Head of Teaching and Learning has a particular responsibility to support the School's mission "To provide the highest quality Christ-centred education that prepares and equips students for life." This position has a strong emphasis on the implementation of best practice in all areas of pedagogy, learning, and curriculum. A personal and professional commitment to continual school improvement is a key component of this position, ensuring the School continues to build on strong academic outcomes and the provision of Christian education.



Susan Vale
Head of Teaching and Learning

Head of Student Development

The Head of Student Development at Emmanuel Christian School works collaboratively with colleagues, families, and the school community, to facilitate learning by students in Years 7 through to 10. The Head of Student Development brings a Christian worldview to bear on the various aspects of the position, and participates fully in the spiritual life of the School. The Head of Student Development is also responsible for improving the culture within the School and, is tasked with overseeing the behavioural management of students in Years 7 to 10. Whilst discipline is at times necessary, the development of student character remains the focus for redirecting behaviour in a positive manner. The Head of Student Development works to inspire enthusiastic practice to fully and effectively achieve goals in line with the strategic direction of the School.



John Aldridge
Head of Student Development



Term Dates For 2024

A more comprehensive list of dates is available via the calendar on our website.

Please visit emmanuel.tas.edu.au/calendar

Term One commences

Public Holiday (Regatta Day)

Public Holiday (Eight Hour Day)

Term One concludes

Monday 5 February

Monday 12 February

Monday 11 March

Friday 12 April

Term Two commences

Public Holiday (King's Birthday)

Term Two concludes

Wednesday 1 May

Monday 10 June

Friday 5 July

Term Three commences

Student free day

Term Three concludes

Wednesday 24 July

Friday 6 September

Friday 27 September

Term Four commences

Public Holiday (Hobart Show Day)

Student free day

Term Four concludes

Monday 14 October

Thursday 24 October

Friday 25 October

Wednesday 18 December

Our History

The School was established in February 1979 as a sister campus to Calvin Christian School, Kingston, Tasmania. Secondary education commenced at Emmanuel in 1988. Emmanuel formed its own Association in 1989. In 2001 Emmanuel joined the Association of Christian Schools Tasmania (CST). Emmanuel maintains close ties with other Parent-Controlled schools throughout Tasmania and Australia. You can learn more about CST at cst.tas.edu.au

General School Information

Assemblies

Each week there is a Secondary assembly in the Performing Arts Centre (PAC) where information is shared and student achievements are recognised. Year groups and student leaders are rostered on to organise these assemblies and present news and devotions. Dates and times for whole school assemblies are placed onto the school calendar. Parents are always welcome to attend any of these gatherings.

Assessment

In all subjects, formative assessment tasks will be undertaken during units, and generally a summative piece of work will be submitted at the end of a unit. These assessment tasks may take many shapes and forms. For example: class reports, tests, research assignments, group presentations, and poster displays. For Australian Curriculum subjects, each student's achievement is measured against the achievement standard for that Year level. In non-Australian Curriculum subjects, criterion based assessment is used. Achievement is always based on what an individual student can do, rather than on their position in a class group.

Buses

Timetables and routes for school buses are available via the [school website](#). The timetables list the time and place of arrival for both before and after school trips. Buses travel into the school bus zone to deliver and collect students, which enables good staff supervision. Good behaviour is required on the buses at all times, as students represent Emmanuel at all times when in their school uniform.

Camp

We consider camp an essential part of the Secondary school curriculum. The activities undertaken on camp provide students and staff with the opportunity to 'get to know' each other and develop a sense of belonging in a relaxed and informal atmosphere.

Communication with Students

Every attempt will be made to pass on messages to students following recess and lunch breaks, and immediately prior to the end of school. Unless urgent, please keep messages to students to a minimum. Please do not contact students on mobile phones during school hours. Please contact the School office to pass on messages.

Computer/Internet Usage

All students have access to computers and the internet at Emmanuel. Students are issued with a password and email account, which is exclusively for the use of the Student to which it is issued. Before students are permitted to use the school provided laptops and the internet, they are required to read sign the **Device and Internet Policy**. This can be found at emmanuel.tas.edu.au/parents.

SASC and Chaplain

At Emmanuel we recognise that teenage students face a number of issues involving relationships, peer pressure, coping with stress and preparing for life beyond school. Home Room, School camps, activity days, Bible class, and the Health courses seek to address and discuss many of these issues from a Christian point of view. In addition students are encouraged to seek assistance and advice from the School Chaplain and the SASC. Both of these people are available to help students work through problems and difficulties that may arise from time to time. Students can make appointments to see the counsellor and chaplain via the Head of Secondary.

Daily Routine

The school day is divided into 7 teaching periods. Regular subjects run for either a single or double period, with Pathway subjects for Year 9/10 students running for three periods. A Homeroom Care period takes place at the beginning of each day. This time is used for sharing of notices, pastoral activities, health work, study time, and silent reading. Individual Timetables are handed out to students on the first day of school.

SEQTA Learning Management System

SEQTA Learn is the student Learning management portal. Students are able to see their timetable, the work assigned for each lesson, and the due dates for set homework. Parents are also able to access this information via the SEQTA Engage parent portal. Parents can access this at engage.cst.tas.edu.au. Login details can be obtained via the School Office.

Extra Curricular Activities

A number of activities are offered for students to participate in throughout the year. Those which take place on a regular yearly basis are listed on a separate activities selection form. Students can indicate their interest on the selection form and further detail is provided to them closer to the activities taking place. Activities include: Mathematics, History and Science competitions, a swimming carnival and triathlon, plus robotics and theatre sports events.

Education beyond Year 10

Emmanuel students are assisted in preparing for their continuing education at senior secondary schools and colleges. Our sister school, Calvin Christian School in Kingston, has senior classes for Year 11 and 12. Christian Schools Tasmania offers a discount in fees, and transport support for Year 10 graduates from Emmanuel who continue their studies at Calvin. Information is provided to students about Year 11 course options, and opportunities to attend college open days and information evenings. Guest speakers are also invited to Emmanuel to talk with students about the opportunities open to them for further study in Year 11 and beyond. Vocational guidance and three days of Work Experience are also available as part of the Year 9/10 Health course. To find out more visit calvin.tas.edu.au/senior-secondary.

Homeroom Groupings

When pupils enter Emmanuel Secondary School, they are placed into a Homeroom care group. Homeroom teachers take responsibility for overseeing matters such as communication with families, attendance, student welfare, reporting, and any matters of individual concern.

In 2024, we will have Homeroom in Year groups, the following teachers will oversee each year group:

Year 7	Angela Reiher, Jacob Rugless and Dean Prentice
Year 8	Sue Newitt and Luna Zhao
Year 9	Isaac Townsend and Winnie Kapofu
Year 10	Susan Vale and John Aldridge

Homeroom time runs for twenty minutes at the start of the day. This time is regularly used for attendance, notices, and devotions. It may also be used for delivering health topics, study time, or silent reading.

Consolidation and Enrichment

Consolidation and Enrichment are the important and valuable part of the School curriculum. Consolidation and Enrichment mean all work done outside class time, including music practice, reading novels or other materials for English, Mathematics, Science and Humanities, revision for tests as well as set work such as writing up notes, doing a drawing, or completing assignments. It is important that students learn to organise their time well and use it effectively. To encourage good use of Consolidation and Enrichment time, Parents should ensure their children have adequate facilities set up at home, and regularly check on their child's progress. The Consolidation and Enrichment timetable is provided to students as a guide for their studies.



Late Arrival

If they are arriving after 8.45am, students are required to go to the front office so that their attendance can be noted and a late pass obtained. This late pass should then be passed on to the teacher when they arrive in class. Parents should accompany their child to sign in at the front office (or send a note) if they are arriving after 8.45am.

Leaving School during the day

If it is necessary to leave the School for a valid reason such as a doctor's appointment, then a note from home confirming the details should be shown to the Head of Secondary. On departure, the student must sign out at the front office and sign back in when they return.

Library

The Emmanuel Library is available for student use during recess and lunch breaks each day. The Librarian is always keen to assist students in making good reading selections, and helping them locate any research materials they require. Library time is allocated during Humanities classes for the selecting and loaning of books, and for silent reading.

Lockers

Emmanuel provides a named lockable locker for each student in the Secondary School. The lockers are to be used to store bags, books, and other equipment. A lock is allocated along with the locker, and should be used to keep the locker secure at all times. Other groups share our facilities during the week, so it is important that lockers remain secured. Students are expected to organise themselves to collect items from their lockers before school, recess, lunch, and then after school. There should not normally be any need for students to go to their lockers between lessons.

Lost Property

Any enquiries about lost property can be made at the School office. A basket of items is located inside the School office. Clear and permanent naming of any item brought to school, assists in its speedy return.

Making Phone Calls

Only short (essential) calls are permitted during school hours. Permission must be sought from the Head of Secondary before the call is made. Students should not be contacted at school, by mobile phone, during school hours. Please use the office for all communication with students.

Medical and First Aid

Students should report to the office if they are sick, so that qualified First Aid staff can respond appropriately to their needs. They will be provided with initial care until Parents have been contacted and if necessary, to make arrangements for collecting the Student from school. Students are not expected to attend school if they are unwell. Office staff will indicate if a medical certificate is required for multiple days of absence due to illness.

Mobile Phones and Electronic Devices

There are many benefits associated with the use of mobile phones and electronic devices within our society, and where appropriate, we will endeavour to engage with these uses at Emmanuel. However, because of potential interruption to classes, managing outside influences during the school day, and concerns regarding security, harassment, and bullying, we ask that students abide by our Mobile Phone/Electronic Devices Policy agreement.

Those students who bring a phone or device to school, must first sign this agreement regarding appropriate use of their device at Emmanuel. Unless requested by a teacher, all electronic devices are to be left off, and in the student's bag in their locker. Exceptions will be at the discretion of the Principal or Head of Secondary. Students are not permitted to access the electronic device or answer incoming calls or text messages. Parents who wish to contact students should do so through the School office. The School provides Laptop computers to Year 7, with the expectation that it will be used for their time at Emmanuel.

Music

Emmanuel provides students with the opportunity to learn a musical instrument outside of the normal music program. Tuition is in small groups or individually, and classes are held before, during, or after school. The itinerant program is designed to complement the School music program. The cost of tuition is in addition to other school fees, and is paid directly to the tutor. Further information can be gained from the Music Coordinator.

Pastoral Care

Emmanuel is committed to the wellbeing of each young person at school. Every student is appreciated as a unique person with God given abilities to be encouraged and developed. Each student in the Secondary School enjoys caring support from his or her Homeroom teacher. In addition to marking the roll, and assisting with passing on necessary information to students, Homeroom teachers also take daily devotions. The Homeroom teacher should be viewed by students as their first point of contact when seeking information and/or assistance. All Homeroom teachers are assisted in their task of pastoral care by the Head of Student Development. The Head of Student Development should be seen by students as someone from whom they can seek assistance as the need arises.

Pathway Subjects

In Years 9 and 10, students undertake Pathway option subjects (three each semester), which are intended to extend them in areas of particular interest or giftedness. The Pathway options offered from year to year depend upon the staff available, and the student selections. The current Secondary Course Handbook is available to download at

emmanuel.tas.edu.au/parents.

Responsibility for Learning

All students are encouraged to take increasing responsibility for their own learning. Part of this responsibility is making regular contact with their subject teachers to seek assistance when difficulties are experienced. This may occur during normal class time, but may also occur before school, during recess, lunch, or after school. It is advisable to make an appointment to see a teacher in advance, as they may be committed already. If a student is absent from school for a day or part thereof, it is a student's responsibility to catch up on any work that has been missed. This can be done by checking with a classmate, or consulting with the subject teacher. If students fail to submit an assessment task by the due date and do not have an acceptable reason, marks may be deducted in order to be fair to those who have completed the work in the allotted time frame. Meeting due dates is considered to be part of successfully completing a task. All work must be exclusively that of the person/s being assessed, unless the course requirements/outcomes or the ability level of the student necessitate some variation. Extensions of time for completion of tasks may be granted, under appropriate circumstances, by the teacher. These extensions must be arranged prior to the due date. Teachers may require students to use lunchtime to complete tasks or catch up with work.

Reporting

The following methods of reporting are currently used within the School: Interim reports; continuous reporting; Incidental reporting. Feedback and results are released through the learning management system 'SEQTA Learn' as they are completed.

Interim Reports

Students are sent a brief summary of their progress and attitude in Term 1. This report covers all subjects and give teachers the opportunity to ask parents or carers to contact them where there appears to be problems with settling into school. A interim report for all Years is sent home in Term 1.

Continuous Reporting

For continuous reporting, our expectation is that staff will release a minimum of two summative assessments per term. These assessments should include a written feedback comment that includes three main points.

Where am I going? (What goal am I trying to achieve?)

How am I going? (Is my work at standard?)

Where to next? (How can my current work be improved?)

The written feedback will be released prior to the overall grades being given. This will allow students to be able to engage with the teacher's feedback and self-reflect on their efforts.

A summary report will be sent home at the end of each semester, which will reflect marks, based on the Continuous Reporting comments.

Incidental Reporting

Parents are encouraged to discuss their child's progress with school staff at any time. Should a staff member have concerns regarding an ability, attitude, or application of any student, they will communicate this with the Parents, most often through the diary or a phone call.

Riding of Bikes, Scooters and Skateboards

A bike rack is available for student use. Any bike ridden to school must be locked to the bike rack. Students may not ride the bike during school hours. Helmets must be worn at all times. This also applies to scooters and skateboards. Students should walk with their bikes in the School grounds.

Stationery

At the beginning of the school year, the School supplies each student with basic stationery supplies, including exercise books. Items that can be recycled, like folders and display folders, are not reissued each year, but it is expected students will use them over a number of years. Subject teachers will issue textbooks, as they are required. It is the responsibility of students to take all reasonable steps to ensure that they care for these texts and that they are kept in good condition.

Student Leaders

Nominations and applications for Student Leaders are made in Term 4 each year. Students may apply to be in leadership in one of the following roles: School Captain (Year 10 only), Student Leader, House Captain, or member of the Pastoral Team. Further details about these roles can be found on the application form, available from the Head of Secondary. Applicants are interviewed by the School Chaplain, Head of Secondary, and Principal. Successful applicants are then voted in by the Secondary staff and students, to fill the roles in the following year. Numbers of positions are not set on the leadership team, but are filled according to the skills of the successful applicants.

Student Leaders represent their classes at regular meetings with staff, and undertake many other duties during the year. We see a continual growth in the strength of our Student Leadership program each year and encourage new students to consider how they could also make a contribution as a Student Leader in the future.



Uniform

Students must wear the approved school uniform. On Physical Education days, approved sports uniform should be worn. Students may wish to change into their formal school uniform at the end of the Physical Education lesson, during the recess or lunch breaks which immediately follow these lessons. Students are required to bring a note from home if they are unable to wear the correct uniform. Parents will be notified if a student is consistently out of uniform, as the correct wearing of uniform is agreed to as part of the enrolment agreement made with each family. For more information on matters relating to uniform, please download the Uniform Policy at emmanuel.tas.edu.au/parents.

Valuable Items

In some circumstances, it is necessary for students to bring valuable items or larger sums of money to school. These should be taken to the front office for safe keeping during the day and not be left in bags or lockers.

Work Experience

Three days of work experience are arranged for Year 10 students. This provides them with an opportunity to explore future career paths linked to areas of interest or giftedness. Students are encouraged to begin planning for their work experience at the start of the year. Placements usually take place in the week of the Hobart Show.

Student Behaviour

Every student has the opportunity to develop appropriate behaviour, which allows them to work harmoniously in the various situations in which they find themselves in the School environment.

The following is an extract of the Behaviour Management policy:

Biblical Context

Hebrews 12:11 – No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.

Proverbs 22:6 – Start children off on the way they should go, and even when they are old they will not turn from it.

Our school must be a safe, caring, and orderly learning environment, in which the rights of all students to learn and all teachers to teach must be supported.

Beliefs

The greater the consistency of approach to discipline between teachers, the better they are able to support each other, students, and their Parents/Carers.

- Good behaviour management is based on rules that are maintained consistently. The classroom management plan is for all students, and operates fairly and predictably for them.
- Appropriate behaviour applies equally to out of lesson times such as recess, lunch, on buses travelling to and from school, and on excursions and camps. Recess/Lunch and after school detention systems are in place to provide consequences in such circumstances.
- Students should accept responsibility for their own behaviour. Behaviour occurs as a result of choices, conscious or unconscious, which are based on the student's perception of the best way to satisfy a particular need. In our classrooms at Emmanuel, we display behaviour expectations, and students will be helped to meet these through consistent approaches.

Rights

At Emmanuel, all students have the right to learn.

- Inappropriate behaviour requires a response which supports the rights of students who want to learn, supports the rights of teachers to teach, and offers the students involved a chance to learn how to make a more appropriate choice in the future.
- We consistently; refer to classroom rules and Emmanuel's school values, provide students with the opportunity to behave appropriately, use consequences that are previously understood by students, apply consequences firmly but without the use of physical or verbal aggression, use senior staff to remove an unwilling student from a class.
- Students should not be allowed to engage in behaviour that is not in the best interest of themselves, or the best interests of others.

Conduct

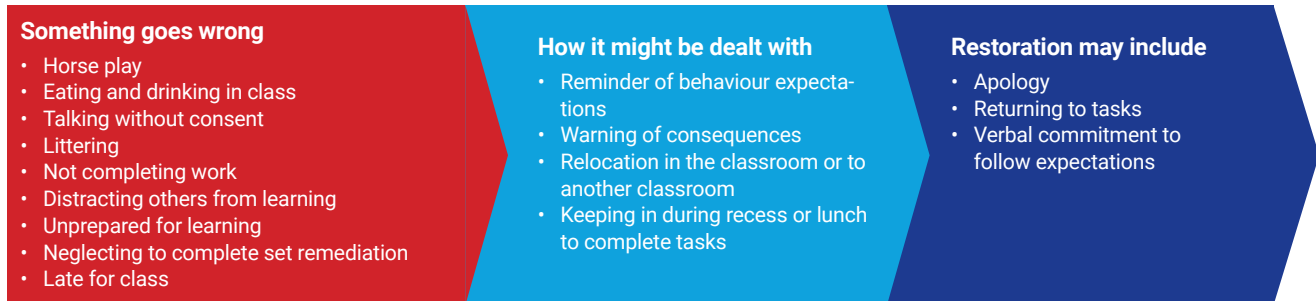
It is expected that students will show respect, honor, care, concern, and consideration for all members of the School community and that they will take pride in their work. Discourtesy, disrespect, bad language, and lack of self-control all detract from the positive culture of Emmanuel, and set a poor example to others. The School endeavors to train students to love and accept others, and to accept responsibility for their own conduct. Emmanuel has in place Positive Behaviour for Learning Guidelines, which outlines the steps that will be undertaken if a behaviour incident/infringement occurs. Parents will be contacted by teachers if there are any unresolved issues in subject classes. Homeroom teachers will contact parents if any pattern of poor behaviour occurs in more than one subject. Individual class teachers should always be approached with concerns before any matter is referred to the Head of Student Development or Head of Secondary. The Head of Secondary will work with students to help them take responsibility for their behaviour and the consequences. Students will be encouraged to take steps to restore the situation.

Classroom Management

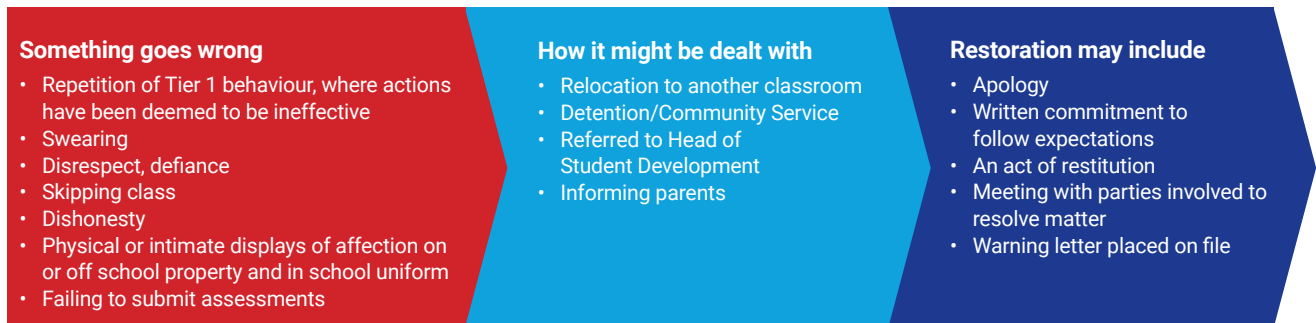
Teachers will display the common classroom expectations in their classrooms. They will also discuss their classroom behaviour management plan at the commencement of the semester/term/year, and as required.

When a student behaves inappropriately, the following flowchart is used to manage student choices:

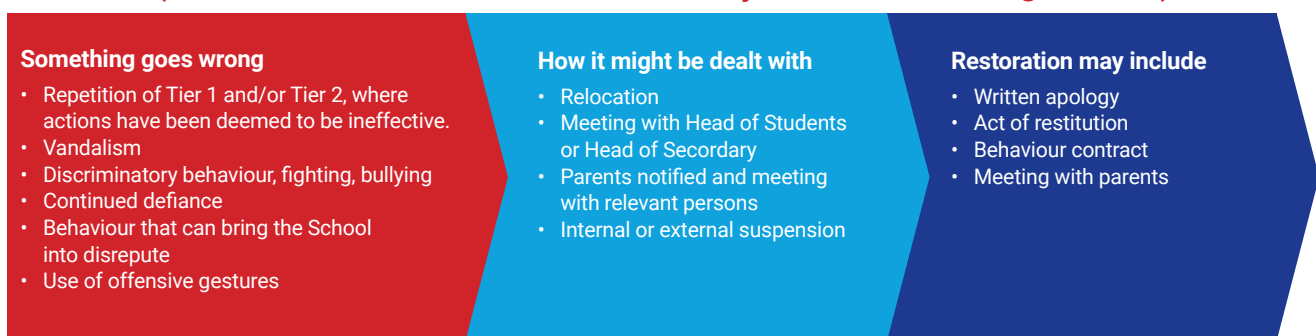
First Tier



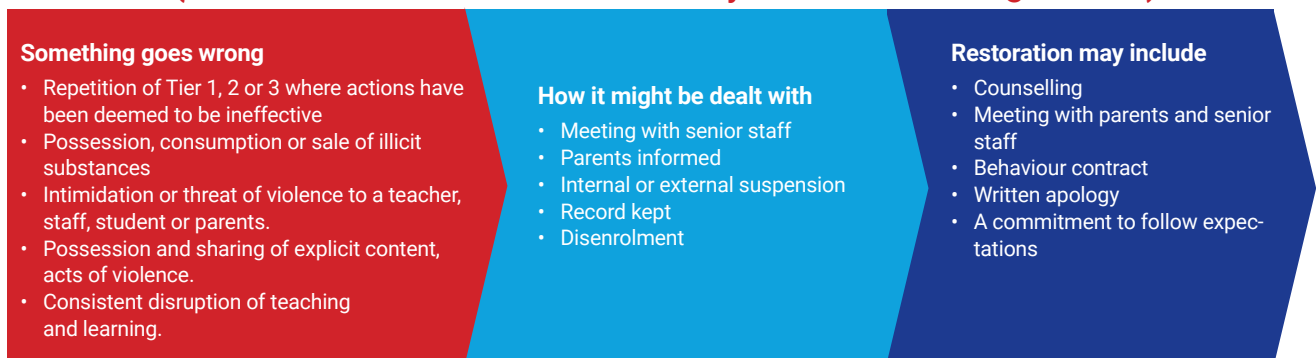
Second Tier (If First Tier behaviour continues or my actions are at a higher level)



Third Tier (If Second Tier behaviour continues or my actions are at a higher level)



Fourth Tier (If Third Tier behaviour continues or my actions are at a higher level)



In the event of a serious incident occurring, immediate relocation, suspension, or expulsion may be necessary.



Expectations

Work Completion at Emmanuel Christian School

The completion of student work at Emmanuel Christian School forms the basis of student's achievement, and is vital in the development of their learning. Completion of assignments is the Student's responsibility, and needs to be done by the due date. If work cannot be completed, extensions can only be given where the reason for the extension is clear, can be validated, and there is evidence the Student has made some progress with the work. The extension must be negotiated before the deadline expires. On occasions there will be assessments where no extensions will be given.

Consolidation and Enrichment Guidelines

Consolidation and Enrichment refer to tasks given to students by their teachers, to be completed outside of usual lessons. Common Consolidation and Enrichment activities may be reading or preparing for work to be done in class, or practising and completing tasks or activities already taught or started in lessons, but it may include more extended activities to develop inquiry skills or more directed and focused work, such as revision for exams.

Curriculum Pathways Year 7 - 10

Core Subjects

Year 7 and 8

English
History
Geography
Mathematics
Science
Biblical Studies
Health & Physical Education
Digital Technologies
Drama
Design Technologies
Visual Arts
Home Economics
Music
Languages other than English (LOTE)
Study

Year 9 and 10

English
History
Geography
Mathematics
Science
Biblical Studies
Health & Physical Education

Year 9/10 Pathway Subjects

The Course & Pathways Handbook has more information on available courses. Only those courses which attract sufficient numbers can be run in any given year. Please refer to this booklet for more information. You can download a copy of the The Course & Pathways Handbook at emmanuel.tas.edu.au/parents.

Fees

A comprehensive list of Emmanuel school fees, including family discounts, can be found at emmanuel.tas.edu.au/fees

School fees will be invoiced from the Christian Schools Tasmania office in January, or at the commencement of enrolment. Fees cover general tuition costs, including stationary, excursions, swimming program, and performances. There may be additional charges for other items such as camps. Uniforms are purchased by parents directly from the School's uniform shop.

Payment plan required

Parents are required to set up a payment plan to clear their school account by the end of December each year. Preferred payment methods are direct debit, credit card, or Centrepay. Payments may be made weekly, fortnightly, monthly, by term, or by year.

Payment assistance

If parents have difficulties meeting school fee obligations, they are invited to enquire about our Fee Assistance program. We are committed to doing what we can to support you in your commitment to Christian education.

Notice of withdrawal

Ten school weeks' notice is required, in writing/email, to the Principal if a student is to be withdrawn. Fees will be payable for the full ten week notice period. This notice period is essential to allow us to make employment commitments to teachers, and to plan the educational program for the year ahead.

Questions and contact

To discuss any of these matters further, please feel free to contact us or visit emmanuel.tas.edu.au/fees



1 Chipmans Road, Rokeby 7019

+61 3 6247 8476

admin@emmanuel.tas.edu.au

emmanuel.tas.edu.au