

# INFORMATION for *Parents*

2026



## Downlands College

TOOWOOMBA QUEENSLAND AUSTRALIA



# Mission



*At Downlands, we strive to follow the vision of Jules Chevalier, Founder of the MSC, who wanted to make known the Gospel message of God's love and care for all men and women and to evoke a response in every human heart.*

*The Downlands College community recognises a commitment to know and proclaim God's love. We value truth, learning and respect for the individual as essential features of the education process. In the search for truth, Downlands encourages students to integrate faith with life.*

## Our Patron



Patron of Downlands  
The Most Reverend Ken Howell DD SLL  
Bishop of Toowoomba

## Missionaries of the Sacred Heart at Downlands in 2025

Father Vince Carroll and Father Chung Tran are the Missionaries of the Sacred Heart Priests at Downlands.

We are truly blessed to have College Chaplin, Fr Chung Tran MSC, and Fr Vince Carroll MSC (Downlands Past Student 1954-56) with us at Downlands.



## The Downlands Prayer

Lord, be with us in our studies that we may master the difficulties and be formed by wisdom and knowledge.

Be with us in our sport, that we may win without boasting, lose without begrudging.

Be with us in our leisure time, that our pleasures bring us no shame, but rest to our bodies, peace to our minds.

Be with us with our friends, that we may be ready to help whatever the cost, bring happiness wherever we go.

Be with us in the Chapel, that we pray and listen and worship and let you guide our lives.

Lord, make us strong in faith, courageous to follow your call, true to you, to Downlands, to ourselves. Amen.



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## Downlands College Office Hours

During term time College Office hours are 7.45am - 4.00pm

During holidays the College Office is open 8.00am – 4.00pm

The Downlands College Office will close for the Christmas / New Year break at 12noon on Friday 18 December 2026 and will re-open on Monday 4 January 2027

## Please install the **Downlands College App**

*Details correct at time of printing.*

*Dates subject to change.*

*Downlands reserves the right to make corrections and/or additions to the Information Booklet at any time.*

## Daily Timetable

### School Hours Monday - Friday

School begins	8:30pm
Home Group (Houses)	8:30am - 8:45am
Period 1	8:48am - 9:48am
Period 2	9:51am - 10:51am
Early Lunch (40 mins)	10:51am - 11:31am
Period 3	11:34am - 12:34pm
Period 4	12:37pm - 1:37pm
Late Lunch (20 mins)	1:37pm - 1:57pm
Period 5	2:00pm - 3:00pm
Classes conclude	3:00pm

*In instances where a special event occurs, the College may employ a six lesson day with adjusted times*

## Our Ethos

The Missionaries of the Sacred Heart are an Order of religious Priests and Brothers founded by Father Jules Chevalier at Issoudun, France, in 1854.

Jules Chevalier had a vision of a new world emerging and he wanted to make known the Gospel message of God's love and care for all men and women and to evoke a response in every human heart. He especially valued love, concern, compassion, understanding, respect and acceptance of every individual.

His vision was based on the words of Jesus:

**"I give you a new commandment, love one another. Just as I have loved you, you also must love one another. By this love you have for one another, everyone will know that you are my disciples."** [JoA 13:34 ff]

The Missionaries of the Sacred Heart (MSC) believe that nothing is more important than the saving power of God's love. The MSC believe if people come to experience the love, gentleness, kindness and compassion of God, then they will have hope, meaning and purpose in their lives.

The initials MSC come from the Latin: Missionarii Sacratissimi Cordis. The Priests and Brothers of the Missionaries of the Sacred Heart are known as MSC.

## Our College Badge

The Downlands Badge consists of a horizontally-divided field in College colours: royal blue and cardinal red.

The upper of the shield carries a gold gryphon, and the lower half bears the Maltese Cross of the state of Queensland.

The shield is surmounted by the heart crest with the letters SHC (Sacred Heart College) supported by ram's horns and ears of wheat, to symbolise the College's setting in the Darling Downs.

The gryphon emblem (half eagle, half lion) embraces the strength of the bird and animal kingdom and, together with the Cross, proclaims in simple design, the motto of Sacred Heart Colleges:

**Fortes in Fide - Strong in Faith.**



## Downlands Houses

Each House is named after a contemporary of Fr Jules Chevalier MSC, all of whom were his loyal friends and are significant as co-founders of the Missionaries of the Sacred Heart. There is a thread linking the badges - on each there is a flame, a symbol of ardent faith/hearts on fire and strong in faith; the Christian symbol of the cross calls us to the message of Jesus in the Gospel - to love one another; and the path through the stylised heart on each badge recalls for us the journey of faith and love towards what is true in life, while also reminding us of missionary travels to spread the MSC spirit and Gospel message.

### Jouët, Victor

(b. Corsica, d. 1912)

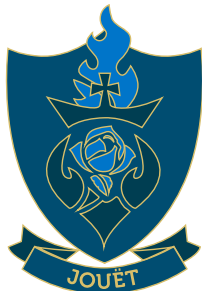
Fr Jouët is remembered as being exuberant and energetic, highly intelligent, enthusiastic, a person of great personal charm/graciousness who was capable of conquering insurmountable obstacles. He was steadfast/loyal, wise (he knew when to act and when to wait), and a person noted for his selflessness and concern for others, always putting them first.

Fr Jouët had a special devotion to Mary, Our Lady, having instituted the annual procession in honour of Our Lady of the Sacred Heart in Issoudun.

Blue is the colour for Mary

Rose - hope, joy

Crown - sovereignty, Mary Queen of Heaven



### Piperon, Charles

(b. France d. 1915)

A man of resolute spirit, moral strength and resilience, he was also virtuous and is remembered for his charitableness to others, his goodness and affability (warmth, kindness, courtesy).

Fr Piperon was never angry, impatient or ill-humoured.

He worked steadfastly and quietly in the background, never seeking glory for himself.

Lamb - a symbol of meekness, gentleness, a humble heart, as well as a symbol of faith and zeal (Lamb of God)

Purple - combines wisdom, humility, dignity, devotion and peace

**ECCE AGNUS DEI** (Behold the Lamb of God)



### REGINA CAELI LAETARE

(Queen of Heaven be glad/rejoice)

### Treand, Pierre Marie

(b. Switzerland, d. 1926)

First Australian Provincial, Sydney 1905. A man of great humility, courage and determination, Fr Treand was always spoken of with a great respect, awe and reverence by those who knew him. He was an excellent retreat-giver, spiritual guide and counsellor.

Stylised Australia, with hints of 'heart'

Dove and olive branch - symbols of - wisdom, good counsel, peace, love, pastoral care, messenger (over the seas from France to Australia); the biblical dove (Noah's Ark) flew across the waters

Red - colour of the dove when representing the wisdom and inspiration we draw from the Holy Spirit

**ITA MISSA EST** (Go forth/you are missioned/sent)



### Vandel, Jean Marie

(b. France, d. 1877)

Fr Vandel enjoyed great respect and the affection of all those amongst whom he worked. He is remembered for his humility, compassionate kindness, piety/holiness, patience, natural modesty, wisdom and his immense sense of gratitude for all in life. He is sometimes known as a

'quiet light' for his steady strength, resilience and consistency.

Fr Vandel founded the Apostolic School for boys wishing to become MSC, of whom there were 150 in its first year of opening in 1867 at Chezal-Benoît, close to Issoudun in France.

Open book - learning, knowledge, truth

Hands - strength, action, faith, prayerfulness

Green - hope and new life (young MSCs emerging from the Apostolic School)

**ORA PRO MUNDI** (Pray for the world)



## MSC Schools

Downlands College is one of four MSC schools in Australia.

- Daramalan College, Canberra ACT
- Chevalier College, Bowral NSW
- Monivae College, Hamilton Vic



**Founded in love and built on love, MSC schools offer a vision of hope for humankind, one to which all their members can contribute as they grow strong in faith.**

*MSC Vision of Education*

Downlands College was founded by the Catholic Society, the Missionaries of the Sacred Heart (MSC - Missionarium (Missionaries) Sacratissimi (most sacred) Cordis (heart) in 1931. The Society was founded by Fr Jules Chevalier at Issoudun in France in 1854. Jules Chevalier's vision was quite simple: if people come to experience the love, kindness, gentleness and compassion of God then they will have hope, meaning and purpose in their lives.

Mindful of the teaching closest to Jesus' heart - "Love one another as I have loved you" - Missionaries of the Sacred Heart (professed and lay) especially value love, concern, compassion, understanding, respect and acceptance of every individual. MSC (both professed and lay), through all their strengths and weaknesses, seek to be the heart of God on earth.

The above qualities are enshrined in the charism handed on by Jules Chevalier and embodied in the MSC Constitutions:

**... it is enough to have a heart that is able to love, to sympathise, and to be compassionate...**

**God has given you a good, kind, sensitive heart ... the human heart is the most powerful means for doing good.**

*Jules Chevalier, Le Sacré -Cœur, p. 200 f.*

**Ours is a spirit of family and a spirit of true friendship formed by kindness and understanding, by compassion and mutual forgiveness, by gentleness, humility and simplicity, by hospitality and a sense of humour.**

*MSC Constitutions # 34*

This charism generates the spirit in which activities at Downlands are carried out. In all activities, members of the Downlands family value every human person and hold as precious the healthy growth of body, mind and spirit.

Our approach to education can be summed up in a simple phrase: the heart of education is the education of the heart.

In classrooms and outside of classrooms, in all the activities at Downlands, we are working towards enhancement of the life of each individual physically, psychologically, intellectually, emotionally and spiritually. We want them to come to know the value of their own lives and so make a contribution for the betterment of the world in which they will live.

We are attempting to engage hearts and minds in all school activities. We recognise that the best learning and best learning outcomes are the result of good relationships among people. Good discipline, also, comes from good and healthy relationships among people in the school community. We enjoy celebrating our difference and we are aware that in all we do with

the young people in our care, we are reaching out to the future - Strong in Mind, Spirit and Faith.

In simple terms: at Downlands we are about loving young people into the fullness of human life. To help us in this we have the most wonderful tools at our disposal: teachers passionate about teaching and learning; supportive parents; generous support staff; extensive curriculum choices; co-curricular activities and generally happy young people. Downlands and the students, teachers, staff and parents/carers who make up the school community are all human and are 'works in progress' and therefore are not perfect; however, the aims are clear and each day is a contribution, again, to this 'work in progress'.

A significant element of our spirit and distinctiveness is our Spirituality of the Heart. This spirituality is a way of living which has the potential to nurture compassionate hearts while also being strongly linked to action for social justice as both a social and moral imperative.

To this end The Jules Social Justice Group focuses on advocacy, awareness-raising, outreach and fundraising.

**The Downlands community strives to live according to the ideals of the faith that inspires it.**

To know and proclaim God's love: Downlands exists as a learning community so that its members may learn to know the love God has for each of us, witness to it in each other's company at times of worship and prayer and share it with each other in our relationships. Because we are created in the image and likeness of God's goodness, we choose to serve that goodness in others by living the Gospel values of concern, compassion, understanding, respect and acceptance. This choice will form the faithful witness of our lives.

## **Gentle Relationships:**

Our community grows by the constant gift of God's grace that inspires the efforts of its members as they build it into one of faith and trust, knit together by gentle relationships where each is accepted, affirmed, listened to and challenged.

## **Spirit of Service:**

Jesus, who came to serve and not to be served, is the model for staff, students and parents in their choice to be available to help one another with openness, simplicity, encouragement and a sense of humour.

## **Compassion in times of need:**

We belong to our community because we have chosen to, accepting, as Jesus accepted, that we will all know times of weakness and failure, and so that when we need counsel, challenge and care in order that growth and development can occur, it is offered in a spirit of compassion and forgiveness.

## College Contacts: *Who do I see if I want information about or assistance with:*

General Enquiries / Absentees	College Office 07 4690 9500	reception@downlands.qld.edu.au
Enrolments	Mrs Tania Phelan	enrol@downlands.qld.edu.au
Fees / Payments	Ms Jill Hughes	fees@downlands.qld.edu.au
<b>Executive Team</b>		
<b>Principal</b> Mr Stephen Koch	Executive Assistant: Ms Debbie Carpenter	principal@downlands.qld.edu.au
<b>Deputy Principal - Semester One</b> Mr Dan Fraser	Deputy Principal's Assistant: Ms Juanita Willett	deputyprincipal@downlands.qld.edu.au
<b>Teaching and Learning</b> Ms Sue Weir	AP - Teaching and Learning's Assistant: Mrs Mel Hampson/Mrs Emily Hagan	teachingandlearning@downlands.qld.edu.au
<b>Pastoral Care &amp; Wellbeing</b> Mr Domenico Cullen	AP - Pastoral Care's Assistant: Ms Juanita Willett	pastoralcare@downlands.qld.edu.au
<b>Mission</b> Mrs Andrea Collins	AP - Mission's Assistant: Ms Juanita Willett	collina@downlands.qld.edu.au
<b>Head of Junior School</b> Mrs Rebecca Brownhall	Assistant: Mrs Julie Robinson	juniorschool@downlands.qld.edu.au headofjuniorschool@downlands.edu.au
<b>Head of Boarding</b> Mr Ian Bulkin	College Office 07 4690 9500	boarding@downlands.qld.edu.au
<b>Business Manager</b> Mr Michael Shine	College Office 07 4690 9500	businessmanager@downlands.qld.edu.au
<b>Team Leaders</b>		
Leader of Junior School - Curriculum	Mrs Jaye Griffiths	griffij@downlands.qld.edu.au
Leader of Junior School - Pastoral Care	Mr Russell Craymer	craymer@downlands.qld.edu.au
Team Leader - Secondary Studies	Ms Peita Canning	canninp@downlands.qld.edu.au
Team Leader - Secondary Students	Mr Rudi Ghidella	ghidelr@downlands.qld.edu.au
<b>Year Group Leaders</b>		
Year 7	Ms Ashleigh Harris	ashleigh.harris@downlands.qld.edu.au
Year 8	Mrs Kate Lee	kate.lee@downlands.qld.edu.au
Year 9	Mr Phillip Yates	yatesp@downlands.qld.edu.au
Year 10	Mrs Melanie Joyce	joycem@downlands.qld.edu.au
Year 11	Mr Michael Du Preez	michael.dupreez@downlands.qld.edu.au
Year 12	Ms Anna JaÅke	jaÅkea@downlands.qld.edu.au
<b>Other Important Contacts</b>		
IRC Cuskelly Library	Mrs Lisa McKewen	library@downlands.qld.edu.au
IT Support	Mr Lance McKewen	helpdesk@downlands.qld.edu.au
College Counsellors	Mrs Rebecca Lewis, Ms Tessa Smith, & Mr Garth Calder	counsellors@downlands.qld.edu.au
College Leader of Sport Mr Jorden Smith	Leader of Sport Assistant: Ms Stephanie Gibbs	sport@downlands.qld.edu.au
College Leader of Performing Arts Mr Jason Wisley	Leader of Performing Arts Assistant Ms Jacqui Wheeler	performingarts@downlands.qld.edu.au
Health Centre	Registered Nurses	healthcentre@downlands.qld.edu.au



Curriculum Leaders		
The Arts	Ms Kim Murray	murrayk@downlands.qld.edu.au
Careers and Learning Pathways	Mrs Katie Wright	wrightk@downlands.qld.edu.au
English	Ms Whitney McCarthy-Cole	mccartw@downlands.qld.edu.au
Humanities	Ms Jan Lowry	lowryj@downlands.qld.edu.au
TecAologies	Ms Jade Kearney	kearnej@downlands.qld.edu.au
Learning Enrichment	Ms Sharon Thanabal	thanabs@downlands.qld.edu.au
Mathematics	Mr Piers Dudin	piers.dudin@downlands.qld.edu.au
Physical Education and Health	Mr George Andreas	george.andreas@downlands.qld.edu.au
Religious Education	Mr Michael Montafia	montafm@downlands.qld.edu.au
Vocational Education and RTO Manager	Ms Jen Stevenson	jennifer.stevenson@downlands.qld.edu.au
Science	Mrs Leanne Colthup	colthul@downlands.qld.edu.au

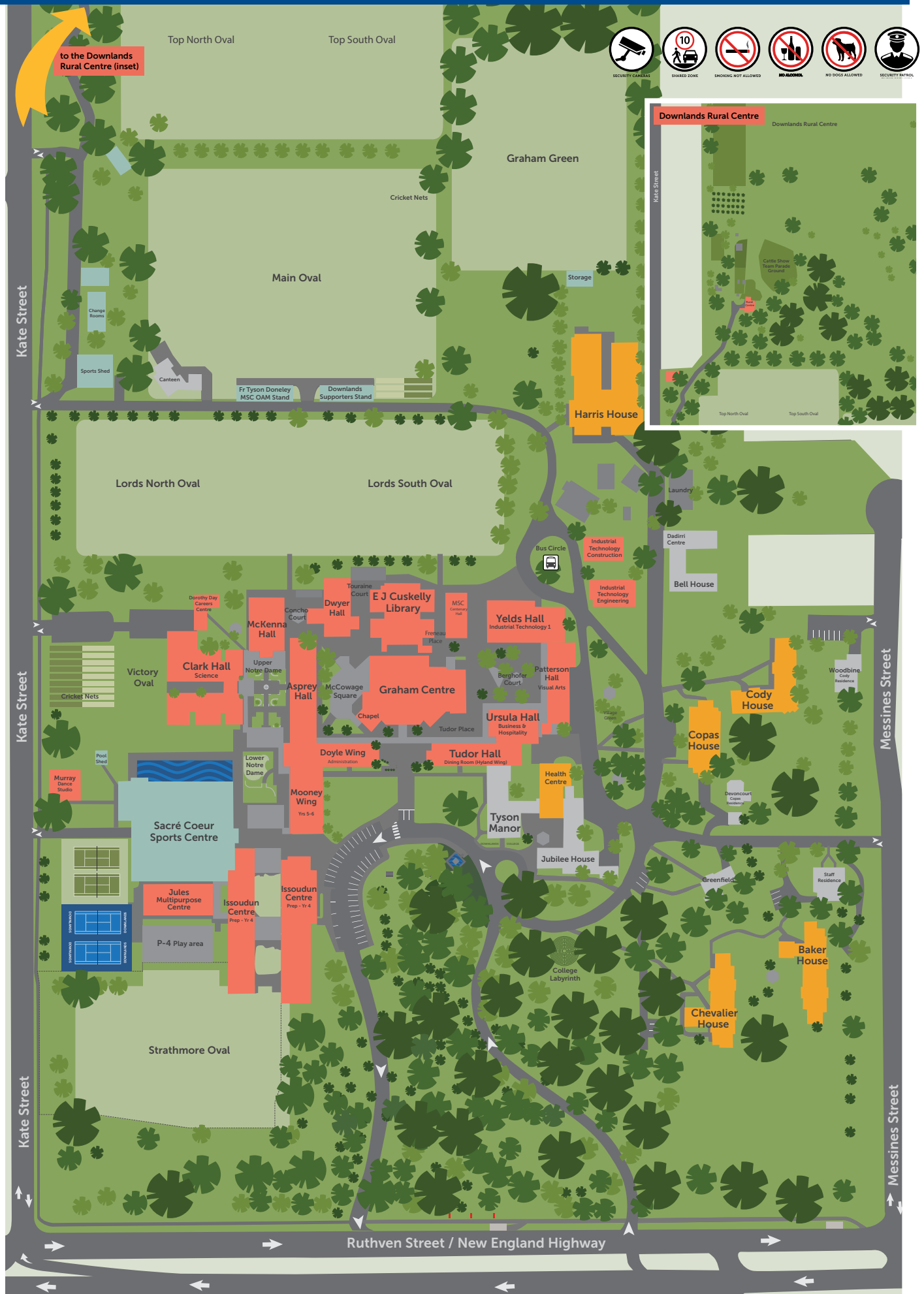
## 2026 Calendar Dates

Term 1 (10 weeks)	
Monday 26 January	Australia Day PUBLIC HOLIDAY
Tuesday 27 January	<b>New Student Induction, Boarders return 12noon</b>
Wednesday 28 January	Classes commence @ 8:30am
Friday 27 March	Toowoomba Show Holiday
Wednesday 1 April	Classes conclude @ 3pm Junior School Parent Teacher Interviews 3:15pm - 6:00pm
Term 2 (9 weeks)	
Monday 20 April	Staff Day / Boarders return 12noon / Parent-Teacher 2:30pm (Secondary)
Tuesday 21 April	Classes commence @ 8:30am
Saturday 25 April	ANZAC Day
Monday 4 May	Labour Day PUBLIC HOLIDAY
Thursday 18 June	Classes conclude @ 3:00pm
Term 3 (10 weeks)	
Monday 13 July	Staff Day / Boarders return 12noon
Tuesday 14 July	Classes commence @ 8:30am
Saturday 19 August	O'Callaghan Cup / Selena Worsley Shield
Thursday 17 September	Classes conclude @ 3:00pm Junior School Parent Teacher Interviews 3:15pm - 5:30pm
Friday 18 September	Downlands Art Exhibition Gala Opening
Term 4 (8 Weeks)	
Monday 5 October	King's Birthday PUBLIC HOLIDAY
Tuesday 6 October	Staff Day / Boarders return 12noon / Parent-Teacher 2pm - 5:30pm (Secondary)
Wednesday 7 October	Classes commence @ 8:30am
Wednesday 21 October	Year 12 Last day of classes
Friday 20 November	Year 12 Academic Awards
Wednesday 25 November	Years Prep-4 Awards Ceremony
Thursday 26 November	Years 5-11 Awards Ceremony. Classes conclude @ 12:34pm

Dates subject to change - please check online calendar



# COLLEGE MAP



# Parent Essentials - please install **Downlands College App**

## Please look at **My Downlands** via **Downlands College App**

This web portal gives you access to everything you need to know about your child at Downlands. You can view timetables, email teachers, print reports, view calendars, see attendance, book Parent/Teacher interviews and, most importantly, update your contact details and your child's/children's medical details

New parents/carers will be emailed their **My Downlands** login details in mid-January 2025.

Returning parents should already have login details.

A printed College calendar was posted to families in January.

A complete calendar, including assessment dates, may also be accessed via **My Downlands**.

## Parent Engagement Evenings

Parents are invited to attend Parent Information Evenings for their child's relevant year levels at the start of each year. Please check these calendar dates in the printed Calendar and the **My Downlands** online calendar.

## School Forms - due 1 week before Term 1

All the forms you need are available on the College website, making them much easier to access and complete, particularly if you have more than one child at Downlands. Visit [www.downlands.qld.edu.au](http://www.downlands.qld.edu.au) and simply click on **PARENT ESSENTIALS**.

Please return signed "*Digital Downlands Program - Guidelines and Responsibilities of Borrowing a Laptop Computer*" Without this document your child cannot be issued with a College laptop. Remember to also list the laptop on your home insurance policy. You will be charged for all loss or damage to laptops or chargers not covered by accidental damage, insurance or warranty.

## All NEW Students

- Student Health and Medical Consent Form
- Downlands Digital Agreement incorporating the Application for Computer Network Account
- Music Form
- **Vaccination Forms - required for Years 7 & 10 students**

## Additional forms for Boarding Students

- Medication Management Policy and Practice Guidelines and Boarding Student Agreement for Medication
- Consent Form for Influenza Vaccination
- Mobile Phone Acceptable Use Policy Contract
- Northpoint Pharmacy Application for 30 Day Account (if required)

- Garden City Cab Account Application (if required)
- Boarding Student Driver Contract (if required)

## Booklists

Booklists can be accessed via our website **PARENT ESSENTIALS** button and purchased from Browns Office Choice or with a supplier of your choice.

**NB:** Please purchase individual subject notebooks and not 5-subject books.

## Student Record Book (SRB)

Students will be given a Student Record Book (SRB). Parents/carers should regularly check their child's Student Record Book (SRB) for day-to-day comments, assessment and upcoming events. Parents and Students may also access the electronic timetable/diary in **My Downlands**.

## Downlands eNews

Downlands College eNews is emailed to parents, students and staff and is available on the College website via a link. Parents have easy access to linked information, helping our community to stay up-to-date with College news.

## SMS Messaging

Downlands uses SMS messaging to notify parents of unexplained student absences or in case of emergency. Please ensure at least one current mobile phone number is listed in **My Downlands / Parent Lounge**.

## Handbooks

All Downlands Handbooks are available on the College website **PARENT ESSENTIALS - PUBLICATIONS**

- Information for Parents
- Boarding Information Supplement
- Arts Department Handbook
- Prep - Year 6 Curriculum Handbook
- Years 7 - 10 Curriculum Handbook
- Years 11 and 12 Curriculum Handbook

## Secondary School Text Books

Downlands operates a Text Book Hire scheme, the cost of which is included in the Tuition Fee.

**Secondary School text books are issued to students at the beginning of the year and must be returned, clean and in good condition, by the due date, usually at the end of each semester.**

***A charge equivalent to the cost of the books is made for lost, dirty or damaged text books and for books NOT RETURNED before the due date. Books NOT RETURNED before the end of semester due date are automatically deemed to be lost and the cost of the book is added to the account.***

ALL students are made aware of which text books must be returned in Student Cafe. Students are given at least one week's notice to **CHECK** which books are due to be returned. Parents are also notified in Downlands e-News when books are due back for return. Parents are welcome to contact the Book Room to confirm which books are due back for return **BEFORE** the end of each term and semester.

## Student Identification (ID) Cards

Downlands College students are provided with a Student Identification card as soon as possible upon their enrolment into the College.

These cards provide access to Downlands school buses, printing/copying at school, and can be used at the Jules Café (see My Tuckshop p13).

Regarding printing/copying: while many subjects allow electronic submission of assignments, students will be allocated a reasonable allowance for printing/copying. When they have exhausted that allowance a charge will apply

## After School Duty of Care

Suitable arrangements are to be made for students to be picked up and dropped off at the correct times (commencement and/or completion) for both school and co-curricular activities.

If students are waiting to be picked up after school they must be situated on the front lawn near the Reception building, where it is visible for staff and parents who are coming and going from the College.

Students are not permitted to remain in Year Level areas after 3:10pm. The College does not provide supervision prior to 8:10am or beyond 3:00pm.

Junior school staff are on pickup duty until 3:20pm each day.

Before and After School Care is provided at Downlands Junior School through an external provider, Team Kids. Please refer to the College website for their details and current contact for any queries, and to arrange appropriate times and consultation.

## Co-curricular Activities and Sport

Information about co-curricular activities, such as Music sign-ups, Cattle Show Team etc and sports teams will be made available through Student Notices, Parent Lounge and Downlands e-News. Daily Prayer and Morning Notices are read during Home Group class and Year Group Leaders often follow up those students who they know to be interested in certain activities.

Students are encouraged and empowered to ask questions and to find out the information they need to know.

Parents are welcome to email the College Leader of Sport and the College Leader of Performing Arts. This information is available on page 7.

## Downlands Bus Services

Downlands College operates a free bus service for students within Toowoomba city, Blue Mountain Heights, Highfields and extending to Pittsworth, Westbrook, Oakey, Helidon and Meringandan. Robertsons Coaches operate the College bus service.

As some adjustments have been made to the Bus Routes, ALL families are encouraged to check the detailed bus route overviews and identify the stop closest to your residence. Visit the College website [PARENT ESSENTIALS - BUS SERVICE](#) to find detailed Bus Route information and the [Code of Conduct for School Students travelling on Buses](#).

Parents are also encouraged to download the Transport Me app as described on the website for real time information on bus movement and notifications. Please note: Students are expected to be at the bus stop 5 minutes before pick-up time.

Questions or feedback about College bus services should be emailed to [buses@downlands.qld.edu.au](mailto:buses@downlands.qld.edu.au)

*Please note: At the beginning of every year all bus routes are re-examined to reflect student needs. Whilst changes to the routes may occur during the year, any changes will be communicated to parents prior to taking effect.*

## College Policies

Downlands College Policy documents are available on the College website [PARENT ESSENTIALS - POLICIES AND GUIDELINES](#)

Should you have any questions regarding these documents, please contact the Business Manager.

## Parents and Friends Association

Come along and find out what makes Downlands tick. Hear from the Principal and discuss issues relevant to parent groups. Decide on how the P&F Levy is used and funding of projects for the community.

Parents are invited and welcome at Downlands P&F Connection Events, held throughout the year. Check you [Downlands College App](#) Calendar

**P&F Meetings are held on the  
Third Wednesday of month, 5:30pm  
Venue: Boardroom/DPSA Room in  
Tyson Manor, Downlands**



## My Tuckshop

The College has partnered with Chartwells, a group which specialises in providing hospitality services to schools and universities. Chartwells will provide fresh and healthy food for the entire College community, as well as cleaning and laundry services.

Chartwells uses quality, seasonal ingredients and a variety of cooking methods to produce creative, nutritious menus. A variety of meals will be available in the **Manor Canteen** (for boarders and boarder meals) and **Manor Café** (for tuckshop options).

Parents and students must **be pro-active in notifying catering staff of allergies and food sensitivities** so they may be accommodated, ensuring that there is something on offer for everyone.

Middle and Senior School day students may purchase meals on a pay-as-you-go system - via EFTPOS or

with pre-loaded ID cards. Visit Flexischools so that you can pre-load your child/s ID cards. Flexischools can also be accessed from your **My Downlands** dashboard - by simply clicking on MyTuckshop.

Meals for Junior Students **must** be pre-ordered online at Flexischools by 8:30am each day and will be delivered to the Junior School. The order dashboard allows Parents to advise catering staff of any allergies or intolerances.

Families who have previously used Flexischools will be able to do so with the same log in details as before. New families are encouraged to register. If you require any assistance, the Flexischools Customer Service Team are available to help on

**1300 361 769** or via [help@flexischools.com.au](mailto:help@flexischools.com.au)

Flexischools app is available via the following link:

<https://www.flexischools.com.au/>

## Casual Boarding and Extended Day Program

Downlands day students either live in our lovely city or travel in from places such as Allora to the south, Crows Nest and beyond to the north, Rosewood to the east and from Dalby to the west. To assist our busy families with managing their student's academic and co-curricular schedules, Downlands invites families in all year levels to take advantage of the opportunity to access Casual Boarding or the Extended Day Student program.

### Casual Boarding

Casual Boarding (four nights per week or fewer on an irregular basis) is available for families:

- when parents/carers need to be away from home;
- when students would benefit from supervised study at night;
- as a way of reducing the amount of travel each week;
- when students need to be at school early/late for academic and/or co-curricular programs.

### Extended Day Student program

The Extended Day Student program allows parents to elect one of two options:

1. Students can stay at the College under care of the boarding house from 7am until the conclusion of study at 8:10pm.
2. Sleep over at the College for one or two nights.

This would be especially useful for students who have commitments to sport, drama, music, Cattle Show Team etc.

In addition to the above services, Downlands also offers an Extended Day Student (after school) service. This service runs from 3:10pm until 8:10pm only; however, parents can elect to collect their child earlier if required.

*Both Casual Boarding and the Extended Day Student Program are subject to availability. A minimum of three school days' notice is required prior to using the program. Enquiries about Casual Boarding and the Extended Day Program should be directed to Mr Ian Bulkin, Head of Boarding.*

Email: [bulkini@downlands.qld.edu.au](mailto:bulkini@downlands.qld.edu.au)

### Boarding Houses

Baker House (Years 7-9 Girls)	Mrs Jennifer Veivers	07 4690 9621 0417 770 784	<a href="mailto:bakerhouse@downlands.qld.edu.au">bakerhouse@downlands.qld.edu.au</a>
Chevalier House (Years 10-12 Girls)	Mrs Lea-Anne Geppert	07 4690 9594 0403 123 602	<a href="mailto:chevalierhouse@downlands.qld.edu.au">chevalierhouse@downlands.qld.edu.au</a>
Copas House (Years 7-8 Boys)	Mr Tere Ora Tamehana	07 4690 9556 0408 730 668	<a href="mailto:copashouse@downlands.qld.edu.au">copashouse@downlands.qld.edu.au</a>
Cody House (Years 9-10 Boys)	Mr Cameron Baxter	07 4690 9584 0407 022 088	<a href="mailto:codyhouse@downlands.qld.edu.au">codyhouse@downlands.qld.edu.au</a>
Harris House (Years 11-12 Boys)	Mr Matthew Taylor	07 4690 9506 0407 659 205	<a href="mailto:harrishouse@downlands.qld.edu.au">harrishouse@downlands.qld.edu.au</a>

# Downlands Pastoral Care and Community

The Downlands community strives to live according to the ideals of the faith that inspires it.

**To know and proclaim God's love:** Downlands exists as a learning community so that its members may learn to know the love God has for each of us, witness to it in each other's company at times of worship and prayer and share it with each other in our relationships. Because we are created in the image and likeness of God's goodness, we choose to serve that goodness in others by living the Gospel values of concern, compassion, understanding, respect and acceptance. This choice will form the faithful witness of our lives.

**Gentle Relationships:** Our community grows by the constant gift of God's grace that inspires the efforts of its members as they build it into one of faith and trust, knit together by gentle relationships where each is accepted, affirmed, listened to and challenged.

**Spirit of Service:** Jesus, who came to serve and not to be served, is the model for staff, students and parents in their choice to be available to help one another with openness, simplicity, encouragement and a sense of humour.

**Compassion in times of need:** We belong to our community because we have chosen to, accepting, as Jesus accepted, that we will all know times of weakness and failure, and so that when we need counsel, challenge and care in order that growth and development can occur, it is offered in a spirit of compassion and forgiveness.

## Community Behaviour

These statements guide our learning community in terms of attitudes and activities that faith inspires:

### 1. Knowing and proclaiming the love of God

We acknowledge God's love, and God's plans for our peace, by valuing prayer and worship in our daily lives:

- participating to the fullest in College liturgies
- supporting wholeheartedly retreats and activities of a spiritual nature
- respecting sacred places, times and things
- valuing ourselves, others and our environment

### 2. Forming Gentle Relationships

These relationships, that are witness to our love for God in others, are formed by:

- speaking politely and with a friendly tone
- listening to others, valuing their opinions
- affirming each other's efforts and achievements
- requiring of ourselves patient, thoughtful, honest and punctual collaboration

- respecting the rights of others to privacy and property
- dealing fairly at all times

### 3. Serving Spiritually

Acting spiritually in service of others is an essential part of our community. We serve others by:

- using our time well, developing our talents and assisting others to do the same
- honouring commitments, being organised and achieving to the best of our ability
- being ready to help others, especially if someone is finding things difficult
- sharing readily in common tasks and supporting community service programs
- welcoming guests, visitors and new-comers
- expressing gratitude

### 4. Forgiving with Compassion

Times of weakness and failure create the need to forgive, to accept forgiveness and to accept help compassionately offered.

These needs suppose:

- a willingness to care, counsel and befriend
- a readiness to help in a way that communicates unreserved forgiveness
- an attitude which can accept and be grateful for help offered in this way

### 5. Assisting Growth and Development in our Downlands College community

Becoming a member of our community indicates a free commitment to grow in faith and to develop our gifts in the service of others, whatever our role in the community. Members of the community strive to assist this growth and development through affirmation and unconditional positive regard.

- *Affirmation* is the recognition of an individual's special worth and the naming of their contribution to the community. In making affirmation an integral part of daily community life, each individual feels a sense of belonging and acceptance.
- *Unconditional positive regard* acknowledges the goodness of others, created in the image and likeness of God's goodness. Relationships forged in the unconditional acceptance of this goodness challenge us to grow in faith and to develop all our God-given talents to the fullest.

# Student Conduct

## Student Code of Conduct

I will respect the right of all students to learn.

I will strive to work to my potential in those subjects/activities I have undertaken.

I am aware that any uniform is a distinguishing mark and therefore what I do and how I behave while I am in my Downlands uniform may reflect on our College community.

I will respect the right of all College personnel to carry out their duties without interference.

I will respect the rules and regulations of the College and will work within these guidelines.

*The Spirit of our Society is one of love and kindness, humility and simplicity; it is, above all, one of love for justice and concern for all, especially the very poor.*

*MSC Constitutions #13*

## A Downlands school bag is compulsory for every Junior School student.

The Downlands school bag is a compulsory part of the College uniform. Three bags are available, including the Downlands sports bag, along with the Smart Pack and Chiro Pack back packs designed to provide more support for students carrying heavier school equipment. All bags are available from the Downlands Uniform Shop and cost between \$50 - \$90.



# College Uniform

The College Uniform is a sign of belonging to Downlands College and it is expected that this will be worn with pride. All uniform requirements are available in the College Uniform Shop and Bookroom.

The day uniform is worn five days a week and the sports uniform is brought to school to change into for the period the students have Health and Physical Education (HPE).

All clothing should be labelled with name tags. Responsibility for unmarked clothing rests with the students.

- Students are expected to arrive and depart each day in the appropriate, full College uniform worn as it is intended, neatly and with pride, at all times. Whilst off campus, students are expected to wear the College uniform to the standard expected on campus.
- The correct Sports or PE uniform is to be worn for all sports activities and PE lessons.
- All items of uniform must be the correct size for the student at all times.
- All items of uniform should be clearly and permanently marked for ease of identification.
- School shoes should be kept clean and polished; shoes are to be maintained in good condition.
- Students are to wear the College socks; socks must be pulled up and secured so that they remain in position throughout the day.
- A note, signed in the Notes section of the Student Record Book and counter-signed by the Year Leader, must explain variations to the wearing of the uniform. Parents may also email the student's Home Group teacher or Year Leader.
- Incorrect uniform or presentation will be addressed initially with the student, then with the parent /carer.
- Failure to correct breaches will result in the student being sent home until the issue is resolved.
- All uniforms must be worn in their entirety, including appropriate shoes and hats, and not mixed and matched (eg. students are not permitted to wear tracksuit tops with their day uniform).
- Belts should be worn where the uniform allows - only College regulation belts are acceptable; hats must be kept clean and in good condition, or be replaced.



## GIRL'S UNIFORM

### SUMMER & WINTER

Black leather lace-up school shoes  
Royal blue jumper with College crest  
Dark charcoal felt hat with College hatband



#### SUMMER - OPTION 1

College dress; length - below knee  
Girl's dress tie; Year 12 - Senior dress tie  
White ankle turnover socks

#### SUMMER - OPTION 2

Blue shirt with College crest (Years 1 - 9);  
White shirt with College crest (Years 10 - 12)  
Dark charcoal mid-knee length shorts with College crest  
Plain black belt  
College striped tie; Year 12 - Senior tie  
College charcoal socks with College stripes

PREP classes; Year 1-12 SPORT & HPE

Sports polo shirt - College crest and House colours  
Downlands sports shorts  
Royal blue and red tracksuit pants with College crest  
Downlands white sport socks  
Conservatively coloured runners; non-marking soles  
Royal blue cap or bucket hat with College crest  
• NB Prep-6 bucket hat only  
Royal blue hoodie with College crest  
Optional for Year 12: Senior jersey  
Not permitted: Co-curricular uniform, tour or training apparel

### WINTER

Royal blue blazer with College crest  
The College blazer must be the first outer garment worn during the winter months.  
Optional: College Scarf when worn with College jumper or blazer.

#### WINTER - OPTION 1

Blue shirt with College crest (Years 1 - 9);  
White shirt with College crest (Years 10 - 12)  
College striped tie; Year 12 - Senior tie  
Dark charcoal pleated skirt; length - below knee  
Opaque black stockings

#### WINTER - OPTION 2

Blue College shirt with crest (Years 1 - 9);  
White College shirt with crest (Years 10 - 12)  
Dark charcoal long pants with College crest  
Plain black belt  
College striped tie; Year 12 - Senior tie  
College charcoal socks with College stripes or black/grey business socks (Novelty socks not permitted)

## BOY'S UNIFORM

### SUMMER & WINTER

Black leather lace-up school shoes  
Royal blue jumper with College crest  
Dark charcoal felt hat with College hatband  
Plain black belt



### SUMMER

Blue shirt with College crest (Years 1 - 9);  
White shirt with College crest (Years 10 - 12)  
Dark charcoal mid-knee length shorts with College crest  
College striped tie; Year 12 - Senior tie  
College charcoal socks with College stripes

PREP classes; Year 1-12 SPORT & HPE

Sports shirt with College crest and House colours  
Downlands sports shorts  
Royal blue and red tracksuit pants with College crest  
Downlands white sports socks  
Conservatively coloured runners; non-marking soles  
Royal blue cap or bucket hat with College crest  
• NB Prep-6 bucket hat only  
Royal blue hoodie with College crest  
Optional for Year 12: Senior jersey  
Not permitted: Co-curricular uniform, tour or training apparel

### WINTER

Royal blue blazer with College crest  
The College blazer must be the first outer garment worn during the winter months.  
Optional: College Scarf when worn with College jumper or blazer.  
Blue College shirt with crest (Years 4 - 9);  
White College shirt with crest (Years 10 - 12)  
Dark charcoal long pants with College crest  
College striped tie; Year 12 - Senior tie  
College charcoal socks with College stripes or black/grey business socks (Novelty socks not permitted)

## Uniform Shop

Phone: 07 4690 9677

Downlands.College@theschoollocker.com.au

**During Term time, the Uniform Shop is open Monday, Wednesday and Friday, 8:00am - 12 noon and 12:30 - 3:45pm**

**Second Hand Clothing - A selection of sizes available.**

## Assemblies / Liturgies / Formal Ceremonies

Students are to arrive at assemblies, liturgies and formal ceremonies wearing the uniform as it is intended and with pride; *this includes wearing the College blazer as the outer garment during the winter months and at all times if receiving an award, speaking at assembly or participating in liturgies.*

## Hair

Hair must be kept tidy, well-groomed, and allow for the correct wearing of the College hat.

- Hair should not fall over the eyes or below the top of the collar
- Hair should be of a student's natural colour. Obvious and excessive colouring of hair is not acceptable.
- Hairstyles which are not permitted include dread locks, rats' tails, mullets, undercuts, bowl cuts, tracks, less than a 1-blade cut and hairstyles with significant contrasting sections.
- Use of hair products such as gel, wax or mousse should be minimal.
- Students are to be clean shaven, with the wearing of sideburns acceptable provided they do not extend below the lower ear lobe.
- Allowances will be made for students who are not yet able to shave for cultural reasons. Families should discuss with their Liaison Officer, Year Leader, Team Leader – Students or Assistant Principal – Pastoral Care & Wellbeing.

Where girls have longer hair:

- All hair should be tied back using hair ties or head bands in school colours (royal blue, red, yellow, white) or natural hair colours
- Loose hair is to be pinned back; long hair tucked behind the ears is not permitted
- A maximum of two sections tied back by a College hair tie is permitted

The Team Leader – Students / Assistant Principal – Pastoral Care & Wellbeing / Head of Junior School will make decisions regarding the appropriateness of hairstyles beyond these descriptions. Students may be removed from classes and/or sent home until rectifications can be made.

## Jewellery

Only jewellery listed here is permitted to be worn by students.

Permitted for boys:

- a watch
- a simple discrete necklace to be concealed by shirt
- College-supplied promotional wristbands (e.g. Sacred Heart Day)

Permitted for girls:

- a watch
- a simple discrete necklace to be concealed by shirt
- Silver, gold, or pearl round ball stud earrings that fit within the circle above,
- Plain (no pattern or pearl) silver or gold hoop earrings with a circumference no larger than the circle above. Hoops are to have no additional charms or dangles
- Earrings are to be worn in the lower lobe only, no additional ear piercings are allowed, including spacer/clear earrings. These should be removed for school and while wearing the College uniform.
  - no other visible body or facial piercings are permitted. Students will be requested to remove other piercings immediately.
  - clear spacers are not permitted and are not to be used as substitutes for piercings, including in any healing process post-piercing. No allowances will be made for curing times. Students may be removed from classes and/or sent home until rectifications can be made.

Earrings should be no bigger than 8mm diameter



- College-supplied promotional wristbands (e.g. Sacred Heart Day)

NB: A medical certificate is required for copper bracelets or daith piercings (migraine earrings).

Jewellery worn in contravention of these requirements will be:

- Yielded by student to observing staff member
- Sealed in an envelope and taken to Reception to be stored in the College strong room / safe
- Acknowledged by the Year Leader who is notified by the staff member
- Collected by the student or parent/carer at the discretion of the Year Leader
- All care but no responsibility is taken with such items.

## Cosmetic and Body Art

- Nails must be conservative in length; they should not be seen from the underside of the finger
- No coloured nail polish, acrylic, gels or false nails to be worn.
- No makeup is to be worn, including foundation, mascara, eyeliner, false eyelashes or eyelash extensions, lipstick or equivalent
- Fake tan must not be obviously or excessively coloured.

The Team Leader – Students / Assistant Principal– Pastoral Care & Wellbeing / Head of Junior School will make decisions regarding the appropriateness of make-up beyond these descriptions. Students may be removed from classes and/or sent home until rectifications can be made.

- Tattoos are not permitted by law for Minors under 18 years of age in Queensland. If a student has a tattoo, this must be covered at all times by clothing items or a skin-coloured sleeve, including while at co-curricular fixtures where the student is representing the College.

## Hats

In keeping with the College Sunsafe Policy, all students must wear a College hat. The hat should be worn when travelling to and from school, during breaks and whenever the student is outside.

On rainy days, students will be advised to protect their hats from the elements and store them safely in their lockers.

Hats must be clearly named and kept in a respectable condition.

## Sports Attire

Downlands expects a high standard of dress for all sports. Students participating in College sport should always look presentable. Sports coaches will indicate to students the uniform required for their particular sport. The specified uniform should be worn without variations. In keeping with the College Sunsafe Policy, students must wear a College sports hat when participating in outdoor sport.

## CHANGING UNIFORM (CURRICULAR & CO-CURRICULAR):

Students must use the appropriate change facilities available for both curricular (including HPE, Dance, Drama etc) and co-curricular activities.

It is the responsibility of the Teacher/MIC Sport/MIC Co-curricular activity to arrange suitable facilities for the students.

Sports uniform is to be worn for all HPE classes: co-curricular uniform, tour or training apparel is not permitted during curriculum time.

Downlands dance attire is to be worn for Dance classes.

Relevant Downlands co-curricular apparel is to be worn for sports training and co-curricular events

## Casual/Recreational Attire

This applies to all students on 'free dress' occasions and also outside normal school hours:

- Dress may be casual but never untidy, dirty, tatty, extreme or immodest
- No shirts with rude or offensive designs or language, or exploitative advertising logos
- Footwear must enclose the whole foot - no thongs, scuffs, slides etc
- Tattered or 'silly' hats are not to be worn
- No midriff, strappy or revealing tops or dresses
- No very short skirts, dresses or shorts
- One piece swimwear only, as required

Students who do not meet uniform expectations may be sent home or may be required to remain in the boarding house until the situation is addressed to the satisfaction of the College.

### Emergency news from home...

In the event of a parent wanting to relay difficult or emergency news from home to a student, please do not message your child directly on their mobile phone. Please call College Reception, (07) 4690 9500. The College will then be able to provide appropriate care and support for your child if it is needed.



# Technology at Downlands

At Downlands, every student is issued with a laptop as part of the Digital Downlands Program, a program established with the aim of providing the best possible environment to assist our students to be competent, effective and responsible users of technology in the pursuit of academic excellence.

This program is equally available to all members of the College community. All devices are owned by the College and issued to students in a way similar to our current Textbook Hire System. Students leaving the College must return the laptops to the College.

Families (parents/carers and students) will be required to sign an agreement to indicate their acceptance of the *Digital Downlands Program - Guidelines and Responsibilities of Borrowing a Laptop Computer*.

Our aim is to ensure that all students have access to technology which enables them to learn effectively anywhere, anytime, and at any level. Technology offers opportunities to personalise learning for students; in effect, allowing them the flexibility to work ahead of their class if they wish and choice in the work they do. Feedback from students indicates that they want better access to technology and that they want to work collaboratively sharing ideas and interacting with their teachers and peers, at home or in the boarding house and at school.

Downlands enforces Australian Copyright Law and does not tolerate format shifting of audio and video files. Sharing of these files between storage devices and College devices or storage of these files on the College device is unacceptable and against the College Acceptable Use Policy. The College is governed by the Acceptable Use Policy which can be found on the College website. Serious consequences are enforced if such behaviour infringes Australian Copyright Law.

Students have access to email through the College network and at home. All students have flexibility to use email to contact teachers, staff and people outside the College. Boarding students have the ability to email their family by their College email account.

## Acceptable Internet Use

Internet access must support education and research and be consistent with the educational and ethical objectives of Downlands College.

The transmission of any material in violation of national or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade secret.

The use of the Downlands College network for commercial purposes is not acceptable.

Access privileges may be suspended or terminated if the above is not adhered to.

## Access

The use of the Internet at Downlands College is specifically for educational purposes. Students found to be accessing the Internet through other channels such as proxy servers and not through the school designated gateway will have their College accounts suspended or terminated by the appropriate College authorities.

Students are not to manipulate, delete or modify any system setting on their device. Adding software or deleting monitoring software for ghosting their laptop within the College is not tolerated and the student will have their College account suspended or terminated by the appropriate College authorities. Students will receive an appropriate consequence as outlined by the Recognition and Restorative Framework.

## Network Etiquette

Students will abide by the generally accepted rules of network etiquette.

- Be polite. Do not be abusive in your messages to others. Use suitable language. Do not use profanity, vulgarities, sexually oriented or other inappropriate language.
- Do not reveal your personal address or phone number, or that of anyone else.
- Electronic mail (email) messages are not guaranteed to be private. Online service operators have access to all messages and can report inappropriate messages.
- BE AWARE: All messages are able to be traced to the sender. Once a message is sent, it cannot be recalled.
- Do not use the network in a way that would disrupt the use of the network by others.
- Do not upload or download any software unless it is free from any computer virus.

## Expectations for Technology Use in the Classroom and at School

### Laptop Care

- Ensure that the Name label supplied by the College remains affixed to the laptop and is not removed.
- Personal stickers are not permitted.
- Always transport the laptop in the case or bag provided.
- Ensure your laptop is fully charged for the commencement of the school day.
- Ensure your laptop is set to sleep when lid is closed.

## Laptop Safety and Security

- Never reveal your password.
- Secure your own intellectual property (data).
- Always check downloaded files for viruses.
- Secure your laptop.
- Do not leave it in heavy traffic areas.
- Always place it in your locker at breaks.
- Do not use proxy servers, VPNs, or other methods to access the internet whilst at school. The school system provides you with the most secure internet access – use it.

## Laptop Use

- Wait until your classroom teacher advises that it is time to open your laptop and use it during a lesson.
- Use My Downlands often
- Access class pages for information on learning modules, homework and assessment.
- Access Daily Notices when appropriate.
- Learn to be familiar with MS Office, particularly Word, Excel and Outlook.
- Establish folders in Outlook and redirect mail from familiar sources to these folders.
- Establish good practice when designing your folder/ file structure on the One Drive system. Create subject folders to ensure automatic saving and backup of files.
- Employ good practice when naming your files. Use versioning to prevent complete loss of file.
- Be familiar with how to download Apps and printer/ scanner drivers. Be familiar with the Helpdesk personnel and location and when you are permitted to access the Helpdesk.

**Downlands expects that all communication from parents/carers to students during the school day come through College Reception, and the Classroom teacher (Junior School) or Home Group teacher (Secondary School).**

## Mobile Phones, Headphones, Earphones/pods, Smart Watches and Other Technical Devices

All phones brought to school in the Junior School will be placed in the class Phone Boxes for the duration of the school day. Phones will be collected at the conclusion of classes at 3pm.

Secondary School students must keep mobile phones turned off, stored in their locker, and not use them in any capacity whilst on College grounds between 8:10am and 3:00pm on school days. The following exclusions apply:

- if advised by the classroom teacher to be used for curriculum purposes
- if an exemption has been applied for and granted.

## A reminder about Downlands' 2026 Smartphone Free Age Bracket

In light of the increasing risks associated with social media use and the forthcoming national social media restrictions, we encourage all Downlands families to consider supporting our initiative to maintain a smartphone free age bracket for students from Prep to Year 9.

Please note that this is not a mandated policy. Rather, it is an opportunity to strengthen our shared commitment to student wellbeing by helping families make the most of the upcoming social media changes. This approach enables all members of our community to make informed, collective decisions that prioritise the safety, development, and wellbeing of our students.

Headphones, earphones/pods or speaker devices (wired/corded or Bluetooth) are not to be worn or used through the school day, unless advised by the classroom teacher to be used for curriculum purposes. These are to be connected to the College laptop only, not personal mobile phones. When not in use, these are to be carried or stored out of sight, e.g. headphones not to be worn around the neck.

Digital or analogue wrist watches are preferred and encouraged.

- Students wearing smart watches are required to deactivate Internet connectivity for the duration of the school day between 8:10am and 3:00pm.

TecAology used in contravention of these requirements will be:

1. Yielded by student to observing staff member
2. Taken to Reception to be stored in the College strong room / safe
3. Acknowledged by the Year Leader who is notified by Pastoral Care data entry
4. Collected by the student or parent/carer at the discretion of the Year Leader

All care but no responsibility is taken with such items.

- The College accepts no responsibility for personal devices brought to school. Any loss, damage or theft is the responsibility of the student.

Unless there is an exemption in place, or an exception granted by supervising teacher (e.g. during bus travel), mobile phones and active smart watches are not to be used on excursions, camps or other school activities.

## Exemptions

Exemptions are available for students who have demonstrated a need to access the device

- for medical reasons
- if they have Carer responsibilities

Exemptions may be applied for through the Assistant Principal - Pastoral Care & Wellbeing.

# Questions and Answers

## Can students bring their own laptops from home?

No. The [Digital Downlands Program](#) is designed for all students in Years Prep-12 to be working from identical devices using a common operating system with a uniform suite of software. These devices (hardware and software) will be fully supported by the school's IT services staff. Teachers and staff will be provided with training that is specifically directed towards the usage of the school's designated common platform and device. This policy was formulated after extensive consultation with parents and staff, many of whom were concerned that a range of machines would promote unhealthy competition between students.

## Can students install their own computer games and other personal software?

Students may install legally purchased software, apps and programs on their laptop device providing:

- that the applications are appropriate to the school and boarding setting;
- the software does not interfere with school licensed software on the laptop; and
- they leave sufficient disk space for school work and files.

Please note that the software needs to be compatible with the 64 bit Windows operating system.

As is good practice, students will need to perform regular backups of their software and files because if problems do occur, IT staff will restore the device to the standard configuration.

## What software will be installed on the devices?

Using the 64 Bit Windows operating system, the laptops come installed with specialist software which is licensed to the school for student use. This software includes Microsoft Office, Adobe Reader, and subject specific programs.

## What accessories are required?

Computer accessories such as earbuds/headphones, an external mouse, or speakers may be required for certain subjects. If they are required they will be included on the booklist and available at the College Uniform and Bookshop.

## What system is in place for virus protection?

Downlands College licenses enterprise standard virus protection and anti-malware systems from leading software vendors. This software will be installed on the devices in their initial deployment. Daily software updates will occur on connection to the College network.

## Do the laptops get system and software updates?

Most minor updates will occur as the student laptop connects to the College network. Major upgrades may be required from time to time and as such this may require the devices to be recalled for installation at the College.

## What happens if a computer is broken?

The student may be issued with a replacement device while their laptop is being repaired. Of course, wilful damage will be addressed through our existing behaviour management channels.

## Are there any recommended guidelines for home usage?

We understand that any program involving using computers at school and at home is a partnership between the College, your family and the student.

Downlands College has web and email filters for the safety of your child whilst working within the College network; however, no system is fail-safe and students will be regularly reminded of appropriate internet and computer usage.

At home we recommend:

- setting time frames for use of each device your child has access to (including iPods, smartphones, gaming consoles and televisions with internet access);
- providing a public area of your home for easily supervised computer use; and
- regular checks of devices by parents/carers.

## What happens if the computer is stolen?

When at school, students should have their computer with them, or secured in their locker.

Outside of school, students are advised to leave their computer in their schoolbag and never leave it unattended. Students will also be advised not to remove their laptops from their bags in public places.

Downlands' insurance does not cover the device for theft, loss, wilful damage or other associated claims. Please speak with your own insurer to ensure the device is covered under your home and contents policy.

## Do they come with a special bag?

Each laptop comes complete with a Targus Contego padded bag for carriage and storage. Students will need to use the bag provided, as well as take common sense precautions to protect the computer. At the beginning of each year, students will be taught how to look after this important learning device.

Laptops **MUST** be transported in the carry case provided. This includes moving between classes and to and from home/boarding house.

# Cuskelly Library

The Library is an integral part of the school. It supports the aims of the school and will endeavour to assist in the fulfilment of these aims by the provision of material which will assist in the development of the full human potential of each student. Membership of the Cuskelly Library is automatic to students and staff.

## Online Access

Many of the Cuskelly Library resources are available online via the Downlands Sharepoint site. Access is via the Our Library tab on the homepage <http://my.downlands.qld.edu.au> then by clicking on the Our Library tab. Here students have access to the Library catalogue (including Cloud based video content), eBooks, Databases, Library bookings, and ClickView online. Students are welcome to see Library staff for training or assistance with using these features.

## Hours of Opening

The Library is available for student use:

**8.00am - 4.30pm Monday - Thursday**

**8.00am - 4pm Friday**

The Library is open during both breaks. Students are asked to leave the Library five (5) minutes prior to the bell to prepare for class. No loans, photocopying etc. are possible after that time. During each period of the day the Library is available for the use of groups/ classes/individual students.

## General Rules

**Students are expected to follow expectations as noted in the Student Code of Conduct in the College Student Diary. Students are not permitted to bring bags into the Library - school bags, backpacks, manual arts bags etc. Food and drink are not permitted in the Library.**

## What we offer

- Books: reference, non-fiction, fiction, senior fiction (restricted to Years 10-12; parental permission required for Years 7-9)
- Wireless headphones and standard headphones
- eBooks
- Databases
- Magazines
- Newspapers
- ClickView
- Games
- Photocopiers
- Televisions

## Loan Limits - Years Prep to 3

- Total books: 4 (2 weeks)

## Loan Limits - Years 4 to 6

- Total books: 4 (Max: 2 F or 2 NF)
- Periodicals: 2
- Fiction: 2 weeks
- Non-Fiction: 1 week

## Loan Limits Years 7 to 9

- Total books: 6 (Max: 4 F or 4 NF)
- Periodicals: 2
- Fiction: 2 weeks
- Non-Fiction: 1 week

## Loan Limits - Years 10 - 12

- Total books: 10 (Max: 6 F or 6 NF)
- Periodicals: 2
- Fiction: 2 weeks
- Non Fiction: 2 weeks

## Reservations

If a requested item is out on loan, students may reserve that item. Library staff will email the student when the resource becomes available.

## Overdue items

*An overdue list of Library resources is generated each week. Students will be emailed with a list of overdue items. If the Library staff are notified that the item is lost or damaged, the replacement cost, including processing costs, of the item/s is charged to the student account.*

If the resource is returned at a later date during the applicable school year, then a credit will be posted to the student account less a \$5 processing fee per item. No credits will be given for loans returned in the following year.



# Assessment, Assignments and Examinations

## Assessment Advice

Assessment enables students to demonstrate the knowledge, understandings, and skills they have developed through their studies. The assessment work completed by students is the evidence which teachers use to make decisions about academic grades. Assessment should be seen as a task undertaken in partnership with teachers and for the benefit of students.

Students are expected to spend the following time on homework/assignments/study:

Prep	Up to 15min per night
Year 1	Up to 15min per night
Year 2	Up to 20min per night
Year 3	Up to 20min per night
Year 4	Up to 30min per night
Year 5	Up to 30min per night
Year 6	Up to 45min per night
Year 7	1 hour per night
Years 8 and 9	1.5 hours per night
Year 10	2 hours per night
Years 11 and 12	3 hours per night

## Some Tips For Assessment Success

1. View assessment as an opportunity.
2. Find out exactly what is involved.
3. Assessment tasks are compulsory requirements, and all must be attempted.
4. Assessment tasks must be submitted by the due date, finished or unfinished.
5. Break assessment tasks into smaller components to avoid a last-minute approach.
6. Academic integrity must be upheld. Your assessment must be your own work and not the work of somebody else.
7. Use assessment feedback to help improve your performance.

College policies and further advice related to student assessment is available on the College website. It is recommended that you view this information at the beginning of each semester.

Resources to assist students with study skills and time management are available on My Downlands under Study Skills tile.

## Assignments And Examinations

Absences on the day that an assignment is distributed is not grounds for an extension.

### Format

The College recommends that all assignments should follow the following guidelines:

- Font – Calibri size 11
- Page Margins – 2.5cm margins; Line spacing - 1.5 max
- Header – Student Name (and number, where required)
- Footer - Page numbers – bottom right-hand corner of each page
- File Name – SURNAME\_SUBJECT CODE\_ASSIGNMENT NAME.docx  
Eg. Smith\_XEC\_Extended Response Task.docx

## Academic Integrity

At Downlands College, integrity is fundamental to all aspects of academic work. Queensland Curriculum and Assessment Authority (QCAA) and the College require students to uphold the very highest standard of academic integrity in all aspects of internally and externally assessed work.

All assessment completed by a student must use the student's own language, ideas and expression. Where sources are used or referred to, whether in the form of direct quotation or paraphrase, such sources must be appropriately acknowledged.

Students have an ethical responsibility to ensure an assignment is their own work. This is best done using drafts that show the development of the assignment. Only work considered to be the original will be used in determining the assignment's grade. Completing and submitting drafts provides the student with the opportunity to prove ownership. Students who have plagiarised work will receive an appropriate consequence as outlined by the Recognition and Restorative Framework.

## Due Dates

It is expected that students will meet the due date given for an assignment task. In Year 12 (Units 3 and 4), not submitting work by the due date means 'No Result' will be awarded for the entire subject which may have implications for QCE eligibility and ATAR results.

College policies and further advice related to student assessment is available on the College website. It is recommended that you view this information at the beginning of each school semester.

## Submission of Assignments

The task must be submitted as instructed on the Task Sheet. Students who are absent from the class on the due date (for any reason, including excursions, co-curricular involvement or illness) are required to have their assignment uploaded via My Downlands on the due date. If required, a completed hard copy must be delivered to the subject teacher as soon as the student returns to school.

## Extensions

For Years 7-10 Extensions must be requested on the Extension Application form available under Study Skills in My Downlands. All information required must be completed for an extension to be considered.

- Extension requests for all reasons other than illness must be made well before the due date; this applies to all assignments. Valid reasons for extensions may include extended illness over a significant duration; family bereavement.
- An extension due to illness on the due date may be negotiated with the Curriculum Leader. The presentation of a medical certificate would be a minimum requirement for such an extension to be considered.

All Extension Applications are to be submitted to the Team Leader - Secondary Studies. Only the Team Leader - Secondary Studies is able to grant an extension; no individual teacher is allowed to provide an extension.

For Years 11-12 Units 1 to 4, any application for an extension based on extended illness, or compassionate grounds, must be accompanied by appropriate documentation as per Access arrangements and reasonable adjustments (AARA) processes outlined in the College assessment policy. Documentation is to be provided in a timely manner. Applications for extensions are to be submitted to the Team Leader - Secondary Studies.

**For all year levels, the following are not considered valid reasons for an extension:**

- the breakdown of a computer or printer or loss of a USB; it is proper assignment practice to continually back up and save your work
- absence on the day that an assignment is distributed
- matters of the student or parents/carers own choosing
- absence on the due date of an assignment.

## Failure to Submit

Students who fail to submit a draft by the due date that meets minimum requirements as per the assessment task sheet will receive an afternoon academic session as determined by the Curriculum Leader in consultation with the Team Leader-Secondary Studies. Further details are available in the

Downlands College Student Assessment Policies and Procedures available on the College website.

- Any student who does not have an official extension and fails to submit a draft assignment by the due date, will be asked to complete a draft of the assessment task during an afternoon academic session. The student will email their response prior to leaving this allocated session.
- Students who fail to submit an assignment by the due date with no extension granted will have their draft of the assessment task marked so that a result can be awarded.
- Parents/carers will be advised of any students who fail to submit a draft or the final assignment by the due date.
- Class teachers will advise the Curriculum Leader on the due date of any assignments (draft and final) not submitted.

## Student Declaration

When submitting assignments, students are required to acknowledge and agree to a State of Authentication. This statement confirms that the work is the student's own and that all aspects of the College's Assessment Policy have been adhered to.

## Examinations

It is the student's responsibility to check the date, time, and specific arrangements for examinations. Students should be aware of the requirements for each examination and ensure they arrive, with all necessary equipment, at the nominated venue before the appointed starting time.

### Expectations during Examinations

- No student bags will enter an examination room
- Mobile phones, smart watches and other communication devices must be handed into a supervisor prior to the commencement of the examination.
- No talking or communication with another student during the examination
- If a student has a question, they are to remain seated and raise their hand
- Borrowing of equipment from another student during examinations is not permitted
- Only approved equipment/calculators will be permitted in the examination room. The type of calculator - programmable, scientific, or other - will be nominated by the teacher and specified on the examination paper.
- Water bottles are to be placed on the floor
- Remain seated and silent while your assessment materials are collected and checked.

### Absence from an Examination

*Illness necessitating absence from school for an examination*

**Years 7-10:** The Parent/Carer must inform the Team Leader – Secondary Studies or AP - Teaching and Learning prior to the commencement of the exam; medical evidence of the illness must be supplied. Where appropriate/allowable, the Team Leader shall negotiate an appropriate alternative to the missed assessment. No student will be permitted to sit an examination prior to the rest of the cohort.

**Years 11-12:** Where appropriate, the College will apply Principal-reported AARA in an attempt to provide an opportunity for the student to complete the missed assessment. Any evidence that is required by the College must be supplied by the student. Should Principal-reported AARA be successful, the Team Leader shall negotiate an appropriate alternative to the missed assessment. Where Principal-reported AARA is unable to be implemented, the College may use evidence gathered by the student's teacher during the assessment preparation time, e.g., draft work, to make a judgment.

#### **Absence from examination other than illness**

The College is under no obligation to provide alternative arrangements as examination dates and

times are noted in the College Calendar. The student will receive a No Result for this assessment as well as for the semester unless appropriate documentation is received which enables the assessment to be rescheduled. In Units 1 – 4 (Year 11 and 12, the implications of missing an examination, and where there is no other evidence provided, the student will receive 'Not Rated' for the assessment task and is therefore not eligible to receive an overall subject result.

#### **Academic Integrity - examinations**

If a student is suspected of academic misconduct during an examination, the supervising teacher will note the student's name, the circumstances, and the point at which the suspected cheating occurred. The student will be allowed to complete the examination on a 'clean exam paper'. The supervising teacher will then report this incident to the Curriculum Leader/ Team Leader who will take appropriate action. A decision will be made as to the authenticity of student work, and any result awarded will be based on the work identified as the student's own. Refer to 5.8.2 of the College Assessment Policy.

## *Attendance and punctuality*

### **Class Attendance**

Downlands College expects that students attend a minimum of 90% of scheduled classes.

- A student may not be absent from a lesson without the permission of their classroom teacher.
- Class attendance is a factor when considering students' appropriate Phase in the Downlands College Recognition & Restoration Framework.
- On the occasion that they are absent, students should check their My Downlands class page for missing work.

### **College Records**

All students are assigned to a Home Group.

Attendance rolls are marked each morning at 8:30am and become the official College record of attendance.

Class rolls are marked throughout the day.

A list of absentees is prepared each day for staff and parent/carers information.

Total days absent are recorded on semester reports.

### **Absent From School**

Where a student is unable to attend school for any reason, parent/carers are asked to phone 4690 9500 or email [Reception@downlands.qld.edu.au](mailto:Reception@downlands.qld.edu.au) and CC the student's Home Group teacher and Year Leader.

Boarding parents may inform their child's Head of House, who will inform Reception.

The student absence will be recorded as an Explained Absence.

In the case of Unexplained Absences where there has been no contact from parents/carers, Home Group teachers or House Coordinators will contact home to seek an explanation.

Please see the below table for a complete list of Student and Parent/Carer Responsibilities when it comes to the various reasons why a student might be absent from class.

### **End of Term Departures**

All students are expected to be present at school until the end of term. Dates and times of class conclusion are listed in the College calendar.

We understand some of our boarding students live considerable distances from Toowoomba and that sometimes it is very difficult to arrange transport to coincide exactly with the College's academic timetable.

**All requests for early Leave must be made in writing to the Assistant Principal - Teaching and Learning and/or relevant Team Leader - Studies or Head of Junior School.**

As members of Downlands College, we are guided and informed by our shared Values, with belief and commitment to: Community, Personal Growth, Relationships, Spirituality, and Learning in all facets of our College. We want our students to come to know the value of their own lives and so contribute for the betterment of the world in which we live.

Aspect	Student's Responsibility	Parent/Carer's Responsibility
Short term absence (1-2 days)	Keep up to date with schoolwork via class pages on My Downlands	Phone school or email Reception and CC Home Group teacher and Year Leader.
Extended absence (3+ days)	Keep up to date with schoolwork via email contact with class teachers and class pages on My Downlands.	Phone school or email Reception and CC Home Group teacher. Contact with Year Leader.
Late to school	Sign in via Reception – Student Window.	Phone school or email Reception.
Early departure	Attend Reception earlier in the day to collect white slip to show classroom teacher. Sign out via Reception – Student Window.	Phone school or email Reception.
Late to class	Avoid at all costs	Reminders about the importance of punctuality. Support in student organisation and College consequences
Truancy (Unexplained absence from class)	Don't.	Reminders about the importance of attendance. Support College consequences.
Planned Absence – College Activity / Camp / Excursion	Check ahead of time with classroom teachers about how absence/s will affect learning. Keep up to date with schoolwork via class pages on My Downlands.	Accept student attendance via Parent Lounge when invitation is emailed through.
Health-related temporary absence  (Health Hub – Physical or Mental Health)	Collect note from Health Hub where there is an appointment to show classroom teacher.  Collect note from class teacher or PC staff (HG teacher, House Coordinator, Year Leader) where there is no appointment to show Health Hub Reception on arrival.  Attend Health Hub reception.	Communicate with school. Collect student as necessary.
Other on-campus temporary absence E.g./ Music lesson, interview, assisting Mission staff	Check ahead of time with classroom teachers about how absence/s will affect learning. Keep up to date with schoolwork via class pages on My Downlands.	Reminders about the importance of attendance. Support in student organisation.
TAFE / School Based Apprenticeships / Traineeships	Attend vocational commitment on scheduled days.  Seek approval from Curriculum Leader Learning Pathways to make any changes to scheduled arrangements.  Keep up to date with schoolwork via class pages on My Downlands.  Advise employer when required to attend the College for scheduled assessment or Year Group Retreats.	If student is unable to attend their scheduled TAFE / SBA day OR student is required to change their scheduled day, phone school or email Reception and Learning Pathways, and CC Home Group teacher.



# Behaviour Expectations

## Junior School Behaviour Management and Expectations

The Downlands Junior School Behaviour Management and Expectations Plan is designed to empower students to become active and engaged learners who display behaviours which contribute to the effective flow of the teaching and learning process, and which build positive relationships within the Junior School Community.

High expectations are built and maintained, and students are supported to excel as learners, to continue in their journey of faith and to shine as Downlanders through their attitudes, words and actions.

At Downlands Junior School, our restorative approach focuses on building and maintaining positive relationships across the whole school community. It aims to create an ethos of respect, inclusion, cooperation, accountability and responsibility.

Our MSC charism is based on understanding, compassion and mutual forgiveness so by working restoratively with our students, relationships become stronger and learning is more effective.

## Downlands Junior School Expectations

**I have a spirit of FAMILY**

**I treat others with KINDNESS**

**I come READY to learn**

## Restorative Practices

For effective teaching and learning to take place, positive relationships must be at the heart of all that happens at Downlands College. To ensure that this occurs, a restorative approach will be used in the Junior School. Restorative Practices include a process that puts repairing relationships over and above blaming and punishing. The focus moves from managing behaviour to building and repairing those relationships.

The following two components are used as part of maintaining positive behaviours and relationships at Downlands College:

- A restorative process where formal apologies and expression of hurt and consequence are discussed.
- Circle time and class discussions are used to work through whole class concerns or issues.

## Classroom Behaviour Management

Teachers will apply the Four Phase Classroom Behaviour Process for the management of student behaviour to ensure that effective teaching and learning is occurring in each class.

## Four Phase Classroom Behaviour Process

A 4 Phase Process will be used in the Junior School classrooms to address behaviour and maintain and build positive relationships. This process will allow students to reflect on their behaviour and how their actions can affect the learning environment of others.

Phase 1 (**Green**) - Student reflects positive behaviour. Positive behaviour is recognised by the classroom teacher. This can involve the teachers own classroom reward system.

Phase 2 (**Blue**) - Student is warned regarding inappropriate behaviour that disrupts the learning environment.

Phase 3 (**Yellow**) - Student is warned about continuing to disrupt the learning environment. Student must reflect on behaviour via questions asked by the classroom teacher. If a student refuses to engage in the questions, they will move to Phase 4 (Red).

Questions-

1. What were you doing that disrupted the learning of others?
2. What should you be doing?
3. What will happen if you continue to disrupt the learning of others?

Phase 4 (**Red**)- Student is referred to the Pastoral/ Wellbeing leader to discuss behaviour and complete a reflection sheet. Student will be asked questions during the referral process.

Questions -

1. What were you doing that continued to disrupt the learning of others?
2. What should you be doing?
3. You will need to meet with the Pastoral/Wellbeing leader to discuss your behaviour.

Once the reflection sheet has been completed, a restorative meeting will be held between the student and the classroom teacher.

## Secondary School Behaviour Management and Expectations

Behaviour management in the Secondary School at Downlands College is guided by the Downlands College Student Recognition & Restoration Framework, which provides equity in the guidance of students through Years 7-12.

Student conduct is categorised into phases: Phase 1 – Phase 7.

- All students begin on Phase 3 upon enrolment into the secondary school and subsequently move through Phases that most accurately reflect their actions at any given time.
- Students in Phases 1–3 are demonstrating continued efforts at strengthening themselves.
- Students in Phases 4–7 are experiencing challenges in meeting College and community expectations.

These Phases are interconnected across all aspects of College life in the Day school, including engagement in mission, curriculum, recreation, co-curricular activities and broader community involvement.

Information on Phases, as well as student conduct and College responses associated with those Phases, is available in the Downlands College Student Recognition & Restoration Framework stored on the College website <https://www.downlands.qld.edu.au/downlands-choice/policies>

### Bus Behaviour

Downlands College students travelling on buses must show respect to all other bus users: the driver, members of the public and fellow students.

In the case of students from Prep to Year 3, it is required that students have a parent, carer or older sibling accompany them to get on the bus and be present in the afternoons at the bus stop for collection.

The primary concern of the College for students travelling on buses is safety. To achieve this, the following rules apply:

1. Prep to Year 3 students will sit at the front of the bus to ensure they are monitored by the bus driver
2. Students must remain seated while the bus is in motion.
3. Seat belts must be worn for the entire journey.
4. All bags must be placed under seats or in overhead compartments - never in the aisle or on seats.
5. Food and drink is not to be consumed on the buses. Capped water bottles are permitted.
6. Senior students to take responsibility for:
  - a) modelling good behaviour.
  - b) assisting younger students.
- c) reporting poor behaviour to the bus driver and/or Assistant Principal - Pastoral Care and Wellbeing.
7. Seats are taken on a 'first come' basis. No student can save a seat for another student. No student should occupy two seats while others have none.
8. Students are financially responsible for any damage they cause to the bus or to the property of any other traveller through their actions.
9. The College uniform must be worn correctly at all times of travel to and from school.

**DISRUPTIVE STUDENTS may be removed from the bus service for a period of time to ensure the safety of others. Persistent misbehaviour may result in students being suspended from using the bus service.**

In these situations, the student will need to find his/her own way to/from school.

**ALL STUDENTS HAVE A RIGHT TO FEEL SAFE WHEN TRAVELLING TO AND FROM SCHOOL.**

If you feel harassed or you witness another student being harassed you have a responsibility to either try to support the student appropriately or notify the Year Leader, Team Leader or Assistant Principal - Pastoral Care and Wellbeing.

### College Socials

At EVERY social, students will:

- Uphold the College Code of Conduct.
- Dress appropriately; students who are not dressed appropriately (eg too revealing or inappropriate images/slogans on T-shirts), will NOT be permitted to enter the social.
- Produce a current Student I.D.
- Leave bags, overcoats or other paraphernalia at home; bags and jackets must be cloaked in the student dining room and will not be accessible until the end of the evening.
- Arrange to arrive and be collected at the advertised times; students who arrive late without prior arrangement may not be admitted.
- Remain in the Graham Centre. Permission to leave early can only be granted by the Teacher-in-Charge; students are not permitted to leave the Social prior to the advertised finish time, unless accompanied by a parent/carer.
- Conduct themselves in a manner appropriate for a school function and avoid displaying physical contact that is inappropriate in the school context.
- Accept the direction of supervising staff; a student will be given ONE warning that behaviour is unacceptable; on the second occasion, the student will be asked to leave the dance floor and wait in the foyer until either a houseparent/parent/carer has been contacted, or the evening concludes.

NOTE: Certain inappropriate behaviours may preclude attendance at further socials.

## Online/Social Media

Downlands College recognises that many students engage in social media online applications such as social networking sites, wikis, blogs, microblogs, video and audio sharing sites, and message boards that allow people to easily publish, share and discuss content. The College acknowledges the role and responsibilities of all parents/carers in monitoring their child's use of such technology.

In cases where social media content brings the College into disrepute (e.g. making inappropriate remarks, using images taken on College premises or whilst wearing College uniform) the matter will be dealt with using the College Recognition and Restorative Framework.

Be aware that students may not post photos or videos that have been taken on school grounds or with students in school uniform, including sporting, pastoral or mission events.

NOTE: Downlands College expects that all members of our community who engage with each other (and the wider society) within these forums do so in a manner that is appropriate, respectful and courteous at all times, in keeping with our Catholic and MSC Ethos and values.

## Banned Items

Due to the danger they pose to people's health, the risk of damage to expensive uniforms and/or defacing of College, public and private property, the following items are banned from the College precincts, and should not be in students' possession on the way to or from school, or any time they are in College uniform:

- Aerosol sprays (this includes aerosol deodorants)
- Alcohol
- Caffeine based energy drinks
- Chewing/bubble gum
- Cigarette lighters/matches/other fire-starting devices
- Hair scissors / clippers
- Laser pointers
- Liquid paper in bottles
- Non-prescribed and/or illegal drugs
- Permanent marker pens
- Nicotine products including cigarettes and pouches
- Vaping devices
- Weapons, including knives/replica weapons

Students who infringe by having any of these items will have the item taken into trust by staff to be labelled and given to Reception via the Year Leader, Team Leader – Students, or Head of House (Boarding).

Offences involving alcohol and illegal drugs will be managed in accordance with state and federal laws, together with the Downlands College Student Recognition & Restoration Framework.

The Principal will have the right to make the final decision in regard to the enrolment status of students involved in activities contrary to the above.

## Classroom Expectations

All students are expected to attend lessons punctually, ready and willing to engage in learning activities.

For each lesson students should have:

- Student Record Book
- Writing equipment
- Laptop in protective case (fully charged at the beginning of the day)
- Correct attire (College uniform or subject-specific as required)
- A positive and cooperative attitude

Engagement in the classroom

- Each day will commence with prayer in Home Group as an invitation to become present to God in our midst.
- Classroom management is the teacher's responsibility.
- Students must meet the expectations of individual teachers in their various classes.
- Students will use the Classroom and Community Rules and Expectations as the benchmark for all behaviour.
- It is the student's responsibility to ensure effective teaching and learning is able to occur. This includes proper use of technology which will be at teachers' discretion.

## Reflection Room

If a student's poor behaviour choices result in continued disruption (three strikes) to the teaching and learning environment, exhausting the teacher's behaviour management strategies, the student may be sent to the Reflection Room.

Follow up and restorative measures will be managed by the Curriculum Leader and Year Leader, guided by the Downlands College Student Recognition & Restoration Framework.

## Conflict Resolution

The Restorative Justice Process is a peaceful process, facilitated by the College Counsellor, which can only be entered into willingly and voluntarily by both parties. The process facilitates change from a situation in which people are angry and upset with each other to a situation which is better or at least improving.

It provides an alternative to vengeful responses to problem or conflict situations. It enables the formulation of assertive and constructive responses to a problem or conflict whereby:

- The offender can recognise and accept responsibility for the offending behaviour.
- The victim is willing to consider how equity may be restored and agreements made so that the injustice does not re-occur.

When the requirements for this process cannot be met

At these times the process may include:

- a formal statement of expectation by the school.
- compulsory contract.

## Serious Incidents

When serious incidents occur, the investigating member of the College staff will present the details of the incident to the Principal. Those affected will be given the opportunity of an unbiased interview according to the principles of natural justice. Students will be allowed to nominate as a "critical friend" an adult member of the community to be present and participate in the interview. The Principal will conduct the interview and make decisions in consultation with the College Executive. Downlands will provide whatever support is possible in these circumstances. In most cases parents would be given the opportunity to withdraw their son or daughter from the College.

## Suspension

Suspension of a student is regarded as a serious matter and is meant to allow the student an opportunity to consider his / her behaviour and obligations as a member of the College community. This may be done as an internal suspension within the school environment. Where this is not desirable, the suspension will be served at home. This allows families to consider together the requirements of being a student at Downlands. Entry back into community life is by agreement that may be formalised by interview and written contract.

Circumstances that may lead to suspension include:

- persistent and repeated failure to obey College rules and regulations.
- persistent and repeated failure to respect community values.
- unwillingness to enter into reconciliation.
- unwillingness to follow reasonable direction.

- major infringement of College regulations and expectations.
- physical altercations, including striking or fighting
- smoking/vaping.
- possession or the use of alcoholic beverages at school or school activities.
- being in possession of illegal drugs or drug related equipment. Using illegal drugs.
- inhaling solvents.
- theft.
- possession / distribution of pornography.

In more serious cases, the suspension occurs whilst decisions are made about continuing community membership.

## Withdrawal and Cancellation of Enrolment

In some circumstances, the best opportunities for further growth and development of a student may be in another community. This generally occurs as a result of serious damage to relationships within the community.



# Emergency Procedures

## Emergency Procedures

In the event of an emergency, students follow directions of staff members, as outlined below.

DO NOT at any time engage in any communication with anyone external to the College, either during the event or afterwards through media sources.

## Evacuation Procedures

If there is an emergency on the College campus and staff and students are required to evacuate the site, the following procedures will apply:

1. The signal will be an extended bell ringing. Students must then very quietly listen to and follow instructions by staff.
2. Teachers will supervise safe exits from learning areas or school yards.
3. Staff and students proceed calmly and quietly Lords South Oval (Secondary School) or Strathmore Oval (Junior School). If the normal closest route is blocked, or is too close to potential hazard, staff and students must proceed by the nearest, safest alternative route.
4. At the oval, students line up in alphabetical order in Home Groups. Staff will take rolls.
5. Students and staff remain on the oval until told to return to the campus by the Deputy Principal.

## Lockdown Procedures

In some emergency situations, an evacuation of a building and/or classroom is not advisable. These may include a hostile intruder or criminal activity near the school. General emergency Lockdown procedures are as follows:

1. The signal will be a continuous ringing of the school bell. A staff member will announce that a lockdown procedure is underway.
2. Always remain calm.
3. If in class, teachers will say "LOCKDOWN"
4. During break-times or if outdoors move to the nearest classroom.
5. Graham Centre - Assemble out of sight within the Graham Centre.
6. Teachers and students who are out of class must calmly make their way to the nearest accessible classroom.
  - Assemble students and other College personnel in or near your room. Sit on the floor in a sheltered area of the room.(NOTE: the sheltered area should be out of sight from doors and windows.)
7. Once sheltered, everyone must remain silent.
8. Close and lock all external doors and windows and close window coverings. Do not attempt barricades.
9. Under NO circumstances during the lockdown open door/windows to any person.
10. Turn off the lights and sit quietly.
11. Where possible teachers will log onto computer/ phone and communicate with Lockdown Coordinators
12. The ALL CLEAR will be given over the PA and by email to staff, with a password.
13. After a lock down, a roll call is necessary. Assemble in Home Group rooms when instructed by staff.

Any form of bullying is contrary to the ethos of Downlands College and strays from our commitment to form our community with...

a spirit of family and true friendship, founded on kindness, understanding, compassion, mutual forgiveness, gentleness, humility, simplicity, hospitality, and a sense of humour.

*MSC Constitution #34*

# Student Wellbeing

## Unable to Participate in Sport or P.E.

If students are unable to participate in Sport or P.E. she/he must bring a note from their parent/ carer, which explains the reason for their inability to participate and gives an indication as to how long they will be incapacitated.

## Travelling to and from School

Exemplary behaviour is expected when students travel to and from school. Whenever students are wearing the College uniform they must obey the College rules. Always wear the College uniform correctly.

## Lost Property

To help minimise loss of property, ensure that all belongings, textbooks and clothing are clearly marked with your name and locked safely in your locker wherever possible.

In the case of missing items, check with Reception.

If students find property that is unnamed and appears 'lost', they are asked to kindly deliver to Reception.

## Student Lockers and Locks

Lockers are allocated by Year Leaders at the start of the year. Student use of lockers is expected in accordance with the following:

1. The locker is provided for the sole use of the student to whom it has been allocated.
2. Each locker is fitted with a combination lock that is to remain with that locker. The student who is allocated that locker is solely responsible for the lock.
3. All students are to use their lockers to store their school bags and other belongings.
4. The locker is always to be maintained in a hygienic manner.
5. Neither the lock or locker are to be defaced or damaged in any way.
6. Damaged or missing locks will be replaced by the student responsible for it, at a cost of \$30.
7. Student lockers may be opened and inspected at any time by College staff.

## A Change of Personal Circumstances

Please notify the College immediately in writing so that records can be updated accordingly. This includes address, phone contact details, parent/carer or any other details of which the College should be aware, whether on a permanent or temporary basis.

## Health Hub

The Downlands College Health Hub is provided to meet the physical and mental health needs of our students.

## Accessing Medication

The only medication that students may have with them during the school day is an asthma puffer or EpiPen if required. Other medication needed during school hours must be handed in to the Health Hub, together with written advice from parents/carers.

The medication will be held at the Health Hub where students will attend when it is due.

The College is not permitted to administer medication other than that prescribed by a doctor.

## Mental Health

Secondary students need to make an appointment to see a Counsellor, preferably via email [Counsellors@downlands.qld.edu.au](mailto:Counsellors@downlands.qld.edu.au), via Stymie, or through their Year Leader, Home Group teacher or Reception.

A date and time will be sent to the student via email. It is the student's responsibility to remember and attend this appointment time. Attendance will be recorded in the College record system.

In the case of Junior School Students, parents are requested to communicate their child's needs to the classroom teacher or the Junior School Leader – Pastoral Care and Wellbeing. These staff will support students with a referral letter as required.

## Student Mental Health & Wellbeing

Downlands College takes matters regarding Student Mental Health & Wellbeing extremely seriously.

Where concerns are raised regarding self-harm or suicidal ideation, a clear process is followed. In summary, this involves:

- Communication with parents / carers
- Assessment by a member of the College Counselling team
- Where active self-harm is present, or in cases of suicidal ideation where intent, a plan, or means are present, the following is enacted:
  - A minimum of three Mental Health Respite days away from the College (Day and Boarding)
- College Counsellors provide a letter of referral to a General Practitioner (GP) or Mental Health Care Provider (MHCP) detailing concerns for student's wellbeing
- Appointment with GP or MHCP where students receive written psychological clearance to return to the College, a Mental Health Care Plan, and strategies for the College to support the student

and their mental health

- Re-entry meeting held with student, parent / carer and relevant College staff to discuss external and internal supports
- On-going Counsellor support, including the development of a Coping Plan
- Regular reviews of student progress

Greater detail of this process is provided as required, or on request to the Assistant Principal – Pastoral Care & Wellbeing.

Please help us to responsibly care for your child whilst at Downlands College by completing and returning the Asthma Plan as soon as possible. If you have any queries regarding this, please do not hesitate to contact the Health Centre staff.

## Sick Bay

The Downlands Health Hub also serves as our school's Sick Bay.

- Day students may be assessed by Health Hub Reception, with parents contacted to collect them from Health Hub Reception as required.
- Boarding students may be assessed by nursing staff, with respite available in a small short-term ward.

## Independent Living (Students)

Where families make decisions that students change living circumstances and choose to live independently:

- Parents/carers must notify the College in writing immediately of any change in status regarding living arrangements of the student, whether on a permanent or temporary basis.
- Parents/carers contact details MUST be accurate and current.
- College expectations regarding attendance, punctuality, presentation and public image remain in place.
- It is expected that the type of accommodation that is arranged be conducive to the student's successful completion of their studies (i.e. own study space; sharing with others who also have a study focus).
- It remains the parent's/carers responsibility to fulfil all the Duty of Care requirements i.e. contacting the College when the student is ill or has appointments during school time.
- Driver and passenger permission forms MUST be completed if the student has a vehicle and licence, or if they intend to travel in the cars of other students.
- The residences of students living independently are out-of-bounds for boarding students. Leave will only be granted to boarding students who will be under the supervision of a mature adult.

- It is advised that boarding students not be permitted to reside at the accommodation of students living independently.

## Driving To School

Students wishing to drive a car to school are required to follow College expectations, as outlined in the Downlands Student Driver guidelines and policy document which is found on the Year 11 and Year 12 pages in My Downlands.

Students must use this document to make applications to drive to and from school, park on campus, and to be a passenger in a student-driven vehicle. These applications must be completed by all parties with paperwork returned to students before they can drive to school and/or park on campus.

Failure to comply with the requirements of the Student Driver contract, including driving to school without holding a Student Driver's Card or a Parking Permit, or parking in the incorrect Student Parking Zone, will be managed using the Downlands College Student Recognition & Restoration Framework.

## Student Safety

To maintain a safe, spiritually and psychologically healthy community and to enforce legislative obligations, this community:

- does not tolerate bullying in any form
- aims to prevent all forms of harassment, abuse and threat to personal safety against the members of the community
- prohibits the use of drugs which are considered to be detrimental to health and well-being
- establishes rules and procedures with regard to boundaries, illness and absence.

**Understanding the difference between conflict and bullying is crucial in maintaining a safe and inclusive school environment. At Downlands College, we are committed to upholding our ethos and values, ensuring that every student feels recognised, accepted, heard, encouraged, and challenged.**

*(MSC Constitution #35)*

## Bullying

The term “bullying” refers to repetitive verbal, physical, social, digital, or psychological behaviours that inflict harm and exploit power differences by an individual or a group towards one or more individuals.

Bullying may manifest in various ways, but it typically involves the following types of behaviour:

- **Verbal bullying** - including threatening language, name-calling or demeaning others based on physical attributes such as weight or height, or other qualities such as race, sexuality, culture, religion, abilities, or their achievements.
- **Physical bullying** - acts such as hitting, inflicting harm, intimidating, or damaging, hiding or stealing personal belongings.
- **Social bullying** – spreading rumours, playing nasty jokes, the persistent exclusion of an individual, or the dissemination of information or images intending to cause harm.
- **Digital or cyberbullying** - entails causing harm through technologies such as the Internet, social media platforms, and the use of smartphones or other mobile devices.
- **Persistent retaliatory behaviours:** Harassing someone for “snitching” or “dobbing” can be considered an inappropriate interaction rather than outright bullying if it is an isolated incident. However, if these retaliatory behaviours become a pattern of targeted and repetitive aggression, they would escalate to the level of bullying.

## What Doesn't Qualify as Bullying?

Certain behaviours, though they may be unpleasant or distressing, do not meet the criteria for bullying:

- **Rude behaviour:** Inadvertently saying or doing something that unintentionally hurts someone else.
- **Mean behaviour:** Purposefully saying or doing something to harm someone, usually on isolated occasions.
- **Inappropriate interactions:** Occasional behaviours or exchanges that may be impolite, inconsiderate, or uncomfortable but are not repetitive or intentional.
- **Conflict or disputes:** Disagreements, arguments, or disputes between individuals where neither party holds a significant power advantage, and both parties feel equally wronged. Unresolved conflicts, particularly those arising from the ending of friendships or romantic relationships, may occasionally escalate into aggression or bullying.
- **Mutual conflict:** Characterised by a disagreement without an imbalance of power, may transform into bullying if one party repeatedly targets the other in retaliation.

- **Single instances:** Unkindness, physical aggression, or aggression directed at various individuals, but without a recurring pattern of targeted behaviour.
- **Social rejection or personal dislike:** Personal dislike or rejection that is not part of deliberate and repeated efforts to cause distress, exclusion, or generate antipathy among others.

Understanding these distinctions is crucial to accurately recognise various behaviours commonly encountered in educational settings.

## College processes when dealing with bullying and harassment

The College will investigate any situations involving bullying and harassment once they are reported to any staff member at the College. The forms of reporting can include in person, via email, or via Stymie. The details of the poor behaviour will be provided to the Year Leader for investigation.

Once the investigation starts ...

1. The relevant Year Leader will have a conversation with the complainant.
2. The complainant will be asked to write a statement of the events that occurred.
3. The Downlands College Health Hub may provide a report (physical – Nurse; psychological – Counsellor).
4. Any digital messages (text or image based) may be copied as evidence.
5. Complainants will be asked to identify witnesses.
6. Witnesses will be interviewed and asked for a statement too.
7. The alleged bully is also interviewed (remember, there are two sides to every story).

Once the investigation has occurred, the procedure to manage ongoing behaviours is through the use of the Downlands Bullying & Harassment Staged Process, in conjunction with the Downlands College Student Recognition & Restoration Framework, and includes a restorative process.

The parents/carers of the alleged bully are also involved in this process.

If ANY major acts / repeated minor acts continue after the Bullying & Harassment Staged Process is followed (Stage A, B or C), the enrolment of the alleged bully may be jeopardised.



## Sexual Harassment and Student Protection

Both the Federal Sex Discrimination Act and the Queensland Anti Discrimination Act identify sexual harassment as unlawful. Sexual harassment may include:

- physical contact (direct and indirect) such as fondling, touching, brushing against another person
- indecent exposure; offensive body and hand gestures
- using another person's clothing to cause that person pain and /or embarrassment
- blocking another person's entry to or exit from an area
- having contact of a sexual nature with another person in the presence of a third person
- invading the personal space of another person
- using intimidating looks such as leering or ogling or engaging in inappropriate/offensive whistling
- verbal (written and oral) intimidation such as referring to another person's sexuality, appearance, body and private life
- persistent or continual invitations, requests or telephone calls
- offensive telephone calls, SMS, and other forms of telecommunications such as faxes, emails and messages sent by computer; offensive letters
- sexual propositions
- following another person (which may constitute the criminal offence of stalking)

It is important to understand that some of the above behaviours may also constitute sexual abuse or assaults - which are criminal offences. Downlands College staff have a clear legal and moral responsibility under the Child Protection Act 1999 (amended legislation January 2015) to mandatory report sexual abuse or likely sexual abuse under the Education (General Provisions) Act 2006.

The complete College Student Protection Policy is available on the public website.

***If a student needs help in any way about a personal protection or safety issue, they should speak to one of the College Student Protection Officers***

When bullying or sexual harassment occurs:

- refuse to be involved
- if appropriate, take some form of preventative action
- report the incident or suspected incident to a teacher and help break down the code of secrecy
- staff endeavour to assist in ways that improve the situation and minimise further problems.

## What Parents/Carers can do to Maintain a Safe Community:

Parents/carers are asked to encourage students to talk to their Home Group teacher, Year Leader, Counsellor, or member of the College Executive if they have concerns about safety. Parents/carers are encouraged to contact the school if they observe any of the following:

- any signs of distress such as, unwillingness to go to school, patterns of illness, missing equipment, damaged clothes or bruising
- changes in behaviour, mood, motivation or friendships that may cause concern.

## Drugs

Prescribed drugs:

- Downlands College is not permitted to administer medication other than that prescribed by a doctor
- prescribed medication will be administered by the Health Centre or the Junior School First Aid Officer, except for asthma medication which students may self-administer

Restricted drugs:

- While on College premises or on any occasion when representing the College, students are not permitted to:
  - smoke or possess tobacco products
  - vape or possess vaping products
  - possess or consume or be under the influence of alcoholic beverages.

Prohibited substances:

- While on College premises or on any occasion when representing the College, students are not permitted to:
  - possess drug-related equipment
  - possess or use or be under the influence of drugs prohibited by law
  - possess or use performance-enhancing drugs.

## Guidelines Regarding Drugs

The students, parents/carers and teaching staff will be informed at the beginning of each year of the College's position on drugs. Training will be provided for teaching and auxiliary staff as required. At all levels of the school, a comprehensive education program and associated activities will attempt to circumvent student involvement in drug related activities.

Counselling within the school and access to appropriate community agencies will be used to help those students who show signs of being in conflict with the above policy statement. Disciplinary action will be taken to protect the health and safety of all students. Where violations occur, all dealings will be fair and aimed at protecting as much as possible the welfare of the student body and the integrity of the

school. The document "Guidelines for Managing Drug Related Incidents in Catholic Schools" will serve as a guide in such instances. The Principal will have the right to make the final decision in regard to the status of those students involved in activities contrary to this policy.

## Medication

The only medication which you may have with your during the school day is an asthma puffer. Other medication needed during school hours must be handed in to the Health Centre, along with a note from your parent/carer. The medication will be held at the Health Centre where you are to report when it is due. The College is not permitted to administer medication other than that prescribed by a doctor.

## To See a Counsellor

Students need to make an appointment with the Counsellor, either directly or through their Year Leader, Home Group teacher or Reception. A date and time will be given to the student on an appointment slip. It is the student's responsibility to show this slip to their class teacher before attending the appointment.

In the Junior School, a referral form is required to be completed and returned to either the Head of Junior School or the Junior School Pastoral Leader.

**Please be advised that this is a fluid document and the most up to date copy of the coloured pages will be available on the College website.**

## STYMIE

While "in person" is best manner of reporting, reports can also be made via [stymie.com.au](https://stymie.com.au) which provides an anonymous platform to provide information about a students' wellbeing.



**STUDENT PROTECTION is *all* our concern.**



*Everyone* has the right  
to *feel safe.*

If you are concerned about your own wellbeing  
or that of a friend, or need help, speak to any staff member  
you trust, or to the **Student Protection Contacts.**

## **DOWNLANDS COLLEGE STUDENT PROTECTION CONTACTS**



Ms Andrea Collins



Mr Dan Fraser



Mrs Rebecca Brownhall



Mr Ian Bulkin



Mrs Rebecca Lewis



Mr Russell Craymer



Mrs Tessa Smith



Mr Domenico Cullen



Mr Garth Calder

**We are here to *listen* and to *help* you.**







# Downlands College

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TOOWOOMBA QUEENSLAND AUSTRALIA



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