

High School Handbook

Stage 4 / Years 7- 8



Christ Holds All Things Together

College Details

School Address	206 East Wilchard Road Castlereagh, NSW 2749
Mailing Address	Locked Bag 1001 Cranebrook, NSW 2749
School Phone no.	02 4708 9800
School Email	office@thelakescc.nsw.edu.au
School Web Address	www.thelakescc.nsw.edu.au
Principal	Mr Darren Dick
Deputy Principal – High School	Mr Cameron Bond
Deputy Principal – Junior School	Mrs Tara Waller
Director of Teaching & Learning	Mrs Cherine Spirou
Learning Support Coordinator	Mrs Cherie Huxley
Sports Coordinator	Mrs Maria Keehan
Bus Coordinator	Mr David Lewis
Office Manager	Mrs Cathie Godfrey
Administration	Mrs Lynda Clark Mrs Kerenina Van Der Kley Mrs Jenny Lewis
Finance Officer	Mrs Marianna Dissanayake
Canteen	Mrs Claire Weston
Librarian	Miss Stephanie Kerr

2025 Term Dates

Term 1:	Yr1 to Yr12 – 3 February to 11 April Kindy & Prep – 4 February to 11 April
Term 2:	29 April to 4 July
Term 3:	28 July to 26 September
Term 4:	14 October to 10 December

College Hours

School Hours:	8.30am to 3.05pm	<i>Supervision from 8.00am</i>
Office Hours:	8.00am to 4.00pm	
Term Break Office Hours:	9.00am to 3.00pm	

Welcome to Stage 4 2025!

As you begin your High School journey at The Lakes Christian College, there are some things that are different to Junior School. Your teachers will guide you as you develop your understanding of High School processes and procedures. Remember that all your teachers are here to help you! If you have any questions, be sure to ask your teacher or your Stage Advisor, Mr Cameron Bond.

Subjects

The Lakes Christian College follows all NESA (NSW Education Standards Authority) requirements and will complete all stage outcomes in the required patterns. Every student will engage in all subjects required by NESA. The 2025 subjects you will participate in are:

- Christian Discovery
- English
- Mathematics
- Science
- Human Society and its Environment (HSIE)
- Personal Development, Health, and Physical Education (PDHPE)
- Technology (mandatory)
- Visual Arts
- Music
- Drama
- Language other than English (Year 8 only)

All subjects are taught by a specialist teacher in a specialist room. Students are expected to take responsibility for their own learning with support from their teacher. You will need to complete all homework and all assessment tasks, both formal and informal, within the assigned time frame.

Christian Discovery and *PeaceWise*

In keeping with the Vision, Mission, and Values of The Lakes Christian College, students will engage in a Christian Discovery program and the *PeaceWise* Pastoral Care program. Students are encouraged to find their God-given purpose as they grow into respectful, responsible, and resilient individuals. This learning will support them as they go through their High School years and make choices that will determine their education and Eternity. Fortnightly High School Chapels are a part of the program and are a great opportunity for various speakers to present the Gospel to students.

Timetable

Students will receive their personalised timetable at the beginning of Term 1. Learning takes place across 6 periods each day, in a 10-day cycle (Week A and Week B).

Learner Link

Learner Link is a learning platform used by The Lakes Christian College for Years 7 to 12. Students will receive assessment notifications and grade marks through the platform and will be able to access some coursework content, such as reference notes. New students will receive the login and passwords at the beginning of the year.

Learning Styles

The Lakes Christian College recognised the individual learning styles of each student and will offer:

- Differentiated learning
- A range of subjects and courses
- A range of projects and assessments
- Enrichment and extension opportunities
- Learning support

Assessment Tasks

Formal and Informal Assessment Tasks

Formal

Every course/subject will have three to four formal assessment tasks over the academic year. Students will receive a Formal Notification for each task via Learner Link at least two weeks before the task is due. Formal assessments are worth 60%.

Informal

All informal assessments must be completed. They will be marked and form a part of your reputable grade. This includes homework tasks and classwork tasks and will be indicated by the teacher to the students. The tasks and frequency will vary from subject to subject. Informal tasks are worth 40%.

General Performance Descriptors

The General Performance Descriptors are a generic set of descriptors indicating five levels of achievements:

A	The student has an extensive knowledge and understanding of the content and can readily apply this knowledge. In addition, the student has achieved a very high level of competence in the processes and skills and can apply these skills to new situations.
B	The student has a thorough knowledge and understanding of the content and a high level of competence in the processes and skills. In addition, the student is able to apply this knowledge and these skills to most situations.

C	The student has a sound knowledge and understanding of the main areas of content and has achieved an adequate level of competence in the processes and skills.
D	The student has a basic knowledge and understanding of the content and has achieved a limited level of competence in the processes and skills.
E	The student has an elementary knowledge and understanding in a few areas of the content and has achieved very limited competence in some of the processes and skills.

Incomplete and Late Submissions

Prior notification of an incomplete or late submission of a task is required when a student will not be able to submit a task on time. This must reach the school and the teacher at least 24 hours before the assessment is due. Other than exceptional cases (i.e. accident on the way to school), the school/class teacher must be contacted **before** the task is due, in person, by phone, letter, or email.

OR

A **written statement** from the student's Parent or Caregiver explaining the incomplete or late submission, and a **doctor's certificate** where illness is involved, must be presented on the student's return to school.

When the Head of Teaching and Learning considers that a student has a valid reason for non-completion of an assessment task, then the following may be considered:

- An extension of time; or
- the awarding of a mark based on completion of the original task or substitute task; or
- where neither is feasible, the Principal may authorise the use of an estimate for that task.

Late Submission Penalty

The penalty for a late submission with no valid reasons is 10% of the final mark per day the task is late for up to 4 days. After that, a 'zero' mark will be awarded. All tasks are compulsory, and the marks are recorded for the purpose of reporting.

Absence on the Day of an Assessment Task

Absence on the day of an assessment, or a task due date, must be covered by a **written statement** from a parent or guardian, and a **doctor's certificate** where illness is involved, on the student's return to school. Students will generally be expected to hand in or complete an in-class assessment task on the first day of their return to school. This is to be submitted with a **Special Consideration form**, which can be obtained from the College office. If approved, an alternative date or task, or a mark based on a student's rank in previous tasks in the course, will be awarded. Failure to hand in or attend an assessment task by the due date will result in a 'zero' mark being awarded.

Students should ensure that any questions they have about marks awarded for an assessment task are asked as soon as the results are returned to them.

The penalty for failing to submit an assessment task by the due date (with no valid reason supplied via a Special Consideration Form) may result in a 'zero' mark for that task.

Adjustment to an Assessment for Students with Special Needs

Some students with special education needs will require adjustments to assessment practices to demonstrate what they know and can do in relation to syllabus content and outcomes. The type of adjustment and support will vary according to the individual needs of the student and the requirements of the activity. These may be:

- Alternative formats for responses; for example, written point form instead of essays, scaffolded structured responses, short objective questions, or multimedia presentations.
- Adjustments to assessment activities; for example, rephrasing questions, using simplified language, fewer questions, or alternative formats for questions.
- Adjustments to the assessment process; for example, additional time, rest breaks, quieter conditions, or the use of a reader and/or scribe or specific technology.

It is a requirement under the *Disability Standards for Education 2005* for schools to ensure that assessment tasks are accessible to students with a disability. Schools are responsible for any decisions made at the school level to offer adjustments to coursework, assessment tasks, and in-school tests.

Student Responsibilities with Assessment Tasks

- Students must check Learner Link regularly and check for Notifications and due dates.
- Students should do each task to the best of their ability.
- Proven dishonesty in an assessment task with result in a 'zero' mark being awarded and will be lodged on a Register of Malpractice. This includes Plagiarism.

What is Plagiarism?

“Plagiarism is when you pretend that you have written or created a piece of work that someone else originated. It is cheating, it is dishonest, and it could jeopardise your HSC examination results” (NESA, What Is Plagiarism).

This includes, “copying, buying, stealing, or borrowing someone else’s work in part or in whole and presenting it as your own”; also “using material directly from books, journals, CDs, or the internet without acknowledging the source” (NESA, All My Own Work).

Changes to Assessment Task Schedules

On occasion, some aspects of a course’s assessment task program may need to be changed. When this occurs, the teacher will negotiate an acceptable solution with their students, within the given guidelines, and notify students on Learner Link.

Appeals

Students who want to appeal the result of an assessment task due to concern regarding:

1. The application of the marking scheme; or
2. A failure to follow due process; for example, the same answers given by two different students were marked differently; or
3. A discrepancy between the written comment and the actual response of the student

should first discuss the result with the Class Teacher and/or Head of High School. If a satisfactory resolution is not reached, students are able to make a formal appeal to the Head of High School within 7 days of the task being returned.

Positive Behaviour for Learning

Behaviour Management

To manage behaviour at The Lakes Christian College, High School has three categories of consequences:

1. **Yellow Teacher Response** is for minor misdemeanours and is managed by the classroom teacher.
2. **Orange Slip** is for more serious misbehaviour, managed also by the classroom teacher with Leadership Support.
3. **Red Slip** is for serious misbehaviour. This is referred to Leadership and the Principal. Parents may be requested to attend an interview with the Principal.

Students who do not receive any behaviour slips in a term are awarded a certificate at the end of the term for 'Excellent' behaviour.

Sample Assessment Schedule

2025 Year 7 English Assessment Schedule

	Task 1	Task 2	Task 3	Task 4	
Topic	Graphic Novels Stormbreaker	Novel Wonder	Drama Text TBA	End of Year Examination	Syllabus Weighting
Type of Task	Multimodal Presentation	Analytical Essay/Response	Performance/ Personal response/ Evaluation	Comprehension, Spelling & Grammar, Poetry, Visual Literacy, Consumer Culture	
Outcomes <small>Assessed</small>	EN4-1A, EN4-4B, EN4-5C, EN4-7D	EN4-2A, EN4 – 3B, EN4-6C, EN4-8D	EN4-1A, EN4-3B, EN4-4B, EN4-9E	EN4-1A EN4-2A EN4-3B EN4-4B, EN4-5C EN4-6C, EN4-7D, EN4-8D, EN4-9E	
Due Date	Term 1 Week 7	Term 2 Week 6	Term 3 Week 7	Term 4 Week 5	
Course Components					
Reading		10	5	20	35%
Writing		15		10	25%
Speaking	10		5		15%
Listening			10		10%
Viewing/ Representing	10		5		15%
Total Marks	20%	25%	25%	30%	100%

Sample Notification of an Assessment Task

Notification of an Assessment Task 2025	
STUDENT NAME: _____	CLASS: YEAR 7
SUBJECT: Mathematics	TEACHER:
TOPIC: Algebra and Percentages	TASK No: 1
DATE DUE: TERM ____, WEEK __	IN CLASS TASK (IC) NO HAND IN TASK (HI)* YES
MARKS: 30	WEIGHTING: 30%
OUTCOMES TO BE ASSESSED:	
TASK DESCRIPTION:	
ASSESSMENT CRITERIA FOR ALLOCATION OF MARKS:	
IN YOUR ANSWERS YOU WILL BE ASSESSED ON HOW WELL YOU:	
<ul style="list-style-type: none">▪ DEMONSTRATE KNOWLEDGE AND UNDERSTANDING RELEVANT TO THE TOPIC AND TASK▪ INCORPORATE SIGNIFICANT ASPECTS OF RESEARCH MANAGEMENT▪ COMMUNICATE USING LANGUAGE AND TERMINOLOGY APPROPRIATE TO COMMUNITY AND FAMILY STUDIES▪ PRESENT IDEAS CLEARLY IN A COHESIVE RESPONSE▪ DEMONSTRATE AND PRESENT EXTENSIVE RESEARCH	

* Hand-in tasks must be submitted as directed by the teacher.

Late Submissions

Late submissions with INCUR a penalty of 10% of the final mark per day the task is late for 4 days. After that, a 'zero' mark will be awarded. This task must be completed to a satisfactory standard to complete the course.

General High School Information

Student Expectations

Every student will be taught and assessed in line with the requirements laid out by NESA. Students are required to engage in active learning in the classroom and be responsible to complete all homework and assessment tasks set by the teachers. Students are required to log in to Learner Link every day to access their coursework, homework, and assessment tasks. Assessment requirements will vary according to the course, and teachers will give specific instructions regarding the completion and handing in of assessment tasks.

Every student at The Lakes Christian College will:

- Attend school regularly and engage in all school activities both inside and outside the classroom respectfully and responsibly; and,
- Have a growth mindset and seek to improve academically, spiritually, and socially.

Technology

Devices for Learning

Students in Years 5-12 may bring their own device. The College recommends a Laptop that is compatible with Office 365. It is recommended that you go for the longest battery life and warranty you can afford. In case of financial hardship, the College has a limited number of devices available for annual loans to High School students. All devices are to be used appropriately and responsibly according to the BYOD guidelines.

Mobile Phones

The use of mobile phones for any form of communication is not permitted at TLCC. It is recommended that mobile phones be left at home, however, if a student is required to bring their mobile phone to school for any reason, it must be left in their bag and not used during the school day. Limited use of phones in the bus lines and on buses is permitted.

Co-Curricular Activities

Co-curricular activities are essential to enriching student's learning. The College includes excursions, field trips, incursions, and a camp to support students' learning and development.

Sports

Students will participate in sports every Tuesday afternoon. In the past year, High School students have had the opportunity to go mountain biking, kayaking, and bushwalking, and play team sports such as touch football and soccer, during their sports lessons.

College Carnivals

All students are expected to attend and participate in College annual sports carnivals. These include Swimming and Athletics.

Extra-Curricular Activities

High School students at the College are provided with the opportunity to engage in a range of extra-curricular activities including:

- Student Representative Council (SRC)
- Chapel band and music tuition
- College music and drama performances
- Individual and team sports
- Representative sports through CSSA
- Community involvement
- Debating

Diaries

A diary will be given to each student at the beginning of Term 1. The diary will be used for:

- Communication between home and school (*please note, this is not to be used for communicating absences*)
- Noting when homework is due
- Term and project planners
- Writing additional school-related information
- And a space for parents to sign each weekend – checked by the teachers on Wednesday each week

Students are to have their diaries at school each day. Learning to use a diary to manage time and projects is a valuable life skill. Parents are encouraged to show interest in the diary and encourage active use.

Pastoral Care

Every student will be a part of a Pastoral Care group comprised of students from Year Levels 7-12. You will meet with your Pastoral Care group each morning to mark the roll and receive any relevant messages for the day.

Chaplain

All students will have access to the school chaplain.

Student Personal Information

Please email any information updates (address, contact number, etc.) to the college office ASAP: office@thelakescc.nsw.edu.au.

Medication

If your child requires medication to be taken during school hours, you will need to complete an Administer Medication Request form. This can be obtained from the College office and will need to be completed at the beginning of each calendar year.

Medication should be delivered to the office and only supplied in the original bottle or pack with a printed pharmacy sticker detailing the student's name and dosage instructions prescribed by your General Practitioner.

Parents and Caregivers of students with Asthma or Anaphylaxis should supply an Action Plan to the College.

Please ensure medication is within its expiry date, as we are unable to administer expired medications.

Money

Please hand any money for fundraising, book club orders, etc. to the classroom teacher or to the office. Money should be in a clearly labelled envelope.

Canteen

Money brought to school for the canteen, or other purposes should be kept securely in a zip-up purse or wallet in their school bags. Students are responsible for their own money.

Sports Days

Students are to wear their sports uniform for PE and Sport.

Communication

Communication with Parents and Caregivers is valued at the college. We encourage you to download and set up the Carer Orbit App:

The Lakes Christian College – Carer Orbit App



The Carer Orbit App is a great place to stay up to date with College communications, events, and services. You will have access to College newsletters, your child's timetable, reports, calendars, and College contact details. Parents and Caregivers are also able to communicate with the College regarding absences and provide permission for upcoming events.



Once your child is enrolled at The Lakes Christian College, you can download the App by scanning on this QR code and enter the school code "the lakes" if required. Use the email address you have supplied to the College to log in. If you are having issues logging in, please contact the office, and we will happily help you set up the app!

How Can Parents be Involved?

Parents and Friends are very welcome to be involved at the College. Your involvement will contribute to building the College Community and will be appreciated greatly by the College staff. If you would like to volunteer, we ask that you obtain a Volunteers Working with Children Check and email it to the school office. A WWCC is free for voluntary roles and can be applied for at Service NSW centres or the Service NSW website.

We are currently looking for volunteers in the following areas:

- Canteen
- Class reading groups
- Administration

If you are interested in volunteering in any of these areas, please contact the office to receive a Volunteer Application form.

Library

Students have access to the College library during library class time and at lunchtime. During lunchtime, students can engage in a variety of activities including access to books and computers.

Parent Interviews and Student Reports

The College reports to Parents and Caregivers regularly on students' progress. Interim reports are sent home at the end of Terms 1 and 3. Detailed school reports are sent home at the end of Semesters 1 and 2. Parent interviews are at the end of semester 1 or as required.

Attendance

Arrival and Departure

Morning Drop-off

Due to limited parking, parents and Caregivers are asked to drop their children off at the "Kiss and Drop" zone near the school hall. If parents need to park for any reason, please walk with your children through the car park to the playground.

Afternoon Pick-up

Children can be collected from the pick-up zone in the car park (this is the same place as "Kiss and Drop" in the morning). Parents and Caregivers are asked to stay in their cars and the supervising teacher will call the children's names using the microphone to go to their car. Children are to wait quietly outside the hall for their names to be called. Alternatively, Parents and Caregivers can park in the carpark and collect their children from their classrooms after the bell has rung. To limit the number of people walking through the carpark, we ask that you only use this option if necessary.

Children will be supervised after school until 3:20pm. Any children still waiting to be picked up will be directed to the office for pick up.

Afternoon Bus

Bus travellers assemble on the Junior School quad where their bus driver will conduct a roll call. Students are then directed onto the buses for a safe departure home. All changes (including once-off changes and long-term changes) need to be communicated to the College office prior to 3.05pm.

Please note: it is college policy that no child is to be in the car park unless supervised by an adult at all times. We thank you for your help in keeping our students and families safe!

Late Arrivals/Early Departures

Students arriving after 8:30am will need to visit the Office for a Late Note before attending their scheduled class. Parents and caregivers should accompany their child to sign the Late Note.

Students leaving prior to 3:05pm will need to be signed out of the office by a parent or caregiver.

Absences

General Absences

All rolls are marked each morning. Absences are recorded on the college database and an automatic notification SMS is sent to parents. Parents are asked to reply to this SMS with the student's name, year level, and reason for absence – for example, "John Smith, Kindergarten, sick". Alternatively, parents and caregivers can notify the school of an absence by emailing the office or completing the absence notification form in the college App.

Holidays or Planned Absences Longer than 3 Days

Planned absences for a period longer than 3 days during term time require an Extended Leave Application form. These can be obtained from the office and should be returned to the office ASAP with any relevant travel documentation such as an e-ticket or itinerary. This will then be assessed by the Principal and a Certificate of Extended Leave issued at the Principal's discretion.

Visitors to the College

In the interest of student safety, supervision requirements, and Child Protection Protocols, all visitors to the college (including tradespeople, volunteers, support workers, and parent/carers) are asked to observe the following procedures:

1. Sign in at the office at each visit
2. Sign out when leaving
3. Wear a college provided visitors badge during each visit

The only exception to this is for college assemblies and chapel services, where no sign-in is required.

Food and Nutrition

At The Lakes Christian College, we encourage students and families to develop healthy eating habits to support physical health, concentration, and learning.

The College will:

- promote children's understanding of how food affects their bodies and the relationship between healthy eating and good health.
- Ensure that food provided at the school, and foods brought from home, will reflect the Australian Dietary Guidelines for children and adolescents.
- Support children who have health and cultural needs relating to special diet requirements.
- Raise awareness of good nutrition principles.

Please remember the College is a **nut-aware school**. No nut products are to be brought into the school. This includes peanut butter and Nutella products.

Recess and Lunch Guidelines

Children should bring a balanced healthy recess and lunch to school each day. This may include sandwiches, fruit, salad, vegetables, cheese, yoghurt, etc. Students and families are encouraged not to bring foods that are high in fat, salt, and sugar such as soft drinks, cakes, lollies, chocolates, and foods that could be categorised as "junk food". Students are taught in the curriculum about foods they should eat every day and which foods are "sometimes" foods.

Birthdays

We know it can be very exciting for your child to celebrate their birthday with their friends at school. If you would like your child to share birthday treats with their class, we ask that they are easy to distribute (i.e. cupcakes or biscuits) and that you are mindful of food allergies that may be present at the College. **Store-bought treats are recommended as they include a complete ingredient list**. Remember we are a **nut-aware** College and no-nut products are to be brought into the school.

Canteen

Lunch by the Lakes is open every day (unless otherwise communicated by the school). Students can order their lunch over the counter in the morning before school and some items are available for purchase during recess and lunch. Parents and Caregivers are also able to make orders online by using the Flexischools app. This app is not run by the school and parents will need to organise their own accounts.



My Assessment Planner

Semester 1

The table below shows the weeks in the academic year 2025 for Year 7. You should use the supplied Assessment Schedules to fill this planner.

	Date	Assessment (write task and subject)	Value %
TERM 1			
Term 1 wk 1			
Term 1 wk 2			
Term 1 wk 3			
Term 1 wk 4			
Term 1 wk 5			
Term 1 wk 6			
Term 1 wk 7			
Term 1 wk 8			
Term 1 wk 9			
Term 1 wk 10			
TERM 2			
Term 2 wk 1			
Term 2 wk 2			
Term 2 wk 3			
Term 2 wk 4			
Term 2 wk 5			
Term 2 wk 6			
Term 2 wk 7			
Term 2 wk 8			
Term 2 wk 9			
Term 2 wk 10			

My Assessment Planner

Semester 1

	Date	Assessment (write task and subject)	Value %
TERM 3			
Term 3 wk 1			
Term 3 wk 2			
Term 3 wk 3			
Term 3 wk 4			
Term 3 wk 5			
Term 3 wk 6			
Term 3 wk 7			
Term 3 wk 8			
Term 3 wk 9			
TERM 4			
Term 4 wk 1			
Term 4 wk 2			
Term 4 wk 3			
Term 4 wk 4			
Term 4 wk 5			
Term 4 wk 6			
Term 4 wk 7			
Term 4 wk 8			
Term 4 wk 9			



HIGH SCHOOL (Years 7 – 10)

Request for Special Consideration Form

Students applying for special consideration for an Assessment Task or Examination are required to complete **Part A** of this form and hand it in to the Head of High School with any supporting documentary evidence.

PART A: (to be completed by the student)

Name: _____ Date: _____

Subject: _____ Teacher: _____

Nature of Task (essay, oral, test etc):

_____ Due Date: _____

Reason for request:

The following documentary evidence is provided:

- Medical Certificate
- Other: _____

Student's signature: _____ Date: _____

Parent/Guardian's signature: _____ Date: _____

PART B: (Recommendation, to be completed by Class Teacher)

- Alternate date set: _____
- Rank consistent with other results
- Zero mark awarded for this Assessment Task
- Other action: _____

Class Teacher's signature: _____ Date: _____

PART C: (Determination, to be completed by Head of High School)

Determination: _____

Deputy Principal HS signature: _____ Date: _____