



**REDLANDS
COLLEGE**

College Programs Handbook

2022



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Edition: 7 July 2022



PRINCIPAL'S WELCOME

It's a privilege to lead our Christian learning community at Redlands College and a joy to see the ongoing transformation of students as their academic and personal growth progresses.

Our College has an intentional focus on providing outstanding educational opportunities for students and invites each student to consider the gospel message of Jesus Christ.



We recognise that school communities hold a privileged position with respect to their capacity to influence the development of students, and we acknowledge the centrality of formation to the process of education. We feel a deep sense of obligation to steward this trust and privilege responsibly.

Thank you for engaging deeply with students on their learning journey.

Andrew

COLLEGE PROGRAMS

Thank you for being part of the Redlands College community through our various College programs. Your involvement and willingness to serve our students is greatly appreciated.

This handbook provides general information for all College programs, along with specific information relevant to the following teams:

Tutors, Coaches and Specialists

- [Academic Tutors](#)
- [Debating Coaches](#)
- [External Specialists](#)
- [Music Tutors](#)
- [Sports Coaches](#)

Coordinator – Michelle Burns
Coordinator – Leisha Bradshaw
Coordinator – Various
Coordinator – Peter Handsworth
Coordinator – Mark Grainger

University & TAFE Placements

- [Pre-service Teachers](#)
- [Student Placements](#)

Coordinator – Rebecca Bellas
Coordinator – Rebecca Bellas

VET Program – Redlands College Students

- [VET Traineeships](#)
- [VET Work Experience](#)

Coordinator – Various
Coordinator – Jo Lindeman

Volunteers

- [The Duke of Edinburgh's Award Volunteers](#)
- [Library Volunteers](#)
- [Tuckshop Volunteers](#)

Coordinator – Rachel Tattersall
Coordinator – Jane Peachey
Coordinator – Merice van der Merwe

Please take the time to familiarise yourself with the information relevant to your role at the College and be sure to ask your coordinator/mentor/supervisor if you have any questions concerning your role.

ABOUT REDLANDS COLLEGE

Introduction

Redlands College is a Christian, co-educational and independent school providing outstanding educational opportunities for students in Prep to Year 12. The College campus is located on an eight hectare site, situated in the bayside suburb of Wellington Point. The College opened on 1 February, 1988 with 91 students from Years 1 - 8. The first Year 12 class graduated in 1992, the Prep program was introduced in 1999, and the Middle School commenced in 2006.

The College was established by members of the Churches of Christ who held a passion and pioneering vision for Christian education, and is governed by a Board of Directors, elected from an Association comprised of current members of Churches of Christ. For further information on our heritage & governance, please refer to the Governance page under the About Redlands tab on our website.

Over the 35 years that Redlands College has been educating students, there have been significant changes in education. These have included the use of a broad range of learning technologies, a focus on creativity and innovation and an orientation towards deeper student engagement. Redlands College has effectively incorporated tradition with innovation to create a learning environment which provides for both character formation and comprehensive academic learning for each student's journey.

Contacting the College

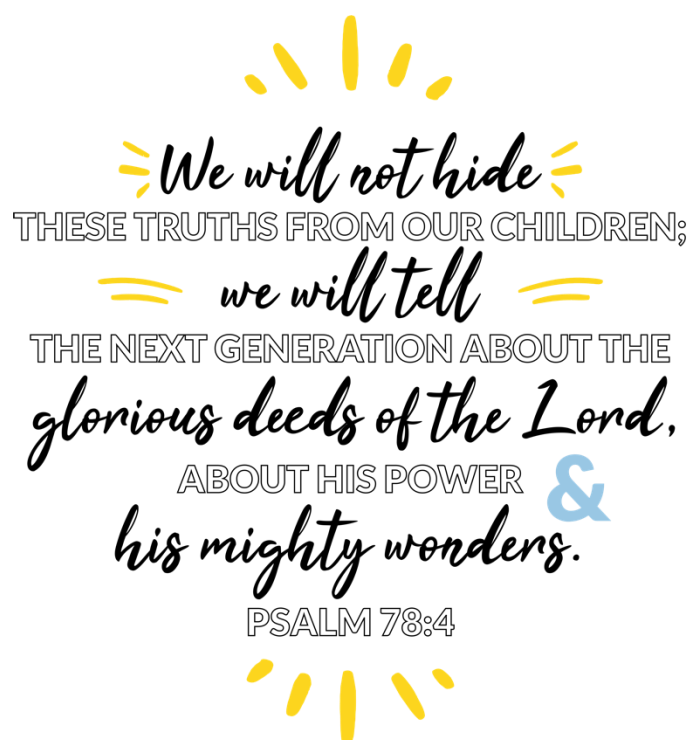
Redlands College 38 Anson Road, Wellington Point Qld 4160
Public Reception 07 3286 0222
HR Officer Rebecca Bellas - rbellas@redlands.qld.edu.au

College News Blog & Social Media Platforms

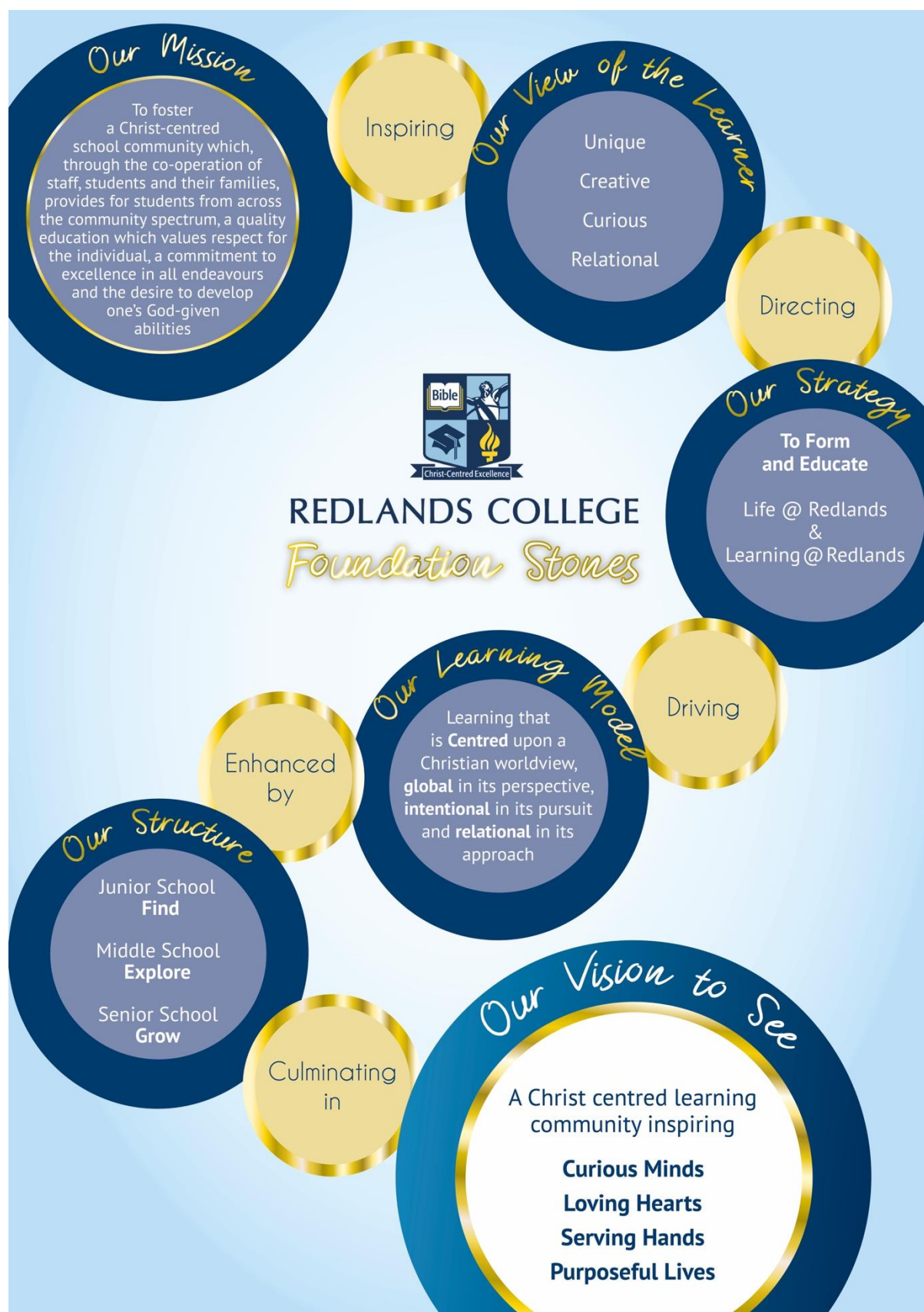
News Blog - www.redlands.qld.edu.au/auxiliary/news

Facebook - www.facebook.com/redlandscollege

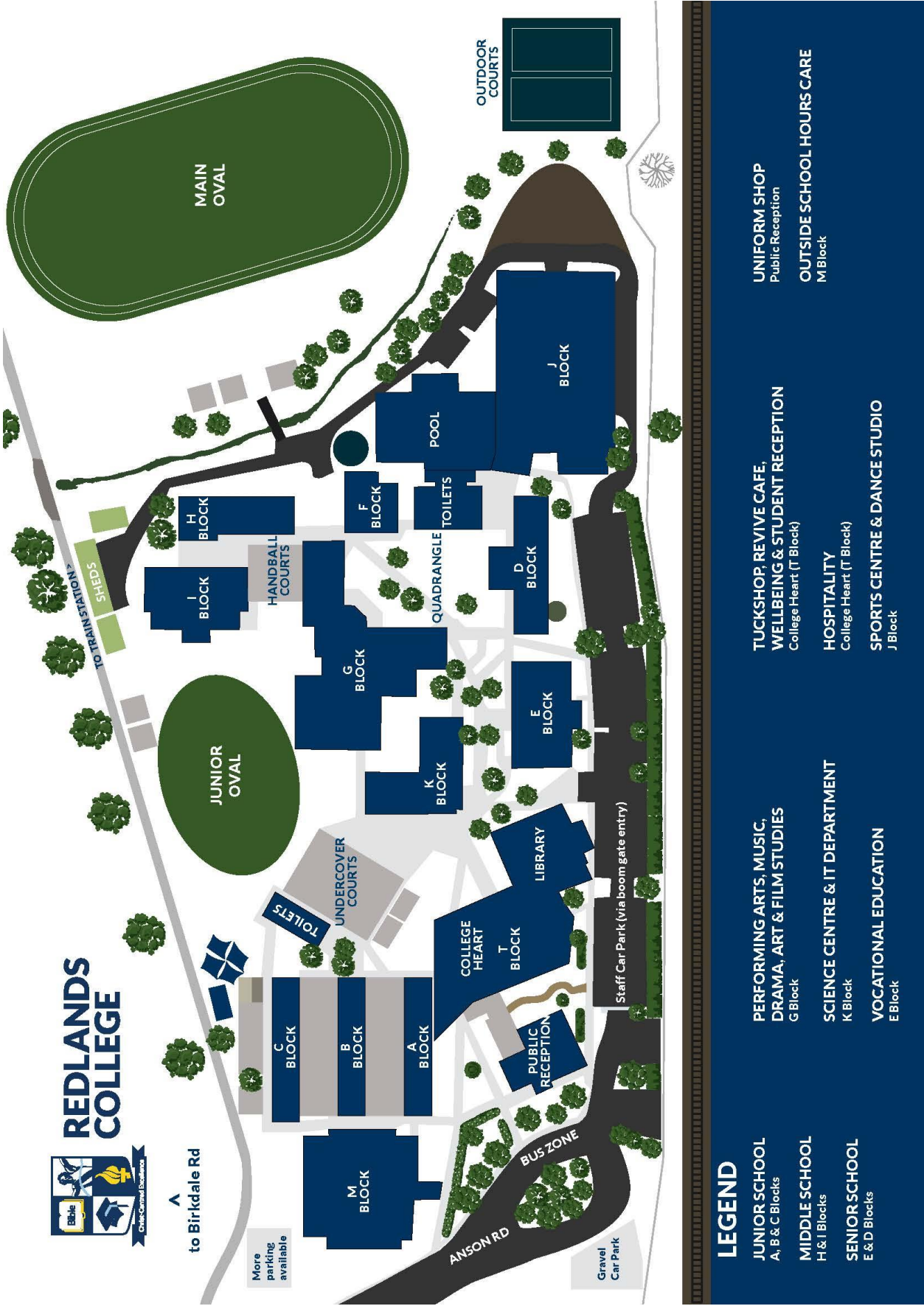
Instagram - @redlandscollegeqld



Foundation Stones



College Map



Term Dates

REDLANDS COLLEGE

2022 CALENDAR

JANUARY

S	M	T	W	T	F	S
30	31					1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

FEBRUARY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MARCH

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL

S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JULY

S	M	T	W	T	F	S
31						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

AUGUST

S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER

S	M	T	W	T	F	S
30	31					1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

NOVEMBER

S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER

S	M	T	W	T	F	S
						1 2 3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

PUBLIC HOLIDAYS

STUDENT FREE DAYS

SCHOOL HOLIDAYS

TERM DATES

Term 1 - 24 January to 1 April

Term 2 - 20 April to 24 June

Term 3 - 19 July to 23 September

Term 4 - 11 October to 2 December

STUDENT FREE DAYS

Term 1 - 17 to 21 January

Term 2 - 19 April

Term 3 - 18 July

Term 4 - 10 October; 5 to 7 December

PUBLIC HOLIDAYS

New Year's Day - 3 January

Australia Day - 26 January

Good Friday - 15 April

Easter Monday - 18 April

Anzac Day - 25 April

Labour Day - 2 May

EKKA (Redlands Holiday) - 8 August

Queen's Birthday - 3 October

Christmas Day - 26 December

Boxing Day - 27 December

AWARDS CEREMONIES

Music Awards - 19 October

VET Celebration - 9 November

Senior School Awards - 15 November

Year 12 Graduation - 18 November

Middle School Awards - 30 November

Junior School Awards - 1 December

EVENTS

Commencement Service - 24 January

'Alice in Wonderland' - 27 & 28 May

Fusion Arts Festival - 27 August

Music Showcase - 3 September

Valedictory Dinner - 17 November



REDLANDS COLLEGE
Be the difference

38 Anson Rd, Wellington Point, QLD 4160 Australia
Tel: 07 3286 0222 | E-Mail: mail@redlands.qld.edu.au

redlands.qld.edu.au

Absentee SMS 0416 905 254 • Absentee Line 07 3286 0545 • Uniform Shop 07 3286 0223

College Timetable

Middle & Senior Timetable		
Pastoral Care	8:30am – 8:50am	20 mins
Period 1	8:53am – 9:43am	50 mins
Period 2	9:46am – 10:36am	50 mins
1st Break	10:36am – 11:01am	25 mins
Period 3	11:04am – 11:54am	50 mins
Period 4	11:57am – 12:47pm	50 mins
2nd Break	12:47pm – 1:29pm	42 mins
Period 5	1:32pm – 2:22pm	50 mins
Period 6	2:25pm – 3:15pm	50 mins
Junior School Timetable		
Start	8:30am	
1st Break	10:15am – 11:00am	45 mins
2nd Break	1:00pm – 1:30pm	30 mins
Finish	3:00pm	

COLLEGE POLICIES AND PROCEDURES

General Procedures

Whilst at the College, you must:

1. Follow sign-in procedures and any directions from your coordinator.
2. Report any concerns about your role to your coordinator.
3. Wear modest, appropriate clothing (see page 10).
4. Use equipment safely.
5. Keep work areas clean, tidy and hazard free.
6. Observe all fire safety precautions.
7. Observe emergency evacuation and lockdown procedures (see page 10).
8. Report all accidents and injuries to your coordinator or the overseeing member of Executive. Where necessary, participate in any necessary reporting procedure.
9. Observe the College ban on alcohol, smoking and abuse of drugs.
10. Be mindful of the College's child protection policy and do not move to a separate private location alone with a student.
11. Keep your Blue Card up-to-date (not required for parents of Redlands College students or Redlands College students under 18 years old).
12. Be mindful of the College's privacy considerations.

Policies and Procedures

The following is a list of important policies and procedures that must be adhered to. These documents are located on our College website –

<https://redlands.qld.edu.au/our-community/for-parents/policies-and-forms/>

- Anti-Discrimination
- Child Protection
- Child Risk Management Strategy
- Complaint Handling
- College Position Statement
- Privacy
- Code of Conduct

Confidentiality Considerations

While at the College, you may be exposed to personal or sensitive information regarding staff, students, parents and guardians. Please take great care with any personal or sensitive information you are exposed to in your role at the College. Such information is only to be used to assist the College in providing educational services to enrolled students and their families.

Confidential information

- You must only use confidential information for the work-related purpose it was intended
- Unless authorised to do so by legislation, you must not disclose or use any confidential information without the express permission of the Principal
- You must make sure that confidential information, in any form, cannot be accessed by unauthorised people.

Emergency Procedures

SIREN – Emergency Evacuation

- If the evacuation alarm sounds, the teacher in charge of the class will immediately direct students to move in an orderly manner to the Council Cricket oval.
- Ensure all doors are locked upon leaving.
- Follow the instructions given to you by your coordinator.

CONTINUOUS LONG RING OF BELL – Lockdown

- **Do not** leave the classroom. If you are not in a classroom, go to the nearest classroom.
- Turn off all lights, lock doors and windows.
- If the room has window coverings close them. If not, hide under tables or along the wall under the windows.
- Follow the instructions given to you by your coordinator.

Dress Code Guidelines

Please use your discretion and wear modest clothing attire appropriate for the nature of your role at the College.

- Hat required for outdoor activities
- No offensive language or slogans on clothing
- No shoestring strapped tops (unless under a blouse), singlets or bare backs
- No sheer materials
- Modest neckline with no visible cleavage
- Modest skirt/dress length
- Smart footwear that minimizes the risk of injury (no thongs/casual slip-on styles)

Child Protection

- You must be aware of and comply with the College's Child Protection Policy
- You must report concerns you have about any other employee, contractor or volunteer engaging in 'reportable conduct' or any allegation of 'reportable conduct' that has been made to you, to the Principal, including self-disclosure if the allegation involves you
- Broadly, 'reportable conduct' includes:
 - any sexual offence, or sexual misconduct, committed against, with, or in the presence of, a child (including a child pornography offence); or
 - any assault, ill-treatment or neglect of a child; or
 - any behaviour that causes psychological harm to a child, whether or not the child consents.
- Reportable conduct does not extend to:
 - conduct that is reasonable for the purposes of the discipline, management or care of children, having regard to the age, maturity, health or other characteristics of the children and to any relevant codes of conduct or professional standards, or
 - the use of physical force that, in all the circumstances, is trivial or negligible, but only if the matter is to be investigated and the result of the investigation recorded under workplace employment procedures.
- For further information see the College's [Child Protection Policy](#) on the College website.

Interactions with Students

Students are taught to treat all adults at the College and at College events with the same respect due to College staff.

1. Gently remind the student of the appropriate behavior.
2. Tell the student that if the behaviour continues, he/she will be reported to your coordinator.
3. Ensure that your coordinator is informed if the behaviour continues.
4. Be mindful to keep things confidential.

Social Media Privacy Considerations

With regard to the publishing of student images on social media, our College's photo permissions do not extend to personal use/personal social media. Photo permission granted by parents at the start of each year only specifies College usage. Please be aware that it could be a legal/privacy minefield if you share photos on personal pages without specific permission. Once photos have been published on the official College social media platforms, anyone can share the posts from there.

Blue Card Requirement

You are required to have a valid Blue Card prior to commencing any child-related activity at the College. Depending on the nature of your role at the College, you may require either a paid or volunteer Blue Card – your coordinator/HR Officer will advise what type of Blue Card is required. You are required to keep your Blue Card current whilst at the College.

Please provide your Blue Card details to the College via the details form you will receive from your coordinator/HR Officer.

This concludes the general information section of the handbook.

The following pages outline information relevant to individual College Programs.

Please read through the pages relevant to your role.

TUTORS, COACHES AND SPECIALISTS

Academic Tutors

Purpose of tutoring

- Support students with understanding academic concepts.
- Students will ask questions on assessment items and homework. Help students with interpreting the question, but do not do the assessment task for them. Many of you will have completed similar assessment tasks.

Feedback to Teachers

- If you notice a significant improvement in a student's capacity to grasp a concept, or a significant learning concept that the student continues to struggle with, tutors are encouraged to email Redlands College teaching staff directly to establish an open line of communication and liaise about the support that can be provided for the student.

Arrival & Departure

- Arrive by 3:25pm (be aware that traffic at this time is very busy).
- You must sign-in when you arrive at tutoring and sign-out when you leave.
- Welcome students as they arrive, ensure students are set up and then begin discussing topics.
- Tutors will set up at individual tables. Students will approach you with questions.
- At 4:55 pm announce that students need to prepare to leave, pack up gear.
- Ensure all tutoring students have left College Heart before leaving.
- The Cleaners will be in the building, they will take care of the lights and lock up.

Practical Details

- Enter your timesheet via the Google Sheet that will be shared with you by the Payroll Department. This is the basis against which you will be paid.
- Please refer to the Dress Code section on page 10 for general guidelines. Please use your discretion and wear modest and appropriate clothing attire.
- Toilets are available in the upper level of College Heart for tutor use.
- Please do not use your phone for social media during this time.
- If students do not approach you for assistance, please walk around the students and offer to sit with them and assist them.

Location

- Tutoring will occur in the upper level of College Heart T251-T252.
- On occasion other groups may need to use this space. You will be notified upon arrival if there is a change in venue.

Coordinator Contact Details

Name: Mrs Michelle Burns

College Number: 3286 0278

Email: mburns@redlands.qld.edu.au

Debating Coaches

Debating coaches assist students with the intentional development of speaking, writing, researching and teamwork skills associated with debating.

Each debating coach will be responsible to the College Debating Coordinator who will facilitate the College's Debating Program and manage the debating coaches.

Purpose of coaching:

- Provide advice to students on debating procedures and protocols
- Assist a debating team in preparing their key arguments and speeches
- Review debating speeches prior to a debate and providing feedback
- Communicate with students and their parents on dates and locations for each debate
- Attend debates and providing feedback to students after the debate.

Arrival & Departure

- Arrive by 3:25pm (be aware that traffic at this time is very busy).
- You must sign-in when you arrive at tutoring and sign-out when you leave.
- Welcome students as they arrive, ensure students are set up and then begin discussing topics.
- Ensure all debating students have left College Heart before leaving.
- The Cleaners will be in the building, they will take care of the lights and lock up.

Practical Details

- Enter your timesheet via the Google Sheet that will be shared with you by the Payroll Department. This is the basis against which you will be paid.
- Please refer to the Dress Code section on page 10 for general guidelines. Please use your discretion and wear modest and appropriate clothing attire.
- Toilets are available in College Heart for use.
- Please do not use your phone for social media during this time.

Location

- Tutoring will occur in the upper level of College Heart T251-T252.
- On occasion other groups may need to use this space. You will be notified upon arrival if there is a change in venue.

Coordinator Contact Details

Name: Mrs Leisha Bradshaw

College Number: 3286 0264

Email: lbradshaw@redlands.qld.edu.au

External Specialists

Purpose of External Specialists

External specialists provide support to our students with specific needs in areas including (but not limited to)

- Literacy intervention
- Numeracy intervention
- Counselling
- Speech therapy
- Occupational therapy

Chess coaches support our students in improving their chess skills and help prepare students for chess competitions.

Arrival & Departure

- When you arrive at the College, please sign-in (via the iPad) at Public Reception
- You are then welcome to go to your respective area within the College, or alternatively the receptionist will call your coordinator to come and meet you
- Whilst at the College, please ensure your visitor badge/tag is clearly displayed
- Before you depart the College, please sign-out (via the iPad) at Public Reception

Practical Details

- External Specialists operate under their own business and invoice our College directly for their time

Coordinator Contact Details

Enrichment Specialists

Name: Mrs Michelle Burns

College Number: 3286 0278

Email: mburns@redlands.qld.edu.au

Chess Coach

Name: Mrs Leisha Bradshaw

College Number: 3286 0264

Email: lbradshaw@redlands.qld.edu.au

Music Tutors

Performance Music aims to nurture and foster in students the love of their instrument and of making music, by providing a caring and supportive environment that respects the College's Christian ethos and values. Individual tuition, together with participation in ensembles, enhances musical and performance skills, builds teamwork, and helps develop the life skills of commitment, self-discipline, perseverance and reliability.

Public Liability Insurance

The College must be provided with proof of tutors' public liability insurance in a timely manner. Tutors are not to conduct tuition without the requisite insurance.

Punctuality

Tutors who lead ensemble or choir rehearsals outside of College hours are to ensure they are punctual. It is part of a tutor's legal duty of care to ensure students are not left unsupervised before, during or after rehearsals. Tutors must be set up and ready to commence at the appointed starting time.

Security Procedures

All tutors have the responsibility to ensure that the security procedures of the College are observed. Important security procedures include:

- Checking that your work area is secure (all windows are locked, fans/computers off) when you leave each day
- Taking great care with keys – as a general rule, they should not be given to students or anyone else. Loss of keys will incur a replacement fee.

Confidentiality

Tutors have been placed in a position of trust because of their work and are therefore exposed to, or have access to, confidential information regarding teachers, students, parents or guardians. All information will be treated in accordance with the [Redlands College Privacy Policy](#).

Use of Phones and Correspondence

Tutors, as independent contractors, are responsible for their own telephone communications and correspondence.

Copyright

Tutors must be mindful of copyright law and ensure that the material they use while undertaking work at the College does not infringe copyright. The educational licences paid for by the College provide certain exceptions for Redlands College teachers in the classroom context and for certain performances by College ensembles and choirs but do not cover tutors when they are working with private clients who you bill separately. A current outline of copyright as it applies to the education industry is available from the Smartcopying website.

(<http://www.smartcopying.edu.au>)

Photocopying – how many copies can we make?

Limits apply to the amount of copying made and types of works that can be copied by primary and secondary Colleges under the AMCOS Licence. The copying limits are linked to the number of originals of each musical work owned by the College or the teacher.

All copies made remain the property of the College for which they were made.

Coordinator Contact Details

Name: Mr Peter Handsworth

College Number: 3286 0512

Email: phandsworth@redlands.qld.edu.au

Sports Coaches

Purpose

- Support students with developing sports related skills, including teamwork.
- Mentor students, form positive quality relationships with them and be a role model in terms of attitude and behavior.

Arrival & Departure

- Arrive on time (be aware of traffic at key times and note where the best parking is).
- Sign-in and sign-out via the Google Sheet that will be shared with you by the Payroll Department. This is the basis against which you will be paid.
- Collect all required equipment and set up prior to the session.
- Pack up and return all equipment where found. Lock equipment away.
- The Cleaners will be in the building, they will take care of the lights and lock up.

Dress Code

Please refer to the Dress Code section on page 10 for general guidelines. Please use your discretion and wear modest and appropriate clothing attire. This should include:

- Good quality sport shorts
- Collared sport shirts
- Modest one-piece swimsuits for women
- No fleece/stretch track pants
- No leggings/tights worn on its own
- Appropriate footwear
- Hat appropriate for activity

Additional Information

- Toilets are available for use, separate to students' toilets.
- Please do not use your phone for social media during this time.

Coordinator Contact Details

Name: Mr Mark Grainger

Contact Number: 3286 0583

Email: mgrainger@redlands.qld.edu.au

UNIVERSITY & TAFE PLACEMENTS

Pre-service Teachers

Redlands College is committed to encouraging future teachers preparing to enter the teaching profession by providing a supportive pre-service mentoring environment and culture. University partnerships include CHC, QUT, UQ, Griffith, ACU, SCU and USQ.

Mentor teachers at the College seek to provide pre-service teachers with close tutorial assistance, support, and evaluative advice over the professional experience period. Furthermore, the College's Professional Practice Coordinator, Dale Lopez, will provide additional mentoring and support to each pre-service teacher with their professional practice.

Arrival & Departure

- When you arrive at the College, please sign-in (via the iPad) at Public Reception
 - Please arrive between 8am – 8:25am, or as directed by your mentor teacher
 - Please ensure you sign in every day for the duration of your practicum
- You are then welcome to go to your mentor teacher's classroom/staffroom
- Whilst at the College, please ensure your name badge is clearly displayed
- Before you depart the College, please sign-out (via the iPad) at Public Reception
 - Please ensure you sign out every day for the duration of your practicum, unless you depart after 4pm (the office closes at 4pm)

Dress Code

Please refer to the Dress Code section on page 10 for general guidelines. Please use your discretion and wear modest and appropriate clothing attire.

Males	Females
<ul style="list-style-type: none">• Tie to be worn during Term 2 & 3• Neatly trimmed beard or clean shaven• Neat hair cut (above the collar)	<ul style="list-style-type: none">• Skirts/dresses must fall no higher than the top of the kneecap when standing• No leggings/tights worn on its own
Males & Females	
<ul style="list-style-type: none">• Hat required for outdoor activities & assisting with playground duties• Hair colour and style should be conservative• Tattoos and body piercings must be covered• Facial piercings (with the exception of earrings for females) are not permitted• Jewellery must be of a conservative nature• No jeans (black or denim)• Smart, appropriate footwear that minimizes the risk of injury<ul style="list-style-type: none">○ No trainers (unless assisting with sports)○ No thongs and casual slip-on styles without heel strap	

Contact Details

- Mentor Teacher
- Professional Practice Coordinator
 - Mr Dale Lopez
 - College Number: 3286 0520
 - Email: dlopez@redlands.qld.edu.au
- Pre-service Teacher Site Coordinator
 - Mrs Rebecca Bellas
 - College Number: 3286 0340
 - Email: rbellas@redlands.qld.edu.au

Student Placements

Purpose

Redlands College seeks to provide a supportive environment to University and TAFE students undertaking their work experience placement at the College.

Types of Student Placements

- Certificate IV in Education Support work experience students (usually 100 hours)
- Bachelor of Counselling work experience students
- Diploma/Certificate IV in Youth Work vocational experience students

Arrival & Departure

- When you arrive at the College, please sign-in (via the iPad) at Public Reception
 - Please arrive between 8am – 8:25am, or as directed by your supervisor
 - Please ensure you sign in every day for the duration of your placement
- You are then welcome to go to your supervisor's office/classroom/staffroom
- Whilst at the College, please ensure your name badge is clearly displayed
- Before you depart the College, please sign out at Public Reception
 - Please ensure you sign-out (via the iPad) every day for the duration of your practicum, unless you depart after 4pm (the office closes at 4pm)

Dress Code

Please refer to the Dress Code section on page 10 for general guidelines. Please use your discretion and wear modest and appropriate clothing attire.

Males	Females
<ul style="list-style-type: none">• Tie to be worn during Term 2 & 3• Neatly trimmed beard or clean shaven• Neat hair cut (above the collar)	<ul style="list-style-type: none">• Skirts/dresses must fall no higher than the top of the kneecap when standing• No leggings/tights worn on its own
Males & Females	
<ul style="list-style-type: none">• Hat required for outdoor activities & assisting with playground duties• Hair colour and style should be conservative• Tattoos and body piercings must be covered• Facial piercings (with the exception of earrings for females) are not permitted• Jewellery must be of a conservative nature• No jeans (black or denim)• Smart, appropriate footwear that minimizes the risk of injury<ul style="list-style-type: none">○ No trainers (unless assisting with sports)○ No thongs and casual slip-on styles without heel strap	

Contact Details

- Supervisor (various, depending on type of placement)
- Site Coordinator
 - Mrs Rebecca Bellas
 - College Number: 3286 0340
 - Email: rbellas@redlands.qld.edu.au

VET PROGRAM

VET Traineeships

School-based apprenticeships and traineeships (SATs) allow high school students, generally in Years 10, 11 or 12, to work for an employer and train towards a recognised qualification, while completing their secondary schooling and studying for their Queensland Certificate of Education (QCE) and/or Australian Tertiary Admission Rank (ATAR).

The College offers VET Traineeships to Redlands College students in vocational areas such as:

- Business
- Early Childhood
- Education Support
- Hospitality
- Sports and Fitness

Sign In & Out Procedures

- Sign-in (via the casual book) at Public Reception prior to commencing your shift for the day. Please ensure you sign in every day for the duration of your traineeship.
- You are then welcome to go to your supervisor's office/classroom/staffroom/area.
- Whilst performing duties as a VET Trainee at the College, please ensure your name badge is clearly displayed.
- Sign-out (via the casual book) at Public Reception when you have finished your shift for the day. Please ensure you sign out every day for the duration of your traineeship, unless you depart after 4pm (the office closes at 4pm).

Dress Code

Please refer to the Dress Code section on page 10 for general guidelines. Please use your discretion and wear modest and appropriate clothing attire.

Contact Details

- Redlands College Supervisor (various, depending on type of placement)

Administration	Mrs Clare Lowther	clowther@redlands.qld.edu.au
Prep - Year 5 Sports Department	Mr Chad Wooding	cwooding@redlands.qld.edu.au
Years 6 - 12 Sports Department	Mr Mark Grainger	mgrainger@redlands.qld.edu.au
Junior School	Mrs Barb Farley	bfarley@redlands.qld.edu.au
Tuckshop	Mrs Merice van der Merwe	mvandermmerwe@redlands.qld.edu.au

- VET Coordinator
 - Ms Jo Lindeman
 - Email: jlindeman@redlands.qld.edu.au
- VET Industry Liaison Officers
 - Ms Joyce Mok
 - Email: jmok@redlands.qld.edu.au
 - Mrs Raeleigh Kemp
 - Email: rkemp@redlands.qld.edu.au

VET Work Experience

Work experience is an invaluable opportunity to get real-life, hands-on experience in the student's desired industry OR to have a privileged sneak peek into what an industry is like before they commit their time and energy furthering their skills and knowledge in that area.

Redlands College Year 10 students interested in the VET pathway, start the VET program with a one-week work experience block in October. During Years 11 and 12, students continue with two-week blocks of work experience in terms one, two and three.

The College offers work experience to Redlands College students in vocational areas such as:

- Business
- Early Childhood
- Education Support
- Hospitality
- Sports and Fitness

Dress Code

Redlands College VET students undertaking work experience are required to abide by the [College Student Uniform Policy](#).

Contact Details

- Redlands College Supervisor (various, depending on type of work experience)
- VET Coordinator
 - Ms Jo Lindeman
 - Email: jlindeman@redlands.qld.edu.au
- VET Industry Liaison Officers
 - Ms Joyce Mok
 - Email: jmok@redlands.qld.edu.au
 - Mrs Raeleigh Kemp
 - Email: rkemp@redlands.qld.edu.au

VOLUNTEERS

The Duke of Edinburgh's Award Volunteers

Purpose

- Support students during adventurous journeys, encourage learning from experience, teach appropriate skills as required and assist to develop teamwork.
- Mentor students, form positive quality relationships with them and be a role model in terms of attitude and behaviour.

Arrival & Departure

- You will be advised of start and finish times for each journey. Please note you will need to check on the availability of parking space for the length of each journey.

Practical Information

- Please refer to the Dress Code section on page 10 for general guidelines. Please use your discretion and wear modest and appropriate clothing attire.
- Please bring appropriate food and equipment.
- Please check on the equipment requirements for each journey.
- Your clothing, food and equipment should model appropriate protection from the elements, good nutrition and best practice for the activities during the journey.

Additional Information

- Please do not share any form of accommodation with students or set up any form of accommodation right next to students.
- Please do not use your phone or other communication devices for outside communication in front of students during the journey. If there is a situation where things are not going according to plan, please follow the communication procedures.
- You are to have an up to date First Aid Certificate and ensure that the Outdoor Education Co-ordinator has a copy of your most recent certificate.
- You may only supervise Swimming and other water-based activities if you hold the appropriate Life Saving qualification and the Outdoor Education Co-ordinator has a copy of your most recent certificate.
- You must complete a Volunteer Code of Conduct Form (a requirement of The Duke of Edinburgh's Award).

Coordinator Contact Details

Name: Mrs Rachel Tattersall

College Number: 3286 0310

Email: rtattersall@redlands.qld.edu.au

Library Volunteers

Who can volunteer?

Any Redlands College community members e.g. mums, dads, carers, grandparents.

When can you volunteer?

Library volunteers may come on a *regular basis* (such as weekly or fortnightly) or be willing to come on an "*as needed*" basis (such as when we have a large number of new textbooks which need to be stamped).

Those who wish to volunteer on a regular basis can contact Mrs Peachey, Library Services Co-ordinator. Together, the volunteer and Mrs Peachey identify a day and time that suit both the volunteer and the Library. The duration of a volunteering session is flexible. Volunteers come for an agreed period anytime between 8 am and 3:30 pm.

Community members who wish to volunteer on an "as needed" basis can email their details and availability to Mrs Peachey who will then contact them at times of greatest need.

Range of duties available

- Shelving
- Processing procedures for books (covering, stamping, labelling)
- Cleaning books
- Locating and collecting books ready for class loans
- Checking online resources
- Helping to create displays

Training for specific skills is provided. Different tasks are shared between our volunteers according to their skills, interests and availability.

Volunteers have a responsibility to:

- Be reliable and accountable
- Respect confidentiality
- Carry out tasks as requested by the Library Services Coordinator
- Ask for support when needed
- Value and support other volunteers and staff
- Notify the Library if unable to attend a rostered session

Coordinator Contact Details

Name: Mrs Jane Peachey

College Number: 3286 0286

Email: jpeachey@redlands.qld.edu.au

Tuckshop Volunteers

Who can volunteer at Tuckshop?

Mum's and Dad's, Grandparents and Carers, anybody that is part of our College Community

When can you volunteer?

We are open from **7am till 3pm** and you can start and finish any time that suits you. Most volunteers start after school drop off and then stay and volunteer for a few hours.

Opportunities provided by volunteering:

Volunteers are always required to assist in Tuckshop. Helping at the Tuckshop gives you the opportunity to:

- Meet other parents and meet members of the teaching staff
- Interact with your child and their peers at school
- Become familiar with school community
- Generate income used for the benefit of students of the school
- Provide students with nutritious food at a very reasonable cost
- Be provided with lunch and afternoon tea

Benefits for volunteers:

Volunteering is all about making a difference in your community; it also benefits you personally as it offers the chance to:

- Act on your values, passions and interests
- Make new friendships and create professional networks
- Gain work experience and learn new skills
- Enjoy new social and cultural experiences
- Enjoy better physical and mental health as studies show volunteering makes us healthier and happier
- Help your community
- Have fun!

Volunteers have a responsibility to:

- Be reliable and accountable
- Respect confidentiality
- Carry out tasks as requested by the Food Services Coordinator
- Ask for support when needed
- Value and support other team members
- Notify the Tuckshop as soon as possible of absences

There are a variety of tasks in Tuckshop and you will be able to find something that you enjoy doing. We are very blessed to have you think of us!

Coordinator Contact Details

Name: Mrs Merice van der Merwe

College Number: 3286 0247

Email: mvandermerwe@redlands.qld.edu.au