

Greater care  
Greater learning



**Luther  
College**



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# Welcome

We are proud to provide a secondary, coeducational environment where Christ is central, excellence is pursued and relationships are valued. We are committed to offering learning and leadership opportunities through a rich diversity of experiences that grow and prepare individuals to successfully contribute to society.

At Luther learning is prioritised and purposeful. It is relational, relevant, rigorous and reflective. We know that through education, and being focussed on preparing people for future opportunities, we are best prepared to lead tomorrow.

Connecting and collaborating are key priorities at Luther College. We invest in the formation of strong relationships, acknowledging that these are precursors for positive communities, safe learning and effective leading.

I invite you to experience Luther in action by attending one of our weekly tours. Bookings can be made by calling the College Reception on (03) 9724 2000 or online at [www.luther.vic.edu.au](http://www.luther.vic.edu.au)

**Mr Michael Kleidon**  
**Principal**

# Pastoral Care

Luther College has always placed a strong emphasis on its Pastoral Care Program, with the care and the support of the individual student within community being the primary focus.

Each student belongs to one of four houses, Birt (Blue), Cheong (Red), Nelson (Yellow) and Wicklow (Green). Each house has a House Coordinator with an assistant and is divided into Home Groups that are made up of students from each year level (Years 7 – 12), in approximately equal numbers.

Students and two or three Home Group teachers (allowing for staff changes that occur from time to time) will normally remain in the same Home Group throughout their years at Luther College. Each Home Group meets for 15 minutes on four mornings of the week with an extended Home Group period on the other morning. Home Groups should not be confused with teaching groups, which are structured on the normal year level basis.

Home Group teachers are responsible for the overall wellbeing of the students and work together with their House Coordinator and assistants to deal promptly with concerns expressed by a student, parent or school staff member.

This system is supported by the Pastoral Team which includes the Director of Wellbeing, School Pastors and Counsellors.

# Worship

Community Christian worship is central to our life at Luther College, with Chapel part of our daily program.

As a Christian school, Chapel is the heartbeat of the school and is where we meet Christ and he meets us. The stillness and opportunity for reflection sets a tone for the beginning of each day and reminds us that God is present and brings his gracious gifts to us.

*Unctio Eius Docet*, the College motto, which translated means 'The Holy Spirit is our teacher' further reminds us that God is present through his Spirit.

The Chapel program reflects both contemporary and traditional Christian practices, making use of the best of the past and of the present. It is led by school pastors, staff, students and guest presenters.

# Christian Studies

All students have two lessons of Christian Studies each week. Over the six years, students study and explore biblical and church history, ethical and other contemporary issues, as well as other major world faiths. These studies include exploration of life and death, relationships, love and marriage. Students are given the opportunity to explore these issues from a Christian perspective and to develop considered responses. The Christian Studies Coordinator leads a team of dedicated Christian Studies teachers, which includes the School Pastors and Lay Chaplain.

In Year 9, students undertake *The Rite Journey*. This program involves a significant focus on healthy adolescent development at this important time in their secondary schooling.

The school aims to support students in further exploring their faith and seeks to work together with local Lutheran and other Christian churches in their ministry to young people. The School Pastors are also available for students who wish to explore opportunities for Baptism, Confirmation and admission to Holy Communion.

# Service Learning

Service Learning has grown out of an already established and strong tradition of Social Service and is expressed chiefly through charitable endeavours and community based activities such as the Aboriginal Culture and Service Trip to Central Australia, Year 11 Wednesday Afternoon Service Program (WASP) and Australian Lutheran World Service.

The intention of Service Learning is to be a guiding concept throughout the broader curriculum. It helps carry the Christian nature of Luther College into practical expression on local, national and international scales. Service Learning is open to involve all students at Luther College.

# Expectations of Students

## CODE OF BEHAVIOUR

It is expected:

- That all students will accept the responsibility for their actions and hence learn to develop self-discipline. The College must be clear in identifying what is not acceptable behaviour. The students in turn must accept that they are personally responsible for their actions and that they must change their unacceptable behaviour as part of the process of learning self-discipline.
- That each student will accept the authority of each teacher and accept that each teacher has the right to implement the College's policies and to impose appropriate penalties when the student's behaviour is unacceptable.
- That each student will accept and respect the equal rights of every other student and member of the total College community. Where a student's selfish behaviour is detrimental to the welfare of other members of the College community, the student will be expected to change this behaviour and accept the associated consequences.
- That each student will respect the property of the College, of all other students, and of all members of the staff.
- That each student will accept the right of every other student to learn in safety and security, free from physical or psychological interference or harassment.
- That each student will accept all other students as they are and will endeavour at all times to help a fellow student (or teachers) to develop as a valued individual. A student will not highlight another person's weaknesses or shortcomings.
- That each student will accept that suitable behaviour will be based on commonsense and respect for the dignity of others rather than on only detailed statements of rules and appropriate penalties.
- That all students will accept that while they have the right to express their feelings or opinions, all other students also have an equal right to express their feelings or opinions. The expression of a student's feelings or opinions must not involve the deliberate loss of dignity of any other individual.
- That all students will be prepared for learning and attending all of their classes. A student failing to attend a class without a legitimate reason should expect appropriate consequences.

## UNIFORM & GROOMING

The College has a uniform policy for boys and girls of all year levels, and students are expected to wear the uniform as set out in the policy documents. In general, students should be neat, tidy and well groomed.

# Careers Counselling

Both Senior and Middle School students are encouraged to make full use of the opportunities they have in the school environment to seek information and guidance regarding future careers. A one-to-one counselling session with a Careers Counsellor is generally used as it allows a positive interaction and maintains confidentiality.

Year 10 students begin their career exploration in a unit of work in the Personal Development program and meet individually with a Careers Counsellor to plan their pathways through Senior School and beyond. This includes visits to a country university and TAFE college. Year 10 students also participate in a Work Experience Program and a Job Skills Day.

Year 11 students are exposed to a less formal Careers Program which involves relevant and guest speakers from industry and tertiary institutions all of which are useful for career aspirations. In conjunction with this, the Careers Counsellors are readily available for individual appointments and advice.

Year 12 students are given ongoing assistance in choosing their post school options throughout the year and at Change of Preference time when they have received their ATAR score. Various sessions such as VCE and Tertiary Information nights are also held.

Careers information is readily available from the Careers Office. Students are encouraged to peruse information to widen their knowledge of the types of careers and vocations which exist. In addition, information from the various tertiary institutions is available in the Careers Office or from the Careers Counsellor.

Information on careers is also available on the Careers section of the College intranet. The major software packages used at the College are Career Match, Course Scan, OZJAC (Australian Job and Course Explorer) and My Future.

# Work Experience

In Year 10 the students are required to undertake a week of formal Work Experience within the workplace. The students are encouraged to secure their own placements, an invaluable exercise in job searching skills for the future as well as ensuring that the placement is one which could assist in fulfilling future aspirations.

The week spent away from the normal classroom routine is mutually beneficial for employers and students. The different experiences, new for many, contribute to the overall development of the individual. All students are monitored by a member of staff whilst in the workplace, receiving a visit from a familiar teacher or the Work Experience Coordinator.

The students are given the opportunity to prepare for their placements, and they are made aware of rights and responsibilities of both employers and employees. They also complete the obligatory Occupational, Health and Safety requirements, prior to their week in the workplace. The students return from their period of work experience with a clearer understanding of the educational pathways that they should pursue in VCE and beyond.

# Curriculum

The curriculum at Luther College is broadly based and covers all Key Learning Areas. It aims to equip students for successful participation in their future lives in society. It emphasises the Christian basis of the College by including Christian Studies as a subject studied at each year level.

The curriculum recognises the different learning styles of students and provides for those individual needs, while requiring students to undertake a broad program of studies in the compulsory years of schooling. Assessment procedures are diverse and progress is reported regularly to parents.

While our Middle School encompasses Years 7, 8 and 9, three general divisions of curriculum delivery occur (outlined below):

## **a) YEARS 7 & 8**

Middle School programs at Year 7 and 8 offer students a broad based experience. The curriculum emphasises collaboration, integration of content, personal growth and connectedness.

## **b) YEARS 9 & 10**

While sharing many of the qualities of curriculum at Years 7 and 8, the aim of the program is to broaden the range of educational offerings to which students are exposed in order to:

- (i) Increase the potential to meet each student's interest and needs;
- (ii) Provide the beginnings of a range of pathways for students while still maintaining a broad compulsory curriculum.

## **c) YEARS 11 & 12 (VCE)**

At this level the program aims:

- (i) To maintain a firm commitment to academic excellence.
- (ii) To ensure that each student can experience a high degree of success and thus gain in confidence and self esteem, enabling students to move capably into subsequent phases of their lives.
- (iii) To ensure sufficient breadth and range of subjects so as to ensure that all students can pursue an appropriate post-compulsory pathway.

Students in the Senior School (Years 10, 11 and 12) are challenged to see beyond their secondary schooling and to be outward looking, active and responsible citizens.

The courses offered at all levels are set out on the following pages.

# Course Outline Year 7 & 8

	Year 7	Year 8
A. CORE STUDIES (Full Year Courses)	Christian Studies English Mathematics Science Humanities and Social Sciences Health and Physical Education Sport Languages: Indonesian or German	Christian Studies English Mathematics Science Humanities and Social Sciences Health and Physical Education Sport Languages: Indonesian or German
B. CORE STUDIES (semester length)	Music Drama Art Food Technology Design Technology – Materials (Wood, Metal) 3D Art / Ceramics	Economics and Business Digital Technology
C. ELECTIVE STUDIES		Printmaking and Drawing Ceramics and Sculpture Exploring Art and Ideas Graphic Design Making Music Music Technology #drama Top Acts – Drama Top Acts – Music Food – Food For You Creative Timber Products Creative Metal Products

- The Humanities course includes an integrated range of skills and learning from Geography, History, Civics and Citizenship.
- Students also have the opportunity to audition for the Performing Arts Stream in Year 7.
- Literacy Enhancement Lessons (English 2) is a program offered to students requiring intensive language support. Literacy Enhancement Lessons will be offered to identified students within Year 7 and Year 8, instead of Languages.

# Course Outline Year 9

Year 9	Subjects
<p>A. CORE STUDIES</p> <p>i Full Year Courses</p>	<p>English</p> <p>Languages: German OR Indonesian OR Language &amp; Literacy Enhancement</p> <p>Mathematics</p> <p>Sport</p> <p>Science</p> <p>* The Rite Journey</p> <p>Core Geography</p>
<p>ii Semester Courses</p>	<p>Core Commerce</p> <p>Core History</p>
<p>B. ELECTIVE STUDIES (semester length)</p> <p>i General Electives (students study two of these)</p>	<p>Studies of Outdoor &amp; Physical Education (SOAPE)</p> <p>Elective History: History Mysteries</p> <p>Elective Commerce: Mind Your Own Business</p> <p>Elective Geography: Global Connections</p> <p>Musical Production</p> <p>Dramatic Production</p> <p>Dance</p> <p>Acting For Screen</p> <p>Music Performance</p> <p>Music Technology</p> <p>Emerging Technologies</p>
<p>ii Visual Arts / Technology (students study two of these)</p>	<p>Art</p> <p>Ceramics</p> <p>Digital Imaging</p> <p>Electronics &amp; Simple Machines</p> <p>Photography</p> <p>Technology – Food</p> <p>Technology – Wood</p> <p>Technology – Metal</p> <p>Textiles</p> <p>Visual Communication &amp; Design</p> <p>Video Production</p>

■ Some students may be invited to participate in literacy support as an alternative to Languages study.

\* The Rite Journey – a combination of Christian Studies, Voluntary Service and Personal Development, which includes Luther Journey, a five day bush walking experience.

# Course Outline Year 10

Year 10	Subjects
<p><b>A. CORE STUDIES</b></p> <p><b>B. ELECTIVE STUDIES</b>            Students study five semester length electives.            German and Indonesian, however, are year long subjects and count as 2 electives.            Please note, a VCE Unit 1/2 study is the equivalent of two elective units.            The elective units are grouped according to the structure of the Australian Curriculum Phases 1 to 3.</p>	<p>Christian Studies</p> <p>English: choose between</p> <ul style="list-style-type: none"> <li>- English 1 and English 2 or</li> <li>- English 1 and English Literature</li> </ul> <p>Mathematics: choose between</p> <ul style="list-style-type: none"> <li>- Mathematics or</li> <li>- General Mathematics</li> </ul> <p>History (Australian Curriculum, one semester)</p> <ul style="list-style-type: none"> <li>- The Modern World and Australia</li> </ul> <p>Science</p> <p>Physical Education</p> <p>Personal Development</p> <p>Humanities and Social Sciences (History, Geography, Economics, Business)</p> <ul style="list-style-type: none"> <li>- Business Studies</li> <li>- Does Hollywood make good History?</li> <li>- Industry and Enterprise</li> <li>- LEAP Ahead</li> <li>- Mummies and Murderers</li> <li>- People Puzzle</li> <li>- The Great Outdoors</li> </ul> <p>Languages</p> <ul style="list-style-type: none"> <li>- German</li> <li>- German for exchange</li> <li>- Indonesian</li> </ul> <p>The Arts</p> <ul style="list-style-type: none"> <li>- A Journey through Photography</li> <li>- Acting and Directing</li> <li>- Art, Creativity and My World</li> <li>- Art, Illustration and Specialist Techniques</li> <li>- Film-making 101</li> <li>- From Scissorhands to Sweeney Todd</li> <li>- Graphic Design in Our Contemporary World</li> <li>- History and Art are Inseparable</li> <li>- Industrial and Architectural Design</li> <li>- Off Stage Production (Music Technology)</li> <li>- On Stage Performance (Band Performance)</li> <li>- On Stage Performance (Solo Performance)</li> <li>- Photography in a Contemporary World</li> <li>- Television. For real?</li> </ul> <p>Technologies</p> <ul style="list-style-type: none"> <li>- Code Matters - Digital Technologies</li> <li>- Computer Aided Drawing – Design</li> <li>- Design Technology – Metal</li> <li>- Design Technology – Wood</li> <li>- Food for Fitness</li> <li>- Marketing Me</li> <li>- Multimodal Communication Skills</li> <li>- Six ingredients, a stove and a blog</li> <li>- Sustainable Textiles Design &amp; Construction</li> <li>- Textiles and Me</li> </ul>

- All Year 10 students undertake one week of Work Experience.
- All Year 10 students participate in a one week City Experience (Census 10).
- Year 10 students may apply to include one VCE subject in their Year 10 course.

# VCE Outline Year 11 & 12

The Victorian Certificate of Education (VCE) curriculum is a two year program. The curriculum comprises Level 1/2 subjects (equivalent to Year 11 standard) and Level 3/4 subjects (equivalent to Year 12 standard). To gain the VCE certificate, students must meet the following requirements.

## SATISFACTORY COMPLETION OF THE VCE

(a) To qualify for the award of the VCE, students must satisfactorily complete at least 16 units of study including:

- Three units of English, which may be selected from English Units 1-4, Literature Units 1-4, or English Language Units 1-4.
- A total of four sequences of 3 and 4 level units.

(b) Satisfactory completion of individual units of study:

Satisfactory completion of each unit is based on achievement of learning outcomes defined in the official VCAA\* course document. These outcomes include both knowledge and skills.

(c) A normal program for Luther College students will include six subjects in Year 11 and five subjects in Year 12 plus a Christian Studies-based unit taken each year.

(d) Students may undertake a combined VCE/VET program. This involves a basic VCE plus VET modules undertaken at various TAFEs or provider schools. A broad range of programs can thus be offered. These programs also count as VCE units.

(e) Year 11 students may negotiate to include a Unit 3/4 subject in their program.

The VCE curriculum offered at Luther College includes the following units of study (see following page). Please refer to the VCE Handbook for further details on each unit.

NOTE: A unit is a semester-length course.

\* Victorian Curriculum and Assessment Authority (VCAA)

# VCE Curriculum – Year 11 & 12

The VCE curriculum offered at Luther College includes the following units of study:

- Accounting 1-4
- Art 1-4
- Biology 1-4
- Business Management 1-4
- Chemistry 1-4
- Christian Studies units:
  - Religion and Society 1 (non VCE)
  - History 2 – People and Power
  - Texts and Traditions 3/4
- Dance 1-4
- Economics 1-4
- English 1-4
- English Language 1-4
- Food and Technology 1-4
- Geography 1-4
- German (Languages) 1-4
- Health and Human Development 1-4
- History:
  - Twentieth Century 1/2
  - Australian 3/4
  - Revolutions 3/4
- Indonesian (Languages) 1-4
- Industry and Enterprise 1-4
- Information Technology 1/2
- IT Applications (ITA) 3/4
- Legal Studies 1-4
- Literature 1-4
- Mathematics 1-4:
  - General Mathematics 1/2
  - Mathematical Methods 1-4
  - Further Mathematics 3/4
  - Specialist Mathematics 3/4
- Media 1-4
- Music Performance 1-4
- Outdoor and Environmental Studies 1-4
- Physical Education 1-4
- Physics 1-4
- Product Design and Technology – Wood 1-4
- Product Design and Technology – Textiles 1-4
- Psychology 1-4
- Studio Arts 1-4
- Theatre Studies 1-4
- Visual Communication Design 1-4

# Performing Arts

The Performing Arts is a significant feature of school life at Luther College. The three faculties of Music, Drama and Dance offer various co-curricular opportunities in addition to core studies.

## INSTRUMENTAL MUSIC/SINGING TUITION

Individual instrumental and singing tuition is available. Tuition is during school hours on a roster basis so that students do not miss the same lessons week after week. Senior students are generally allocated lessons during a private study session or at lunchtime.

The following areas are taught:

- Keyboard (piano/pipe organ)
- Strings (violin/viola/cello/double bass)
- Guitar (electric/acoustic/bass)
- Woodwind (flute/clarinet/bass clarinet/oboe/bassoon/alto saxophone/tenor saxophone)
- Brass (trumpet/trombone/French horn/tuba/euphonium)
- Percussion
- Singing

A limited number of instruments are available for use for a restricted period.

It should be remembered that whilst learning an instrument is extremely beneficial for a rewarding use of leisure time, all instruments can be taken through to Years 11 and 12 as main subjects or options.

## MUSIC GROUP TUITION (PERFORMING GROUPS)

Groups are co-curricular and rehearsals are held before school, at lunchtime or after school.

- Symphonic Band – for woodwind, brass and percussion students who have some experience on their instruments;
- Concert Band – for all beginner instrumental students;
- Junior & Senior Stage Band – a small instrumental group for students interested in jazz and contemporary styles of music;
- Ensemble Groups – feature groups such as Flute Ensemble, Clarinet Ensemble, Brass Ensemble, String Ensemble and Percussion Ensemble;
- String Orchestra – for violins, violas, cellos and double basses;
- Orchestra – string orchestra members plus selected woodwind, brass and percussion students;
- Various Vocal Groups;
- School Assemblies – students have opportunities to perform musical items at school assemblies scheduled several times each term;
- Concerts – public concerts are held throughout the year, both at Luther College and around Melbourne;
- Tours – concert tours are held every two years, with various ensembles participating.

## PERFORMING ARTS FESTIVALS

All students are encouraged to participate in biennial House Arts festivals through performing, designing, directing, choreography, production and backstage in the following festivals:

- House Drama
- House Performing Arts

In addition, a major school musical is presented every two years, where students audition for a place in the cast. Students can also work backstage (stage and technical crew), help design and construct sets and costumes, and play in the production orchestra (depending on experience/playing level).

# Sport

At Luther College, Sport generally occurs within scheduled school hours. This provides the opportunity for students to be involved in local club competitions.

Luther is a member of the Eastern Independent Schools Melbourne (EISM).

EISM interschool carnival sports include swimming, track and field and cross country. In addition, weekly interschool sport forms part of the curriculum from Year 7. The team sports played in competition include, but are not limited to, volleyball, netball, basketball, touch rugby, tennis, football and cricket.

At certain year levels, students are also offered the opportunity to participate in recreational sport and formal voluntary service programs.

Students also participate in house competitions for swimming, athletics and cross-country.

Sport facilities at Luther include two fully equipped gymnasiums, three sport fields, tennis, basketball and netball courts.

# Digital learning at Luther College

Learning in the 21st century is very much influenced by the digital communication age in which we live. The integration of information and communication technologies into the classroom contributes to enhanced learning by the students with more versatile and interactive practices available for teachers. To support this, the College operates with a one-to-one mobile technology philosophy for our students.

In Years 7, 8 and 9 each student has access to a College owned Windows based notebook computer, which they can use in their daily learning both at school and home.

In Year 10, students purchase their own notebook computer through the College which they will use for the remaining three years of secondary school. The purchase price includes a protective carry bag, comprehensive warranty and insurance, on site or overnight repairs and all required software programs.

Luther College regularly reviews the notebook computer program to ensure the best possible educational notebook solution for the students and College.

To support digital learning on campus, the College operates a high speed wireless network, providing access to wide range of services for students and staff across campus. Students can also access their work and the Learning Management Systems from home.

# Transport

Luther College is in close proximity to both Ringwood and Croydon train stations. These stations are serviced by both school and public bus services.

Families are encouraged to contact the transport organisations listed below for detailed information.

## **BUS SERVICES**

Many students use the public transport system to travel to school or link up with one of the school bus services listed below. There is a regular bus service (route 380) that runs between Croydon Station and Ringwood Station via Plymouth Road that many Luther College students use.

School Bus Services provided by:

Public Transport Victoria	Ph 1800 800 007	<a href="http://transdev.com.au">transdev.com.au</a>
McKenzie's Tourist Services Pty Ltd	Ph 5962 5088	<a href="http://mckenzies.com.au">mckenzies.com.au</a>
Martyr's Bus Service	Ph 5966 2035	<a href="http://martyrs.com.au">martyrs.com.au</a>
Ventura	Ph 1300 836 887	<a href="http://venturabus.com.au">venturabus.com.au</a>

For information on Bus Route 380 - Ringwood Loop, and all other public transport including trains, please visit Public Transport Victoria website, [www.ptv.vic.gov.au](http://www.ptv.vic.gov.au), or telephone 1800 800 007.

# Scholarships

Scholarships are awarded to incoming students as follows:

## **ACADEMIC SCHOLARSHIPS**

Available to new students at Year 7 level.

Scholarships are awarded on the results of a scholarship examination prepared externally. The number and type of scholarships available are determined on an annual basis.

## **THE SCHOLARSHIP EXAMINATION**

The Year 7 academic examination is held at Luther College early in the year prior to entry.

To obtain application forms, parents should contact Luther College in January of the year prior to the desired year of entry.

## **MUSIC SCHOLARSHIPS**

The Year 7 music scholarship audition is held at Luther College early in the year prior to entry.

Music scholarships are awarded by the Music Coordinator.

# Schedule of Fees – 2016

Tuition Fee	Year 7	\$13,550 pa
	Year 8	\$13,550 pa
	Year 9	\$13,950 pa
	Year 10	\$14,190 pa
	Year 11	\$14,190 pa
	Year 12	\$14,190 pa
Music Lessons	Based on 36 standard 1/2hr lessons pa	\$1,350 pa
VCE Outdoor Education*	Units 1 – 2	\$1,355 pa
	Units 3 – 4	\$1,065 pa

## ALL INCLUSIVE FEE

The tuition fee includes all curricular excursions, incursions and camps, school photos, school magazine and homework record book.

## \*VCE OUTDOOR EDUCATION LEVY

This levy is payable only in respect to those students who elect to enrol for Outdoor Education as a qualifying subject for the VCE.

## CONCESSIONS FOR SECOND AND SUBSEQUENT CHILDREN

Tuition concession  
\$240 (\$60 per instalment) per annum, per child.

## GOODS AND SERVICES TAX

Supply of education will be free of GST. However, a small proportion of College activities may be deemed to fall outside Tax Office definitions of 'education'. The College has determined that \$40.00 of the tuition fee will attract GST.

## STUDENT BOND

Parents of students at Luther College lodge a Student Bond. The amount of the bond is 10% of the Year 7 Scheduled Fee in the year of confirmation. This is lodged with the Lutheran Laypeoples' League as matching deposits against loans held with the Lutheran Laypeople's League for major capital works at the College.

The bond is payable on acceptance of the place offered. The bond is refunded once the student completes their education at Luther College, provided that all financial obligations to the College by the parent or guardian have been met. Families will receive notice from the College when the bond is due for refund and at this time will be asked to consider donating some or all of the bond to the College's Building Fund.

## FAMILY CAPITAL DONATION

We sincerely thank families who make voluntary donations to the Luther College Building Fund. Families are invited to make a \$500 per family tax deductible donation annually to this Fund. The College Council looks forward to continued wholehearted and strong support for this program.

## PAYMENT OF FEES

All families are required to pay school fees via direct debit. This can be arranged by a debit directly from your bank account or credit card (VISA or Mastercard).

Families may nominate to pay via 10 monthly debits or 4 debits per year at the commencement of each term.

No student will be permitted to enter a new term at the College while fees for the previous term remain unpaid. Should parents require an extension of time to pay due to exceptional circumstances, a confidential, detailed written submission should be made to the Business Manager.

# To proceed with an Application

Forward the application form together with the registration fee of \$70.00 (including GST) to:

The Registrar  
Mrs Janet Ridgwell  
Luther College  
Plymouth Road  
CROYDON HILLS VIC 3136

The main year of entry to Luther College is Year 7. Vacancies may arise from time to time at other year levels.

Where possible, priority is given to applicants from Lutheran families, siblings of the school, children of past students or children from other Lutheran Schools in Australia.

## CONTACT DETAILS

Mrs Janet Ridgwell  
Registrar  
Email: registrar@luther.vic.edu.au  
Tel: (03) 9724 2000  
Fax: (03) 9724 2007  
International: +61 3 9724 2000

Note: If your contact details change at any time, please advise the Registrar so that your application can be updated.

# Privacy Act – Collection Notice

Luther College is bound by the Australian Privacy Principles contained in the Commonwealth Privacy (Private Sector) Act 1988 and Privacy Amendment (Enhancing Privacy Protection) Act 2012. In relation to health records, the College is also bound by the Health Privacy Principles contained in the Health Records Act 2001 (Vic).

The College is committed to managing personal information in an open and transparent way. This statement specifically itemises the reasons for collecting information about students and their families, and the way in which information will be used by the College. For further information, please refer to the Luther College Privacy Policy.

1. The College collects personal information, including sensitive information about students and parents/carers/guardians (“parents”) before and during the course of a student’s enrolment at the College. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the College to provide schooling to the student and to enable them to take part in all the activities of the College.
2. Some of the information collected is to satisfy the College’s legal obligations, particularly to enable the College to discharge its duty of care.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act, in addition to the Health Privacy Principles under the Health Records Act. We may ask you to provide medical reports about your child from time to time.
5. The College, from time to time, discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a student to another school. This includes to other schools, government departments, Lutheran Education Australia, medical practitioners, and people providing services to the College, including specialist visiting teachers, sports coaches, volunteers and counsellors.
6. Failure to obtain such information referred to in the above may impede the ability of the College to be able to enrol or continue the enrolment of students.
7. Personal information collected from students is regularly disclosed to their parents.
8. The College may from time to time store personal information in the ‘cloud’ which may mean that it resides on servers which are situated outside Australia.
9. The Luther College Privacy Policy sets out how parents or students may seek access to personal information collected about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College’s duty of care to the student, or where students have provided information in confidence.
10. The Luther College Privacy Policy also sets out how you may make a complaint about a breach of privacy and how the College will deal with such a complaint.
11. As you may know, the College, from time to time, engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to internal organisations that assist in the College’s fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
12. On occasions, information such as academic and sporting achievements, student activities and similar news is published in College newsletters, magazines and on our website.
13. Photographs of student activities such as sporting events, school camps and school excursions may be taken for publication in School newsletters, magazines and on our website. The College will obtain both annual and separate permissions from the students’ parent or guardian prior to publication as the case warrants.
14. The College may include contact details in a class list, school roll or on the College’s information database. Such information is used solely to make contact with parents for the purposes of reporting emergencies, making other necessary contact or the fulfilment of the purposes of educational, financial and clerical administration.
15. If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform these people that such information has been disclosed to the College; why the information has been disclosed; and that they are able to access that information. However, the College does not usually disclose any information to third parties without appropriate consent.

## SPECIFIC INFORMATION

For the purposes of making arrangements for designated school activities, including but not limited to, excursions, camps, tours, trips, work experience/placement and vocational education, the College may collect personal and sensitive information of students engaged in these activities. This may include passport details and medical information. By supplying this information, consent is deemed to be given for the purposes of that activity. This personal information will be disclosed to travel agents and event organisers accordingly. Failure to obtain such information will result in the student being unable to attend the activity.

**Luther College**

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