



PARENT INFORMATION HANDBOOK

Please keep handy for quick reference.

(Revised 2019)



Namoi Valley Christian School Incorporated

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This booklet is not designed to be used as a publicity tool. If you have friends or acquaintances who are interested in the school, please have them contact the school Principal for more information or ask for an Enrolment Pack.

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A LETTER TO THE PARENTS OF NAMOI VALLEY CHRISTIAN SCHOOL

Dear Parents

This handbook contains shortened versions of the school's current policies on parent/student related issues. These have been arranged in alphabetical order, not in order of importance. Full versions of all of the policies and procedures of the school are available on CD from the school office on request.

Purpose of the Policies in this Parent Handbook

The school has a number of policies and they are in place to ensure that the school preserves its mission, uniqueness and standard. The presence of these policies indicates that the school respects its staff, its students, and its parents by communicating clearly its expectations, standards and procedures. They promote good order by providing the standard for operating the school. Hopefully they are fair to all and helpful to each individual. It is the Board's responsibility to see that the necessary policies are written, up-to-date, and consistent with the school's philosophy and purpose and also meet compliance requirements of the New South Wales State Government and Australian Government.

What is expected from parents

Upon enrolment of a child, each parent must agree to abide by these policies and their implementation by the School's Board and staff. Rules ensure good order and fairness. The rules cannot be changed to suit one individual or circumstance. There will always be exceptions (times when the circumstances are beyond the stated policy) but it is the responsibility of the School Board to ensure these policies are implemented to keep these situations to a minimum.

Should you as a parent have any matters which are of concern to you, those concerns should be expressed to the Principal or directly to the Board of the School, preferably in writing, for discussion and any action which the Board sees necessary.

The School Board
Namoi Valley Christian School

February 2018

AN INTRODUCTION TO NAMOI VALLEY CHRISTIAN SCHOOL...

The school was established in 1983 and operated for 21 years at premises at 45 Rose Street, Wee Waa. At the beginning of 2004, the school moved to its new premises at 51 Rose Street.

Why a Christian School?

One of the underlying principles of family life is that parents are primarily responsible for the education of their children. Home and school, parents and teachers, need to work together to develop, nurture and educate their children to know, love and serve God.

It is vital that children are educated in an environment where God and His word are honoured. For this reason, Christian schools, operated by Christian parents, have developed.

The school employs fully qualified teachers who are themselves mature Christians and called by God to be teachers. The school is governed by a Board of committed Christian people who are elected by the school's Association. More information about the Association is contained in this handbook.

Simply put, a Christian School is a school in which God and His word occupy the central place. It is a school where all areas of life, including education, curriculum principles, attitudes and values are directed by Biblical principles.

Namoi Valley Christian School is not an artificial shelter from the world, but rather it gives children the ability to build their lives on a Christian foundation. They are then prepared and equipped to meet the demands and challenges of the world in a godly way.

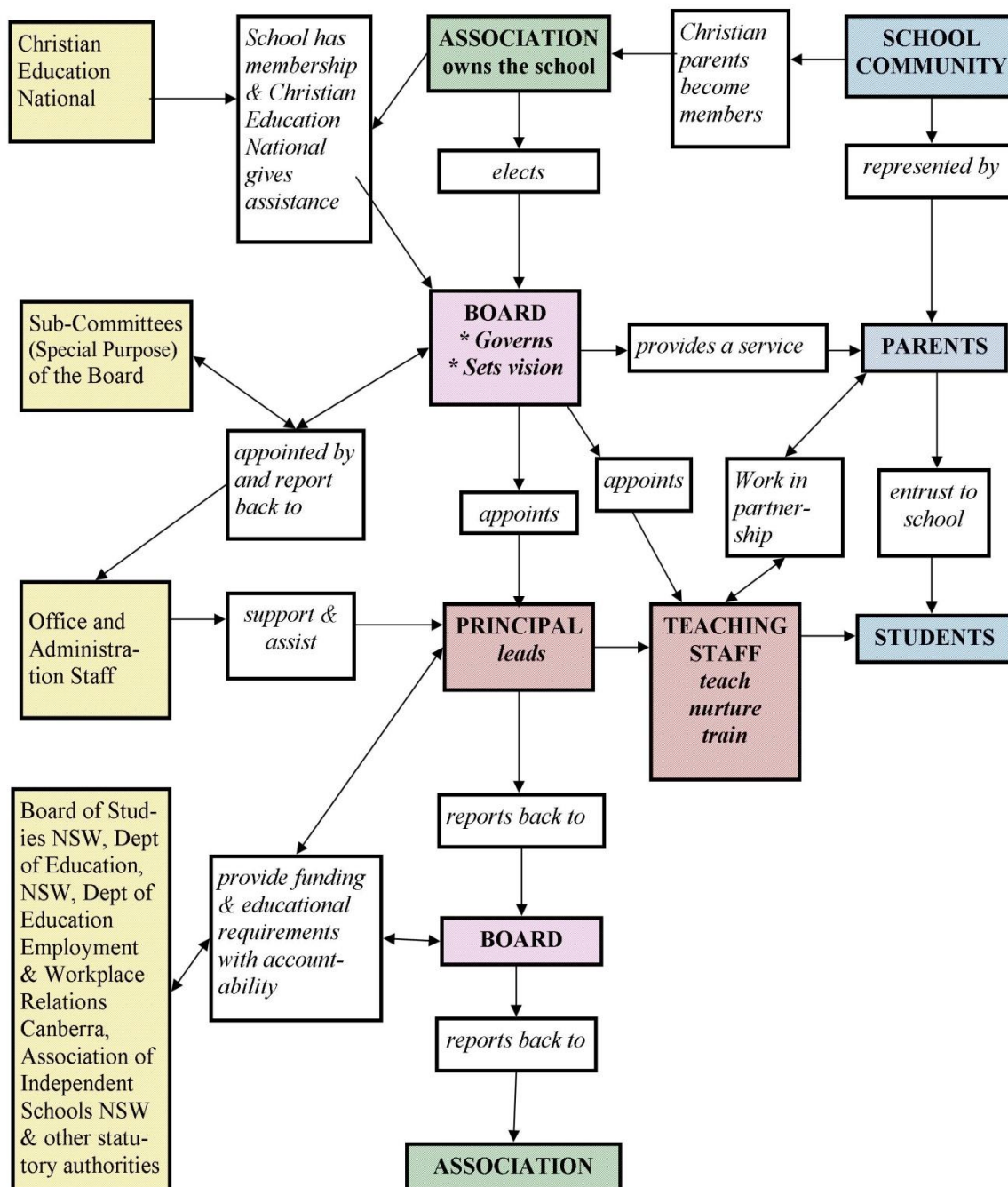
A Word from the Principal...

We are entering the school year of 2018 with joy, wonder and excitement. Like every year, we need to bring to mind the purposes we have here at NVCS. As a Christian School our purpose is to glorify God and to provide a learning environment founded on Bible-based beliefs. As the teachers of your children, we do not take this responsibility lightly. We have been given the responsibility to ensure that all areas of our school demonstrate Christ and His love. This job ranges from the playground to the classroom. This job encapsulates the way we teach English and the way we teach Mathematics. This job is one that the whole school works on together.

Of course, our focus on God, does not mean that we neglect the teaching of English, Mathematics, History, Geography etc. In fact, as we live our teaching of Jesus, we are compelled to teach, all students, as best we can. We believe God made all things, it is therefore our desire to teach children about all things. We want to see students excel in the topics that we cover in class. We want to see students achieve in sport and Science. We want all students to approach their learning with passion and a desire to perform to the best of their ability. But above all this, we want to support students to know God.

We do not have an easy task. In fact, we have a task that we cannot complete on our own. We acknowledge that we are fallen people and need God's strength to guide us. We ask that you keep us in your prayers throughout this year. We encourage you to ask God to give us wisdom and insight as we guide these young minds that we have been entrusted with. We also acknowledge that we work in partnership with you in the education of your child. We ask that you encourage your child in their learning adventure and provide assistance as needed.

FLOW CHART OF NVCS ... HOW DOES IT ALL WORK TOGETHER?



VISION STATEMENT (PURPOSE)

The purpose of NAMOI VALLEY CHRISTIAN SCHOOL is to support Christian parents by providing an educational setting in which teaching and learning of a high standard are founded on Bible-based beliefs, values and behaviours and in which parents have ready access to the decision-making framework.

MISSION STATEMENT (AIMS)

- Support students to know God
- Teach Christian world-view
- Comply with government educational requirements
- Equip children to achieve their God-given potential
- Meet students individual needs
- Strong parent-teacher relationships
- Employ qualified, Christian teachers
- Provide great facilities, resources and programmes
- Accessing appropriate support services

ACCIDENTS & ILLNESS

Unfortunately, accidents and illnesses sometimes occur while children are at school. The school has detailed procedures which will be followed in the event of accident or illness while students are at school or on an approved school excursion. All staff members are trained in First Aid.

Briefly, the procedure is:

- Notify the Principal who will ensure appropriate first aid or medical attention is sought.
- In case of serious accident, injury or illness the Principal will call the ambulance and the parents. In a less serious incident, parents should be notified by telephone or via the Boomerang Book.
- A Record of Accident Form is to be filled out promptly. Return to the scene of the accident and see if there were any witnesses. Take the most reliable witnesses to help fill out the Record of Accident Form.
- In any case of injury or accidents, the teacher should encourage other students to pray for the student.

Children should not be sent to school if they are ill. They should be kept at home to give them adequate time and rest to recover and avoid spreading illness to other students and staff members. Parents will be contacted to take a sick child home.

ANAPHYLAXIS

Anaphylaxis is a severe and sudden allergic reaction which may occur when a person is exposed to an allergen such as, but not exclusive to, nut based products and insect bites. A few students who are currently enrolled or potential enrolments in coming years at Namoi Valley Christian School suffer from potentially life threatening allergies or anaphylaxis.

For this reason, the school is NUT AWARE. No nuts, or food which contains whole nuts or pieces of nuts, are to be brought into the school. Products such as some biscuits and muesli bars where the label states “this food may contain traces of nuts” are allowed.

This will be closely monitored by staff and suspect food removed and replaced with something suitable. A reminder note will be sent home in the child’s lunchbox.

ANTI-BULLYING

Bullying occurs when any member of Namoi Valley Christian School is subjected to behavior which is hurtful, threatening or causes physical injury. Bullying involves sustained, repeated intimidation of a physical, verbal or psychological nature by one or more persons.

Bullying is not acceptable and will not be condoned by the school. Students, parents and teachers have the right to feel safe while at school participating in all associated activities and while travelling to and from school.

Teachers will provide information to parents and students appropriately to ensure everyone involved in the school is doing all they can to eliminate bullying.

ARRIVAL LATE & EARLY DEPARTURE OF STUDENTS

As students are placed in the school's care, it is important that absences, late arrivals and early departures be noted to ensure their safety and security and for the school to know who is on the premises at any time. Students are encouraged to be punctual. Any habits of lateness need to be tracked and remedied if necessary.

- ◆ A note from parents explaining the late arrival (same day) or early departure (same day, or in an emergency when student returns to school) is to be received by the school.
- ◆ Late arrivals and early leaving will be marked as partial absences on the roll.

ASSESSMENTS AND EVALUATION

The monitoring of the progress and accomplishments of students is a necessary part of the activities of the school. Students' performance is monitored using both formal and informal assessment strategies. The results of the assessment process are communicated to parents twice per year through written student progress reports. These reports are sent to parents at the conclusion of Semester One and Semester Two. Parent/Teacher Interviews are also available after parents have received reports.

Assessment is also used to determine a student's level of understanding of content and ability to apply knowledge across key learning areas. The results of an assessment program may also help identify a student's strengths and weaknesses so that appropriate support or curriculum adjustment may be made. The school endeavours to provide reporting of achievement and behavior in a truthful and respectful way, but not attempting to hide shortfalls in a student's outcomes.

The National Assessment Program-Literacy and Numeracy (NAPLAN) Tests will be conducted annually for Students in Year 3 and Year 5 in accordance with Commonwealth Department of Education and Training (DET) requirements. The results of this assessment are also used to support the school's application for continued Literacy and Numeracy funding.

ASSOCIATION OF NAMOI VALLEY CHRISTIAN SCHOOL

Involvement in the decision-making processes of the school is available through membership of the Association. The Association owns and operates the school and is officially called "Namoi Valley Christian School Incorporated". The Association is a group of people from different Christian, social and vocational backgrounds and is non-denominational. The school's association is a member of the national organisation Christian Education National Limited which provides information and support in many areas. Visit www.cen.edu.au for more information.

Application for Association Membership is strongly encouraged for any person who

- is a committed Christian
- is in agreement with the Association's Statement of Purpose and Beliefs
- has a genuine long-term interest in the aims of the Association beyond providing Christian education for their own children
- is prepared to financially and prayerfully support the Association before, during and after the education of their own children

Membership application is a short written application, and interview, as determined by the Board. Application Forms are available at the school office. An initial joining fee of \$22 is payable with an annual fee of \$22.

Members elect a **Board of Directors** whose task it is to govern the business and policy affairs of the school, and, through the Principal, direct the day to day running of the school.

ATTENDANCE AND ABSENCE

It is a legal requirement in NSW that students between the ages of 6 and 17 years be enrolled and in an active pattern of attendance at a registered school. The school is required to keep accurate and up to date records of attendance and absence.

It is a **legal requirement** that after a student **has been absent** from school for any reason, for any number of days, an Absence Note is sent to the teacher on the first day that the child returns to school. Such a note should contain the following:

1. date/s of absence
2. acceptable reason for being away from school
3. signature of one of the child's parents or legal guardians.

Parents will be contacted if a note is not received promptly. Parents will be contacted when a child is absent for a number of days. As a courtesy, please advise the school if your child will be away for an extended time for any reason. We require, that for extended absences, you please complete an 'application for extended leave' form. **Lengthy absences may affect achievement and outcomes for the child to progress to the next year level.** The school is legally required to report habitual absences to the Department of Family and Community Services.

BOARD OF DIRECTORS

The Board of Directors is elected *by* the Association *from within* the Association. The maximum number of Board members is nine. Each member is elected for a 3 year term and may stand for re-election at the end of their term if they so desire. The team of Board members is often comprised of a blend of Association members who are parents of students currently enrolled, past parents and future parents. This ensures a range of perspectives to bring to decision making processes.

The School Board is elected by the Association to be their representatives to take care of the business of the school. The Board's task is to set direction and policy for the school, appoint staff, and ensure adequate resources are available. They then pass responsibility to implement direction and policy to those who manage the School on a daily basis, i.e. The Principal, Teachers, Business Manager, and Office Staff. The Board and Management work together closely as a team, striving to run the school in accordance with the Association's stated purpose. The Board is committed to ensuring that the school has dedicated staff through which the daily activities of the school continue and that a broad range of opportunities and resources are available to the children and that our fantastic facilities are maintained and further developed as required.

The Board of Directors is ultimately *held accountable* for decisions made on all Christian, moral, business, legal and educational issues to:

- * God
- * the Association

- * all parents
- * various government departments

Prospective Board members should:

- ❖ demonstrate strong agreement with the Statement of Purpose and Beliefs of the School
- ❖ display mature Christian characteristics
- ❖ desire to serve the interests of the whole school community, not merely their own children
- ❖ be a proven team player
- ❖ be prepared to give sacrificially to the school e.g. time, talents

A good attitude to bring to Board membership is one of: “I’m keen to come along with the current Board members and help with the task that is being done. We will make changes together as we go”, rather than “I’m keen to get on the Board and make the changes I think are needed”. An effective Board stands, works and prays together.

Please pray for the current and future Board of Directors as they seek to serve God and the school community faithfully and in a trustworthy manner.

BORROWING EQUIPMENT

All equipment borrowed by a student for educational purposes should be returned immediately after use. Any borrowed items which are lost, damaged or destroyed must be replaced.

Requests for non-school usage of School resources (buildings, external play areas, and some equipment) may be made to the School Board for consideration and approval. For further information please consult the “Private Use of School Resources Policy and Procedures”.

BUS BEHAVIOUR

It is expected that all children travelling on buses will behave in a courteous and responsible manner at all times. As members of a Christian School, we are a witness to Christ in the community – all our actions reflect on Him. There is a continuing need to reinforce the following rules:

- Behave courteously and responsibly at all times at the bus stop and on the bus
- Before boarding the bus after school, wait for the duty teacher’s permission
- Move quickly to a seat and stay seated until it is time to get off
- Do not push when getting on or off the bus
- Do not shout
- Do not put your head, hand or arm out of the window – or any other article belonging to the student or any other student.

To enforce these rules, the school’s most senior students have authority to act as bus monitors.

An infringement of any of these rules or any other unacceptable behaviour will, in the first instance result in a strong reprimand and warning. Any subsequent misbehaviour will result in the child’s bus pass being withdrawn, necessitating parents making alternative transport arrangements for up to one week. Further serious misbehaviour will result in longer term consequences and restrictions.

CHILD PROTECTION

Namoi Valley Christian School takes the safety, welfare and well-being of its students very seriously. As such, the behaviour of teaching staff should always reflect care, consideration and caution.

By law, all teachers are mandatory notifiers of child abuse in any form. If one of the staff has reason to suspect that a student of the school is being abused or neglected, the procedures set out in the Child Protection Policy supplied to each staff member shall be followed. This will, in the first place, involve notifying the Principal who will in turn notify the appropriate authorities. **At all times, the matter will remain strictly confidential.**

COMPLAINTS & DISPUTES

In any community differences of opinion or perspective may lead to dispute or grievances between the parties involved. **When such differences occur, they are most often satisfactorily resolved privately and informally.** It is imperative that a mechanism is available to facilitate the satisfactory resolution of differences.

As a Christian School, we strongly believe that in any complaint or dispute resolution strategy the following biblical principles will be recognized and form the basis of the reconciliation process.

- a) Christians should be reconciled to one another when disputes of any nature arise between them. (Read Matthew 5:23-24; 6:9-15; 18:15-22)
- b) Christians should resolve their disputes in the context of Christian community. (Read Matthew 18:15-22; 1 Corinthians 12:25-27; Ephesians 4:15-16; Philippians 2:1-5)
- c) Christians are firmly directed against the resolution of disputes between themselves by recourse to secular courts. (Read Luke 12:57-59; 1 Corinthians 6:1-8)
- d) Christians are to resolve disputes without consideration or calculation of revenge. (Read Romans 13:8)

There may be times when some aspect of school life does not appear satisfactory. As explained at the time of enrolment, the school endeavours to keep good communication open between parents and teaching staff. This is a high priority for the effective running of the school and the best outcome for each child.

The following guide will assist you in channeling a complaint to the appropriate person.

Problem with child's learning or behaviour	Consult Class Teacher
Problem between your child and another	Consult Class Teacher & Principal
Problem between child & class teacher	Consult Class Teacher & Principal
Problem between parent and class teacher	Consult Principal
Problem between parent and principal	Consult School Board, preferably in writing
Problem with matter of school policy	Consult Principal
Problem with matter of school policy unresolved	Consult School Board, preferably in writing

CONFECTIONERY AT SCHOOL

Under no circumstances will chewing gum or bubble gum be permitted in the school. Other confectionery should be limited. Academic and behavioural performance is maximized when children have healthy diets. See **Food**.

CRITICAL INCIDENTS AND EMERGENCIES

An immediate and coordinated response is required to prevent or minimize injury or loss of life in the event of fire, severe weather, bomb or terrorist threat. The exact nature of the response will vary according to the type of incident or emergency. At all times, the safety of children and staff is the highest priority.

The school conducts regular emergency evacuation drills and charts are located throughout the school detailing procedure. All adults and visitors in the school should be familiar with these procedures.

Parents will be notified of incidents as required.

CURRICULUM USED IN THE SCHOOL

The curriculum is developed to show God's creation as a rich and exciting whole, and establishes God and His word at the centre of education. For example, nature is studied as God's creation, history is studied as the work of God's providence in the past and mathematics as a natural part of God's order in creation. Teachers work in teams to develop lessons and courses of study, and each year builds on the previous one to form a solid base for your child's future. The School's Curriculum is approved by the NSW Education Standards Authority and is under constant review and updating.

Teachers are kept abreast of educational activities and issues by attending Professional Development courses and reading many professional papers made available to us through the Association of Independent Schools, Christian Education National Schools and others.

DEVOTIONS

This period, which begins each day, should be given to Bible reading, meditation, sharing, prayer and praise. The purpose of this time is to teach children the importance of focusing each day's activities around God and His Word.

DETENTION

Detention is a supervised program which students are required to attend during a set period of time at recess or lunch. The detention program is supported by members of the school community as one of a range of strategies used to manage student behaviour by establishing clear and appropriate consequences for inappropriate behaviour. The Detention program provides a means for training and encouraging self-discipline within each student. Teachers will notify parents of detention issued to students with an appropriate explanation of the behaviour in question. See also Discipline Policy.

DISCIPLINE (INCLUDES DETENTION, SUSPENSION, AND EXCLUSION)

- The Principal has overall responsibility for oversight of disciplinary measures used within the school, though each teacher is regarded as having responsibility for discipline in his/her classroom.
- A full range of disciplinary measures will be used within the school ranging from encouragement, counsel, correction, reprimand, withdrawal of privileges, detention, family conference, suspension and in extreme cases, expulsion.
- When students in K to 6 do not respond to discipline, they may be placed on a lunch-time detention.

- Formal parent-teacher interviews over continuing and serious disciplinary problems may be arranged from time to time. Such interviews will be arranged only after consultation with the Principal.
- Suspension and/or expulsion will only be used when all other avenues have failed and when, in the Principal's opinion, the student is refusing to comply with standards of school behaviour.
- If parents wish to take issue with a punishment that has been used, they ought to do so through the Principal, who may involve the teacher concerned. If no agreement can be reached concerning the way in which the school's Discipline Policy has been interpreted or applied, the parent has recourse to the next meeting of the School Board.

A simple procedure has been introduced to assist children manage their own behaviour. The school believes that each day we face a number of choices – sometimes the choice doesn't have a big impact, but other choices can have big consequences. An everyday example is that if a student does not bring a hat, they cannot play. Children are being helped to be in control of their own choices, realizing they lead to certain consequences. The process will be fair and made known to the children as part of classroom and school activities.

The school encourages you to talk to your child about the choices they make each day, in regard to behaviours and actions at school. Examples to discuss are: showing respect to teachers, following instructions, treating others kindly, keeping on task and not distracting others. We appreciate the support of parents as we work with you in the training and education of your child.

It is important that all parents and students read the Student Code of Conduct located at the end of this booklet.

ELECTRONIC MEDIA

As part of the curriculum, students will be instructed in the use of computers, including email and the internet. The internet can be a valuable source of information and research. Use of the internet, however, must be tempered with common sense and good judgment. Teachers must always supervise students using the internet and all student computers will have appropriate programmes with parental control devices activated.

Inappropriate use of the internet, using school resources, may lead to this privilege being withdrawn.

ENROLMENT

Namoi Valley Christian School has been set up to serve Christian parents who desire their children to be educated in a manner which is consistent with their home teaching. However, if vacancies exist after these parents are served, enrolment applications will be considered from other interested members of the community. All parents must be prepared to commit to the Christian Education National model of schooling and the Biblical ethos of the school. Namoi Valley Christian School is inter-denominational and strives to regard each enrolment on its individual merit with no regard to race or culture. All Enrolment Applications for children will be considered in view of the best interests of the child and the whole school.

Kindergarten Enrolment

Applications should be lodged by the end of Term 3 of the year prior to enrolment or at the commencement of the year prior to commencement for students participating in the Kinder Prep programme. All enrolment applications will be considered individually.

School Student Starting Age

All children are required to commence school by the age of 6. The NSW Education Standards Authority (NESA) guideline for earliest starting age is 5 before 31 July in the first year of schooling. However, the school encourages parents to defer enrolment to the following year if the child's birthday falls in the middle of the year. This is because the school has found in the past that nearly all children benefit from postponing formal schooling. Formal testing for school readiness will be conducted by staff at the time of interview. Factors to be considered by both parents and staff when assessing readiness are: social adjustment, academic standard, emotional stability and co-ordination. All these factors contribute to the child's readiness to begin school. No **one** factor in itself indicates sufficient development to warrant enrolment.

Immunisation criteria on enrolment

To comply with the NSW Ministry of Health, the school will require parents to provide the school with an Immunisation Certificate for each child on enrolment. If a parent fails to provide this, the child will be classified as unimmunised and excluded in disease outbreaks. For further information, please contact your doctor, Community Health Centre, or the school.

Students with Disabilities

The school encourages Enrolment Applications for all students, as all children will benefit from Christian education. However, it must be noted that levels of funding for children with disabilities in non-government schools from all sources is extremely poor and the educational needs of the child may not be able to be met, purely by financial constraints.

EXCURSIONS

Excursions and camps are a necessary part of the educational experience for students at Namoi Valley Christian School.

The School may also conduct small excursions, Out of School Learning Activities (OOSLAs) which are activities within Wee Waa e.g. swimming, visit to fire station.

Wherever possible excursions are to be linked to the curriculum outcomes or assist in development the teaching and learning experiences of the school. For this reason, excursions are a compulsory part of the teaching programme. No provision is made for supervision for students not attending the excursion.

Written parental permission is to be sought on all excursions and camps, but is not required for OOSLAs.

Appropriate notice will be given to parents prior to an excursion taking place with details and any extra costs that may be incurred.

FACEBOOK & EMAILS

It is important for parents to be aware that the legal age for students to register with Facebook is 13. However, staff members will not accept "friend requests" from any students in the school, even if they are 13.

Emails between staff members and students should always be through the staff member's official school email address.

FEES

School fees cover a portion of the total annual cost in educating a student. Fees cover all stationery items, text books and other learning materials, excursions, student insurance and ambulance cover. Annual school fees are determined by the Board and are due and payable at the commencement of each term. Options for payment are:

- Invoice issued by school office and payment made within 30 days
- Deductions from fortnightly payments through Centrelink
- Direct payment from parent's bank account to the school's bank account
- Other arrangements which have been discussed with the Board treasurer at time of enrolment or commencement of school year e.g. full or part scholarship.

If you are having difficulty with the payment of your fees, please contact the school's Treasurer who can assist when **confidential** arrangements for paying by installment or other arrangements may be needed.

Fee Assistance

The school aims to make Christian education available to children of as many families as possible. For this reason, financial assistance is available to parents who, for one reason or another, are unable to pay school fees in full. If you feel you may qualify for such assistance, you are encouraged to contact the school's Treasurer to speak confidentially about an application for Fee Assistance.

FLOOD TIMES, EXTENDED HOLIDAY PERIODS OR PROLONGED SICKNESS

In case of flooding, the school will be open at regular times, dependent on teacher availability or at the discretion of the Board. Given that there is usually some warning of a coming flood, children will be given work to take home for completion during their absence. Additional work may be sent home by fax or e-mail.

This will also apply in cases of extended family holidays where parents require schoolwork to accompany their child, or extended periods of illness where the child may be able to complete some simple tasks. Work given under these circumstances will need to be returned for marking.

FOOD

Children need to bring a packed morning tea and lunch each day. A refrigerator is available to keep lunches fresh. The school recommends a selection of healthy, nutritious foods each day – sandwiches, cheese, yoghurt, salad, and fruit. The inclusion of chips, lollies and soft-drinks should be avoided as much as possible. A canteen service is provided one day per week by the Wee Waa Hot Bread Shop and an item and price list is provided for your convenience. Children's lunch orders are collected at morning assembly.

GIFTS TO THE SCHOOL

The school is grateful to accept donations towards the running expenses of the school. These can take the form of consumables (cleaning materials, grocery & kitchen items) which may be purchased and donated, or cash donations.

Gifts may also be made to the **School Building Fund** (for capital projects) or the **Scholarship Fund** (to provide fee subsidies for students). These gifts are fully tax deductible.

HOMEWORK

It is the policy of the school to encourage the children in independent study habits by setting small amounts of homework frequently. From Kinder on, this should apply:

- To provide an opportunity for parents to become actively involved in their child's learning, and assisting where necessary
- To continue and extend learning experiences which have begun at school using resources, human or other, at home and in the community
- To allow time and opportunity for concentrated study areas where special effort is needed, in remediation, the practice of skills and extension activities
- To develop disciplined individual study habits that will encourage students to work independently

INFECTIOUS DISEASES

The school's policy on Infectious Diseases will be in keeping with the current guidelines set down by the Department of Health. Current information can be found: http://www.health.nsw.gov.au/Infectious/factsheets/Factsheets/infectious_childhood.PDF
Brochures are available from the office of Community Health. A guideline is set out below.

Infectious Diseases – A quick reference guide to specific illnesses

Disease	How long to keep your child away from school because of the risk your child may infect other children.
Chicken Pox	For 5 days after the first spots and the blisters have dried.
Glandular Fever	It is not necessary to keep your child away from school from the point of view of infection but some children with Glandular Fever are too sick to attend school.
Infections Hepatitis (Viral Hep. Type A)	Until child has recovered, and for one week from the first signs of jaundice.
Measles	For 4 days from appearance of rash.
Mumps	Until your child has fully recovered, and for 9 days after the appearance of the swelling.
Rubella (German Measles) (Do not confuse with Measles)	Until fully recovered, and for at least 6 days after the rash appears.
Whooping Cough	If the child has not received any antibiotic treatment then the child should be kept away from school for 3 weeks from the onset of the “whoop”. If appropriate antibiotic treatment is given (oral erythromycin) the child only needs to be kept away from school for 5 days from the start of erythromycin therapy.
Impetigo (“Scabby Sores”)	Your family doctor should be consulted. If the sores are being treated and are properly covered by a clean dressing, children are allowed to attend school.
Head Lice (Pediculosis)	Until appropriate treatment is begun. It is not necessary to shave the head.
Ringworm	Until the day after appropriate treatment has begun.
Scabies (“The Itch”)	Until appropriate treatment is begun.
Conjunctivitis	Until there is no discharge from the eye.
Gastroenteritis	At least 24hrs after diarrhea stops.
Hand Foot and Mouth Disease	Until blisters have dried.
Influenza	Until they feel and look better.
Meningococcal Disease	Seek medical attention immediately

INSURANCE FOR STUDENTS

The school has Student Accident Insurance and Ambulance Insurance Cover for all students to provide financial benefits to students in the event of accidental injury. The cover is for 24 hours a day/seven days a week provided the student is engaged in school or organized sporting activities, including travel to and from such activities. Full details and claim forms are available from the school office.

INTERVIEWS AND APPOINTMENTS WITH TEACHERS

See Parent Contact, Communication and Interview

KINDER PREPARATORY PROGRAMME – “PREP”

This programme operates for 1 full day each week, for 4 terms, for children in their year prior to Kinder. The programme is conducted by a fully trained teacher and students will participate in activities linked to the NSW Education Standards Authority Syllabus, working towards outcomes of Early Stage 1. This service is available to parents who are intending to enrol their child at NVCS for Kinder. In view of this, a completed Enrolment Application and interview will need to be completed. A proportionate school fee will be charged.

LIBRARY

The school has a comprehensive library which contains a mixed selection of books – both secular and Christian. The school’s policy is that there should be no books that openly and ultimately contradict Christian principles or books with filthy language and any overt sexual connotations or description.

A full explanation of guidelines in choosing suitable library books is set out in the Library Policy Handbook.

It is sometimes necessary to include a disclaimer inside certain books that may contain problematic language or worldviews not in line with Christian ideals. The book shall have attached a disclaimer note: *This book contains some information which differs from the Christian beliefs on which our school is based. Please talk to your parents, a teacher or the Librarian about page No ...*

MEDICATION

Arrangements must be made with your child’s class teacher or the school principal if your child is to take medication while at school. Clear instructions of amount and time of doses must be written. This refers to students who are on permanent medication for asthma or other conditions as well as short courses of antibiotics or similar. No child is to have medication in their school bag where other students can have access to it.

MOBILE PHONES

There is recognition of the general trend towards the increased use of mobile phones within society and the benefits associated with their use. However, in the context of the primary school, their use will be closely monitored and controlled.

Students will be permitted to have a mobile phone with them at school only if it is at the specific request of the parent to the Principal.

However, because of:

- the potential interruption to classes and the resultant distraction to students
- difficulty in monitoring outside influences during the school day
- concerns regarding security, especially with younger children

the following policy shall apply:

- No student shall be permitted to have a mobile phone switched on during the school day (including recess and lunch) at school, on school excursions, camps or activities.
- Exceptions shall be at the discretion of the Principal or his/her delegate.
- Primary students shall not bring mobile phones to school without the expressed permission of the Principal or his/her delegate.
- Students who inadvertently leave their mobile phone switched on at school, on school excursions, camps or activities shall not answer any incoming calls.
- Parents wishing to contact their child should do so via the school office.
- Students who leave their mobile phone switched on during the school day without the permission of the Principal or his/her delegate may be required to leave their phone at the school office during the school day.
- The mobile phone shall be the sole responsibility of the student.

MORAL EDUCATION

Moral and Sex Education is primarily the responsibility of the parents. The school has no personal development curriculum outside the Curriculum. Parents will be informed when the topic is about to be taught in the HSIE curriculum. When requested by parents or deemed advisable by the Board, the school will set up educational evenings for parents and children. Age-suitable material is available at the school for borrowing, to assist parents in educating their children on this issue.

When a matter relating to this area arises in class the teacher will deal generally and minimally with it, with the aim being to bring a Christian perspective to the issue. Children will be advised to discuss the issue further with their parents. Staff will contact the child's parents so they will be aware of the need to discuss the matter with their child.

MOVIE USE & CLASSIFICATION

This policy applies to movies, television programs and audio/visual material planned for use within the school or school excursions.

We consider it important that the content of all materials for students is suitable to the age, maturity and emotional development of each child. For this reason, content of movies should follow the recommended ratings of the movie (see below), with the added discretion of the staff involved. While recognising that most material available for screening will be secular in nature and therefore not reflect the Christian ethos of the school, it is important that staff be discerning in their selection of material for screening and conscious of responding to the material from a distinctively Christian perspective.

Generally, staff should avoid materials that:

- Undermine the Bible and Christian faith
- Promote standards, values and lifestyles that are in opposition to Christian beliefs
- May be damaging to the development of faith and commitment of students

All material should be previewed prior to use.

The following use of part or all of any movie shall apply:

- “G” classification material may be shown to students of all ages
- “PG” classification material may only be shown to students with the approval of the Principal. Choice of PG movies will be at the total discretion of the Principal, and if parents have specific concerns, they should consult the Principal.
- “M” “MA” “R” classification material must not be used within the school.

NO SMOKING

The school is committed to maintaining a smoke free workplace. Passive smoking is regarded as a health risk, and this school is committed to maintaining a safe and healthy working environment for all staff, parents, students and other persons associated with the school.

To ensure this school meets its obligations to providing a Smoke Free Environment, smoking will not be permitted on the school premises. This includes buildings, playground, facilities and vehicles. Appropriate signage reminders are placed at the entrance of the school and around the school site.

WORK HEALTH & SAFETY

Namoi Valley Christian School is committed to providing a safe and healthy environment for all students, employees and visitors to the school. To this end the school will provide adequate resources to enable this policy to be implemented. This will include appropriate training, risk assessment of hazards, safe equipment and ongoing consultation with staff.

All levels of management have responsibility for and will be held accountable for establishing, maintaining and improving systems and procedures for promoting the Health, Safety and Welfare of staff, students, contractors, visitors and the public. Every member of staff has the responsibility of ensuring they comply with the policies and procedures to protect their own health and safety as well as that of others present at the School.

PARENT CONTACT, COMMUNICATION AND INTERVIEW

Frequent parent contact is desirable if a student is going to benefit from a school such as this. There are several structured opportunities for such contact. These include:

- a. Parent-Teacher information night at the beginning of the year.
- b. Parent-Teacher interviews twice yearly.

In addition to these structured opportunities, other avenues should be used to keep parents informed and involved in the education of their children. These other avenues should include:

- Boomerang Book – this notebook goes to and from the school on a daily basis between the class teacher and the caregivers/parents to maintain open and constant communication between the two parties. This will include notes to parents outlining problems being encountered or achievements being made as well as other important information such as a weekly brief of classroom events.
- Phone calls to parents to discuss problems or achievements

- Interviews with parents to discuss problems and proposed strategies concerning a child's behaviour or learning
- During the course of the school day, it is not convenient for staff members to become involved in discussion when they have responsibilities to fulfill to students, staff or other parents at one given time. It is expected that parents arrange an interview at a mutually suitable time.
- Regular newsletter of the school.

It should be remembered that parents can be of great assistance if early problems are notified and frequent contact maintained with them.

Parents are encouraged to contact the teacher if they are concerned for their child and to contact the Principal if problems arise with the teacher. Parents are always encouraged to fully discuss a problem with the teacher before referring to the Principal.

PARENTAL INVOLVEMENT & PARTICIPATION

Namoi Valley Christian School is a family school. It is important that your child perceives that you, as a family, are part of that sense of community. Thus parental involvement and communication is welcomed and encouraged. Opportunities for involvement include:

- assisting teachers in the classroom and on excursions and out-of-classroom learning programmes
- helping out on general working bees and special projects or using other abilities of parents

Each family is encouraged to give time each year to classroom activities or school maintenance through regular working bees or at a time convenient to them. The school endeavours to keep tuition fees as low as economically possible and this can partly be achieved through the use of voluntary help wherever and whenever possible.

Parents are encouraged to pray faithfully and regularly for all aspects of the school.

Parents in Class – Rostered Help

The Board seeks to provide parent help to teachers every morning and at such other times as desired by the teachers. This is to help the teachers by relieving them of some routine tasks and the children by providing helpers for small group work.

Rostered helpers are under the authority of the teacher at all times and should never interfere with the teacher's lessons or teaching methods. Suggested tasks for rostered helpers include: listening to reading, sharpening pencils, general tidying of the room, covering books, clerical work, making teaching aids. The teacher will decide what tasks each person will perform, depending on his or her special abilities.

Parent helpers should refer all discipline issues to a staff member.

Parents qualified or interested in specific areas may offer help required by the teacher e.g. secretarial work, tutoring, P.E., sport, craft, woodwork, sewing, homework, etc.

Fathers are encouraged to participate in rostered help, particularly lunchtime playground duty. This enables good relationship building and gives opportunity for our teachers to have a small amount of relief from face to face duties with the children for a short period each day.

A teacher will be in the classroom and playground at all times.

Parents in Class – General

Parents are not permitted in the classroom to help or observe without having made arrangements with the teacher beforehand.

Parents' Playground Roster

As the school only has a small staff, the voluntary help of parents, especially fathers, is sought for playground duty at lunchtime, along with a member of the teaching staff. Parents will be under the authority of the teachers and any major disciplinary problems referred to them. The appropriate "Working with Children Clearance" should be provided to the School Office prior to giving assistance.

PASTORAL CARE

The School has both a legal obligation and a Biblical mandate to respect, protect and care pastorally for students. The nurture and pastoral care of students is a shared responsibility between the school, home, and church. A focus of pastoral care is the nurturing of right relationships between the student and God, parents, staff and peers

- We strive to foster a sense of community amongst members of the school body aiming that all members are known and cared for personally. This desire is forged from the belief that each student is a precious and unique creation of the one and only God.
- We seek to care for the physical, spiritual, emotional, intellectual and social well-being of our students. This is the responsibility of all members of the school community, including parents, staff and students.
- We aim to equip and support teachers as they nurture and care for the students in their class.
- We encourage students to care for each other via student leadership, buddy systems, training, expectations, and general interaction.
- We seek to encourage the meritorious effort of students across a range of domains and endeavours by means of the School's Merit Award program.
- Teachers are encouraged to manage their classrooms in such a way that each student feels safe and known as an individual.
- Teachers are encouraged to provide opportunities for individual students to experience as required, forgiveness, mercy, prayer and a sense of belonging.
- Assistance and support to staff is provided through the Principal and School Board.
- The school also has access to trained professionals including counsellors and health care workers who are able to provide both diagnostic and therapeutic services as required. Wherever possible, the use of Christian counselors is encouraged.
- The school enjoys the support of the National Chaplaincy Programme and 1 day each week has the services of a school chaplain.

PRIVACY

Namoi Valley Christian School is committed to protecting your privacy.

From 21st December 2001, the school is bound by new sections of the Commonwealth Privacy Act 1998 which set out a number of principles concerning the protection of your personal information.

Following is the information that the Privacy Act requires us to communicate to all of our School Families. This is provided for your future reference.

YOUR PERSONAL INFORMATION

Personal Information held by Namoi Valley Christian School about you and your family members may include names, dates of birth, current and previous addresses, phone/mobile numbers, email addresses, bank account details, occupation and medical records.

If you choose not to provide personal information the school may not be able to provide you with the services you and your family members require.

HOW WE COLLECT PERSONAL INFORMATION

Namoi Valley Christian School collects information in a number of ways including

- directly from you, when you provide information by phone or in documents such as an enrolment application
- from relevant third parties
- from publicly available sources of information
- from our own records
- when legally required to do so

HOW WE USE YOUR INFORMATION

Your personal information may be used in order to

- provide the services our school families require
- research and develop services
- gain an understanding of your family's needs in order for us to provide you with a better service
- maintain and develop our business systems and infrastructure, including testing and upgrading of these systems

Examples may include

- membership application
- enrolment application
- school family lists
- data base
- health card
- employment application

DISCLOSURE TO THIRD PARTIES

Except where required by law the school only discloses personal information to third parties with your express consent. The school does not disclose names and addresses to third parties for their own use.

SECURITY OF YOUR PERSONAL INFORMATION

The school takes all reasonable precautions to protect your personal information from loss, unauthorised access, modification and unauthorised disclosure.

HELP US TO ENSURE WE HOLD ACCURATE INFORMATION

Namoi Valley Christian School takes all reasonable precautions to ensure that your personal information the school collects, uses and discloses is accurate, complete and up to date. However the accuracy of the information depends to a large extent on the information you provide. The school forwards a data base check list to all families early in term 1 and all parents are requested to check this information carefully and return the updated form by the due date. The school also recommends that you

- let us know if there are any errors in your personal information
- keep us up to date with changes to personal information, such as your name and address

YOU CAN ACCESS YOUR PERSONAL INFORMATION

You have a right to access your personal information, subject to some exceptions allowed by law. If you would like to do so, please let the school know. You may be required to put your request in writing for security reasons.

Namoi Valley Christian School reserves the right to charge a fee for searching for and providing access to your information.

HOW TO CONTACT US

If you have any questions in relation to the privacy of your personal information, please contact the school on 02 6795 3044 between 9am and 3.30pm Monday to Friday.

Alternatively you can write to our Privacy Officer (Business Manager)

PO Box 242

Wee Waa NSW 2388

PUPIL FREE DAYS

The Board of the school, in consultation with our own staff, will allocate a small number of pupil free days each year. These days enable staff to attend conferences or professional development days either at our school, or away from our school. Children do not attend school on these days. These will be kept to a minimum and are NOT the same as those in Public Schools.

The teachers will attend Curriculum Week as part of the July school holidays, necessitating an extra week's holiday for the children during the winter break. The dates for term breaks will be advised early in the school year.

Individual teachers may attend in-service courses for a day or two as approved by the School Board, in which case a substitute class teacher may be appointed.

REPEATING STUDENTS

One or more of the following factors will be present in significant proportions before repeating a student will be considered:

- The student is young for his/her class year
- The student is socially immature
- The student is emotionally immature
- The student is performing well below expected outcomes

A proposal to have a child repeat should be presented to the Board and be accompanied with some of the indicators that would support the proposal. No repetition will be approved until the parents have been interviewed and given an opportunity to consider the proposal in detail.

REPORTING OF STUDENT ACHIEVEMENT

- The school will strive to fulfill the national student report requirements by providing a progress report for each student at the conclusion of Semester One and Semester Two each year. The report should be in plain, easy to understand English.
- The report will aim to provide an accurate and objective assessment of progress and achievement for each Key Learning Area studied. The school endeavours to provide reporting of achievement and behavior in a truthful and respectful way, but not attempting to hide shortfalls in a student's outcomes.
- A separate report will be issued for any Statewide examinations undertaken. Information will be provided about academic attainment and attitude and effort using a five band scale.
- Report outcomes are based on each Key Learning Area provided by the NSW Education Standards Authority (NESA).
- Work samples to evidence student's progress will accompany their semester report, presented in a display folder.
- The school will provide opportunity for students and parents/guardians to meet with relevant teachers to discuss the report and to receive constructive advice about supporting the student's further progress at school.

See also "Assessment and Evaluation"

SAFE & SUPPORTIVE ENVIRONMENT

At the core of our purpose as a Christian School is the provision of a safe and supportive environment for students, staff and the wider school community. In summary, this covers the following areas:

- Pastoral Care
- Security of Students
- Security of School Personnel and Facilities
- Protection of Students and Personnel in time of Critical Incident
- Supervision
- Code of Conduct for Students and Staff
- Complaints and Grievance Process
- Communication Procedures
- Accident and Ambulance Insurance

SCHOOL COSTS

The school is funded by a combination of school fees, government funding and donations.

The majority of Government funding is provided by the Commonwealth with a small “top-up” amount from the State Government. These grants help pay recurring expenses. In contrast, public schools are funded primarily by the State Government, with small “top-up” amounts from the Commonwealth.

Costs not covered by Government funding are met by parents of the children attending the school and also by members and friends of the Association, through fees and gifts. The school would not continue to exist if it were not for the generosity of faithful supporters.

SCHOOL HOURS

Adequate supervision will be provided at all times in the classroom and playground between 8.30am – 3.30pm, including all break times. Please ensure your child does not arrive at school before 8.30am and that they are collected by 3.30pm.

Class hours are 9 a.m. – 3.05 p.m. and punctuality is imperative. Reasonable exceptions are of course acceptable, but continued breach of punctuality is disruptive to the school programme. Please encourage your child to enter the classroom quietly if they do arrive late. Please do not interrupt the teacher to explain why your child is late.

9.00 am – 11.00 am Session One

11.00 am – 11.20 am Morning Tea Break

11.20 am – 12.50 pm Session Two

12.50 pm – 1.30 pm Lunch Break

1.30 pm – 3.05 pm Session Three

STAFF - TEACHING

Teaching staff (full time permanent, part time permanent and casual) are appointed by the School's elected Board and are required to abide by the requirements and responsibilities set down in the Staff Handbook, available to parents on request. They are fully trained and qualified teachers and their employment conditions are outlined in the NSW Christian Schools Teaching Staff Multi-Enterprise Agreement.

STAFF - ANCILLARY

Our school Librarian, Support Staff and Office staff are approved by the School Board. They are required to meet the requirements of their specific Job Description as outlined in the Staff Handbook.

SUNSAFE & EXTREME HEAT

Australia has the highest incidence of skin cancer in the world.

There are four factors, often occurring simultaneously, which contribute to these statistics:

- The population is predominantly fair skinned.
- Ultraviolet light from the sun is of sufficient intensity to induce skin cancer in this susceptible population.
- For most of this century social values have supported the belief that a suntan is healthy and attractive.
- Lifestyle, work, school and recreational habits expose people to the sun for long periods.

Much of the damage occurs during childhood and adolescence. Research suggests that severe sunburn is a contributor to skin cancer and other forms of skin damage such as wrinkles, sunspots, blemishes and premature aging. Most skin damage and skin cancer is, therefore, preventable.

Namoi Valley Christian School will ensure that all children and staff attending this school are protected, as much as possible, throughout the year from skin damage caused by the harmful ultraviolet rays of the sun. This will be achieved by:

- Providing large amounts of shade play areas within the school grounds and adhere to a "No Hat No Play" policy.
- Incorporate across the school curriculum appropriate educational programs which focus on skin cancer prevention.
- Strongly encourage positive role modelling of Sunsafe behaviour by all teachers, parents and ancillary staff to:
 - Wear protective hats and appropriate clothing for all outdoor activities.
 - Use SPF 30+, broad-spectrum, water resistant sunscreen for skin protection.
 - Seek shade wherever possible.
 - Require all students to wear approved school hats which protect the face, neck and ears; shirts with sleeves and collars and dresses with collars and cap sleeves. They will also be strongly encouraged to use SPF 30+ broad spectrum, water resistant sunscreen whenever they are outside, e.g. sport, sports carnivals, outdoor excursions and other outdoor activities.
 - Seek ongoing support from parents and the community for the Sunsafe Policy and its implementation.
 - Require students without adequate protection to use designated shaded or covered areas at recess and lunchtimes. If the failure to comply with the policy in this regard is repeated, a note is to be sent home to parents.

- Ensure that a supply of sunscreen is available at outdoor activities such as weekly swimming lessons and sports carnivals

Extreme Heat: It is acknowledged that our school is geographically situated in an area that receives maximum temperatures consistently between 35 and 40 degrees throughout the summer. Even though most staff and students are reasonably acclimatized to these conditions, care should be taken to ensure individuals are not exposed to the dangers associated with high temperatures – dehydration, sun stroke, exhaustion. In instances where temperatures are considered extreme (over 35 degrees) the following should be implemented:

- Encourage all staff and students to increase their water intake
- Lunchtime supervision of activities provided in air conditioned classroom
- For scheduled swimming lessons at town pool, transport students by bus
- Consider purchase of icy poles to lower body temperature and encourage fluid intake

TEACHER AUTHORITY

During school hours, at all school functions or while on school excursions, the teachers are to take full responsibility for all discipline, regardless of who is helping. As the teachers are the parents' appointed custodians, being "loco parentis", it is unwise for a parent to administer discipline whilst the child is in the care of the teacher. Such action by a parent negates any authority standards and behaviour guidelines that have been set up by the teacher. No parent is to disrupt a class or learning programme to discipline his or her own child.

If a parent is concerned about a specific problem that they have witnessed during their period at school they have the right to approach the teacher during a break time and discuss the matter. The teacher has the final say in any action to be taken during school hours.

No parent or helper is to smack or abuse (physically or verbally) any child in the school.

When parents see their child misbehaving while at school, the Board and Teaching Staff encourage them to talk to the child at home. If it is felt that the general discipline standards of the school are too lax, a letter should be written to the School Board, citing specific examples.

TELEPHONE CONTACT

Classroom Teachers are available to parents by phone only before 9.00am and after 3.15pm each day, except for important calls such as changes in afternoon travel arrangements.

Break times for contact with teachers are: Recess 11.00 am – 11.20 am
 Lunch 12.50 pm – 1.30 pm

The office is attended at various times throughout the week. The remainder of the time, the answering machine will record your message or you may send an email or fax.

Children are discouraged from using the phone but may ring parents if supervised by a staff member.

UNIFORM

Students should be neatly and tidily dressed and groomed at all times. The **wearing of school uniform is compulsory** and it is the responsibility of the parent to ensure children are appropriately dressed. If your child is not able to wear the correct uniform, please provide a written explanation to your child's class teacher. If you are having trouble purchasing items, please contact

the school. Children may be placed on short detentions for repeatedly breaching uniform guidelines. **Please label each uniform item clearly with your family name.**

The uniform is:

Girls Summer School fabric dress with blue collar
Black shoes with navy blue socks
Blue school hat

Girls Winter Plaid pinafore
White skivvy or plain white collared shirt (long/short sleeved)
Black school shoes with navy blue tights, navy socks
School logo zippered jacket or school logo jumper

Girls Sport skorts with
(Summer) School logo polo shirt
Predominantly white joggers and white socks

Boys Summer Blue school shirt (sky)
Navy blue shorts
Black school shoes/boots with navy blue socks
Blue school hat

Boys Winter Blue school shirt (sky) (long/short sleeved)
Navy blue trousers
School logo zippered jacket or school logo jumper
Black school shoes or boots with navy blue socks

Boys Sport Navy blue shorts
(Summer) School logo polo shirt
Predominantly white joggers and white socks

Girls & Boys Sport
Winter School logo polo shirt, school logo zippered jacket or school logo jumper with plain navy blue Track suit pants. Shoes as for summer.

Coats in cold weather – the school has a uniform heavy jacket for extremely cold weather and plain navy or other dark colours are allowed.

The school has a “No hat no play” programme. Refer to Sunsafes policy.

The following uniform items are available from the school:

Girls Summer dress

Girls Winter pinafore & L/S white shirts

Boys shorts and long pants

Boys summer & winter shirts

Girls sports skorts

Track suit pants

School logo Polo shirts, pull on jumpers, zipper jackets, weather proof winter jackets

Hats

Navy socks and tights

Some used clothing items are also available from the uniform pool.

A number of retailers also stock general uniform items:
Target, Tuff'nTidy, Lowes, Uniforms R Us in Tamworth.

Footwear should be substantial and in good repair. Joggers, thongs or slip on canvas shoes are not acceptable as a school shoe. Sandals worn as part of the summer uniform should provide good support for the foot, including a heel strap.

A watch may be worn, but no other jewellery is permitted with the exception of plain studs or sleepers for girls with pierced ears.

Not allowed:

- T-shirts with slogans, apart from the school logo
- Hooded jackets
- Coloured nail polish or other make-up
- Denim jeans

Children going on excursions must be in standard school uniform unless indicated by the teacher to the contrary. The sports uniform is compulsory for all inter-school sporting activities.

Please label each uniform item clearly with your family name. A permanent or laundry marker purchased from the supermarket will do the job. This will ensure that misplaced items are returned quickly to their proper owner. Keeping track of uniform items is the responsibility of the student, not your child's class teacher.

USE OF SCHOOL BUILDING AND RESOURCES

The school building and resources are generally not available for non-school functions. Special permission may be given by the Board for use of the school building or equipment after requests are lodged in writing. The Library/Support Room is currently used for a Mainly Music Program.

VISITORS REGISTRATION

To comply with Workplace Health and Safety Legislation, Child Protection Legislation and Insurance, all parents, visitors, or workers coming in to the school, must record visits to school.

Parents and other volunteer helpers sign the Visitors' Register located in the entry walkway with "time in" on arrival and "time out" on departure. This is to ensure staff members know in an emergency how many adults are on site. It is also important for insurance coverage for volunteers working in the school. *Parents and helpers are not required to wear a visitor tag.*

Parents and other volunteer helpers are required to sign appropriate child protection documentation if they are assisting teachers in activities with children.

Parents or family members who are on campus to "drop off" or "pick up" are not required to sign in.

VOLUNTEER HELPERS

When a person volunteers or is requested to assist in the school, the following guidelines apply:

1. A 'Working With Children clearance number' provided by all volunteers to be checked online by the school Principal.

2. Volunteers are to be under the supervision of the requesting staff member or member of the school executive.
3. The Principal or his delegate, at their discretion, may ask a volunteer to stop their activity and leave the school premises.
4. Parents who are volunteering should not intervene with the behaviour management of their child by the teacher. Any concern should be discussed with the member of staff during a break time.
5. Volunteer duties and responsibilities will be clearly stated by the requesting staff member. (A written job description may be necessary in some circumstances.)
6. Volunteers are made aware, through the School Newsletter or verbally on arrival at school, of their position with regard to WH&S and insurance legislation.
7. Before the expenditure of any money for which the volunteer will require reimbursement by the school, approval of the supervising staff member or member of the school executive must be sought.
8. Volunteers are subject to the same Code of Conduct as paid employees whilst on school business.
9. When arriving at school to be involved in parent help, individuals are required to sign in as per Visitors Policy.

Student Code of Conduct

Introduction

The aim of this Code is to ensure that the school is a safe and effective place in which learning takes place; that students develop self-discipline and consideration for others; and that the property and reputation of the school is protected.

The vision of Namoi Valley Christian School will come about as each student, with God's help, fulfills his or her responsibilities with integrity, and respects the rights of others in the school and community.

The important things are living right with God, peace, and joy in the Holy Spirit. Anyone who serves Christ by living this way is pleasing God and will be accepted by other people. So let us try to do what makes peace and helps one another. Romans 14:17b-19.

Background

We, the school, believe

1. Jesus of Nazareth, fully human, fully God, defines personhood for us at NVCS. Jesus did not comply with a set of universally accepted, traditionally based traits of good character as if they existed apart from Him. He defined good character. He was and is Truth. He was and is Life. He was and is Love. He was and is Justice. John 10:30, John 14:6, John 3:16, Romans 3:25
2. In common with all humanity, we fall far short of Jesus' character – the pursuit of self-interest remains our main impediment. This does not mean that we are totally bereft of good character, but it does mean that we all have problems with doing good and thus incur the wrath of a perfect God and experience disharmony with others. Romans 3:23
3. Jesus' life, death and resurrection on our behalf bring us back into relationship with God and provide us with the inspiration and the model for good character i.e. Christ-likeness. Romans 8:16 & 17
4. God, who is in Trinity, has made us as relational people in his image, to be other person centred.
5. Self-sacrifice, truth, justice and love are the hallmarks of Christ-likeness.
6. We should enjoy safety, happiness, personal fulfilment, freedom, well-being, peace and grace at NVCS.
7. We have the responsibility of ensuring school students and staff members enjoy safety, happiness, personal fulfilment, freedom, well-being, peace and grace.

and we recognise

1. The importance of right motives, solidarity, forgiveness and humility
2. Opposition, harassment and vilification are often aimed at those who make a stand for good character.
3. Decisions must be anchored within a framework of wisdom, happiness, obedience and kindness.

STUDENT RESPONSIBILITIES

General Behaviour:

- a) Obey all school rules.
- b) Maintain a neat appearance; wear full school uniform, including sports uniform when required.
- c) Behave safely and courteously; also travelling to and from school.
- d) Uphold the reputation of the school by behaving appropriately when wearing school uniform, or engaged in off-campus school activities.
- e) Students are not permitted to possess or smoke cigarettes; possess, use or be under the influence of alcohol or non-prescribed drugs, or other substances harmful to health whilst wearing school uniform or engaged in any off-campus school activities.

Behaviour Towards Others:

- a) Show respect at all times for teachers, other school staff and visitors to the school.
- b) Treat other students with dignity and respect.
- c) Respect the learning needs of other students.
- d) Do not disrupt class activities or impede others' learning.
- e) Behave in a manner which does not endanger the health and safety of yourself or others.
- f) Respect the authority of members of staff.
- g) Report any dangerous activity to the teachers.
- h) Report any incidents of bullying; cooperate with staff in investigation of disciplinary cases.
- i) Accept correction in a respectful manner.

Attitude to Property:

- a) Care for property belonging to yourself, the school and others.
- b) Remain out of the buildings during recess and lunchtime, unless supervised by teacher or authorized staff member.
- c) Follow all safety rules, such as: do not climb on buildings, trees or unsuitable equipment; do not run inside or where there are many people about.
- d) Play safely in designated areas.

Attitude Towards School and Learning:

- a) Attend every school day, unless legally excused.
- b) Be in class on time, with all materials and ready to learn.
- c) Take responsibility for your own learning: complete work set by teachers promptly and to the best of your ability, including homework and other assignments.
- d) Take full advantage of the opportunities offered by the school.
- e) Ensure all school communications are delivered to parents.
- f) Follow instructions.

Every Student Has The Right To:

- Be safe and to feel secure in school
- Learn in an interesting environment
- Develop their God-given talents, interests and ambitions positively without intimidation
- Work to the best of their ability
- Be treated with respect by other students and school staff
- Be listened to

Breach of the student code of conduct

Behaviour that infringes on the safety of others will not be tolerated

This includes:

- Harassment, bullying, illegal or anti-social behaviour of any kind
- Dangerous activities and violence
- Intimidating behaviour
- Cyber bullying

The School Principal and staff members accept their obligation to fairly, reasonably and consistently enforce the requirements of the Student Code of Conduct. It is school policy to advise parents of all serious or persistent breaches of school rules. (Welfare Policy; Discipline Policy)

Action Which May Be Taken Where The Code Of Conduct Is Breached

Wherever possible, action is aimed to assist the student to achieve **self-discipline**, and to assist with problems which may underlie the unacceptable behaviour. Where appropriate, action is taken as a direct consequence of the misbehaviour.

In general, teachers will deal with instances of unacceptable behaviour in the classroom; cases of persistent or extreme misconduct may be referred to section coordinators. **Section coordinators** are responsible for the general overview of discipline. The Deputy Principal will exercise overview of discipline procedures of the school as a whole.

Disciplinary action may include:

Discussion:	With student, and/ or parents Referral to school Chaplain
Setting of tasks:	Service to the school in line with the infringement
Detention:	Up to half of any recess period; or for up to 45 minutes after school Parents will be given notice of any after school detention at least one day in advance.
Withdrawal:	Exclusion from a school activity Restriction to certain parts of the school grounds
Cost of repair:	The school may bill the student for all or part of the cost of repair, or replacement
Suspension:	Set period of disciplinary non-attendance at school
Probationary enrolment:	Set period of enrolment, conditional upon improved behaviour
Expulsion:	The school discontinues the enrolment of the student

Complaints

Any decision of the School, with which a student, or his or her parents, does not agree, may be reviewed by following the procedure set out in the school's Grievance Policy.

Note:

The Student Code of Conduct may be varied at any time by the Principal in consultation with the Executive team.
Acknowledgment of Student Code of Conduct

I have read and agree with the standards and requirements of this Code of Conduct:

Parent: _____

Student: _____

School Representative: _____ Date: _____