

# Wycliffe Christian School

## ESSENTIALS GUIDE

K - 12

2009

*This document contains valuable information about the standards  
and policies at Wycliffe Christian School.  
You will need to refer to this throughout the year.  
Each section of the Essentials Guide is available for download  
from the school website in Adobe PDF® format.  
We suggest you save a copy to your computer's desktop  
for quick reference and print only those pages that you need to reference.  
Electronic distribution is in keeping with the school's commitment to reducing paper usage.*

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# The Essentials

## First Day 2009

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**Years 7, 11 and 12** commence on **Thursday 29<sup>th</sup> January 2009**.

For these year groups there will be a brief Opening Assembly at 8:30am. Students will assemble in Year groups outside the Multi-purpose Hall. Parents are welcome to attend this Opening Assembly.

**Years 1 - 6 and Years 8 - 10** commence on **Friday 30<sup>th</sup> January 2009**.

To mark the new school year, there will be a Whole School Assembly at 8:30am. Students will assemble in Year groups outside the Multi-purpose Hall. Parents are welcome to attend this Whole School Assembly.

All new students should come to the front of the Administration Block when they arrive at school for their first day. New students will be given directions as to where they are to go from that point.

**Kindergarten students** commence on **Monday 2<sup>nd</sup> February 2009**. Parents and Kindergarten students will assemble at 8:30am in the Mezzanine Level of the Multi-purpose Hall. Students will be taken to their classroom by the teachers. There will be a brief information session for parents of new Kindergarten students.

### ***New Families Orientation Day***

New families will have received a separate invitation to the New Families Orientation Day on Wednesday 21st January 2009.

### **Restricted Access Hours for Vehicles during School Terms**

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For reasons of safety and congestion parents are not to enter the school grounds in vehicles from 7.50 am to 8.10 am and from 2.45 pm to 3.05 pm when buses are dropping off or picking up students. Parents delivering or picking up children are to park outside the grounds at these times.

During school term parking outside the Multi-purpose Hall is reserved for parents dropping off or picking children up from the Transition class.

Additional restrictions apply to parking in school grounds during special events being held in the Multi-purpose Hall. During these events, parents may be required to park off site or, when directed, on the school Sports field. Please follow instructions issued from time to time by the Business Manager through "School Talk".

### **School Times**

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*For their own safety students should not be in the school grounds before 7.55 am. Limited supervision starts only at this time.*

#### ***Junior School***

Start	Recess	Lunch	Finish
8.35 am	10.03 am	12.13 pm	2.43 pm

(Note: Kindergarten will finish school at 1.30 pm for the first two weeks of Term 1.)

Children from K to 4 eat their lunch with their class for approximately 15 minutes before the start of the lunch break. They are not allowed to play until this eating period is over.

#### ***Middle School & Senior School***

Start	Recess	Lunch	Finish
8.17 am Period 1	10.03 am	12.13 pm	Years 5 - 12 - 2.49pm

## **Periods 7 & 8 (Years 11 & 12 Only)**

A very limited number of classes (usually Vocational courses or Extension courses) occur after period 6. These classes commence at 3.00 pm and finish at 4.44 pm.

## **Tuesdays only (for Junior, Middle & Senior School)**

Recess 9.59 am; Lunch 12.29 pm; End of day as on other days.

## **Assemblies**

Each section of the School has a cycle of special Assemblies at which students are able to present their achievements, exercise their gifts and gain experience in various kinds of participation and leadership. The whole school meets for Whole School Assemblies at least once a term in the Multi-purpose Hall. When notified, these assemblies may be designated as times of corporate worship. Dates for these events are published in the School Calendar or in "School Talk" from time to time. Parents are very welcome to attend.

Junior School Assembly is held on Wednesdays at 2.05pm every two weeks. On the alternate week, students participate in Service Groups.

Middle and Senior School Assemblies are held on some Tuesdays from 10.19 a.m.

## **Junior School – Seeking to be a "Nut Free Zone"**

We have students in Junior School who have severe (anaphylactic) allergies to nuts. This is a potentially life threatening situation and as a school we need to be pro-active in preventing a possible reaction. For this reason, the Junior School is seeking to be a NUT FREE ZONE. This means that peanuts, food made from nuts (e.g. peanut butter) and any product containing nuts (muesli bars, cookies, cake etc.) must not be brought to school. Whilst the school seeks to do all in its power to facilitate student safety in this matter is unable to provide an absolute guarantee regarding individual behaviours outside its control.

If you have any questions or concerns about this please contact the Junior School Coordinator, Mrs Sue Riethmuller.

## **Term Dates for 2009**

### **Teaching Staff**

#### **Term 1**

Resume - Tuesday 27<sup>th</sup> January

End – Thursday 9<sup>th</sup> April

#### **Term 2**

Start - Tuesday 28<sup>th</sup> April

End – Friday 3rd July

#### **Term 3**

Start - Wednesday 22<sup>nd</sup> July

End - Friday 2nd October

#### **Term 4**

Start - Monday 19<sup>th</sup> October

End – Wednesday 16<sup>th</sup> December

### **Students**

#### **Term 1**

Resume –

Years 7, 11 & 12 – Thursday 29<sup>th</sup> January

Years 1–6 & 8–10 – Friday 30<sup>th</sup> January

Kindergarten – Monday 2<sup>nd</sup> February

End - Thursday 9<sup>th</sup> April

#### **Term 2**

Start – Tuesday 28<sup>th</sup> April

End – Friday 3rd July

#### **Term 3**

Start – Monday 27<sup>th</sup> July

End – Friday 2<sup>nd</sup> October

#### **Term 4**

Start – Monday 19<sup>th</sup> October

End – Years K to 9 Thursday 10<sup>th</sup> December

– Year 10 Wednesday 25<sup>th</sup> November

– Year 12 Friday 11<sup>th</sup> December

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## Office Hours

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**Staff Devotions are normally held at 8.00 am most mornings (from 7.50 am on Monday Week A) and staff are therefore generally unavailable at this time. Limited staffing is available at the front office between 8.00 am and 8.15 am. Contact at this time should be limited to urgent matters.**

The Office is open from **8.00 am to 4.00 pm Monday to Friday** during school term, although parents are asked to reserve non-urgent matters until after 8.15 am.

During school holidays the office will be open from 9.00 am to 3.00 pm except for the Christmas to New Year period when the office will be closed. A small number of staff are on duty during the holidays providing essential services such as Account payments and receipt of deliveries.

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### Contacting the School

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<b>Postal Address:</b>	PO Box 78 Blaxland NSW 2774
<b>Telephone:</b>	4753 6422
<b>Fax:</b>	4753 6082
<b>Website:</b>	<a href="http://www.wycliffe.nsw.edu.au">www.wycliffe.nsw.edu.au</a>
<b>Email</b>	<a href="mailto:admin@wycliffe.nsw.edu.au">admin@wycliffe.nsw.edu.au</a>
Principal	Mr Geoff Bowser <a href="mailto:gbowser@wycliffe.nsw.edu.au">gbowser@wycliffe.nsw.edu.au</a>
Personal Assistant to the Principal and Registrar	Mrs Avril Marshall <a href="mailto:amarshall@wycliffe.nsw.edu.au">amarshall@wycliffe.nsw.edu.au</a> registrar <a href="mailto:registrar@wycliffe.nsw.edu.au">registrar@wycliffe.nsw.edu.au</a>
Deputy Principal	Mrs Coral Edwards <a href="mailto:cedwards@wycliffe.nsw.edu.au">cedwards@wycliffe.nsw.edu.au</a>
Personal Assistant to the Deputy Principal	Mrs Helen Clarke <a href="mailto:hclarke@wycliffe.nsw.edu.au">hclarke@wycliffe.nsw.edu.au</a>
Business Manager	Mr John Downward <a href="mailto:jdownward@wycliffe.nsw.edu.au">jdownward@wycliffe.nsw.edu.au</a>
Personal Assistant to the Business Manager	Mrs Julie Klein <a href="mailto:jklein@wycliffe.nsw.edu.au">jklein@wycliffe.nsw.edu.au</a>
Accountant	Mrs Helen Phillips <a href="mailto:hphillips@wycliffe.nsw.edu.au">hphillips@wycliffe.nsw.edu.au</a>
Head of Senior College	Mr Bill Little <a href="mailto:blittle@wycliffe.nsw.edu.au">blittle@wycliffe.nsw.edu.au</a>
Assistant Head of Senior College	Mrs Julie Pickworth <a href="mailto:jpickworth@wycliffe.nsw.edu.au">jpickworth@wycliffe.nsw.edu.au</a>
Year 10 Coordinator	Mr Adrian Cayzer <a href="mailto:acayzer@wycliffe.nsw.edu.au">acayzer@wycliffe.nsw.edu.au</a>
Year 9 Coordinator	Mr Adam Osborne <a href="mailto:aosborne@wycliffe.nsw.edu.au">aosborne@wycliffe.nsw.edu.au</a>
Senior School Secretary	Mrs Lorraine Harvey <a href="mailto:lharvey@wycliffe.nsw.edu.au">lharvey@wycliffe.nsw.edu.au</a>
Stage 3 Coordinator (Yrs 5/6)	Mrs Nita Kruik <a href="mailto:nkruik@wycliffe.nsw.edu.au">nkruik@wycliffe.nsw.edu.au</a>
Stage 4 Coordinator (Yrs 7/8)	Mr Allan Wallace <a href="mailto:awallace@wycliffe.nsw.edu.au">awallace@wycliffe.nsw.edu.au</a>
Middle School Secretary	Mrs Herma Mear <a href="mailto:hwear@wycliffe.nsw.edu.au">hwear@wycliffe.nsw.edu.au</a>
Junior School Coordinator	Mrs Sue Riethmuller <a href="mailto:sriethmuller@wycliffe.nsw.edu.au">sriethmuller@wycliffe.nsw.edu.au</a>
Junior School Secretary	Mrs Deidre Collett <a href="mailto:dcollett@wycliffe.nsw.edu.au">dcollett@wycliffe.nsw.edu.au</a>
Alumni Assistant	Mrs Janene Wardrop <a href="mailto:alumni@wycliffe.nsw.edu.au">alumni@wycliffe.nsw.edu.au</a> <a href="mailto:jwardrop@wycliffe.nsw.edu.au">jwardrop@wycliffe.nsw.edu.au</a>
Sports & Facilities Assistant	Mrs Tracey Brady <a href="mailto:sportsassistant@wycliffe.nsw.edu.au">sportsassistant@wycliffe.nsw.edu.au</a> <a href="mailto:tbrady@wycliffe.nsw.edu.au">tbrady@wycliffe.nsw.edu.au</a>

## Attendance

Attendance at school is a requirement under the Public Instruction Act. Legitimate absences are provided for in the Act and the School must determine on the acceptability of reasons given for such absences. If your child is absent for any reason, he/she is required to present a short note on the day of return to indicate the date of, and the specific reason for the absence. This applies to partial and full day absences. School carnivals, sports events and excursions/camps are regarded as normal school days. Any absence other than for legitimate reasons, will be recorded as "Absent Without Satisfactory Reason". Wherever possible medical or similar appointments should be arranged outside of school hours.

### Absentee Notes

Notes with specific reasons for, and dates of, absences must be provided after each and every absence. These should be addressed to the appropriate Coordinator (see below) and placed in the internal mailbox outside the Office. As personal signatures remain the primary means of validating the reasons for student absences, absentee notes can't be received in electronic form.

Years 11 & 12	Head of Senior College	Mr Bill Little
Year 10	Year 10 Coordinator	Mr Adrian Cayzer
Year 9	Year 9 Coordinator	Mr Adam Osborne
Years 7 & 8	Stage 4 Coordinator	Mr Allan Wallace
Years 5 & 6	Stage 3 Coordinator	Mrs Nita Kruik
Year K – 4	Junior School Coordinator	Mrs Sue Riethmuller

### Attendance at Sport

Attendance at sport is a curriculum requirement of the school for all students up to Year 10. Parents are asked not to arrange outside appointments for this time except in the event of emergencies. Years 11 and 12 students are encouraged to trial for representative teams however on an individual basis Years 11 and 12 students are required to strike a balance between their commitment to study and their support of the school sports program. Where possible representative trials and games will be organised outside regular school hours.

Sports uniform is to be worn for all activities. Students unable to wear the correct uniform should have a note signed by parent or guardian explaining the circumstances. Participation will be at the discretion of the school depending on the circumstances or the requirements of the specific sport. Students who forget their sports uniform must report to the Sports and Facilities Assistant at recess and they must attend the non-Sport room unless given specific permission otherwise.

Students unable to do sport for health or other reasons are to supply a signed note from parent or guardian. These students must supply that note to the Sports and Facilities Assistant at recess and they must attend the non-Sport room. Only in compelling circumstances will the appropriate Coordinator give permission for a student to leave school at lunch-time in such circumstances. In these instances students must take a note from a parent requesting approval for leave to be granted to the appropriate Coordinator by recess on the day it is being requested and only then, following approval by them should this note should be given to the Sports and Facilities Assistant by the end of recess.

### Computerised Attendance Records

Attendance will be checked by staff in class at the start of each day. To maintain the school's duty of care by ensuring that detailed records are maintained, the school maintains computerised attendance records. All late arrivals and early departures for each day must come through the Main Office Reception and be recorded in the computer. Failure to comply with this requirement will result in the student being marked absent and a formal explanation will be sought from parents.

### Leaving Early

If your son or daughter has an acceptable reason for leaving early on any given day, a separate note needs to be taken to the office at the start of the school day on which early leave is requested. A computer generated pass will be issued for the departure time. This must be presented to staff, Police or other Government Officers if a student is approached and requested to give evidence of permission to be out of school.

## **Punctuality**

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Unless there are cases of unavoidable delay or illness, students are required to be at school in time for **the start of the school day**. Roll call is conducted in the first two minutes of the day. In the event of unavoidable delays, your son or daughter must go straight to the Main Office Reception to obtain a *Late Arrival Pass*.

## **Variation of Attendance - Senior Students**

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Students in Years 11 & 12 may obtain standing permission to vary attendance patterns if they are not timetabled for blocks of periods at the beginning and/or end of the day. This must be negotiated specifically with the Head of Senior College after a signed parental permission form has been completed. All Years 11 and 12 students are required to be at school by Recess for daily Assembly or Pastoral Groups even if they do not have a scheduled class in Period 3. [The only exception to this requirement will be for part-time Years 11 and 12 students or those students who complete a significant part of their study program off-campus. Students in this category MUST negotiate such an attendance agreement with the Head of Senior College.](#)

## **After School Supervision**

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School Teaching Staff are unable to provide regular supervision for children who remain at school after 3.10 pm unless they are attending Period 7 or 8 classes.

## Bush Fires & Other Emergencies

Bush fires are something we all tend to fear, especially when our families are located at different venues. The natural tendency is to rush to the school to pick up the children. This can be most unwise as roads get choked and people get caught away from their homes – the place where they can be of most assistance to those combating the fires.

The school has a detailed fire drill policy which has been checked as part of the Safety Compliance procedures by the Board of Studies. Children will be carefully and thoughtfully supervised during any emergency. Copies of the Emergency Procedures are available on request from the Receptionist.

To assist parents, the following information should be noted:

1. If it is certain to be a day in which the school is going to be in the path of a major bushfire, please **keep children home**. It is likely that Bush Fire Authorities will communicate this via the News.
2. During a fire emergency, parents should be aware that students at school are still under the school's duty of care. This means that any student movements **MUST** be made known to the correct staff members.
3. Under conditions where the School Principal is concerned, he may direct an evacuation to the school oval or D block courtyard or an alternate venue on site. In this case, parents **are not necessarily** going to be contacted by the school. It will depend on the circumstances of the fire (the school will always comply with the directions of the Bush Fire Authorities). However, should a parent wish to remove a student from the school campus **they must report this to the Assembly Warden** who will be on duty at the oval or in the D block courtyard or another obvious location on site.
4. Under an extreme (worst case) fire emergency the school may have been directed by emergency services to evacuate.. **In this extreme case it is imperative that parents cooperate with directions from Emergency Services.**

### ***Evacuation Policy***

Should the police declare a significant fire risk and order an evacuation, Blue Mountains Bus Company will transport the students to Glenbrook Oval under Police supervision. Parents would then collect students from there (after informing staff). Written authorisation is required for anyone other than parents to collect children. Information, including any variation to the above, would be given on local radio stations.

### ***Lock-down Procedures***

The School rehearses its lock-down procedures twice per year to maintain readiness in the extremely unlikely event that the procedures have to be implemented in response to an emergency situation.

# Communication

Communication is the essential ingredient in any successful relationship. It is quite probable that, at some time during your association with the school, you will need to talk to staff members regarding your child. Whether that communication applies to relational issues, academic progress, or classroom discipline, the FIRST point of reference will generally be your child's classroom teacher. In matters that remain unresolved at that level for Years K-6 it is recommended that parents seek to discuss their concerns with the Junior School Coordinator for Years K-4 or with the Stage 3 Coordinator for Years 5 or 6. In matters that remain unresolved at that level for Years 7-12 it is then recommended that parents seek to discuss their concerns first with the relevant Head of Faculty if the matter relates only to one subject. Following these processes in Years K-12 if the matter remains unresolved parents should seek to discuss their concerns with the appropriate Coordinator or Head of Senior College for the relevant section of the school. For a relatively low level general pastoral concern in Years 7-12, contact should first be made with the student's Pastoral Group Teacher or Education Support Coordinator. A list of such teachers will be published at the start of the year and maintained on the school website.

It is important that once an issue has become a grievance that relates to more than one subject,, it be addressed as soon as possible and with the person concerned (as is the Biblical principle). In this case it is recommended that the approach be made through the relevant Coordinator or Head of Senior College. Failing a satisfactory resolution of an issue at this level it is important that the parent advise the Coordinator or Head of Senior College who will then refer the matter to the Deputy Principal or Principal.

**The chart on the following page summarises the above procedure. Please remember that, as a general rule:**

***" If you have a concern, don't delay. Act immediately to bring it to our attention."***

## Communicating between Home & School

When the need arises for a parent to **communicate with a teacher**, the following guidelines should be noted:

1. **By note (in a sealed envelope) for sensitive communications between parents and teachers.** Children should not be privy to sensitive communications between parents and teacher. (Where agreed with a staff member this may be by email communication.)
2. Parents can request an interim profile on their child. To do so, contact the relevant Coordinator or Assistant Head of Senior College for your son or daughter's year group.
3. By appointment via the Secretaries in the relevant Junior or Middle School or Senior College offices for discussions about particular incidents with Coordinators or the Assistant Head of Senior College, or through the main reception for classroom teachers or Heads of Faculty. Please do not ring teachers during class times as teachers are not able to leave their classes. It is also often inconvenient for teachers to discuss problems before the school day commences.
4. By appointment via their Personal Assistant with the Deputy Principal or Principal where points of disagreement over prior actions by the school staff exist, and when other procedures have been followed.
5. The School Board has delegated to the Principal responsibility for school operational matters, including many policies and procedures. Only where there is a concern about matters of Board-determined policy or where the Principal has failed to follow policy should a letter be addressed to the Board President through the School Office.
6. In serious cases that call for urgent action or preliminary advice, an appointment through the Principal's Personal Assistant is the best place to start. If necessary the Principal will delegate responsibility for dealing with such matters to the most appropriate person.
7. If necessary, parents should make any suggestions and constructive criticisms about curriculum content, teaching method or policies to the Principal in writing. In this way, they can be directed appropriately to those concerned. Feedback forms are available at Reception.

## When An Issue Arises

### In the first instance ....

Telephone or write a note to **the classroom teacher K-12** (or for low level pastoral issues 7-12, Pastoral Group teacher or Education Support Coordinator) to make an appointment. The best times for appointments are after school. If the matter may only be brief, telephone conversation is appropriate. Please be aware that teachers are unable to leave the classroom to speak with a parent during the school day.  
*(Leave a message giving times you are available and telephone numbers where you may be contacted.)*

### The issue is more complex or remains unresolved ....

for Years K-4, arrange to speak with the **Junior School Coordinator**  
or for Years 5 – 6, the **Stage 3 Coordinator**  
or for Years 7 – 12, the appropriate **Head of Faculty**

### In the event of a higher order pastoral issue or an issue continuing to remain unresolved...

you should approach the relevant Coordinator or **Head of Senior College** who are responsible for all such matters in their section of the school.  
*(Either in person or by telephone)*

for Years K-6, the Deputy Principal (Mrs Edwards)  
for Years 7 & 8, the Stage 4 Coordinator (Mr Wallace)  
for Year 9 and 10, the Year 9 Coordinator (Mr Osborne)  
or for Years 11 & 12, the Head of Senior College (Mr Little)

## Has the issue become a grievance?

### Failing a satisfactory resolution of an issue or when serious concerns arise ....

If an occasion arises that you have been unable to resolve either a staff related or student issue, you should arrange an appointment (via their Personal Assistant) with the **Deputy Principal** or, in the final instance, the **Principal**.  
If necessary, the Principal will advise you of your options beyond that point.

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## 3-Way Conferencing and Parent / Teacher Interviews

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3-Way Conferencing interviews are where the student, teacher and parent meet to discuss student progress. These interviews are held for students in Years 3 to 12. These type of interviews are offered when the half yearly interviews are scheduled: for Years 11 and 12 usually May, and for Years 3-10 in July. All other interviews are Parent / Teacher Interviews. They are: Years K – 2 in July, and Years K – 10 in December. Please note that students are welcome to attend with parents for Years 7-10 interviews in December (but these are not formal 3-way conferences). Upon receiving School reports, parents are encouraged to make an appointment with the appropriate members of staff to discuss their child's progress. These appointments are centrally managed by Reception Staff after parents complete and submit (by the due date) an interview request form. If there are matters of significant concern that have arisen at other times, parents may still make an appointment to discuss those issues with staff by contacting the secretary of the appropriate section of the school.

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## Reporting on Student Progress

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Assessments of student progress take a variety of different forms throughout the school. A policy of progressive assessment involving check lists, topic tests, assignments, etc. is pursued. Formal extended examinations take place in Senior School. A mid year and end of year testing period is used for Years 7 and 8. If more detail is required, please ask for information from the appropriate Coordinator or Head of Senior College. A general student profile may be requested at any time if required. Reports will be sent home twice a year - at the end of Term 2 and 4 for Years K-10. Year 11 & 12 will receive Reports after their examination periods.

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## School Talk

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Information regarding any forthcoming events and student information will be communicated through School Talk. It is important that parents read this fortnightly publication which is sent home with the youngest child in the family (only if you have not elected to receive an email notification to download from the school website). If it is your preference to receive email notification, please advise the school at the email address [schooltalk@wycliffe.nsw.edu.au](mailto:schooltalk@wycliffe.nsw.edu.au) and also complete the relevant section on the annual Family and Student Verification Form when it is sent to you. At any time, you can view the current and archived School Talk newsletters via the School's website [www.wycliffe.nsw.edu.au](http://www.wycliffe.nsw.edu.au). If you change your email address, you should notify the school and also update your details on the school's website using the **Subscribe** option.

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## School Website and Calendar

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The school is continuing to develop its website as an important communication tool within the Wycliffe community as well as a window on Wycliffe to a wider audience. You are encouraged to regularly visit the website [www.wycliffe.nsw.edu.au](http://www.wycliffe.nsw.edu.au) for information on school events and programs, access to regular publications and key school documents. We trust that you will partner with us to contribute to a reduction in paper usage. School Calendar dates for terms, sporting events, student activities, excursions etc are readily accessible on the Public Calendar link on the Wycliffe website. The latest information and updated dates are available for our school community to access. On the Wycliffe website home page, click on the **Calendar** link found underneath the **What's Happening** banner, then the Public Calendar will display. Mouse over an item to view the details of an event, such as start times or the location.

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## School Directory

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Every school family is issued with a copy of the School Directory. If you do not wish your family details to appear in the directory, it is important that you fill out the relevant section of the annual Family and Student Verification Form when it is sent to you. Though the Directory provides a good way for parents to communicate with other families and issue invitations to parties or the like, **please be aware that teachers are unable to distribute party invitations to the class.** The Directory is for the use of school families only. Please do not misuse this facility. Where a number is marked "silent" please be especially sensitive to the privacy of those families. The school operates under the provision of the Commonwealth Privacy Act. Members of the school community must respect this requirement in relation to any publication that lists names of students and families. **The Directory must not be used as a general mailing list for churches, other organisations or commercial purposes.**

# Computers

## Information and Communications Technology Policy

The School has adopted the following ICT Policy that addresses general issues. Specific Policies and Procedures continue to be developed for a variety of technology applications.

- Wycliffe will seek to provide staff and students with access to the Internet, E-Mail and other on-line services as a vital component of equipping students to live in a 21<sup>st</sup> century world.
- All operational policies developed under this framework will embrace a requirement that all users access Wycliffe Information and Communications Technology resources as responsible and sensible network citizens. A code of ethics for users will be developed. Users will be required to sign and abide by an acceptable usage contract.
- Operational policies will include provisions for ensuring that users are aware of their responsibility to avoid use of Wycliffe Information and Communications Technology resources for any objectionable or offensive material or for any actions that might constitute harassment or bullying.
- While Wycliffe will take all reasonable actions, including through cooperation with other service providers, to screen for unacceptable content, it is acknowledged that no fool proof technology exists to anticipate all potential harmful Internet content.
- Wycliffe Christian School will engage in regular planning which assesses the Information and Communications Technology resource needs of the school, including consideration of resources funded through government programs, and prepares plans for implementation.
- Wycliffe will develop operational policies for dealing with issues such as student mobile phone use and other personal technology devices which strike a balance between prohibition of potentially unhelpful practices on one hand and the provision of opportunities for individuals and groups to develop responsible usage practices on the other. Such policies will also take note of developmentally appropriate practices for students across the age spectrum from early childhood to senior "adult" students.
- Wycliffe affirms its intention to comply with laws governing the use of Information and Communications Technology and will take disciplinary action, where appropriate, for breaches of policy. Where there has been a breach of law, such incidents will be referred to law enforcement agencies.
- Operational policies for Information and Communications Technology shall also conform with Privacy and OHS&W Policies.

## Use of personal Laptop Computers

Students may use personal notebook computers in class provided arrangements have been discussed with the teachers involved or this has been negotiated by the Education Support Coordinator. Students cannot expect school ICT staff to provide servicing for personal notebooks. In some circumstances the use of computers may not be helpful for the specific learning situation or becomes a distraction and students may not be permitted to use the computer in that subject or in specific lessons. Under the Commonwealth's Secondary Schools Computer Fund, mobile laptops will be introduced for Years 9-12 in selected classes during 2009.

## Internet Usage

Students may have access to the internet under specific guidelines. The school continues to update its acceptable usage policy for computer use. The school's computer security processes have the capacity to log student access to specific internet sites or attempts to access specific sites or observe a student's desktop remotely.

Parents are also encouraged to regularly monitor their children's use of the internet at home. Social software sites regularly become a vehicle for bullying, unacceptable language and other unhelpful communication. The school cannot be responsible for such behaviour outside the school however it still wishes to be advised of any bullying behaviour which may be school related. In this way the school and parents may be able to work in a cooperative manner.

# Discipline & Welfare

## ***Discipline and Welfare - A Framework for Pastoral Care***

For the school to achieve its vision, appropriate and effective relationships between students and between teachers and students need to be established and maintained. Where such relationships exist, teachers are able to focus more on the pastoral support of students and less on procedures of discipline. However, notwithstanding this ideal, schools need to have in place effective procedures for discipline within the framework of pastoral care.

The school's Discipline Policy will be reviewed during 2009 and any amendments to the policy and/or procedures will be published and distributed to parents.

The staff recognise that it is important that all forms of discipline be exercised in the context of the school's commitment to the pastoral care of students. This care will include:

- praise and affirmation
- thanks
- encouragement
- the allocation of positions of trust and responsibility
- public recognition
- awards
- positive reports to parents

## **Restoration**

The goal of all disciplinary action is to see the students restored to constructive engagement within the life of the School.

## **Range of Discipline Measures**

Where required, a range of disciplinary measures may be used depending on such issues as the seriousness of the issue, the previous profile of the student. These include:

- counsel
- deprivation
- community service
- probation, and ultimately expulsion
- correction
- reparation
- family conference
- mediation
- reprimand
- detentions (including Saturday am)
- isolation/suspension

**Detentions** - The school may use lunchtime detentions in instances when students in Years 5 to 12 do not respond to other forms of correction. In the case of students from Years 5 to 12, an afternoon or Saturday morning detention may be imposed by the relevant Head of Faculty, Coordinator or Head of Senior College when students have not responded to lesser penalties and/or their actions are serious enough to warrant a more significant detention being imposed.

Where a student has been given an Afternoon or Saturday morning detention, parents will be notified (where time permits) in advance in writing by the School to allow for appropriate transport arrangements to be made. The reply slip should be signed and returned by the due date to acknowledge receipt of the detention letter. There may be instances where notification will be carried out via telephone with parents.

**Isolation** - Isolation may involve a student being removed from the classroom for a period of time.

**Suspension** - Suspension will only be used where the significant application of lesser disciplinary measures has produced no change in behaviour, or where, in the judgement of the Deputy Principal or Principal, it is the most appropriate measure to use, given the seriousness of the offence. Whilst every effort will be made to provide reasonable notice of suspension, some circumstances may require immediate suspension from attendance at school. A re-entry interview is required with the student and parents prior to re-commencing at school. The Principal or Deputy Principal will nominate the appropriate staff member for re-entry interview.

**Probation or Expulsion** – These may be used by the Principal where, in the judgement of the Principal, it is the most appropriate measure to use, given the seriousness of the offence or pattern of behaviour.

When a student is either isolated from class or suspended from school, a substantial assignment of work will be set by the relevant Coordinator or Head of Senior College, and must be completed before the student will be permitted to return to class.

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## **Discipline for Misdemeanours between Home and School**

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The school is concerned to ensure, as far as is practicable, that children travelling to and from school behave appropriately. It follows that children will be disciplined for any significant misbehaviour that occurs:

- after they have left their homes en-route to school, or
- before they return to their homes en-route from school, or
- whilst absent from the school campus on any school related event.

Specific concerns or complaints arising from incidents on school buses or trains should be referred in the first instance to the Transport Co-ordinators (refer to staff section).

Copies of the current full Discipline Policy are available through the school office.

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## **Bullying, Harassment, Victimisation**

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The School takes seriously its responsibility for the safety and welfare of its students. All forms of harassment, victimisation and bullying are unwelcome. It should be noted that such unacceptable actions include isolation of others, verbal abuse, mobile phone or internet bullying. The School has a stated policy on such matters and a strategy for managing situations of this nature. The following are the key policy statements.

- All members of the school community are entitled to feel and to be safe while in the school and while travelling to and from school.
- Harassment, victimization and bullying are unacceptable behaviours at Wycliffe Christian School.
- All members of the school community (staff, parents and students) have a responsibility to be working towards the school being a safe and inclusive environment.
- All members of the school community (staff, parents and students) have a responsibility to report instances of harassment, victimization or bullying to assist in minimizing the entrenching of destructive behaviours.
- Wycliffe Christian School recognizes the powerful force that bullying can be in intimidating victims to maintain silence. The school unashamedly encourages identification of bullying and stands against any culture which depicts reporting of bullying as unacceptable "dobbing". "Dobbing in" of bullies is acceptable and encouraged unless it is itself used as a form of harassment or victimization.
- Any student experiencing harassment, victimization or bullying can expect to be treated seriously when reporting an incident.
- Any student found responsible for repeated or intentional acts of harassment, victimisation or bullying should expect the imposition of significant consequences.
- All students involved in incidents of harassment, victimisation or bullying (whether as victims or as perpetrators) can expect to receive counsel and advice to assist them in avoiding repeated occurrences of such incidents.

As incidents of victimisation, harassment and bullying are invariably complex, it is important that the staff be advised as early as possible of any situation that has the potential to become a significant risk to the student or students concerned. Reports of such matters should be directed to the relevant Coordinator or Assistant Head of Senior College in the first instance. Persistent problems should be referred to the Head of Senior College or Deputy Principal, or, in the final instance, the Principal.

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## **Student Affirmation and Recognition**

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As a community, we believe it is good to celebrate achievements! We aim to encourage students throughout the school year in the course of their normal school work. Certificates acknowledging excellence and service in various areas will be given out in class or on assemblies on a regular basis.

As a culmination to the school year all students will be presented with a Certificate of Recognition acknowledging the personal contributions or progress they have made in the life of their class or the school. In addition, students will be affirmed for excellence in particular aspects of the wider curriculum or areas of school life.

## **First Aid**

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It is essential that parents fill out the Student Record Form in the annual Family and Student Verification Form prior to the first week of the school year and return it to the school Reception promptly. As part of its duty of care, the school needs to have continually updated information and permissions to cover any changes to the original information given. Contact phone numbers are essential and should be updated with the school if they change.

If your son/daughter is unwell at the start of the day we request that they be kept at home rather than risk spreading an infection at school or causing unnecessary distress to the student.

### ***Routines for First Aid Room***

1. Students awaiting First Aid must report to the Receptionist or First Aid Officer. They may not enter Sick Bay without supervision. Students may not help themselves to first aid supplies
2. Friends of students awaiting First Aid are not permitted in the Sick Bay unless requested by the First Aid Officer and may be requested to leave the Office area.
3. Students resting in Sick Bay will be regularly monitored, as is appropriate to the injury, by the Receptionist, the rostered First Aid staff member or First Aid Assistant. After one hour in Sick Bay, the student will be reassessed and sent home or back to class or assessed as requiring further rest or treatment..
4. Children with communicable diseases must be kept away from school for the contagious period. Where a student is suspected of having a potentially contagious illness, they will be sent home as soon as possible.
5. Designated School First Aid Staff reserve the right to call an ambulance.

# Equipment Required for 2009

## Junior School

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Most of the equipment for children in Years K-4 is provided at the school. However, please ensure that the following personal equipment is provided for your children and that they always have it with them at school. The first issue of pencils, glue etc is provided by the school. Parents need to replace used or lost items throughout the year.

When purchasing a school bag, please ensure it is large enough to easily fit an A4 folder as well as a lunch box and jumper. **All personal equipment should be clearly labelled with the child's name. This includes pens and pencils.**

### **Kindergarten**

**First issue of stationery will be supplied by the school**

Additional requirements:

- A library bag (preferably not drawstring)
- A painting smock – an old T-shirt or shirt
- 1 x 500ml non-spill water-bottle to have in class
- Labelled/named ziplock bag containing 1 spare set socks and underpants
- 1 x large box of tissues

### **Year 1**

**First issue of stationery will be supplied by the school**

Additional requirements:

- A library bag (preferably not drawstring)
- A painting smock – an old T-shirt or shirt
- 1 x 500ml non-spill water-bottle to have in class
- 1 x large box of tissues

### **Year 2**

**First issue of stationery will be supplied by the school**

Additional requirements:

- A library bag (preferably not drawstring)
- A painting smock – an old T-shirt or shirt
- 1 x 500ml non-spill water-bottle to have in class
- 1 x large box of tissues
- 1 x Pencil case – no larger than 25cm x 15cm

### **Year 3**

**First issue of stationery will be supplied by the school**

Additional requirements:

- A library bag (preferably not drawstring)
- A painting smock – an old T-shirt or shirt
- 1 x 500ml non-spill water-bottle to have in class
- 1 x Pencil case – no larger than 25cm x 15cm

### **Year 4**

**First issue of stationery will be supplied by the school**

Additional requirements:

- A library bag (preferably not drawstring)
- A painting smock – an old T-shirt or shirt
- 1 x 500ml non-spill water-bottle to have in class
- 1 x Pencil case – no larger than 25cm x 15cm

In Year 2, students will be issued with a descant recorder. They will need to bring this back each year until Year 6. If it is lost or broken, parents are asked to replace it at their own cost.

Each student K-4 will be issued with the required exercise books. Parents are asked to help children cover these and return them promptly to school.

## **Middle School**

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### **Year 5**

- Exercise book (approximately 112 pages) for homework (covered in plastic)
- A painting smock - large old shirt or T-shirt
- Coloured pencils, sharpener and white rubber, 2 HB pencils
- Ruler & scissors
- 2 x glue sticks
- Ballpoint pens - Red & Blue (2 of each)
- A4 2 ring binder folder (not lever arch folder)
- 2 x A4 Display Books
- Set of 5 plastic dividers
- 1 Descant recorder (available from the Office)
- 1 x Visual Arts Diary (A4 size only)
- 2 x 0.4mm black felt tipped pens

### **Year 6**

- Exercise book (approximately 96 pages) for homework (covered in plastic)
- A painting smock - large old shirt or T-shirt
- Coloured pencils, sharpener, white rubber, 2 HB pencils, Ruler, 2 glue sticks & scissors
- Ballpoint pens - Red & Blue (2 of each)
- 2 x A4 Display Books
- 1 A4 2 Ring Binder (not Lever Arch)
- Set of 5 plastic folder dividers
- 1 Descant recorder (available from the Office).
- 1 x Visual Arts Diary (A4 size only)
- 2 x 0.4mm black felt tipped pens
- 1 x highlighter

### **Year 7 - Work books (exercise books)**

<b>English</b>	2 x 96 page exercise books, 1 x A4 display folder
<b>Maths</b>	2 x 128 page A4 exercise books (supplied from school)
<b>Science</b>	1 x 128 page A4 exercise book (not lecture pad) 1 x 96 page A4 exercise book (not lecture pad) for homework
<b>World Studies</b>	2 x 128 page A4 exercise books (1 History, 1 Geography)
<b>Technology 1</b>	1 x A4 size spiral binder with 20 envelopes (supplied by school) Pack of A4 blank paper, pack of A4 lined paper (supplied by student)
<b>Christian Studies</b>	1 x 128 page A4 binder book (not lecture pad)

### **Year 8 - Work books (exercise books)**

<b>English</b>	2 x 96 page exercise books, 1 x A4 display folder
<b>Maths</b>	2 x 128 page A4 exercise books (supplied from school)
<b>Science</b>	1 x 128 page A4 exercise book (not lecture pad) 1 x 96 page A4 exercise book (not lecture pad) for homework
<b>World Studies</b>	1 x 128 page A4 binder books (not lecture pad)
<b>Technology 2</b>	1 x A4 size spiral binder with 20 envelopes (supplied by school) Pack of A4 lined paper, pack of A4 blank paper (supplied by student)
<b>Christian Studies</b>	1 x 128 page A4 binder book (not lecture pad)

### **Years 7 and 8 Electives requirements**

N.B. Years 7 & 8 Technology Stage 4 electives must have equipment and resources as stated under their relevant Year Technology requirements.

<b>Visual Arts And Creative Act (Visual Arts elective)</b>	No additional requirements
<b>Drama</b>	1 x 48 page exercise book
<b>Foods of Asia</b>	To be advised
<b>Textiles</b>	To be advised
<b>Music</b>	2 x A4 display folders (any colour) 1 x 128 page A4 exercise book
<b>Music Across the Ages</b>	2 x A4 display folders (any colour) 1 x 64 page A4 exercise book
<b>Robo Challenge</b>	To be advised
<b>Sports &amp; Fitness</b>	1 x A4 display folder
<b>Spanish</b>	2 x 128 page A4 binder books (not lecture pad) & 2 display books

**Please also refer to section on Requirements for ALL  
Middle and Senior School students.**

## Years 9 & 10

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### **Year 9 - Work books (exercise books)**

<b>English</b>	2 x 96 page exercise books, 1 x A4 display folder
<b>Maths</b>	2 x 128 page A4 exercise books (supplied from school)
<b>Science</b>	1 x 128 page A4 exercise book (not lecture pad) 1 x 96 page A4 exercise book (not lecture pad) for homework
<b>World Studies</b>	2 x 128 page A4 exercise books (1 Australian History, 1 Australian Geography)
<b>Christian Studies</b>	1 x 128 page A4 exercise book (not lecture pad) 1 x 96 page A4 exercise book for homework (not lecture pad)

### **Year 9 Elective Requirements**

<b>Drama</b>	1 x 128 page, A4 binder book (not lecture pad)
<b>Food Technology</b>	3 x 64 page exercise books 1 x 96 page A4 exercise book
<b>Graphics Technology</b>	1 x 96 page A4 exercise book
<b>Elective History</b>	1 x 128 page A4 exercise book
<b>Industrial Technology</b>	1 x A4 display folder (any colour)
<b>Music</b>	1 x A4 ring binder, A4 writing paper for folder, A4 plastic sleeves or 2 x A4 display folders (any colour)
<b>Physical Activity &amp; Sports Studies</b>	1 x 96 page A4 exercise book
<b>Textiles &amp; Design</b>	1 x 128 page A4 lined exercise book 1 x A4 display folder (any colour) Students will also be required to provide the fabrics required to construct one item per term for the Year 9 Textiles course (TBA)
<b>Visual Arts</b>	1 x 96 page A4 exercise book

### **Year 10 - Work books**

<b>English</b>	2 x 96 page exercise books, 1 x A4 display folder
<b>Maths</b>	2 x 128 page A4 exercise books (supplied from school)
<b>Science</b>	1 x 128 page A4 exercise book (not lecture pad) 1 x 96 page A4 exercise book (not lecture pad) for homework
<b>World Studies</b>	2 x 128 page A4 exercise books (1 Australian History, 1 Australian Geography)
<b>Christian Studies</b>	1 x 128 page A4 exercise book (not lecture pad)

### **Year 10 - Elective Requirements**

<b>Drama</b>	1 x 128 page, A4 binder book (not lecture pad)
<b>Food Technology</b>	3 x 64 page (lined)
<b>History</b>	2 x 96 page A4 binder books (not lecture pad)
<b>Industrial Technology</b>	1 A4 display folder
<b>Information &amp; Software Technology</b>	1 x A4 ring binder A4 loose leaf writing paper
<b>Music</b>	1 x A4 ring binder, A4 writing paper for folder, A4 plastic sleeves or 2 x A4 display folders (any colour)
<b>Physical Activity &amp; Sports Studies</b>	1 x 96 page A4 exercise book (not lecture pad)
<b>Visual Arts</b>	1 x 128 page A4 exercise book

**Please also refer to section on Requirements for ALL Middle and Senior School students.**

## Senior College

### Years 11 & 12 - Work books

Senior students should have a 2Gb (minimum) USB Memory Stick for computer work at school and for use during study periods.

<b>Ancient History</b>	A4 folder and reinforced paper
<b>Biology</b>	A4 folder and reinforced paper 1 x 128 A4 page exercise books
<b>Business Studies</b>	A4 folder and reinforced paper <u>or</u> 1 x 96 page A4 exercise book
<b>Chemistry</b>	A4 folder and reinforced paper 1 x 128 page A4 exercise books
<b>Design &amp; Technology</b> (Year 11)	A4 folder and reinforced paper for note taking, A4 presentation folder for DP folios
<b>Design &amp; Technology</b> (Year 12)	A3 display folder/s for MDP folio
<b>Drama</b>	A4 folder and reinforced paper 2 A4 size notebooks
<b>English - All classes</b>	1 X A4 Binder book A4 loose leaf paper 1 x A4 display folder
<b>Extension (Yr 11)</b>	An additional A4 size notebook
<b>Extension 1 (Yr 12)</b>	An additional A4 size notebook
<b>Extension 2 (Yr 12)</b>	An additional A4 size notebook
<b>Geography</b>	A4 folder and reinforced paper
<b>Hospitality</b>	1 x A4 folder, A4 reinforced lined paper Uniform and tool kit (purchased separately through the school)
<b>Industrial Technology</b>	1 x A4 folder, 1 x A4 punched lined book
<b>Information Process &amp; Technology</b>	A4 folder and reinforced paper
<b>Legal Studies</b>	A4 folder and reinforced lined paper
<b>Mathematicss &amp; General Mathematics</b> <b>Mathematics Extension</b> (Yr 11 & 12)	2 x 96 page A4 grid books (supplied from school) 1 x 96 page A4 grid book (supplied from school)
<b>Modern History</b>	A4 folder and reinforced paper
<b>Music</b>	1 large manuscript book or Loose leaf A4 manuscript paper 2 x A4 folders and reinforced paper 2Gb (minimum) USB Memory Stick
<b>PDH/PE</b>	1 x A4 display folder (workbooks are provided)
<b>Photography, Video &amp; Digital Imaging</b>	1 x A4 folder, A4 reinforced lined paper <i>General request: an older SLR camera if possible</i>
<b>Physics</b>	1 X 128 A4 exercise books 1 x A4 folder
<b>Society and Culture</b>	A4 folder and reinforced paper Hard cover notebook (see teacher) 1Gb (minimum) USB Memory Stick
<b>Spanish for Beginners</b>	A4 folder and reinforced lined paper
<b>Visual Arts</b>	A4 folder & reinforced A4 paper 1 x 3B pencil 1 x 6B pencil Rubber & Sharpener

**NOTE: Students may use dividers and combine subjects in one or two folders.**

**Please also refer to section on Requirements for ALL Middle and Senior School students.**

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## Requirements for ALL Middle & Senior School students

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- Homework Diary (supplied by school)
- Pencils (HB and 2H hardness)
- Glue
- Scissors
- Coloured Pencils - Pencil case
- Ruler, Rubber, Sharpener
- Geometry Set (available at newsagents, Target, Big W)
- Graphics Calculator – students in year 7-12 will have a Graphics calculator provided by the school with the cost invoiced to parents. They are to have a calculator with them at all times. The calculator will be issued to students when they commence Year 7 and to all new students in Years 7 – 12. It will be used in Mathematics, Science and a number of other subjects throughout years 7-12. Refer to the Finance section for details of cost. The calculator is approved by the Board of Studies for use in School Certificate exams and for General Mathematics at the HSC. Students are to maintain the graphics calculators in good working order. If they are lost or damaged it is the student's responsibility to purchase a replacement from Reception. Currently, graphics calculators are not allowed to be used in HSC exams other than General Mathematics, but this is under review in current Board of Studies syllabus revisions. If students wish to have a **Board of Studies approved** scientific calculator as well as the graphics calculator, they need to purchase it themselves.

### **Access at home**

- Bible (Today's English Version [T.E.V.] & the New International Version [N.I.V.] are commonly used at school). The use of a Bible at home may be required to complete assignments in Christian Studies or to provide background on a Christian perspective in other subjects. Naturally students are also encouraged to use it for personal reading and reflection.
- Dictionary (Pocket Macquarie recommended)
- Atlas

### **Covered Workbooks**

All work books are to be covered with paper and plastic, or with contact and clearly labelled, with name, class and subject.

## Excursions/Camps

During the school year your son/daughter will be required to attend excursions or camps. Camps are for students in Year 4 to 10 and are usually held in the first term. Excursions occur for Kindergarten to Year 12, and will be arranged throughout the school year dependent on the curriculum being studied at the time. The purpose of camps are for students to learn skills, build relationships and to be challenged in their spiritual responses to issues of life. Attendance at these camps and excursions is, therefore, a requirement of the school curriculum. Information about camps and excursions will be circulated well ahead of the date of the event. It is necessary for you to sign permission forms for every such event, however the fees associated with them have been included in year levies.

Excursions and camps, being an integral component of the school's curriculum, are compulsory. Please note: due to the cost of pre-booking the majority of these learning experiences and a range of group charges, no rebate will be available if your son/daughter is unable to attend, apart from exceptional circumstances.

The Year 10 Tonga CAFÉ program is an optional program with a specific charge determined each year (costs can fluctuate due to changes in airfares from year to year). It is undertaken in the July vacation.

Year 11 students choose between the Western NSW Service Program (held in Camp Week), the Hong Kong/China exchange (held in April vacation) or the Central Desert Journey (held in the July vacation). The cost of the Western NSW program is included in Year 11 levies, while a similar subsidy is contributed to the cost of those choosing the alternative events (Hong Kong or Central Australia). The overwhelming majority of costs for the latter events are met by separate charges on the family account (although students are encouraged to contribute towards the cost).

## Finance

### **Enrolment Deposit**

A family enrolment deposit of \$1,000 is payable to confirm the enrolment of the first child in each new family, from Kindergarten onwards. Children enrolling at Transition level pay a deposit of \$250 which is credited towards the \$1000 payable on entry into Kindergarten. The family enrolment deposit is refundable after the last child in the family leaves the school provided each child remains enrolled for a school year. In the case of Transition students who do not continue with enrolment in Kindergarten, the \$250 deposit is non-refundable.

The Enrolment Deposit is **not** refundable if:

- The enrolment position of any student within the family is relinquished before they have attended the school for a school year, or
- Less than a term's written notice is provided of withdrawal of students from the school. (The enrolment deposit is applied to any penalty fee owing and only the remaining balance is refunded after clearance of any debt), or
- If any fees owed to the school have not been paid (only the remaining balance is refunded after clearance of any debt)
- In the case of Transition students who do not continue with enrolment in Kindergarten, the \$250 deposit is non-refundable.

### **Association Fee**

The Association Fee of \$110 p.a. (including GST) is charged on your annual invoice (in December for the following year).

### **Tuition Fees and Class Levies**

To meet the requirements of the various Board of Studies curricula, the school charges an annual levy for each year that covers the cost of providing sundry items and activities essential to your child(ren)'s education. Tuition Fee and Service Levy components will be based on the fee table shown below.

**Please note. Children in the Transition Class are charged separately.**

<b>Tuition Fees</b>	1st Child	2nd Child	3rd Child	4th & subsequent children
If Kindergarten	\$2,900	\$2,900	\$2,220	\$Nil
If Yr 1	\$2,900	\$3,600	\$2,220	\$Nil
From Yr 2 to Yr 12	\$4,650	\$3,600	\$2,220	\$Nil

### **Class Levies (per child)**

K & Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Yr 7 & 8	Yr 9 & 10	Yr 11 & 12
\$Nil	\$225	\$335	\$380	\$410	\$480	\$800	\$1,100	\$1,450

Graphics calculators are to be purchased by students commencing in Year 7 or new students in Years 7 – 12 at \$130 per unit. This is not included in year levies and for Year 7 students, will be automatically added to family accounts. Students in other years should request an addition to family accounts via a note to the Accounts office, or provide separate payment for the calculator.

Please note that the school's Tuition Fees and Year Levies constitute an all-inclusive fee for compulsory activities. (Exceptions to this are the separate charge for a Graphics Calculator in Year 7 and Chef's kit and uniform for Years 11 and 12 Hospitality). The school will invoice separately for optional programs that your son or daughter takes up with your approval. (Examples of such programs are musical equipment hire, participation in co-curricular music programs, Writers' Camps, or additional Education Support Services such as "Touch Type").

### ***Technology Levy***

To address the increasing demand for Technology in the school, a \$3.00 per week per child (maximum 3 children) charge is to be levied.

This charge is to assist meeting costs of internet access, filtering, computer hardware and software, administration/management of all IT services.

### ***Secondary School Subject & Elective Levies***

For 2009 the subject or elective levy is included in the Service Levy for each grade.

Please note, the following items are **NOT included**:

- Calculators to be purchased in Year 7 @ \$130 per unit
- Cost for tool kit and materials (TAS - Hospitality)
- Materials for major work and some specialised project materials in Years 9, 10, 11 and 12. The levy covers the arts materials used in class from the materials store.
- Graphics - Drawing equipment can be ordered from the school and some specialised equipment may need to be supplied by the student.
- Musical instrument hire charges.

### ***Extra Costs***

There are times when students have the opportunity to be involved in activities beyond the School because of outstanding individual abilities. These activities may be in either the academic, cultural or sporting areas. Because the School cannot predict who these students might be, it is impossible to include any costs associated with these activities in the list of levies. It is the policy of the School that, if parents elect to have their children participate in these activities, they will take responsibility for a significant portion of the cost over and above any subsidy the school is able to provide at the time the activities take place.

Parents of **CIS representatives** should be prepared to pay the costs involved. However, in some circumstances, the school will be able to cover part or all of the costs incurred.

**Vocational Education and TAFE fees** for senior students who choose this option are unknown at this stage. An estimate will be used to initially bill your account and an adjustment will be made in 2009 when actual charges are billed to us by the Department of Education and Training.

For students undertaking **Distance Education courses**, the cost per course charged by the Department of Education and Training or other providers may be charged to the account of each student's family. Where the school has agreed to meet the cost of a distance program because it is not offering the course internally, a charge will only be made to the parent account if a student withdraws from the course once the school has made a payment for the relevant year. At the time of writing we had not been informed of the 2009 costs. However, in 2008, the "Standard" course cost was \$800 per subject per annum and \$400 for an "Extension" course per subject per annum.

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## Policies for Charging Fees and Late Payments

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Fees are quoted and charged as an amount per annum. One quarter of the annual fee is payable each term, by the Monday of the second week of each term. Of course you are welcome to pay more.

Parents may elect to pay their account in equal instalments on a monthly or fortnightly basis. All such monthly or fortnightly payments must be made either by direct debit or by providing credit card payment authority or, in the case of those with an approved payment history, by direct deposit or payroll deduction.

An annual invoice is issued in January, followed by quarterly statements to assist you in monitoring your payments. If you require monthly statements, please request them by contacting the accounts office.

### **Late Fees**

Board policy requires fees to be paid by the due date.

Where no alternative payment arrangement has been made with the Business Manager, **a late fee of \$25 per month for the first three months and then \$100 per month thereafter will be charged on accounts.**

Alternative payment arrangements need to be applied for and approved in writing. If you do not have written approval from the School, normal arrangements will apply. It is Board policy that, if alternative payment arrangements have to be made, payment must be made via direct debit. If fees remain outstanding, the enrolment positions of your child/children may be declared vacant and offered to another family.

### **How to Pay Your Fees**

The school accepts:

- **Direct Debit**
- **Direct Deposit**
- **Credit Card (Visa, Mastercard)**
- **Cheques**

If you need more information, assistance or forms, please phone or call into the Accounts office.

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## Financial Difficulty and Fee Relief

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Please talk to us!! The school wants to be available to assist families who get into genuine difficulties with cash flow. However, we are unable to do this unless we are aware of your circumstances in a timely manner. If at any time you get into difficulty in relation to your fees please contact the Business Manager immediately. Any decision to provide assistance will be based on information provided by you in the form 'Application for Fee Relief' available from the Business Office. All information provided on this form will remain confidential between yourself and School Management. No application can be considered unless it is submitted on the approved form.

**Approval is for one year only.** Continuing relief from one year to the next is conditional upon the submission of a new application. If the School does not receive a letter requesting new application forms it will be assumed that the relief is no longer required and the appropriate fee will be charged.

A condition of receiving fee relief is that a direct debit or credit card payment scheme is adhered to.

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## Withdrawal of Students

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Association Policy states, 'that parents are required to give to the Principal, a full term's notice in writing, of the intention to withdraw a student/s'. **Failure to give such notice will incur a charge equivalent to 25% of the annual tuition fee. A term's notice is deemed to be twelve weeks.**

## **Tax-deductible Donations**

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The Building and Library Funds are ATO approved tax-deductible funds. While the school will happily direct your donation to the area you nominate, tax receipts can only be issued for the Building and Library funds. The school is also investigating the establishment of a tax deductible endowment fund. Information will be provided on this fund following its establishment.

## **Contact with Accounts or Business Office**

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Email: [accounts@wycliffe.nsw.edu.au](mailto:accounts@wycliffe.nsw.edu.au)

Mail: via school addressed to "Accounts"

## Parents In Partnership (PIP)

Association policy requires parents to choose between contributing hours OR being invoiced at the nominated rate per hour, whichever is the more convenient.

### PIP Hours Required

- 18 hours per family between 1 November 2008 and 31 October 2009.
- 9 hours per single parent family between 1 November 2008 and 31 October 2009.
- 15 hours for a family new to the school in 2009 to be completed by 31 October 2009.
- 7.5 hours for a single parent family new to the school in 2009 to be completed by 31 October 2009.

### ***Nominated charge per hour***

The nominated rate for 2009 is \$25 per hour.

### Procedure for Arranging PIP

Please complete the form (sent out in December/January) and return it to school or talk directly to staff about specific opportunities. If you are still unsure, you can contact the Business Office.

After you have completed a task, you must register your completed hours in the register located in the Accounts Office.

Please note that a maximum of 18 hours can be carried forward from one year to the next, both for surplus and deficit hours.

If you require any further information about PIP please contact the Business Office. This includes applications for exemption, variations, carrying forward of hours, etc. All applications must be in writing clearly stating family name and account code.

### PIP Opportunities

There is a wide range of activities in which parents may become involved in the life of the school. These include, but are certainly not limited to:

Excursion assistance	Special Examination Provisions Supervision
Reading groups	Library assistance
Craft helpers	Typing
Duplicating/copying assistance	Charts and artistic work
Testing children (standardised tests)	Emergency transport
Remedial assistance	Kitchen assistance
Service Groups	Sports carnival
Working Bees	Camps
Science & faculty events	PE and sport ... and other tasks throughout the year

Please complete the PIP form which was sent out to you with the end of year mailing or request a form at Reception and return this promptly to the school office.

# General Information

## Broken Windows

Ball games in the vicinity of buildings must be restricted to handball. Any breakages of glass caused by dangerous or irresponsible play will be assessed and, where a student is deemed responsible for the breakage, the family will be billed for the repair.

## Homework

Homework is an important discipline that encourages students to further develop independent study and research skills. It is the school's policy to set grade-appropriate amounts of homework on a frequent basis. However the school is continuing to assess the amount of homework given in Years 7 and 8 to ensure that students are still challenged but not overloaded. The following guidelines should be used as an indication only:

- The times suggested below are average times only, rather than a prescribed time, although staff are asked to take these indicators into account in setting homework.
- Students should not have homework set to be completed over weekends, although students may choose to use weekends for homework .
- Parents need to write a note to the class teacher if family events/appointments prevent the completion of homework.
- Parents of students who travel longer distances to and from school should keep their teachers informed if homework expectations are difficult to meet.
- For Years 1-10, staff are instructed to not set homework specifically for the holiday periods. Sometimes a longer term assignment may have its completion date set for submission after a holiday. These tasks must be given well in advance of such a break so that the work can be completed in term time.
- Parents should inform teachers promptly if their child takes considerably more than the recommended time to complete a set task.
- If your son or daughter is involved in sport or the performing arts at an elite level, please discuss with the Principal what allowances may be made to assist students to balance the demands of study, home life and performance areas.
- In seeking balance in homework commitments the school also wishes to honour times for family life and church involvements

### Homework Guidelines

Average time per night for Junior School [Mon to Thurs] and for Middle School, Years 9 & 10 and Senior College [hours per week]

Junior School	Middle School	Years 9 & 10
Year 1 ..... 5 mins	Year 5 ..... 25 mins	Year 9 .... 6 hrs per week
Year 2 ..... 10 mins	Year 6 ..... 30 mins	Year 10 ..... 7 hrs per week
Year 3 .....15 mins	Year 7 ..... 4 hours per week	
Year 4 ..... 20 mins	Year 8 ..... 5 hours per week	

- Year 11 students should expect to spend between 12-14 hours on homework and study each week.
- Year 12 students should expect to spend between 14-20 hours on homework and study each week.
- Homework is not a requirement in Kindergarten, however, children are encouraged to take home readers and their sight words to practise. Parents should use their discretion to determine whether their child is too tired to do this in Kindergarten.

- The school is also working to refine differentiation of homework tasks. It is also seeking to reduce the expected homework load of students in Years 7 & 8 by increased assignment work at school and the introduction of optional elements in homework. However it is important to recognise that for Years 1-12 Mathematics, homework will be given some priority for the purposes of reinforcement of learning. Students now have access to Mathletics online at school and home by use of a personal password.

### ***What does Homework include?***

In the case of Years K - 6, homework will generally be recorded on a weekly homework sheet which is handed out on a specific day of the week and checked and, where appropriate, marked one week later.

For the Middle School, Years 9 & 10 and Senior College, homework may be specifically set during the course of lessons. However, students should be in the habit of also checking over past work, maintaining their work books in an orderly and useful condition for revision and engaging in regular personal reading. All students need to maintain the habit of reading arising out of their own general interests. Parents should encourage this practice regularly.

### ***Homework Diaries***

- Students in Years 5 - 10 are required to enter any homework in their homework diaries. The homework diaries contain important information for the students and a section for teachers to record homework and other infringements.
- Teachers will sign in the spaces provided when a student has missed or failed to complete homework.
- Students receiving two signatures in any one week will be required to attend a lunchtime detention.
- The Homework Diaries can be signed by a teacher if students do not complete homework or if they do not bring appropriate equipment to class (e.g. PE uniform, calculator)
- Parents are asked to read the student diary and sign it every weekend.
- This system is designed to encourage good, independent study habits and parents should contact the relevant Coordinator if problems emerge or if a student does not appear to be doing sufficient homework. It is important to make contact sooner rather than later.

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## **Information Nights / Events**

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### ***Kindergarten Open Day***

An open day is held in early May each year. This open day is specifically to give families who do not have children attending Wycliffe Christian School, a tour of the school and an opportunity to ask questions that they may have. It is not necessary for current families with children starting Kindergarten the following year to attend, however, they are welcome to attend and bring another family if they wish to do so.

### ***Kindergarten Orientation***

For parents with children entering Kindergarten, an orientation morning is held during November to familiarise them with school procedures. This enables the children to spend a little "sample time" in "Kindergarten".

### ***Kindergarten Visits***

Following the Orientation morning, children enrolled for Kindergarten in the following year will have an opportunity to spend time in the current Kindergarten class. Final details will be given to parents of these students following their Kindergarten readiness screening.

### ***Junior/Middle School "Meet the Teacher Evenings"***

In February "Meet the Teacher Evenings" are held to enable parents to meet their child's teacher(s). This is a time when parents are given general information about the class programme and routines for the year and are able to ask questions of the staff. In 2009 there will be 2 separate evenings – one for Years K-4 and a second for Years 5 and 6.

### ***Information Evenings for Years 7-12***

The school is currently revising the Information Evening Schedule for Years 7-12. Information about these will be notified early in 2009 and placed on the web-calendar.

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### **Lesson Observation**

We always enjoy having parents interested in what we are doing and are happy to provide opportunity for parents to observe their children at work in the classroom. However, it is most important that people interested in such observations contact the teacher concerned well in advance (i.e. at least one day before) to check that it will be convenient.

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### **Lockers**

A limited number of lockers are available for hire on a special needs basis then, first-come-first-served basis. The cost is \$5 and these can be arranged through Reception. Lockers remain school property and the school reserves the right to access lockers at any time.

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### **Loss of Non-School Property**

The school does not accept liability or responsibility for valuables brought to school by staff, students or parents unless specifically requested to do so. These goods are not insured by the school's insurers and no compensation can be paid if such goods are lost or stolen. Such goods include toys, jewellery, mobile phones, personal data assistants, bicycles, skateboards, etc. Students in the Junior School are encouraged to leave precious toys at home.

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### **Electronic Toys & Swap / Game Cards**

Electronic games, such as Gameboys, Nintendo DS or Playstation PSP's, are not permitted at school. Similarly, swap/game cards such as Pokemon, Yu-gi-oh are also not allowed in Junior school nor on the school bus. These restrictions are imposed in Junior School as experience has shown that their presence at school on buses invariably causes problems.

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### **Photocopying**

Each student is issued with a \$5.00 photocopying card at the commencement of enrolment. This card can be used on the Library photocopier which deducts 10 cents per copy from the value of the card. Once the full value of the card has expired students may purchase replacement cards from the Library. In addition to the above, Year 12 Students will be issued a free photocopy card at the commencement of the year (\$5 value).

## Prayer Group

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All parents and friends are welcome to join the Parents and Friends Prayer Group to pray for the school, staff, students and families.

When: Monday and Thursday mornings, during school terms  
Where: Meeting Room – Multi-purpose Hall  
Time: 8.30 – 9.23 am  
Contact: For further information contact Jenny Buckingham-Jones or Main Reception

*“Be joyful in hope, patient in affliction and faithful in prayer.”* Romans 12:12

# Staff

## Administration and Ancillary Staff

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Registrar and Personal Assistant to the Principal .....	Mrs Avril Marshall
Personal Assistant to the Deputy Principal .....	Mrs Helen Clarke
Accountant.....	Mrs Helen Phillips
Accounts Clerk (part time) .....	Mrs Stephanie Mackenzie
Personal Assistant to the Business Mngr and Accounts Receivable Assistant .....	Mrs Julie Klein
Computing Services Administrator.....	Mr Nathan Zamprogno
Receptionist.....	Mrs Sandra Leach
Assistant Receptionist & Senior First Aid Officer .....	Mrs Virginia Donges
Library Assistants .....	Mr Peter Turner / Mrs Judy Hill
Junior School Secretary.....	Mrs Deidre Collett
Middle School Secretary.....	Mrs Herma Mear
Senior School Secretary .....	Ms Lorraine Harvey
Alumni Assistant and Major Gifts Officer.....	Mrs Janene Wardrop
Administration Assistant .....	Mrs Merryanne Sumner
Teacher's Aide Education Support.....	Mrs Lisa Patston, Mr Ben Thompson, .....Mrs Hannah Bromage, Mrs Joan Odell
Home Economics Assistant (part time) .....	Mrs Narelle Hanslow
Lab Assistant (part time) .....	Mrs Elizabeth Begg
School Services Officer .....	Mr Richard Boyle
Grounds & Gardens .....	Mr Ken Coombes
Sports and Facilities Assistant .....	Mrs Tracey Brady

## Senior Management Team

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The Principal, Deputy Principal, Head of Senior College and Business Manager form the Senior Management Team of the school.

### ***The Principal***

**Mr Geoff Bowser** is the Principal and is responsible for the overall leadership and management of the school, including structuring of policy and planning frameworks, the monitoring of performance and accountability processes, the management of perceptions and the welfare of all sections of the school.

In seeking to contact the Principal, enquiries should be directed through the Principal's Personal Assistant, Mrs Avril Marshall.

### ***The Deputy Principal***

**Mrs Coral Edwards** is responsible for leading and supervising the Educational Leadership Team in creating and maintaining a "best practice" culture throughout the school and for facilitating the smooth running, sensible co-ordination and wise and timely communications associated with all events arising out of the school timetable and calendar.

This will embody the supervision of both documents and teaching practices that accord with the vision, values, goals and priorities of the school and ensure that they meet the requirements and standards of the NSW Board of Studies.

In seeking to contact the Deputy Principal enquiries should be directed through the Deputy Principal's Personal Assistant, Mrs Helen Clarke.

### ***Head of Senior College***

**Mr Bill Little** is responsible for leading Years 11 to 12 (also includes Year 10 in 2010). This involves the visioning and development of the corporate life of the section, discipline and pastoral care for the section, the monitoring of requirements for Year 11 Preliminary and Higher School Certificate, and the supervision of policy and performance parameters.

## ***The Business Manager***

**Mr John Downward** is responsible for the financial and operational management of the school. From time to time there may be a need for parents to contact the Business Manager in relation to sensitive personal financial matters. Appointments for such interviews can be arranged through the Personal Assistant to the Business Manager, Mrs Julie Klein.

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## **Educational Leadership Team**

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The Educational Leadership Team is responsible for educational leadership within the school and has a membership which is comprised of the Deputy Principal, Head of Senior College, Assistant Head of Senior College, Year 9 Coordinator, Stage 4 Coordinator, Stage 3 Coordinator, Junior School Coordinator, Heads of Faculty, Assistant Heads of Faculty, Education Support Coordinator, Sports Coordinator, ICT Coordinator and Global Education Coordinator.

**Head of Senior College – Mr Bill Little** is responsible for leading Years 11 to 12. This involves the visioning and development of the corporate life of the section, discipline and pastoral care for the section, the monitoring of requirements for Year 11 Preliminary and Higher School Certificate, and the supervision of policy and performance parameters.

**Year 9 Coordinator – Mr Adam Osbourne** is responsible for the new Year 9 Program as well as the pastoral care of Year 9, and in 2009, Year 10 students. This role involves the visioning and development of the corporate life of the section, discipline and pastoral care for the section and the supervision of policy and performance parameters. Mr Osbourne will be assisted by the **Year 10 Coordinator – Mr Adrian Cayzer in 2009.**

**Stage 4 Coordinator – Mr Allan Wallace** is responsible for Years 7 and 8. This involves the visioning and development of the corporate life of the section, discipline and pastoral care for the section and the supervision of policy and performance parameters.

**Stage 3 Coordinator – Mrs Nita Kruik** is responsible for Years 5 and 6. This involves the visioning and development of the corporate life of the section, discipline and pastoral care for the section and the supervision of policy and performance parameters.

While Mr Wallace and Mrs Kruik will predominantly be responsible for welfare for their respective Stages, they will share general oversight of the Middle School, with Mr Wallace focussing on boys' issues and Mrs Kruik girls' issues.

**Junior School Coordinator – Mrs Sue Riethmuller** is responsible for leading Years Kindergarten to Year 4. This involves the visioning and development of the corporate life of the section, discipline and pastoral care for the section and the supervision of policy and performance parameters.

In seeking to contact these staff members, enquiries should be directed through the secretaries in the sub-school offices, either Junior School or Middle School or, in the case of Years 9 & 10 or Senior College, through the Senior College Office.

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## **Teaching Staff**

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The following are the staff positions for 2009 (subject to change):

### ***Junior School***

Junior School Coordinator ..... Mrs Sue Riethmuller  
Junior School Relief (for staff on Long Service Leave) ..... Mrs Jenny O'Keefe  
Kindergarten Class **KG** ..... Mrs Marilyn Green  
Kindergarten/Year 1 Boys Class **K/1S** ..... Mrs Jenny Sheerman  
Year 1/Year 2 Class **1/2CT** ..... Mrs Robyn Collins / Mrs Sue Talbot  
Year 2/Year 3 Class **2/3D** ..... , Mrs Bev Davies  
Year 3 ..... Mrs Margaret Trotter  
Year 4 Class **4P** and Class **4HF** ..... Mr Andrew Powell and Mrs Jenny Hanslow / Mrs Pauline Fox  
Languages ..... Mrs Sue Riethmuller  
Music ..... Mrs Alison Saunders  
Education Support ..... Mrs Marion Brooking

### **Middle School**

Stage 3 Coordinator.....Mrs Nita Kruiik  
Stage 4 Coordinator..... Mr Allan Wallace

### **Years 9 & 10**

Year 9 Coordinator ..... Mr Adam Osborne  
Year 10 Coordinator ..... Mr Adrian Cayzer

### **Senior College**

Assistant Head of Senior College / Careers..... Mrs Julie Pickworth

### **Heads of Faculty**

English / HSIE / Languages ..... Mrs Vicky Williams  
Science / Health Sciences / Mathematics ..... Mrs Jane Dove  
TAS / CAPA..... Mr Rob Moor

### **Assistant Heads of Faculty**

English / HSIE / Languages (with focus on HSIE)..... Mr Max Talbot  
Science / Health Sciences / Mathematics (with focus on Mathematics) .....Mr Keith Arblaster  
TAS / CAPA (with focus on Creative & Performing Arts).....Mrs Natalie Maddock

### **Co-ordinators / Responsibilities**

Transport ..... Mr Colin Gabriel (Years K – 6), TBA (Years 7 – 12)  
Sports ..... Mr Andrew Stewart (Years K – 12)  
Librarian..... Mrs Lyn Clarke  
ICT..... Mr Brett Duncan  
Educational Support ..... Mrs Carolyn Innes  
Global Education ..... Mr Paul Karlik

# Standards

## Mufti Days

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From time to time Mufti Days will be conducted for specific purposes. Parents are asked to ensure that their children's choice in clothing for these days is in keeping with the values of the school. In particular, girls should be encouraged to consider issues of modesty and safety by not wearing clothing of the following types: shoe string shoulder straps, backless tops, low necklines, exposed midriff, short skirts and shorts, and transparent tops. All students should be encouraged to consider the appropriateness of logos, wording and images portrayed on their clothing. The school reserves the right to exclude students from class if their attire is considered inappropriate.

***Please note that closed in shoes are required on Mufti Days for reasons of safety in practical classes. Therefore no open shoes or thongs are allowed.***

## Prohibited Items

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A number of items are prohibited at school.

The school is a drug-free zone. Cigarettes, alcohol, illicit substances or implements to use or administer such substances, or inappropriate use of prescribed medications are not permitted under any circumstances. This extends to all school-related activities. If students use, supply or even carry cigarettes, they can expect serious consequences, including suspension. If students use, supply or even carry alcohol, illicit substances or implements to use or administer such substances, or inappropriately use prescribed medications, they can expect to be suspended or in some instances expelled from school. Where criminal activity is involved, the matter would be placed in the hands of the Police who will carry out their own investigation and may lay charges. In addition, the deliberate raising of awareness relating to personal outside use of illegal substances will lead to a strong consequence. The School cannot ignore tacit encouragement to use such substances when it is known that such encouragement is happening in the context of the School. The inappropriate use of prescribed medications is also deemed to be a drug related activity.

Literature of an offensive or inappropriate nature is prohibited.

Pocket knives and any other potentially dangerous or nuisance items, devices, tools and substances are prohibited at school and any school-related activity. Specific items that are not acceptable include the following: cigarette lighters, matches, explosive devices, fireworks and water bombs

We are advised by Police and security services that "toy weapons" should not be brought to school unless specifically required for an educational purpose (e.g. Drama).

Chewing gum is also prohibited at school.

Portable music players and similar items are prohibited for K-10 students unless specific approval is given for their use by the relevant Coordinator, Head of Senior College or Education Support faculty. In such circumstances, the student will carry a permission card for use of such players in class only. Year 11 and 12 students are permitted to use these items in the Study Centre during study periods and nowhere else. Due to the proliferation of Personal Communication Devices (which combine music, telephone and internet functions), the School is in the process of revising its policy in this area.

The use of the camera component of mobile phones is prohibited at school. In the near future an acceptable usage policy for mobile phones will be introduced. Students failing to agree to and abide by the acceptable usage policy, will not be permitted to have a mobile phone at school.

The use of digital cameras is restricted to use during approved school events or classes. and they must not be used as a distraction to learning, invasion of privacy or a form of harassment or bullying.

## Privacy Policy

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The school is required under various laws to gather and maintain certain information about families and students. There are many processes involved in gathering this information ranging

from initial enrolment details, financial details, annual family record updates and miscellaneous reports from counsellors, doctors and other professionals.

It is policy of the school to maintain these records at all times in the strictest confidence. NO use is made of them for any other purpose other than those which directly affect the education of your children and the maintenance of our duty of care to your family, including information required under various Acts of Parliament.

We will assume that unless families inform us differently in writing, that we have your authority to use private information as described above.

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## Standards

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### ***Agreed Standards***

In order to maintain an environment for learning and growing that is honouring to God, purposeful, safe and inclusive, the school must have some agreed standards that shape our expectations of one another. These agreed standards apply to relationships, communications, to behaviour and to work.

1. **Respect for all persons, irrespective of differences.**  
This means that intentional teasing, victimisation, marginalisation, bullying and harassment will be dealt with very firmly.
2. **Care for the feeling and comfort of others.**  
This means that students will be encouraged to be sensitive, supportive and inclusive of other students irrespective of age or difference.
3. **Use of language that creates a positive tone in the school.**  
This means that crude, indecent, abusive, blasphemous language is unacceptable. In addition, provocative, threatening or disrespectful body language will be regarded as if it were spoken language.
4. **Behaviour that brings honour to God and credit to your school.**  
Good manners, courtesy and obedience to staff are expected in all situations.
5. **Attitudes that create good morale amongst students.**  
This means that co-operation with others, respect for the ideas and feelings of others, thoughtfulness of the needs of others and accepting responsibility for the effects of one's own behaviour will be encouraged amongst all students.

### ***Standards for the Classroom***

*Be courteous and respectful towards teachers.*

- Give silent attention when teacher is addressing the class.
- During formal lesson time, one person speaks at a time.
- When wishing to gain the teacher's attention, raise your hand and wait quietly to be acknowledged.
- Do not argue or answer back rudely when spoken to.
- Follow teacher's instructions promptly.
- Work to the best of your ability on set tasks.
- Obtain permission to leave your seat.
- Do not be familiar towards teachers (i.e. no personal or cheeky comments).
- Be on time for all lessons.
- Refrain from eating/chewing in class.
- Ensure that your attitudes demonstrate respect and cooperation.
- Differences of opinion must be approached courteously and respectfully.

*Respect the rights of others to learn and enjoy in a comfortable, safe classroom climate*

- Allow others to speak without interruption.
- Allow others to work without distraction.
- Do not move around the room without permission.

- Do not disrupt the lesson with noisy actions.
- Curb excessive and inappropriate use of humour in class.
- Do not throw any items within or across the room.
- Look after personal and school property.
- Maintain your own property in good condition.

### ***Standards of Bookwork - Relevant to Years 3 - 10***

The standard of work presented in work books is to be maintained at a high level throughout the year. To assist in keeping this standard high, the following guidelines apply:

1. Be well organised and ensure that your own work books are well protected.
2. The front page of each book will be the standard for every page throughout the book.
3. Margins, headings, underlining, tables, handwriting, corrections and spelling errors will be dealt with in the same way unless altered by the teacher.
4. All work books and text books are to be kept covered throughout the year (preferably with paper and plastic).
5. No pages are to be removed from any work book unless instructed by the teacher.
6. Illustrations are to be done neatly.
7. Pictures, maps and diagrams are to be neatly trimmed and glued into books.
8. When students are marking their work, a small neat tick or cross is to be written in red pen at the end of each answer.
9. Students need to be made aware that they should concentrate on the substance of the work set out and not make the presentation of their work an end in itself.

### ***Standards for School/Homework***

- There must be a serious and reasonable attempt at all tasks set by the teacher
- All work must be neatly presented according to the published "Standards of Bookwork" Policy.
- There must be a serious attempt to spell correctly and express ideas correctly in writing
- Books must be maintained up to date with work presented in order and all handouts fixed in place.

### ***Standards for the Playground***

*Respect the needs of all students to have safe and fair use of the playground*

- No aggressive play or rough play that may cause injury to other students
- All students share responsibility to care for and protect the safety of others
- Boys should respect the right of girls who wish to make use of open spaces for play
- No tackle football nor other body contact games
- Irresponsible/thoughtless actions of all types must be stopped.

*Appropriate clothing should be worn and care taken to keep it in good order*

- Hats to be worn (Terms 1 and 4 compulsory)
- Shoes must be kept on for all play

*The condition of the playground and its facilities is everyone's responsibility*

- Take responsibility for the neatness of the playground. Place all litter and food scraps in the bins provided.
- Protect all school property - no careless or irresponsible behaviour with equipment or near buildings.

**Move promptly to class on hearing the bell**

## **Student Code of Conduct**

The School is introducing a Code of Conduct in respect to behaviour and Occupational Health and Safety. It provides general principles that underpin some of the above specific instructions or matters dealt with elsewhere in the Essentials Guide..

### **Behaviour**

1. Students are expected to respect the specific Christian faith emphases of the school and respect the practice of the Christian faith by staff, students and other community members as part of the daily life of the school.
2. Students are expected to behave in a courteous way respecting the rights, educational opportunities and property of others. This includes consideration of others when moving around the School and maintaining a quiet working environment.
3. Students are expected to take advantage of the educational opportunities offered by the School.
4. Students are expected to comply with any reasonable and clearly communicated instruction of a staff member or the Principal.
5. Proper use and care of School equipment, furniture, buildings and grounds is a responsibility of all students. Vandalism will not be tolerated.
6. Students are expected to use timetabled non-class time for private study within designated areas assigned.
7. Smoking, drug use, alcohol use or the supply of is not permitted at School or at any School function, excursion or activity, and could result in suspension or expulsion of a student.
8. Harassment, physical violence, intimidation or provocation to violence by students is not permitted.
9. Students must not copy and/or use copied materials, both print and electronic, in violation of Federal Copyright Laws. Students must familiarise themselves with the copyright regulations displayed around the School.
10. Students are not permitted to invite onto the School campus or to any School related function or activity any person (with the exception of a parent/guardian) without the express permission of the Principal.
11. Students are not permitted to transport other students to or from the School or any School related function at any time unless written permission is received from the parents/guardians of drivers and passengers and approved by the Head of Senior School.
12. Electronic devices such as mobile phones or *ipods* are only permitted under certain conditions as published from time to time in the *Essentials Guide*.
13. Students are not permitted to display advertising material on the School without the permission of the Principal or his delegate.
14. Students have a responsibility to listen to the daily student notices and listen and respond to evacuation, in room safety shelter and lockdown alarms.
15. Students may be allocated a locker. Lockers remain the property of Wycliffe Christian School and may be searched at the discretion of the Principal.

### **Occupational Health and Safety**

Students must be aware that they also have responsibilities under the Occupational Health and Safety Act and the Wycliffe Christian School Occupational Health, Safety and Welfare Policy and must therefore:

1. Apply themselves to understanding School health and safety rules applying to them.
2. Report any unsafe situation immediately to their class teacher or supervisor, or any other person who can assess the situation.
3. Conduct themselves in a manner so as not to cause injury to themselves or fellow students. Follow all verbal or written standard Occupational Health, Safety and Welfare procedures, practices and directions.
4. Report all personal injuries immediately to their teacher.
5. Co-operate with, and participate in all programs to make the School safer and healthier.
6. Maintain good housekeeping standards at all times.
7. At no time interfere with any safety or emergency equipment or breach any safety barrier.
8. Observe all warning signs and notices.

9. Ask for specific instructions regarding activities with which they may not be completely familiar.
10. Wear personal protective equipment appropriate to the activity (or as specified) in which they are engaged.

## **Sport**

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Sport is a compulsory part of the curriculum at Wycliffe Christian School for students from Kindergarten to Year 10. There are medical reasons why a child may not be able to participate in physical activities. Where such reasons exist, the school provides a supervised Non-Sport area to which Secondary students can proceed at the commencement of the Sport afternoon.

The following information is for your guidance:

1. Students must participate fully in the sporting programme of the school unless legitimately unable to do so (e.g. medical reasons).
2. Sport is not a flexible time to organise shopping expeditions, non-urgent appointments, school work or assignments, other recreational pursuits and the like.
3. If a legitimate reason exists for a student to be excused from Years 7-10 Sport, a letter containing the specific reason for exclusion should be delivered to Sports and Facilities Assistant by recess on Tuesday. Where the reason is not acceptable, such as the need to complete school work, please understand that our adjudication is not a personal matter but a need for the school to act consistently within its policies.

There are currently two houses used for competitive purposes such as sports carnivals. They are:

Banksia ..... Green                      Waratah                      Red

Siblings are generally placed in the same House if this can be arranged.

The school is exploring alternate House organization for pastoral structures as well as sporting and other competitions.

Despite the organisation of the school into different sub-schools, Sport will continue to be operated on the basis of Kindergarten to Year 2, Years 3 to 6 (Primary) and Years 7 to 12 (Secondary). This conforms to arrangements for sport in other schools.

## **Student Drivers**

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Student drivers are permitted to drive to school under the following conditions:

1. Parents must sign a permission form (available from Senior College Reception). The form must be returned to the Head of Senior College / Assistant Head of Senior College for approval.
2. Parents must approve in writing the names of all students who may travel as passengers in the car.
3. The parents of all passengers must give permission in writing for their child to travel with a particular driver.
4. Student drivers will park their cars outside the school grounds to reduce congestion and minimise danger of traffic movement.

As a general principle, the school does not encourage student drivers to carry fellow students as passengers unless the passengers are family members or geographical factors make it convenient for other families to take advantage of a student driving to school. We cannot over-emphasise the increased dangers that exist when young drivers carry their friends as passengers. We therefore commend this advice for your consideration. Breaches of road rules will result in the school informing the parents of both driver / passengers and request the parents of the driver withdraw the right of a student to drive to and from school.

## **Student Leadership**

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As a school, we value opportunities for students to express leadership skills in a variety of areas. Student Leadership at Wycliffe Christian School is based on the model provided by Christ, servant leadership. Throughout Junior and Middle Schools, Years 9 & 10 and Senior College, there will be many opportunities available for students to participate in leadership experiences through the Student Leadership Programme.

## **Telephone Usage**

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If, in an emergency, students need to make telephone calls during the day, they should report to Reception. Students will in general be required to pay for the call and record the nature and purpose of the call in a register.

Students with the regular need for telephone usage (e.g. specific medical problems) may receive general approval from Reception staff to allow immediate access to the phone.

## **Mobile Phones/Personal Communication devices**

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The school actively discourages students from bringing mobile phones or other personal communication devices to school and accepts no responsibility if they become lost or stolen. If parents require students to bring such devices to school, the devices must be switched off during the school day. Students in the Junior School who bring a mobile phone to school must leave it at Reception at the start of the day. The use of the camera component of mobile phones is prohibited at school.

Students should be encouraged to make only the most necessary phone calls whilst at school.

Due to significant changes in the range of devices available and their multi-function use, the school is revising its acceptable usage policy.

# Transport

## Bus Travel

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Bus Companies provide the school with numerous direct services. Bus routes for Blue Mountains Bus Co., will be notified in the Blue Mountains Gazette one week before school resumes.

### ***Bus Passes & Public Transport***

School students have previously been entitled to free travel on private buses under the School Student Transport Scheme (SSTS). At the time of writing no formal communication has been received by the school advising of any changes for the new year. New students to the school need to complete a bus pass application form and return it to the school for checking, then processing by the Blue Mountains Bus Company and, for students travelling longer distances, other operators.

### **New SSTS Applications**

If you need to apply for the SSTS next year, it is important that applications are returned to school before the end of Term 4 this year. Application Forms are available from the school reception, or will have been sent to you by the Registrar.

Once SSTS travel has been approved and the private operator bus pass issued, details will be forwarded to the school and the pass issued to the student.

If a student loses their bus pass, then an application form for replacement is required to be completed and submitted to Student Reception for processing by Blue Mountains Bus Company or other operator.

### ***Bus Routines***

Travel on buses is not supervised by parents or staff. Student bus monitors are appointed to report regularly to the Transport Co-ordinator. Parents should not contact the monitors about any problems. Instead, parents should contact the staff members with the allocated responsibility in this area. (See section on Discipline)

Where a parent is concerned about a younger child travelling on the bus, they should contact the classroom teacher who will organise for a responsible older child to act as "a bus buddy".

## Train Travel

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Any student needing to use a train as the primary means of travelling to and from school must have a pass in order to have free travel on the train. Such passes may be obtained by filling out an Application for Travel Form obtainable at the office.

### **Travel rules**

1. Students are to remain seated at all times when seats are available.
2. Students must not put their heads, hands or arms out of the windows of the bus/train.
3. No eating or drinking is permitted on the bus/train.
4. Students are not to make unreasonable noise while travelling on the bus/train.
5. Students K - 6 should have seating priority on buses.
6. Follow reasonable directions given by bus monitors.

### **Specific Train Rules**

In addition students are required to all travel in the same carriage, such carriage to be notified by the Transport Co-ordinator. There are Train Monitors who will report on these arrangements and on any inappropriate behaviour on the train.

## Miscellaneous Transport Information

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### ***Private Conveyance Subsidy***

The school has no influence over eligibility for concessions and subsidies. This has been available to parents of students who reside 1.6 km or more from the nearest bus stop or station. Such subsidy may be obtained by filling in the appropriate form, obtainable at the office.

### ***Cyclists***

Cyclists must wear helmets to and from school as required by law. Students must ride down Rickard Road using the bike path and not on the roadway, riding in a safe manner that is considerate of residents, pedestrians and other users of the bike path. Once on school property, students must not cycle beyond the carpark, but must dismount and walk.

Parents will be informed of breaches and requested to withdraw permission for their child to ride a bicycle to and from school.

# Uniform

## ***Uniform is Compulsory***

Students should wear only the uniform that conforms to the Board Policy described herein.

## **Uniform Shop**

The Uniform Shop has been set up to assist parents in purchasing school uniform requirements. The shop supplies garments at prices similar to, or cheaper than other outlets. **All items of uniform must be purchased from the Uniform Shop.** The only items not available from the shop are shoes and plain white skivvies.

**Please consult the School's Website calendar for January 2009 dates of opening. On these dates, the shop hours are from 10.00 am - 2.00 pm.** Thereafter the shop will open every **Monday morning** from 8.00 am – 12.40 pm **excluding school holidays.**

Please note that orders can no longer be picked up from Reception. **Payment:** By cash, cheque, Mastercard, Visa.

## **Uniform/Grooming Guidelines**

### ***General Uniform/ Grooming Guidelines***

1. In matters of personal grooming, students should set standards appropriate to the school environment that do not reflect the excesses of current fashions. In particular hair styles, hair colouring, adornments and make up will be closely monitored. The Senior Management Team reserves the right to determine on "appropriateness" in these matters and may exclude a student from the school pending suitable corrective measures being taken.
2. For modesty: (1) girls' dresses/skirts must have a finished length of not more than 10 cm above the floor when kneeling (2) girls shorts must not be very short but of modest length (3) girls trousers should not be exceptionally tight.
3. Boys trousers should be worn with a belt that prevents them from being very low on the hips.
4. Girls should not wear "tummy bands" as an addition to school uniform. Blouses should be of sufficient length to effectively cover the midriff.
5. For modesty dark underwear should not be visible through outer clothing.
6. All students must wear their shirts tucked in when worn under jumpers, blazers and bomber jackets.
7. Students from Kindergarten to Year 12 must wear either plain navy blue or white socks of a standard length to school (i.e. covering ankle bone and below top of calf). The socks must not have logos, motifs or coloured stripes on them. They must not be rolled down to look like ankle socks. No part of the ankle bone is to be visible.
8. Undercuts and close haircuts must not be less than the Number 2 comb.
9. Hair colour must be from the range of natural colours for both boys and girls (e.g. colours such as green, blue and purple are not acceptable)
10. Minimal makeup only is permitted at school.. Coloured eye shadows, lipsticks and excessively applied eye liner and mascara are not permitted. Nail polish, if worn, must be a pale or neutral colour only.
11. Scrunchies, hair clips and headbands must be in school colours.
12. Students may not wear any item of the school uniform that is in a state of disrepair, significantly faded or deliberately oversized.
13. Notwithstanding any of the above, the Principal shall be the arbitrator in the area of modesty and standards of dress.
14. To assist in avoiding unnecessary conflict, students considering changes of hairstyle, which might be considered excessive styling, are expected to seek approval before going to the expense of acquiring a new hair style. This avoids disappointment and frustration if there is a requirement for remedial action when a new hairstyle is deemed unacceptable.

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## Hats

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The school has a No Hat, No Play policy for all outdoor activities (some Sport's activities may have different requirements). Students must wear a hat every day in Terms 1 and 4.

- A standard School Hat must be worn. It may be purchased from either the Uniform Shop or the Reception Desk.
- In addition, Middle School, Years 9 and 10 and Senior College students **only** may wear the school baseball cap which can be purchased from the Uniform Shop or Reception. ***This option is not available to Junior School students.***

The choice of hats is a matter of parent discretion. The School reminds parents of Cancer Council recommendations in relation to the protection of the head and neck.

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## Jewellery

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Minimum jewellery will be permitted but carefully monitored as to its suitability. A fine necklace may be worn, with or without attachments, and is permitted to be visible under shirt or blouse. Chokers, heavy chains or large bead necklaces must not be worn.

One fine bracelet and/or ring is permitted.

Any student may wear earrings. Students may wear up to two per ear, provided they are small sleepers or small studs. Earrings that are larger or longer than a normal small stud are not acceptable. For safety reasons, any student, male or female, must remove their earring(s) if requested by a member of staff for a particular activity (e.g. sport).

Facial / Body piercings: Whilst the school does not promote the merits of other forms of facial jewellery or body piercing, where a student has a nose piercing, a very small stud may be worn. All other forms of visible facial or body piercings/jewellery are not permitted.

Students who wear jewellery that does not comply with this policy will have the jewellery withdrawn. It will be kept in a safe place until the student brings a note from home to the relevant Coordinator or Head of Senior College guaranteeing that it will not be worn again.

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## Shoes

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**Normal School Days / Non-Sport Days:** For both male and female students, any brand of standard cut black shiny leather school shoes with a tongue covering the upper part of the foot OR plain black shiny leather joggers chosen from the permissible list are required. No other school shoes will be permitted.

For Occupational Health and Safety reasons in practical classes, both leather and black leather jogger shoes must cover the whole upper part of the foot, i.e. they must have a leather tongue.

If parents choose to take the option of purchasing plain black shiny leather joggers, this is permissible for everyday wear, provided they are selected only from the list of permissible black joggers included in this Essentials Guide. (See section "Black Leather Jogger Selection Guide").

Female students should also refer to below to "Girls Shoes" heel information before selecting their leather shoes. "Ballerina" style shoes are not permissible.

**Sport Days:** Leather or fabric joggers can be worn on Sport Days. Canvas casual shoes are not permitted (even if decorated with laces), apart from Volleys and other recognised canvas sport shoes.. For safety reasons, students will have to change into leather shoes, which must be brought to school, when those students are timetabled to have practical classes on sports days.

**Girls Shoes - Kindergarten to Year 4:** Flat or low heeled plain black leather shoes, with the heel no greater than 2cm extended from the base of the shoe, or joggers as per the selection guide. Girls shoes must have a leather tongue.

**Girls Shoes - Years 5 to 12:** Low or medium heeled plain black leather shoes, with the heel no greater than 4cm extended from the base of the shoe, or joggers as above. Girls shoes must have a leather tongue.

*See notes following...*

**Note:** If your son or daughter is involved in a practical class and their shoes do not meet Occupational Health & Safety requirements, they will not be allowed to participate in the class.

**Note:** The school uniform as approved by the Board, excludes the wearing of desert boots, high ankle boots, casual canvas shoes or 'ballerina' style shoes.

## **Black Leather Jogger Selection Guide**

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### **Selection Criteria**

The following list of approved leather joggers is to be used if parents wish to choose this option. Leather tongues are required on shoes for safety reasons.

Prices shown are indicative only. The school cannot be held responsible for changes in supplier's pricing.

"Ballet" type slip on shoes are not acceptable under the school's shoe selection policy.

NOTE: There is a wide range in the quality of these joggers that is reflected in the price. The school must leave the judgement regarding value for money in the hands of parents.

<b>Type of Shoe</b>	<b>Supplier/Size/Cost</b>
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#### **Hunters Springwood**

Human Switch .....	(1 - 3) \$59.95
Human Youth.....	(4 - 6) \$69.95
Human Mens .....	(7 - 15) \$79.95
Basement Subject .....	(10 - 6) (7-12) \$39.95
New Balance Kids 62 .....	(13 - 6) \$64.95
Clarks Valid and Verdict .....	(10 - 6) \$59.95

#### **Williams**

Lynx Troy .....	(10 - 6) \$49.95
Lynx Troy.....	(7 - 12) \$59.95
Lynx Self Fastener.....	(10 - 5) \$ 49.95
Lynx Power II Black Lace.....	(13 - 6) \$64.95
Lynx Power II Senior Black.....	(7 - 15) \$69.95
Lynx Power II Black Velcro .....	(13 - 6) \$64.95

#### **Rebel Sport**

Ladies Styles: Brooks Addiction Walker .....	(6 - 11 US) \$199.00
(Good for flat foot or low arch)	
Reebok Princess Narrow.....	(6 - 10) \$99.00
Gel Cardio Black .....	(7 - 13) \$169.99
Mens Styles: Brooks Addiction Walker .....	(7 - 14) \$180.00
(Good for flat foot or low arch)	
Mission .....	(7 - 13) \$99.00
New Balance WW576 .....	(6 - 11) \$99.00
New Balance 622AB .....	(7 - 13) \$119.00
Reebok DMX Max .....	(7 - 13) \$149.00

## **Sports Uniform**

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**K-2** It is not compulsory for K-2 students to wear the official sport uniform. However, on Sport Day (Friday) they will be required to wear joggers. Girls will need to wear either the school shorts or sports shorts in summer.

**Years 3 - 6:** Official School Sports uniform to be worn to and from school on Sports Day. For PE/fitness lessons during the week normal school uniform may be worn, but with black leather joggers or students may change into sports shoes at school for those lessons. Girls also may wear black or navy bike pants under their normal school uniform during the PE/fitness lessons.

**Years 7 - 12:** Students may wear sports uniform to and from school on the official sports days only. Students will need to bring their PE uniform for PE lessons, including joggers. A mix of sport and normal uniform is not permitted.

**When representing the School, all students must wear the school sports shorts or school tracksuit and a school polo shirt with logo.**

Girls sports skirts and shorts must be of a modest length (which will be supervised by the teacher on duty at sport).

Please note: A mouth guard may be required for designated sports (at parent cost).

## **Summer/Winter Changeover**

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The policy for winter and summer changeover is as follows (unless otherwise advised during the year):

- WINTER from the first Monday in May.
- SUMMER from the first day of Term 4.

However, for unseasonal weather either side of these dates, staff will accommodate parent's discretion.

## **Uniform Sanctions**

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1. If, for some reason, a student is unable to wear the correct uniform, a note must be sent to the relevant Coordinator or Head of Senior College, before school, requesting a uniform variation. A permission note will then be issued. Acceptable reasons for variations are very limited and the period of time allowed for variations to be corrected is no more than two weeks.
2. For students from Years 5 to 12 who breach the Uniform Policy, the school reserves the right to impose a uniform detention that is conducted once per week from 3 to 4 pm.
3. In all cases where a student attends school in anything other than the prescribed school uniform without appropriate written explanation the relevant Coordinator or Head of Senior College will record the breach of policy and impose a uniform detention. If the breach should recur, or a pattern of breaches be recorded, the relevant Coordinator or Head of Senior College shall take further action on the issue. This may include the provision of a temporary school uniform from the Uniform Shop or clothing pool. If, having already served a discipline, the student again breaches the uniform policy, parents will be advised of the area/s in which their child did not comply with the uniform. Any parent receiving 3 letters in any school year can, if necessary, be required to account to the Board or its appointed representatives to show cause why their child's/children's position(s) in the school should not be declared vacant.
4. In any situation where children come to school in other than the prescribed school uniform with accompanying written explanation, the Principal shall be required to report to the Board cases where in his / her opinion, this situation is an expression of nonconformity with Association policy. After a uniform default has been referred to the Board by the Principal and the parents / guardian have been notified by letter from the Board and the parents / guardian fail to comply, the Principal has the authority to suspend the student involved if he / she does not comply with the uniform rules of the school, one day for each default.

In this situation when a student has been suspended for up to 3 days in any school year, the parents will be required to account to the Board and/or its appointed representatives, to show cause why their child's / children's position(s) in the school should not be declared vacant.

5. In those situations where a child comes to school in a demonstrably unacceptable or incorrect attire / grooming, the Coordinator or Head of Senior College shall contact parents for the student to go home and rectify the problem, or immediately remove the child from class until the issue is rectified.
6. The school reserves the right, after issuing clear warnings, to supply the correct size of clothing to students and to issue an invoice.
7. The school reserves the right to exclude students from class if they wear the wrong uniform to school.

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### **Specific Uniform Requirements**

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- **ALL UNIFORM ITEMS , WITH THE EXCEPTION OF SHOES, SOCKS AND JUNIOR SCHOOL WHITE SKIVVYS, MUST BE PURCHASED FROM THE UNIFORM SHOP.**
- Students who choose to wear a plain white T-shirt (no logos) under their school shirt must ensure that the sleeves do not show under the school shirt or that it does not protrude below the school shirt or blouse .
- When buying trousers/shorts they must be correct size for the child. Shorts must fit firmly around the waist.
- The range of black leather joggers is limited to those that are listed on the Selection Guide only.
- The official sports shorts are to be worn by both primary and secondary students for all school related sports activities.
- All students K-12 are required to own a School hat. During sport and for general playground wear an approved school hat or cap must be worn.
- During winter months students are permitted to wear a plain navy scarf and/or gloves before and after school and during recess and lunch. Please note these are to be left in the student's bag during class time.
- Students who need extra warmth or rain protection during inclement weather may wear a navy over jacket/coat/scarf/beanie. However this must be removed when they get to school and may not be worn during the day (ie they must have other approved warm tops for the school day).

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### **Uniform Review**

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The Board has passed a resolution to only consider uniform changes on a 4 year cycle. During 2008 a minor review was undertaken for any urgent minor adjustments. The next major review of uniform will be undertaken in 2009 or 2010. Should there be any significant change a further phase-in period would be allowed.

## Junior School Uniform (Kinder to Year 4)

Girls		Boys	
<p><b>Summer</b></p> <ul style="list-style-type: none"> <li>Checked dress with white collar (dress or fabric and pattern purchased from Uniform Shop.)</li> <li>Approved white or navy socks.</li> <li>Black shoes/joggers</li> <li>Navy school hat</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>White polo shirt with logo</li> <li>Navy shorts</li> </ul>	<p><b>Winter</b></p> <ul style="list-style-type: none"> <li>Tartan pinafore dress (dress or fabric purchased through Uniform Shop).</li> <li>White blouse with peter pan collar, OR</li> <li>Plain white skivvy</li> <li>Approved white or navy socks OR Navy tights</li> <li>Black shoes/joggers</li> </ul> <p><u>OR</u></p> <ul style="list-style-type: none"> <li>Navy tracksuit (V-neck top) with logo</li> <li>Plain white Skivvy OR</li> <li>White polo shirt with logo</li> <li>Approved white or navy socks OR Navy tights.</li> <li>Black shoes/joggers</li> </ul>	<p><b>Summer</b></p> <ul style="list-style-type: none"> <li>White polo shirt with logo</li> <li>K-4 Navy permanent press shorts (elastic back)</li> <li>White or navy ankle</li> <li>Black shoes/joggers</li> <li>Navy school hat</li> </ul>	<p><b>Winter</b></p> <ul style="list-style-type: none"> <li>Plain white skivvy OR</li> <li>white polo shirt with logo</li> <li>Navy permanent press trousers OR</li> <li>Navy permanent press shorts ((elastic back)</li> <li>Approved white or navy socks</li> <li>Black shoes/joggers</li> </ul> <p><u>OR</u></p> <ul style="list-style-type: none"> <li>Navy tracksuit (V-neck top) with logo</li> <li>Plain white Skivvy OR</li> <li>White polo shirt with logo</li> <li>Approved white or navy socks</li> </ul>
<p><b>Sport</b></p> <ul style="list-style-type: none"> <li>White polo shirt with logo.</li> <li>School sports shorts</li> <li>Approved white or navy socks</li> <li>Joggers</li> <li>Navy school hat</li> </ul>	<p><b>Sport</b></p> <ul style="list-style-type: none"> <li>White polo shirt with logo.</li> <li>School sports shorts OR Navy tracksuit</li> <li>Approved white or navy socks</li> <li>Joggers</li> </ul>	<p><b>Sport</b></p> <ul style="list-style-type: none"> <li>White polo shirt with logo.</li> <li>School sports shorts</li> <li>Approved white or navy socks</li> <li>Joggers</li> <li>Navy school hat</li> </ul>	<p><b>Sport</b></p> <ul style="list-style-type: none"> <li>White polo shirt with logo.</li> <li>School sports shorts OR Navy tracksuit</li> <li>Approved white or navy socks</li> <li>Joggers</li> </ul>
<p><b>Warm Tops</b></p> <ul style="list-style-type: none"> <li>#Navy or Red V-neck jumper</li> <li>#Navy or Red Cardigan</li> <li>V-Neck track top</li> <li>Junior School Bomber jacket</li> </ul>	<p><b>Warm Tops</b></p> <ul style="list-style-type: none"> <li>#Navy or Red V-neck jumper</li> <li>#Navy or Red Cardigan</li> <li>V-Neck track top</li> <li>Junior School Bomber jacket</li> </ul>	<p><b>Warm Tops</b></p> <ul style="list-style-type: none"> <li>#Navy or Red V-neck jumper</li> <li>V-Neck track top</li> <li>Junior School Bomber jacket</li> </ul>	<p><b>Warm Tops</b></p> <ul style="list-style-type: none"> <li>#Navy or Red V-neck jumper</li> <li>V-Neck track top</li> <li>Junior School Bomber jacket</li> </ul>
<p><b>Warm Tops</b>                  #Junior School knitted jumpers and cardigans may be obtained through the Uniform Shop. However, for those parents who wish to knit their own, details of the specific brand of wool and pattern to be used must be obtained from the Uniform Shop.</p> <p><b>NOTE: ALL ITEMS MUST BE PURCHASED FROM THE UNIFORM SHOP WITH THE EXCEPTION OF SHOES, SOCKS AND WHITE SKIVVY.</b></p>			

## Middle School Uniform (Year 5 to Year 8)

<b>Girls</b>		<b>Boys</b>	
<p><b>Summer</b></p> <ul style="list-style-type: none"> <li>• Red checked shirt (worn untucked)</li> <li>• Navy skirt OR</li> <li>• Navy shorts</li> <li>• Approved white or navy socks</li> <li>• Black shoes/joggers</li> <li>• Navy school hat <b>OR</b></li> <li>• Navy school baseball cap</li> </ul>	<p><b>Winter</b></p> <ul style="list-style-type: none"> <li>• Red checked shirt (worn tucked in under jumper)</li> <li>• Navy skirt OR</li> <li>• Navy slacks</li> <li>• Approved white or navy socks OR</li> <li>• Navy tights.</li> <li>• Black shoes/joggers</li> </ul>	<p><b>Summer</b></p> <ul style="list-style-type: none"> <li>• Red checked shirt (worn untucked)</li> <li>• Navy shorts (worn with a belt)</li> <li>• Approved white or navy socks</li> <li>• Black shoes/joggers</li> <li>• Navy school hat <b>OR</b></li> <li>• Navy school baseball cap</li> </ul>	<p><b>Winter</b></p> <ul style="list-style-type: none"> <li>• Red checked shirt (worn tucked in under jumper)</li> <li>• Navy shorts OR</li> <li>• Navy trousers (worn with a belt)</li> <li>• Approved white or navy socks</li> <li>• Black shoes/joggers</li> </ul>
<p><b>Sport</b></p> <ul style="list-style-type: none"> <li>• White polo shirt with logo</li> <li>• School Sports shorts</li> <li>• Approved white or navy socks</li> <li>• Joggers</li> <li>• Navy school hat <b>OR</b></li> <li>• Navy school baseball cap</li> </ul>	<p><b>Sport</b></p> <ul style="list-style-type: none"> <li>• White polo shirt with logo.</li> <li>• School Sports shorts</li> <li>• Microfibre tracksuit</li> <li>• Approved white or navy socks</li> <li>• Joggers</li> </ul>	<p><b>Sport</b></p> <ul style="list-style-type: none"> <li>• White polo shirt with logo.</li> <li>• School Sports shorts</li> <li>• Approved white or navy socks</li> <li>• Joggers</li> <li>• Navy school hat OR</li> <li>• Navy school baseball cap</li> </ul>	<p><b>Sport</b></p> <ul style="list-style-type: none"> <li>• White polo shirt with logo</li> <li>• School Sports shorts</li> <li>• Microfibre tracksuit</li> <li>• Approved white or navy socks</li> <li>• Joggers</li> </ul>
<p><b>Warm Tops</b></p> <ul style="list-style-type: none"> <li>• Navy V-neck jumper</li> <li>• Middle/Senior School Bomber jacket</li> </ul>	<p><b>Warm Tops</b></p> <ul style="list-style-type: none"> <li>• Navy V-neck jumper</li> <li>• Middle/Senior School Bomber jacket</li> </ul>	<p><b>Warm Tops</b></p> <ul style="list-style-type: none"> <li>• Navy V-neck jumper</li> <li>• Middle/Senior School Bomber jacket</li> </ul>	<p><b>Warm Tops</b></p> <ul style="list-style-type: none"> <li>• Navy V-neck jumper</li> <li>• Middle/Senior School Bomber jacket</li> <li>•</li> </ul>
<p><b>NOTE: ALL ITEMS MUST BE PURCHASED FROM THE UNIFORM SHOP WITH THE EXCEPTION OF SHOES AND SOCKS.</b></p>			

## Years 9 & 10 and Senior College Uniform

Girls		Boys	
<p><b>Summer</b></p> <ul style="list-style-type: none"> <li>• White overblouse</li> <li>• Tartan pleated skirt – skirt or fabric purchased through the Uniform Shop OR Navy tailored slacks OR Navy tailored shorts</li> <li>• Approved white or navy socks OR Navy, black or flesh coloured pantihose or tights</li> <li>• Optional plain navy tie</li> <li>• Black shoes/joggers</li> <li>• Navy school hat OR Navy school baseball cap</li> </ul>	<p><b>Winter</b></p> <ul style="list-style-type: none"> <li>• White overblouse</li> <li>• Tartan pleated skirt – skirt or fabric purchased through the Uniform Shop OR Navy tailored slacks</li> <li>• Approved white or navy socks OR Navy, black or flesh coloured pantihose or tights</li> <li>• Optional plain navy tie</li> <li>• Black shoes/joggers</li> </ul>	<p><b>Summer</b></p> <ul style="list-style-type: none"> <li>• Blue &amp; white striped polycotton shirt (worn un-tucked)</li> <li>• Navy permanent press shorts belt (worn with a belt) OR navy permanent press trousers (worn with a belt)</li> <li>• Approved white or navy socks</li> <li>• Black shoes/joggers</li> <li>• Optional plain navy tie</li> <li>• Navy school hat OR Navy school baseball cap</li> </ul>	<p><b>Winter</b></p> <ul style="list-style-type: none"> <li>• Blue &amp; white striped polycotton shirt (worn tucked in under jumper)</li> <li>• Navy permanent press trousers OR navy permanent press shorts ((worn with a belt)</li> <li>• Approved white or navy socks</li> <li>• Black shoes/joggers</li> <li>• Optional plain navy tie</li> </ul>
<p><b>Sport</b></p> <ul style="list-style-type: none"> <li>• White polo shirt with logo.</li> <li>• School sports shorts</li> <li>• Approved white or navy socks</li> <li>• Joggers</li> <li>• Navy school hat OR Navy school baseball cap</li> </ul>	<p><b>Sport</b></p> <ul style="list-style-type: none"> <li>• White polo shirt with logo.</li> <li>• School sports shorts</li> <li>• Approved white or navy socks</li> <li>• Microfibre tracksuit</li> <li>• White or navy socks</li> <li>• Joggers</li> </ul>	<p><b>Sport</b></p> <ul style="list-style-type: none"> <li>• White polo shirt with logo.</li> <li>• School sports shorts</li> <li>• Approved white or navy socks</li> <li>• Joggers</li> <li>• Navy school hat OR Navy school baseball cap</li> </ul>	<p><b>Sport</b></p> <ul style="list-style-type: none"> <li>• White polo shirt with logo.</li> <li>• School sports shorts</li> <li>• Microfibre tracksuit</li> <li>• Approved white or navy socks</li> <li>• Joggers</li> </ul>
<p><b>Warm Tops</b></p> <ul style="list-style-type: none"> <li>• Navy or Red V-neck jumper (to be ordered through the Uniform Shop)</li> <li>• Middle/Senior School bomber jacket</li> <li>• Senior School blazer for formal occasions and available for loan from Reception</li> </ul>	<p><b>Warm Tops</b></p> <ul style="list-style-type: none"> <li>• Navy or Red V-neck jumper (to be ordered through the Uniform Shop)</li> <li>• Middle/Senior School bomber jacket</li> <li>• Senior School blazer for formal occasions and available for loan from Reception</li> </ul>	<p><b>Warm Tops</b></p> <ul style="list-style-type: none"> <li>• Navy or Red V-neck jumper (to be ordered through the Uniform Shop)</li> <li>• Middle/Senior School bomber jacket</li> <li>• Senior School blazer for formal occasions and available for loan from Reception</li> </ul>	<p><b>Warm Tops</b></p> <ul style="list-style-type: none"> <li>• Navy or Red V-neck jumper (to be ordered through the Uniform Shop)</li> <li>• Middle/Senior School bomber jacket</li> <li>• Senior School blazer for formal occasions and available for loan from Reception</li> </ul>
<p><b>NOTE: ALL ITEMS MUST BE PURCHASED FROM THE UNIFORM SHOP WITH THE EXCEPTION OF SHOES AND SOCKS.</b></p>			

## Uniform Shop Price List \*

Item/Description	Price
<b>Backpacks</b>	
Med Lite pack	\$56.00
40 ltr Lite Pack	\$63.00
Chiropak (special order)	\$87.00
Omnipak	\$44.50
<b>All Belts</b>	<b>\$11.50</b>
<b>Hats/Caps</b>	
Navy Legionnaire Cap	\$13.50
Legionnaire Cap	\$4.50
Wool Baseball Cap (Middle & Senior School ONLY)	\$10.00
Bucket Hat	\$21.00
<b>Material &amp; Patterns</b>	
Buttons	\$0.10
<b>Jackets</b>	
Bomber Jacket	\$81.00
<b>Cardigans &amp; Jumpers</b>	
Cardigan Poly/Cotton Red Sizes 6, 8	\$51.00
Cardigan Wool Red Sizes 6, 8	\$55.50
Cardigan Wool Red Size 10	\$65.50
Jumper Poly/Cotton Navy Size 8	\$45.00
Jumper Poly/Cotton Navy 10-16	\$49.00
Jumper Poly/Cotton Navy Sizes 18-22	\$51.00
Jumper Poly/Cotton Navy Size 26	\$56.00
Jumper Wool Navy Sizes 6, 8	\$51.00
Jumper Wool Navy Sizes 10-16	\$59.00
Jumper Wool Navy Sizes 18-22	\$67.00
Jumper Wool Navy Sizes 24-28	\$75.00
<b>Dresses</b>	
Junior Sizes 4-10	\$51.50
Primary Sizes 12-14	\$54.00
<b>Blouses</b>	
Middle School 8 to 14 Child	\$33.00
Middle School 8 to 16 Ladies	\$36.00
Senior Short Sleeve Sizes 6-14	\$32.00
Senior Short Sleeve Sizes 16-26	\$29.00
Peter Pan Long Sleeve Sizes 4-12	\$19.00
Peter Pan Short Sleeve Sizes 4-12	\$17.00

<b>Pinafore</b>	
<b>Pinafore Sizes 4-14 and specials</b>	<b>\$57.00</b>
<b>Polo Shirts (inc Logo)</b>	
<b>Polo Shirt Sizes 4-16</b>	<b>\$19.00</b>
<b>Polo Shirt Sizes S to 3XL</b>	<b>\$21.00</b>
<b>Shorts - Primary - Girls</b>	
<b>Junior Girls Shorts Sizes 4, 6, 8</b>	<b>\$25.00</b>
<b>Junior Girls Shorts Sizes 10-16</b>	<b>\$27.50</b>
<b>Shirts - Boys</b>	
<b>Middle School Check Shirt 6-12</b>	<b>\$37.50</b>
<b>Middle School Check Shirt 14-16</b>	<b>\$38.50</b>
<b>Middle School Check Shirt 18-24</b>	<b>\$41.00</b>
<b>Senior Stripe Short Sleeve Schoolene S, M, L</b>	<b>\$42.00</b>
<b>Senior Stripe Short Sleeve XL</b>	<b>\$43.50</b>
<b>Senior Stripe Short Sleeve 2XL</b>	<b>\$45.00</b>
<b>Senior Stripe Short Sleeve 3XL</b>	<b>\$46.50</b>
<b>Senior Stripe Short Sleeve 4XL</b>	<b>\$46.50</b>
<b>Shorts - Boys</b>	
<b>Junior Boys Midford Sizes 4-12</b>	<b>\$21.00</b>
<b>Middle and Senior Boys 62-82</b>	<b>\$36.00</b>
<b>Middle and Senior Boys 87-97</b>	<b>\$37.00</b>
<b>Middle and Senior Boys 102-107</b>	<b>\$38.00</b>
<b>Shorts - Middle and Senior - Girls</b>	
<b>Shorts 10-14</b>	<b>\$35.00</b>
<b>Shorts 16-20</b>	<b>\$35.50</b>
<b>Shorts 20-24</b>	<b>\$37.50</b>
<b>All Shorts - Sports</b>	<b>\$28.50</b>
<b>Slacks</b>	<b>\$39.50</b>
<b>Skirt - Senior Girls</b>	
<b>Senior Secondary Sizes 10-20</b>	<b>\$54.00</b>
<b>Skirt - Middle</b>	
<b>Middle School</b>	<b>\$47.00</b>
<b>Socks</b>	
<b>All Spartan Navy and White</b>	<b>\$5.50</b>
<b>All Football</b>	<b>\$7.00</b>
<b>Tights - Navy</b>	
<b>Tights-Navy-Columbine Cotton/Lycra 4-6, 7-8, 9-10</b>	<b>\$11.00</b>
<b>Tights-Navy - (Microfibre) Small, Average, Tall, Extra Tall</b>	<b>\$8.00</b>

<b>Tie Navy</b>	<b>\$14.00</b>
<b>Tracksuits</b>	
<b>Fleecy Pants Sizes 4-14</b>	<b>\$30.00</b>
<b>Fleecy Tops Sizes 4-16</b>	<b>\$32.50</b>
<b>Microfibre Jacket Sizes 10-16</b>	<b>\$42.00</b>
<b>Microfibre Jacket Sizes S, M, L</b>	<b>\$52.00</b>
<b>Microfibre Pants Sizes 10-16</b>	<b>\$43.00</b>
<b>Microfibre Pants Sizes S-XL</b>	<b>\$52.50</b>
<b>Trousers</b>	
<b>Junior Gaberdine Sizes 4-8</b>	<b>\$22.50</b>
<b>Junior Gaberdine Sizes 10-14</b>	<b>\$23.50</b>
<b>Middle Senior Boys 10-16</b>	<b>\$58.50</b>
<b>Middle Senior Boys Sizes 17-30</b>	<b>\$61.00</b>

**Payment can be made via Visa or Mastercard, Cheque or Cash.  
On Mondays, orders and Credit card payments can be made over the phone.**

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Prices are GST Inclusive

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