



Parent/Guardian Handbook 2024

St. Andrew's Christian School

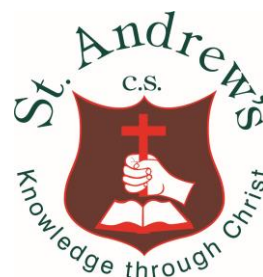
84 Washpool Road Clarenza NSW 2460

Telephone: (02) 66 434770

Email: reception@standrewscs.nsw.edu.au

Web: www.standrewscs.nsw.edu.au

Absentee line: 0484 580 018



Contents

Who We Are	6
Mission Statement.....	6
Motto	7
Statement of Faith.....	7
Statement of Faith (Summary)	7
God	7
Creation	7
Sin.....	8
Salvation.....	8
Church	8
The School Structure	9
Important Information	13
General Code of Conduct.....	13
Reception Office Hours	14
School Times	14
Supervision Before and After School Hours	14
2024 Term Dates.....	14
Attendance & Absences	15
Common Abbreviations in Our School	15
School Day Structure	15
School Fees and Payments	16
Financial Hardship	16
Visitors to the School	16
The Learning Environment.....	17
Academic Reports	17
Assignments	17
Curriculum.....	17
Christian Worldview.....	17
Higher School Certificate (HSC – Year 12)	17
Homework.....	18
Knowledge Organisers (Years 7 -10)	18

Record of School Achievement (RoSA)	18
Registration and Accreditation	18
Subjects and Courses	19
Text Books	19
Timetable	19
Student Welfare	20
Bullying and Harassment	20
Chaplain – Rev. Alistair Burke	20
Counsellor – Brenda Fischer	20
Child Safety	20
Discipline	21
Duty of Care	21
PeaceWise	22
Privacy	22
Separated Parents	22
Social Media (or Other Public Forums)	23
Working with Children Check (WWCC)	23
Essential Information	24
Anticipated Extended Absence	24
Assembly	24
Breakfast Club	24
.....	25
Buses	25
Free Bus Service	26
Calendar of Events	26
Canteen	26
Carnivals	26
Changing Pick-Up Arrangements	26
Computer Policy	27
Discontinuing Enrolment at STACS	27
Early Departures	27
Emergency and Evacuation	28
Student duty of care	28
Encouragement	29
Electronic Devices at School	29
Excursions	30

Fundraising	30
Head Lice	30
Late Arrivals.....	30
Library	30
Lockers.....	31
Lost Property	31
Medical Information	31
Medication	31
Out of Class	31
Parking	31
Publishing Your Child's Work or Photograph	32
Second Hand Uniform Shop	32
Sickness.....	32
Smoke Free Zone	32
Sports Days.....	32
SRC BBQ.....	32
Sun Safe Play	32
Valuables and Money	33
Volunteering	33
Wet Weather	33
Local Youth Groups	34
Stationery / Book Packs.....	34
Excursions and camps	35
Students Driving	35
Contacting Staff and Communication	36
Communicating with the School	36
Complaint and Grievance Handling	36
Complaints and Grievance Handling Policy	37
Meeting Requests with Staff Members / Informal interviews	37
Phone Calls for Staff	37
Parent/Guardian Communication	37
Class Dojo – Primary School	37
Email	37
Facebook and Instagram	37
Newsletter	37
Notes	38
NEOLMS (EDU20) – Secondary School	38

Parent Portal	38
Student Diary/Communication Book	38
Website	38
Other	38
Parent/Teacher Interviews	38
Information Nights	38
Uniform	39
Additional Notes re: Presentation and Uniforms	39
Preparatory School	40
K–2 Boys Formal.....	40
K–2 Boys Sport.....	40
Yrs 3 –10 Boys Formal.....	40
Yrs 3 –10 Boys Sport.....	41
Year 11 and 12 Boys.....	41
K–2 Girls Formal	41
K–2 Girls Sport	41
Yrs 3 – 6 Girls Formal.....	42
Yrs 7 – 10 Girls Formal	42
Yrs 3 – 10 Girls Sport	42
Year 11 and 12 Girls.....	43
Footwear	43
Other School Items	43



Who We Are

Welcome to St. Andrew's Christian School.

Established in 1998, St. Andrew's Christian School is a Preparatory to Year 12 co-educational school located on one campus in a rural setting close to Grafton, NSW.

St. Andrew's Christian School is a well-resourced school which provides quality Christian education for children from both Christian and non-Christian families with proven results in literacy and numeracy and opportunities for a broad range of subjects and experiences.

Our staff aim to partner with you to guide your child toward the future God has for them. We see the young people in our school as not only children, but 'future adults'. Thus, we teach them holistically – guiding them to consider the future whilst learning and practicing values, skills and knowledge. We want to provide all our students with opportunities which enable them to thrive as active 21st Century citizens.

Thank you for entrusting us to partner with you in your child's education.

Mission Statement

St. Andrew's Christian School's mission is:

To serve Christ by providing education that pursues excellence in all of life.

Our objectives to achieve this mission are:

- To provide an education of high academic standards that adheres to the Bible as being intensely relevant to education and the whole of life.
- Present a Christian world view of life and an understanding of the Christian faith modelled by the life and teaching of staff.
- To encourage a sense of belonging to Christ's kingdom through participation in Christian fellowship.
- To seek to provide a caring, supportive, secure and encouraging environment in which students and staff can learn and work.
- To promote a culture of Christ-like service to others.
- To provide a wide range of subjects and activities in order to promote the uniqueness of each individual.
- To recognise that each individual is created in God's image and therefore worthy of understanding and respect; and
- To seek to be wise stewards of our resources and act ethically and with integrity in all of our relationships.

Motto

Knowledge through Christ

Statement of Faith

St. Andrew's Christian School is a ministry of the Presbyterian Church of Australia in NSW (PCNSW). The PCNSW has as its Supreme Standard, the Word of God as found in the Scriptures of the Old and New Testaments. The PCNSW has a subordinate standard which is the Westminster Confession of Faith (WCF), read in the light of the Declaratory Statement of 1901, which provides a more detailed sense of our understanding of the truths of God's Word, and may be referenced as a more detailed Statement of Faith than the summary statement below. At all times, our school holds itself accountable to the doctrinal standards of the PCNSW.

Statement of Faith (Summary)

The Bible (Ref Ch.1 WCF) - The Bible is the inspired, inerrant and living Word of God. Therefore, we see the Bible as completely relevant and having the final authority on all aspects of our lives (2 Timothy 3:16-17, 2 Peter 1:19, 1 Thessalonians 2:13).

God (Ref Ch.2 WCF) - We believe there is only one living and true God who is eternal and boundless in His being and perfection. Within the unity of the Godhead there are three persons; equal in power and authority; being God the Father, God the Son (Jesus) and God the Holy Spirit. God is omnipotent (all powerful), omnipresent (all present everywhere) and omniscient (all knowing). There is no other God besides Him (John 1:1-14, 18, 14:16-18, Hebrews 1:14, Matthew 3:16-17).

God

God and thus become sinful by nature and practice, unable by any personal merit or effort to restore that relationship. Sin has corrupted human identity and purpose, impacted sexuality, family and social relationships and has separated humanity from fellowship with God. We believe that anyone who dies without having put their faith in Jesus Christ as Lord and Saviour will face God's wrath and judgement and be eternally condemned. We also believe that God in His grace and love has provided His Son, the Lord Jesus Christ, as an atonement for sin to rescue those who put their trust in Jesus from His wrath and judgment (Romans 3:10-12, John 3:16).

Salvation (Ref Chapters. 8,11,12,13,14, 15 & 18 WCF) - We believe that the Lord Jesus Christ died for our sins, as a perfect once for all time sacrifice, was buried and on the third day rose from the dead.

Creation

Creation (Ref Ch.4, 24 WCF) - We believe that God created the heavens, the earth and all

that is contained in the Universe and that God continues to rule and sustain His creation. We believe that God created humankind as male and female in His image and likeness to live in a right relationship with Himself for His glory and praise. We believe children are a precious gift from God and thus it is a parent's responsibility and privilege to teach and instruct their children, raising them in the love and knowledge of the Lord. God has ascribed dignity, sanctity and worth to all human life from conception until death and requires all human life to be accorded respect and to be protected from harm (Genesis 1:27, Psalm 139:13-16, Exodus 20:13).

Sin

(Ref Ch.6, 33 WCF) - Humankind, originally created for a relationship with God, has turned away from God and thus become sinful by nature and practice, unable by any personal merit or effort to restore that relationship. Sin has corrupted human identity and purpose, impacted sexuality, family and social relationships and has separated humanity from fellowship with God. We believe that anyone who dies without having put their faith in Jesus Christ as Lord and Saviour will face God's wrath and judgement and be eternally condemned. We also believe that God in His grace and love has provided His Son, the Lord Jesus Christ, as an atonement for sin to rescue those who put their trust in Jesus from His wrath and judgment (Romans 3:10-12)

Salvation

(Ref Chapters. 8,11,12,13,14, 15 & 18 WCF) - We believe that the Lord Jesus Christ died for our sins, as a perfect once for all time sacrifice, was buried and on the third day rose from the dead: We believe:

- In the literal bodily resurrection of Jesus from the dead
- That after His resurrection Jesus appeared physically to hundreds of people
- That those who touched Him knew His physical presence
- That Jesus ascended to physically His Father in heaven where He rules by His Father's right hand
- At God's perfect timing, Jesus will return to judge the living and the dead

We believe: - in the literal bodily resurrection of Jesus from the dead; that after His resurrection Jesus appeared physically to hundreds of people; that those who touched Him knew His physical presence; that Jesus ascended physically to His Father in heaven where He rules by His Father's right hand; at God's perfect timing, Jesus will return to judge the living and the dead.

We believe that salvation (the forgiveness of sins and the gift of eternal life in God's kingdom) is found only through faith in Jesus Christ as Lord and Saviour and without Him there is no reconciliation or peace with God. In Acts 4:12 (referring to Jesus) we read: "Salvation is found in no one else, for there is no other name given to mankind by which we must be saved". Salvation is a gift of grace; it cannot be earned by good works or by any efforts of our own (John 3:16, Romans 3:19-24, Acts 10:34-43, Ephesians 2:8-10).

Church

Church (Ref WCF Ch.25) - We believe the Lord Jesus Christ has established a holy and universal church, which is His body, of which He is the head, and to which all true believers belong. This universal Church is visibly expressed in local churches in which all believers should participate. The Church is the company of all believers who have received new life through faith in Jesus Christ. We also believe that the Church is commissioned to make disciples of all nations. (Ephesians 3: 41), Matthew 28: 19-20).

An online version of the WCF is available at:

<https://www.presbyterian.org.au/images/downloads/wcf/WCF-AustVersion-2019.pdf>

If you have further enquiries, please speak to the Principal.

The School Structure

- **The Proprietor**

The Presbyterian Church of NSW Property Trust

- **School Board**

The School Board directs the school. The Board is made up of representatives from the Presbyterian Church of NSW and local representatives. The Chairman of the Board is the Presbyterian Church of NSW General Manager, Mr Geoffrey Falls.

- **Executive Team**

The School's Executive Team comprises of the Principal, Head of Secondary, Head of Primary, Compliance Officer, Business Manager and Chaplain. The Principal and Business Manager are representatives on the Board and are responsible for reporting the operations and development plans of the School to the Board.

Principal

Mrs Janelle Rowe 0428 434 770 janellerowe@standrewscs.nsw.edu.au

Deputy Principal

Mrs Janet Pope 02 6643 4770 janetpope@standrewscs.nsw.edu.au

Staff

Preparatory and Primary Teachers

Name	Position	Email
Mr David O'Hara	Head of Primary Year 1/2 Teacher	davidohara@standrewscs.nsw.edu.au
Mrs Lorraine Harris	Preparatory Class & Prep Teacher	lorraineharris@standrewscs.nsw.edu.au
Mr Scott Anderson	Kindergarten & Sports Co-ordinator	scottanderson@standrewscs.nsw.edu.au
Mrs Leah Crispin	Year 3/4 Teacher	leahcrispin@standrewscs.nsw.edu.au
Mrs Tammy Wilson	Year 3/4 Teacher Indonesian	tammywilson@standrewscs.nsw.edu.au
Mrs Elizabeth Naidoo	Year 5 Teacher	elizabethnaidoo@standrewscs.nsw.edu.au
Mrs Rachel Lenehan	Year 5/6 Teacher	rachellenehan@standrewscs.nsw.edu.au

Secondary Teachers

Name	Position	Email
Mr Robert Donnelly	Head of Secondary/Maths and Science Teacher	robertdonnelly@standrewscs.nsw.edu.au
Miss Holly Tucker	Science/Visual Arts (Elective) Teacher	hollytucker@standrewscs.nsw.edu.au
Mr Paul Schilling	Maths/Business Studies	paulschilling@standrewscs.nsw.edu.au
Mr Dennis Summersgill	Science/Maths Teacher	dennisummersgill@standrewscs.nsw.edu.au
Mrs Briony Fenton	Technology/HSIE Teacher	brionyfenton@standrewscs.nsw.edu.au
Mrs Patricia Merz	English/Ancient History Teacher	patriciamerz@standrewscs.nsw.edu.au
Mr James Kidd	PDHPE Teacher /Sports Co-ordinator	jameskidd@standrewscs.nsw.edu.au
Mr Luther McPhee	Technology/TAS Teacher	luthermcphee@standrewscs.nsw.edu.au
Mrs Cortney Firkins	English/HSIE Teacher	cortneyhughes@standrewscs.nsw.edu.au

Primary/Secondary

Name	Position	Email
Mrs Fiona Wood	Music	fionawood@standrewscs.nsw.edu.au
Mrs Simone Fawcett	K-8 Art Year 1/2 Teacher	simonefawcett@standrewscs.nsw.edu.au

Support Staff

Name	Position	Email
Rev. Alistair Burke	Chaplain	alistairburke@standrewscs.nsw.edu.au
Mrs Brenda Fischer	Counsellor	brendafischer@standrewscs.nsw.edu.au
Mrs Susan Scott	Learning Support	susanscott@standrewscs.nsw.edu.au
Mrs Alison Reeve	Learning Support	alisonreeve@standrewscs.nsw.edu.au
Miss Jennifer Wright	Learning Support	jenniferwright@standrewscs.nsw.edu.au
Mr William Scott	Learning Support	williamscott@standrewscs.nsw.edu.au
Mr Warren Shipway	Learning Support Maths Extension	warrenshipway@standrewscs.nsw.edu.au

Administration

Name	Position	Email
Mr Jarl van Baalen	Business Manager	jarlvanbaalen@standrewscs.nsw.edu.au
TBA	Community Liaison Officer	@standrewscs.nsw.edu.au
Mrs Lieze Murdock	Principal's Assistant/Receptionist	liezemurdock@standrewscs.nsw.edu.au
Mrs Janine Mackie	Receptionist	janinemackie@standrewscs.nsw.edu.au
Mrs Andrea Kidd	Accounts Clerk	andreakidd@standrewscs.nsw.edu.au
TBA	IT Manager	@standrewscs.nsw.edu.au
Mr Glenn Baxter	Groundsman	glennbaxter@standrewscs.nsw.edu.au
Mr Mark Fischer	Handy Man	
Mr Murray McAlpine	Contract Cleaner	

Year Coordinators

Name	Position	Email
Year 7	Briony Fenton and Fiona Wood	brionyfenton@standrewscs.nsw.edu.au fionawood@standrewscs.nsw.edu.au
Year 8	Holly Tucker and Simone Fawcett	hollytucker@standrewscs.nsw.edu.au simonefawcett@standrewscs.nsw.edu.au
Year 9	James Kidd and Cortney Firkins	jameskidd@standrewscs.nsw.edu.au cortneyfirkins@standrewscs.nsw.edu.au
Year 10	Patricia Merz and Luther McPhee	patriciamerz@standrewscs.nsw.edu.au luthermcphee@standrewscs.nsw.edu.au
Year 11	Dennis Summersgill	dennisummersgill@standrewscs.nsw.edu.au
Year 12	Paul Schilling	paulschilling@standrewscs.nsw.edu.au

Important Information

General Code of Conduct

Our school could not function at the optimum level without the support of our parents/carers, visitors and volunteers. All who enter onto any school premises or make contact by other means do so in the knowledge that the law, the school community and the Proprietor expect them to conduct themselves in an appropriate manner.

The Code applies to all staff members, including:

- non-teaching staff and temporary or casual staff
- volunteers
- students, parents/carers, families and guardians
- third party contractors and External Education Providers
- teaching students on placement at the School
- members of the Board
- visitors

St. Andrew's Christian School expects that all persons on site: contacting the School by phone or email etc are respectful and courteous in their manner – verbally and physically.

Whilst on site/making contact with school, all persons are expected to:

- When on site, report to the school office to notify their presence on the school site - sign in upon arrival, sign out when departing
- Treat all persons with respect and courtesy
- Communicate with office staff prior to removing their child/ren from the school grounds
- Be a positive role model to all children and young people in all conduct with them
- Make appointments in advance to see teachers or executive staff
- Represent the school positively in all social media interactions
- Allow staff to supervise, investigate and manage students without interference
- Never interfere with school-related, home-related, or welfare issues of children not their own
- Follow the complaints procedures when expressing a concern about the school
- Never enter the school grounds smoking or under the influence of drugs or alcohol
- Work under the professional direction of staff, following school policies
- Report any issues of concern to employed staff
- Keep a safe and professional distance from all students
- Maintain confidentiality
- Leave the grounds when requested
- Always have another adult present or in sight when conducting one to one coaching, instruction etc
- Do not develop any 'special' relationships with children or young people that could be seen as favouritism such as the offering of gifts or special treatment
- Do not do things of a personal nature that a child can do for themselves, such as assisting them to go to the toilet or change clothes

The School has a duty of care to protect all staff and for this reason any aggressive or abusive behaviour will not be tolerated. Such behaviour may include:

- constant phone calls to the same staff member
- repeated and lengthy emails to the same staff member
- pressuring staff to immediately respond to communication or to make a decision
- insisting on meeting with a member of staff without having a prior appointment
- use of offensive language (i.e. swearing)

Parents/Carers are not to:

- interrupt the learning environment of the school such as entering classrooms without permission, cause distress to students such as by public acts of aggression, foul language and arguing; and
- have young children and toddlers in their care left unsupervised or playing in a dangerous manner.

Reception Office Hours

Student Reception is open from 8.30am to 4pm each day.

Student Reception can be contacted by phoning (02) 6643 4770 or by emailing reception@standrewscs.nsw.edu.au

School Times

School starts at 8.50am with a 15 minute roll call/devotion. Each Wednesday fortnight, the day starts with an Assembly in the COLA. Parents/guardians are welcome to attend assemblies which run from 9am-9.30am. Supervision of students in the playground by staff commences at 8.15am.

School finishes at 2.55pm. Students should immediately make their way to either the bus area or parent pick up area. **Students waiting for buses are supervised until the last bus leaves (usually 3.45pm).**

Supervision Before and After School Hours

Playground supervision for students begins at 8.15am on school days. We encourage you to drop your child off from 8.15am. If you drop your child off before 8.15am, they should sit and read or sit and talk quietly. No games should be played or sport equipment used.

In the afternoon, the last bus is usually 3.45pm. Students are supervised until this time as they wait for buses, or if a parent/carer is running a little late unexpectedly. If you are running late on a particular day, please communicate with the School to let them know that your child/ren will be on site outside those hours.

2024 Term Dates

Term 1

Tuesday 30 January 2024
 Wednesday 31 January 2024
 Monday 5 February 2024
 to Friday 12 April 2024

Year 7/11/12
 Prep - Year 6/8/10
 Pre Prep

Term 2

Monday 29 April 2024 to Friday 5 July 2024

Term 3

Monday 29 July 2024 to Friday 27 September 2024

Term 4

Monday 14 October 2024 to Tuesday 10 December 2024

Attendance & Absences

Parents and Carers are informed that it is their responsibility to:

- Ensure that their child attends school regularly
 - Explain the absences of their children from school promptly
 - It is a legal requirement that absences are accounted for by parents/carers.
- Parents/Carers are requested to contact the school either by note, phone or email if their child will be absent from school. If Student Reception has not been contacted by a parent or guardian, an SMS message will be sent by recess. If we have not received a response to the SMS and the student has not attended school for three consecutive days, the student's teacher (Primary) or Year Co-ordinator (Secondary) will attempt to call by phone to enquire about the absence.

Common Abbreviations in Our School

- AIS – Association of Independent Schools (our School's sector)
- CSA – Christian Schools Australia
- COLA – Covered Outdoor Learning Area
- HSC – Higher School Certificate
- ICT – Information and Communications Technologies
- NAPLAN – National Assessment Program – Literacy and Numeracy
- NCCD – Nationally Consistent Collection of Data
- NESA – NSW Education Standards Authority
- P&F – Parents and Friends Association
- PD – Professional Development
- PL – Professional Learning
- RoSA – Record of School Achievement
- STACS – St. Andrew's Christian School
- WWCC – Working with Children Check

School Day Structure

	Mon, Tues, Thurs, Fri	Wednesday
Roll Call/Devotions	8:50am – 9:05am	8:50am – 9:05am
Assembly		9:05am – 9:35am
Period 1	9:05am – 9:55am	9:35am – 10:20am
Period 2	9:55am – 10:45am	10:20am – 11:05am
Recess	10:45am – 11:05am	11:05am – 11:25am
Period 3	11:05am – 11:55am	11:25am – 12:10pm
Period 4	11:55am – 12:45pm	12:10pm – 12:55pm
Lunch	12:45pm – 1:20pm	12:55pm – 1:30pm
Period 5	1:20pm – 2:10pm	1:30pm – 2:15pm
Period 6	2:10pm – 2:55pm	2:15pm – 2:55pm

School Fees and Payments

School fees are invoiced at the beginning of each school year. School fee statements are posted out monthly. Fees can be paid in full or by instalments weekly, fortnightly or monthly by direct debit, electronic transfer or Centrepay. Please note a discount of 8% is available on tuition fees only if all school fees are paid by 31 March each year.

Financial Hardship

St. Andrews Christian School is committed to being responsive to parents who may be experiencing either short term or long-term financial hardship, if you are experiencing financial hardship please contact our school Business Manager to discuss the different options we have available.

Visitors to the School

In the interest of child protection, we ask that **all visitors (including parents/guardians)** who are helping in or moving about the school sign in at Student Reception and wear a visitor sticker at all times. Visitors should sign out at Student Reception when leaving the school grounds.



Our Prep School caters for children 3-5 years old

The Learning Environment

Academic Reports

The school sends academic reports to parents/guardians twice a year: at the end of Term 2 and Term 4. Reports can be viewed via the Parent Portal. Printed copies are available on request.

Assignments

All grades will have take-home assignments or assessment tasks to allow them to individually demonstrate that they are meeting specific educational outcomes.

We encourage you to assist your child in skills such as planning, time management, problem solving, research, collaborating, meeting deadlines. These are future skills that our students will always use.

In Year 7-9, the students' marks are reduced by 5% per school day when a task is not submitted. After 2 weeks with no satisfactory reason given, the student is awarded a non-submission (zero) for that task. In Year 10-12, NSW Education Standards Authority (NESA) require that we send an **Warning** on the day the task is not submitted. Students are awarded a non-attempt until the task is submitted.

In both cases, you may communicate with your child's teacher prior to this if there are extenuating circumstances.

Curriculum

We follow the curriculum as outlined by NESA. Information about curriculum can be found at <https://www.educationstandards.nsw.edu.au/wps/portal/nesa/home>

Christian Worldview

Within the framework of NESA's curriculum, we teach from a Christian Worldview. This means that we talk about God and His plan for Creation in our lessons. We look at what the Bible has to say about the various topics and events in the world. We pray with students and share with each student and family how much God loves them.

We ask:

Creation: What is God's intention for this concept/topic/event?

Fall: What went wrong and how has God's purpose been distorted?

Redemption: How does God want us to respond and care?

Restoration: Where is future hope found and what would restoration look like?

Higher School Certificate (HSC – Year 12)

School students in New South Wales generally work towards the Higher School Certificate or HSC in Years 11 (known as 'Preliminary') and Year 12. It is the highest level of attainment one can reach at school.

Year 11 starts in Term 1 of a school year and ends at the end of Term 3. Year 12 begins in Term 4 of that year and ends the following year at the end of Term 3, with the formal examinations being held in Term 4.

Homework

The school accepts that children who establish good homework routines achieve educational outcomes in excess of those who do not. However, we also acknowledge the need for play and social interaction with family, church and friends. Therefore there is a need to adopt sensible time allocation guidelines that are stage appropriate. Homework should be useful and be seen by both children and parents/guardians as supplementary to classroom learning. Tasks are at a level that are appropriate and we encourage completion without minimal assistance of parents/guardians.

Teachers ensure that all homework is related to learning that is occurring in the classroom. The use of '**Knowledge Organisers**' is the preferred method of homework delivery in year 7-10.

Knowledge Organisers (Years 7 -10)

A knowledge organiser is a document, usually one A4 page, occasionally two, that contains key facts and information that students need to know for a topic or series of topics for a subject. They are handed out to students at the beginning of each term. Students are expected to bring their knowledge organiser to school every day. Knowledge organisers give students the opportunity to learn the fundamental concepts of a topic using memory retrieval.

Record of School Achievement (RoSA)

NESA issues the RoSA to eligible students who leave school before completing the Higher School Certificate (HSC). The RoSA is a cumulative credential, meaning it contains a student's record of academic achievement up until the date they leave school. This could be between the end of Year 10 up to and including some results from Year 12.

The RoSA is useful to students leaving school prior to the HSC because they can show it to potential employers or places of further learning.

More information can be located at:

<http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/leaving-school/record-of-school-achievement>

Registration and Accreditation

We are registered with NESA as an educational institution and accredited to deliver curriculum for the award of the Higher School Certificate. Every 5 years, we are required to submit documentation across all aspects of the school to maintain our registration.

Subjects and Courses

In Secondary, NESA outline the Key Learning Areas to be taught. These are:

St. Andrew's Christian School Curriculum 2024 Year 7-12

Key Learning Area	Stage 4		Stage 5		Stage 6	
	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
English	English	English	English	English	English Studies English Standard English Extension 1	English Advanced English Standard English Extension 1
Mathematics	Mathematics	Mathematics	Mathematics	Mathematics	Mathematics Advanced Mathematics Standard Mathematics Extension 1	Mathematics Advanced Mathematics Standard Mathematics Extension 1
Sciences	Science	Science	Science	Science	Biology Chemistry Physics	Biology Chemistry Physics Investigating Science
Human Society and its Environment	History Geography	History Geography	History Geography	History Geography	Business Studies Ancient History	Business Studies Ancient History
Technological and Applied Sciences	Technology (Mandatory)	Technology (Mandatory)	<i>Automotive Technology</i> <i>Food Technology</i> <i>Timber Technology</i>	<i>Automotive Technology</i> <i>Food Technology</i> <i>Timber Technology</i>	Food Technology Design and Technology	Food Technology Design and Technology
Creative Arts	Visual Arts Music	Visual Arts Music	<i>Visual Arts</i> <i>Music</i>	<i>Visual Arts</i> <i>Music</i>	Visual Arts Music 1	Visual Arts Music 1
Personal Development, Health and Physical Education	PDHPE	PDHPE	<i>PDHPE</i> <i>PASS</i>	<i>PDHPE</i> <i>PASS</i>	PDHPE	PDHPE
Languages	Indonesian	Indonesian	Indonesian	Indonesian		
	Electives <i>italicised</i> NB – All subjects may not occur in every calendar year due to numbers					

Stationery

All Kindergarten to year 6 children are provided with a text book and stationery pack which contains all their school needs for the whole year. Parents in Primary only need to provide their child with a pencil case (Years 3-6), library/homework bag (available to purchase from Student Reception for \$10), drink bottle, lunchbox and backpack.

In the Secondary school, a stationery list is sent to parents/carers in December each year for the following school year. It is also placed on the Community section of the school's website.

Text Books

All books need to be cared for and returned in a satisfactory condition. Any damaged or lost books will need to be paid for at the parent/guardian's expense.

Timetable

In Secondary, the timetable runs as Week A and Week B. The first week of term will always be Week A.

Student Welfare

Bullying and Harassment

Bullying, harassment and violence have no place at St. Andrew's Christian School.

Bullying is deliberate, repetitive acts which set out to cause pain and/or unhappiness. Examples include hitting, pushing, name calling, threats, exclusion and spreading rumours.

Harassment is similar but may involve less direct actions or words which cause worry or distress.

Violence is any intentional direct contact which causes significant pain or injury.

Our aim is to watch for signs of distress in students, to train students and staff in dealing with these situations and to put in place procedures for risk management and mitigation.

Chaplain – Rev. Alistair Burke

Our chaplain is available for appointments with students or students' families by appointment. This is a listening ear, encouragement and support. Please contact Student Reception to arrange a time.

In most cases, the Chaplain acts as triage before students are referred to the Counsellor.

Counsellor – Brenda Fischer

Our qualified Counsellor works part time in the school as support for students who are referred by the Principal or Chaplain. The Counsellor provides a greater depth of listening and counselling techniques over a period of time

Child Safety

At St. Andrew's Christian School the safety, wellbeing and protection of our students is our highest priority. We have a comprehensive Child safe program which aligns with national childsafe standards and is reviewed regularly.

Actions that may be taken by the School in respect of a breach of the Code include disciplinary actions ranging from a warning to termination of the role and reporting to the relevant regulatory authorities. The School will reserve the right to determine in its entirety the response to any breach of the Code.

Our Procedures for Handling Allegations of Reportable Conduct are available on our website.

Court Orders – If your child is under any C.O, please provide a copy and subsequent updates to the school.

All persons onsite are bound by our code of conduct.



Discipline

The word discipline means 'to teach'. Discipline procedures are a vital part of the overall effectiveness of the School to function as a community. We aim to disciple and train up each student and ensure that all members of the School community feel safe, respected, affirmed and loved.

"No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it." Hebrews 12:11

Duty of Care

Duty of care refers to the relationship that exists between a teacher and a student and between a School authority and its students. Duty of care also relates to the law of negligence. Schools owe a duty to students to take all reasonable measures to protect their safety and welfare.

St. Andrew's Christian School seeks to provide all reasonable measures to ensure the safety and welfare of its students.

The School further undertakes to:

1. Take all reasonable care to provide suitable and safe premises; and
2. Take all reasonable care to provide an adequate system to ensure no child is exposed to any inappropriate risk of injury.

PeaceWise

From 2021, PeaceWise Kids (Primary) and PeaceWise Youth (Secondary) programs are taught across the school. Information about the programs can be found at:

<https://standrewscs.nsw.edu.au/wp-content/uploads/2021/11/PeaceWiseKids-Flyer-for-Schools.pdf>



Our Learning Support room

Privacy

Your privacy is important.

The School is bound by the National Privacy Principles contained in the Commonwealth Privacy Act. The School may, from time to time, review and update their Privacy Policy to take account of new laws and technology, changes to school operations and practices and to make sure it remains appropriate to the changing school environment.

Separated Parents

Where some students have parents/guardians who are separated or divorced, parents/carers should not attempt to involve the School in any disputes that may arise. The School is not able to make judgments on the merits of claims made by one parent against another and should not be asked to do so. Nor should it be asked to take any action which would or is designed to disadvantage one party. The School will of course, observe any orders made by a Court in relation to a student or communications with parents/guardians. Please be in communication with the school regarding the status of any court orders/arrangements.

Social Media (or Other Public Forums)

We kindly ask that if you take photos/videos whilst on site or at our events and choose to share on social media, do not include staff or children who are not your own.

Social media (or other public forums) should not be used to criticise or denigrate others in the School community or the School. Concerns should be raised through the appropriate channels in accordance with both the School's Complaints Handling Policy and Privacy Policy.

The School reserves the right to request any material publicly posted about students, staff, parents/guardians or the School that is inaccurate, confrontational, critical, offensive or disrespectful to be removed.

Under no circumstances are parents/carers to:

- directly accuse a child that they do not have responsibility for, of an offense;
- initiate online communication with students who are not their child;
- make recordings of individual children, other than their own;
- post comments or speak about students publicly;
- encourage their children to exclude, criticise or become physical with other students.

Concerns about other students should always be raised with relevant staff.

Working with Children Check (WWCC)

All who work with children are obligated under The Child Protection (Working with Children) Act 2012 to take steps to ensure that no Prohibited Person is employed in their organisation. All paid employees, as required by the Act, have had a Working with Children Check conducted. All paid non-parent workers and parent helpers also must have a check conducted.

Essential Information

Anticipated Extended Absence

Students who are going to be absent from school for more than a day for reasons such as family, health or other commitments need to make an application to the school prior to the anticipated absent days.

Assembly

An assembly is held every Wednesday fortnight (week B) at the start of the school day in the COLA. Parents and Guardians are warmly encouraged to attend this event.

Special assemblies, such as Anzac Day and Graduation assemblies are held at designated times through the year and will be advertised to the whole school community.



Breakfast Club

Breakfast Club is available between 8.15am and 8.45am every morning. Students are provided with cereal and/or toast before school starts under staff supervision. Sometimes there is a 'special' breakfast treat such as cut fruit, bacon and egg pie, fritters, muffins or croissants to enjoy. We encourage all students who miss breakfast or who need a 'top up' to visit Room 4 whenever they arrive at school.

Our thanks go to those who fund this initiative in an endeavour to help our students thrive.



Buses

All students who travel on school buses must have a bus pass. Applications for bus passes are made directly online at <http://www.transportnsw.info/school-students>.

If a student does not have or has lost their pass, an application for a replacement must be submitted via the Transport NSW link.

St. Andrew's Christian School is serviced by the following bus lines:

- Atwal Buses
- BNA
- Busways
- Forest Coach Lines

At the bell, students catching buses should immediately proceed to the bus waiting area where they should stand and wait for their bus to arrive. Students are not to run or play any games. Electronic devices are not to be used on school grounds during this time.

Free Bus Service

The school operates a free bus service for students in our **Prep, Kindergarten and Year 2 classes**.

The school bus operates each school day and is driven by one of our fully licenced staff members.

Our bus leaves from the South Grafton Presbyterian Church, Wharf Street, South Grafton at 8.20 a.m. and then picks up children from the Grafton Salvation Army car park, Oliver Street, Grafton at 8.25 a.m.

The bus returns children to these pick up points (the Grafton Salvation Army car park at 3.15 p.m. and South Grafton Presbyterian Church at 3.25 p.m.) in the afternoon after school.

Parents wishing to use this service for their child should complete a permission form which is available from Student Reception or via the school's website.

Calendar of Events

A calendar of events at the school can be found on the School's website under the News and Events tab. Also upcoming events occurring during the term are also outlined in the weekly newsletter sent to parents each Thursday morning.

Canteen

The school's canteen is run by the St. Andrew's Parents and Friends. It opens two days a week on a Tuesday and Friday and sells freshly prepared meals, packaged hot foods, drinks and snacks. The canteen menu is located on our website on the Community Access page. Hot food orders are to be written on a brown paper bag and handed with the correct money to the canteen at recess or ordered via the Spriggy Schools app. Orders handed to the canteen not written on a paper bag incur a 10c charge.

Volunteers to help in the canteen are always welcome. Any parents or guardians interested in helping at the canteen, please contact Student Reception.

Carnivals

The two whole- school carnivals are swimming (early in Term 1) and Athletics (mid-Term 2). Please refer to the school calendar for carnival dates. All teachers and students attend and participate in these events.

The School also runs a Cross Country event in the school grounds in early Term 2.

Students have the opportunity to participate further in Zone and State carnivals if they qualify.

Changing Pick-Up Arrangements

Any change of pick up arrangements for a student at bell time must be advised to Student Reception by no later than 2.30pm. This gives Student Reception sufficient time for the message to be given to the student prior to the end of the day.

Computer Policy

The school aims to promote educational excellence by providing access to computers, the internet and email facilities for students to support learning, enhance instruction and facilitate resource access.

Students are responsible for appropriate behaviour on the school's computer network. General school rules for behaviour and communications apply.

All internet transactions are recorded and can be traced to particular user ID. For this reason students must keep their user ID and password secure. If students have reason to believe that others may have obtained and could be using their user ID then the student must report it immediately.

Unacceptable use of the internet or computer facilities will result in the suspension or revoking of access privileges. The use of the network is a privilege, not a right, and may be revoked if abused.

Some examples of such unacceptable use are:

1. Sharing passwords with another student
2. Downloading or using files including MP3, games, exe files, wave, streaming video or audio files that are not authorised by the teacher.
3. Food or drinks in the computer room
4. Using the network for, or in support of, illegal activity
5. Viewing, downloading, storing or printing files or messages that are obscene, violent, or that use language that offends or intends to degrade others.
6. Intentionally interrupting network traffic by damaging or disrupting equipment or software
7. Gaining unauthorised access of others' files, or vandalising the data of another user
8. Forging electronic mail messages, or using the account of another user
9. Using unauthorised software (including computer games; proxy sites) on laboratory computers or other networked facilities.
10. Interfering with the data of another user or invading the privacy of other users
11. Knowingly introducing a computer virus into the school's computer network.

Students who do not adhere to the student access and usage rules will have their access to computers removed for the following minimal periods:

1st offence: mandatory 2 week suspension from school computers

2nd offence: mandatory 8 weeks suspension from school computers

Other disciplinary action may also be taken in accordance with the School's Behaviour Management Plan.

It is the student's responsibility to see the Business Manager, Mr Phil Browning, at the end of their ban to regain access.

Discontinuing Enrolment at STACS

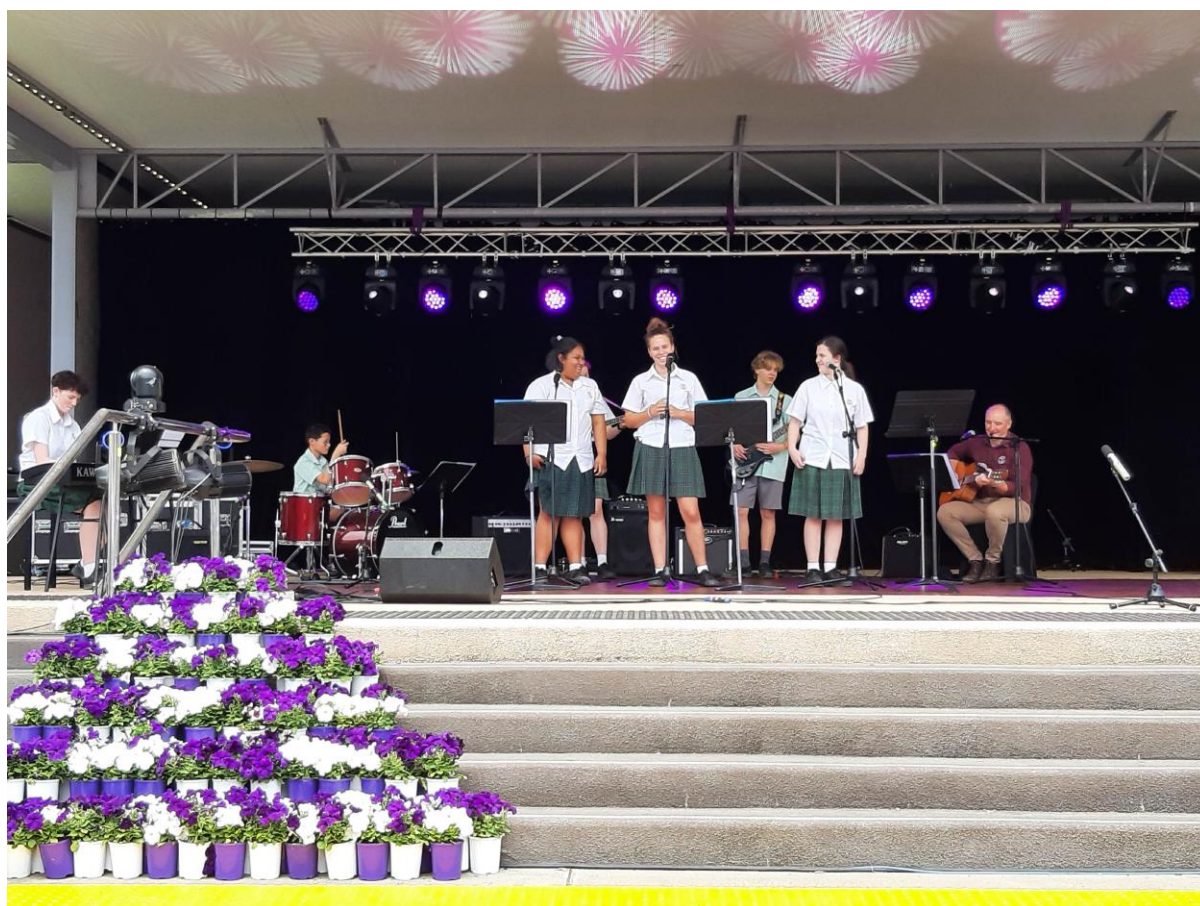
If you wish to withdraw your child from St. Andrew's Christian School, the school requires one term's notice in writing as per the Enrolment Contract. You will also need to complete an Enrolment Withdrawal form which is available from Student Reception.

Early Departures

Students are required to be signed-out by a parent/guardian at Student Reception before any early departure from school. A written note/email or phone call should be received by the school from a parent/guardian on any day a child is to leave school early. Please note any phone calls requesting an early departure of a student must be made **no later than 30 minutes** prior to expected pick-up time to allow staff to locate the student. If a student does

not have a note and contact has not been made by a parent or guardian, the student will not be permitted to leave the school grounds early.

Please note on Friday afternoons, Year 7-10 are at sport and may take longer to locate so we ask that you provide **no less than 45 minutes** notice in this case.



Emergency and Evacuation

Evacuation and lockdown drills are held during the year to practice the procedures to be followed during an emergency.

Evacuation instructions and maps showing assembly points are displayed in all rooms.

Whenever we plan a drill, students are notified and the drill discussed prior to the event. An announcement is made declaring that the event is only a drill prior to activating the siren. Normal classes resume following the drill.

Student duty of care

Recording of student injuries, incidents of harm (e.g. bullying) and “near misses” is central to St. Andrew’s Christian School’s obligation to take such measures as are reasonable in all the circumstances to protect students from risks of harm that reasonably ought to be foreseen.

A near miss is an incident that could have resulted in an injury or illness, but did not. For example, if a student trips over uneven flooring but doesn’t injure themselves, this is a near miss.

The recording of these incidents is key to ensuring that risks of further injury are effectively mitigated, and corrective actions can be implemented. St. Andrew's Christian School maintains a register of all student injuries and near misses.

The recording and analysis of data relating to student injuries/harm over time provides key information as to the types of safety hazards that exist within the School and assists us in continuing to develop a safe environment for all our students.

- **Lock-Down** – Announced Instructions
- **Evacuation** - Announced Instructions

Encouragement

We aim to catch our students doing the right thing.

We have '**Caughtya**' cards which are distributed to students when they are 'caught' displaying Christ Likeness across the school. This may be – kindness, generosity, service, stewardship etc. We place these in a draw and two are selected each Assembly.

The **DUO** (Do Unto Others) award is received by nomination. At each staff meeting, students are nominated by staff after being seen to 'do unto others'. You will receive an SMS notifying you so that you can join us at Assembly. We encourage you to keep it a secret from your child until then. Primary students receive a pennant and a perpetual trophy to place on their desk for the week. Secondary students choose from a menu of prizes. For example: canteen voucher, bag of chocolates, long lunch, a bag of ice blocks to share.

Merit Certificates are awarded to students at any time for any event a staff member deems worthy. These are distributed by the teacher in the classroom.

Principal's Awards are handed out at the whole school assembly to celebrate significant events or achievements in any area.

Electronic Devices at School

Personal electronic devices are not permitted to be used at school. If an electronic device is brought to school for a legitimate reason, a signed permission slip must be completed and is placed on the student's file. The Electronic Device Permission note can be downloaded from the Community Access page under Stationery Lists and Forms on the school's website or a hard copy requested from Student Reception.

The device must be left at Student Reception from 8.30am and collected at the end of the day. If necessary, calls can be made by students at Student Reception.

All electronic devices left at Student Reception must be in either a pencil case or clear plastic snap lock bag labelled with the student's name.

The following is operational over one school year for students found in possession of an electronic device in the school grounds:

- 1st offence** – Electronic device is confiscated plus detention. Parent/Guardian called to collect device.
- 2nd offence** – Electronic device is confiscated, 1 (one) day immediate, internal suspension.
- 3rd offence** – Electronic device is confiscated, 1 (one) day immediate, internal suspension. Meeting with the Principal.
- 4th offence** – Electronic device is confiscated, 3 (three) day external suspension. Enrolment review by Principal.

In all cases, electronic devices will be immediately confiscated. Parents/Guardians may collect the electronic device from Student Reception or inform Student Reception directly

that the student can collect their electronic device at the end of the school day. If the parent/guardian cannot collect the electronic device, it can be collected by the student after five (5) school days, no sooner than 2.55pm.

Excursions

From time to time, the School organises excursions and camps for our students.

For local excursions in the Clarence Valley, a Clarence Valley Region-Consent and Medical Form is sent to parents/carers to sign annually. This form gives approval for students to participate in any local activities that are carried out throughout the school year in the Clarence Valley. A copy of this form can be found on the school's website on the Community Access page.

For other excursions and camps outside the Clarence Valley, parents/carers are required to complete a Consent and Medical Form for each individual activity to account for a variety of experiences.

Fundraising

Fundraising is implemented through the Parents and Friends. Any other fundraising is to be discussed with the Principal. We aim to balance our fundraising between missions; not-for-profit organisations and the school community.

Head Lice

Head lice can be a problem in all schools.

The school will notify parents via a letter if head lice are a problem at any one time. In some cases, Individual parents may be contacted. If this occurs, please check your children and take the appropriate action to treat them. Please do not send your children to school if head lice are active.

Late Arrivals

Students who arrive at school after 8.50am must sign in at Student Reception. The student will be given a late note to take to their teacher. Students arriving after 9.30am must be accompanied to Student Reception by a parent/guardian to sign in and provide an explanation for our records.

Library

All students may borrow from the School Library. The library is open for borrowing and returns at lunchtimes (Tuesday and Thursday) from 1pm – 1.20pm. The loan period is two weeks and written notification is given for overdue books. Please note overdue fees may be charged if the books are not returned on schedule.

Primary classes: Prep to Year 6 have a scheduled weekly fixed time to visit the library. Students are encouraged to have a library bag in order to borrow. School library bags are available to purchase from Student Reception for \$10.

Secondary classes: Year 7 -12 have no fixed schedule but may visit during lunchtime opening.

Lockers

All students in Year 7 - 12 are provided with a locker as a service and privilege and they should adhere to the policy. Students purchase a padlock for their locker once for the duration of their schooling.

Lost Property

Please ensure all articles of clothing and equipment are clearly labelled with your child's name. The school endeavours to return any found labelled items to the student. All lost property is held at Student Reception. Lost unnamed items not claimed by the end of each term are donated to the second hand uniform shop.

Medical Information

On an ongoing basis, the School manages student medical records in the following ways:

- regular reminders are forwarded to parents/guardians requesting that they review and update their child's medical information as needed
- parents/guardians are required to review and update their child's medical information annually
- parents/guardians are required to communicate all updates to their child's medical information as they become aware of the changes

Medication

Students are not to carry any prescribed or over the counter medications in their school bags. All medications should be handed to Student Reception with written dosage instructions and signed by the parent/carer at the start of the school day.

Students are required to come to Student Reception when they are due for their medication.

We ask that all children requiring daily medication bring their own drink bottle for hygiene reasons.

For paracetamol, written permission is kept on a student's file either on the Enrolment form or by written note. If we do not have permission to administer on file, we will call you for verbal permission for that instance.

Out of Class

Secondary students who are out of class during a period must carry their diaries with signed information explaining the reason for being out of class. This includes reasons such as: going to the office; toilet; feeling unwell etc.

Parking

The school car park can get congested at 2.55pm when all classes leave school together. Please park and drive carefully and please do not park in the "Kiss and Drop" Zone. Encourage your child to wait until you are stationary before approaching your vehicle.

K/1 students are brought to the school gate near Student Reception approximately five minutes prior to the end of the day. Staff will only release these students to the Kiss and Drop Zone when the parent/guardian arrives and their vehicle is stationary.

Secondary students can walk to cars confidently, so please park your vehicle in a space provided (not the Kiss and Drop Zone).

We encourage you to park and wait. Stopping in the flow of traffic is not conducive to safety.

Publishing Your Child's Work or Photograph

At St. Andrew's Christian School we regularly publish photos of activities conducted at the school on social media (Facebook and Instagram), in our newsletters and on our website etc.

Permission to publish your child's work or photograph is included on the school's enrolment form. You will be sent a form annually to review your permissions.

Second Hand Uniform Shop

The school runs a second hand uniform shop. The shop is open each Tuesday from 8.15am to 9am during term time outside the front of the Student Reception building. Donations for the uniform shop can be left anytime at Student Reception.

Sickness

Students who feel sick are to report to Student Reception who will direct the student to sick bay if appropriate. If there is concern over the student's condition, the student will be assessed for the application of First Aid.

As a general procedure, parents or guardians will be contacted if their child is suffering from vomiting, a temperature, diarrhoea or if the student has received a head knock/injury.

A note of the medical issue is documented on the student's electronic record.

If your child is feeling unwell prior to coming to school, it is suggested that they remain at home to recover. Contagious illnesses spread quickly in the close community of a school, so we ask you to arrange to care for your sick child at home if this is the case.

Smoke Free Zone

All schools and surrounding property are a smoke-free environment.

Sports Days

Tuesdays and Fridays for secondary, Wednesday and Fridays for primary.

Students should wear their sports uniform on these days.

SRC BBQ

The Student Representative Council (SRC) runs a sausage sizzle each Thursday lunchtime. A sausage sandwich is \$2.00 and a small popper drink is \$1.00. No pre-ordering is required.

Sun Safe Play

Primary – all students are required to wear hats for sport and play. A school hat must be worn all year round. We enforce a "no hat – no play in the sun" policy.

Secondary - Students are encouraged to police themselves. School caps are optional during general outdoor time for Year 7-12 students but highly recommended. However, Year 7-12

students are required to wear the school cap for PDHPE, PASS, Sport and outdoor activities planned by their teacher.

All students are actively encouraged to slip, slop, slap. Sunscreen is available for use by students at Student Reception and in various classrooms.

Valuables and Money

Students are discouraged from bringing valuables to school for reasons of security and accidental damage. Students are discouraged from bringing large quantities of money to School for security reasons.

Any money for activities and excursions should be placed in the collection box in Student Reception upon arrival at school.

Volunteering

Our School greatly values the contributions made by parents in the classroom, on excursions, at carnivals, in the canteen and elsewhere. If you are willing to help at an event, please let your child's teacher or Student Reception staff know.

Under our Child Protection Policy, all parents who volunteer to help with school activities and events are encouraged to have a Working with Children Check. Volunteers coming into the school must sign in at Student Reception and wear a visitor's badge at all times.

Wet Weather

During recess and lunch in wet weather, the Head of Primary will direct Primary students to an indoor location or the COLA. Teachers on duty will look after students. Secondary students are expected to stay under cover.

The afternoon bus duty will be conducted from the library/in front of the Administration Building under the awnings.



Local Youth Groups

Connect Church

- Tuesdays K – Year 6 at 3:30 – 5pm
- Fridays Year 7 – 12 at 6:30 – 9pm
- Mini Bus transport from STACS to Connect Church

Clarence Valley Baptist church

- Fridays - Sparks K – Year 2 AWANA Year 3 -6 at 5:15pm
- Fridays – Proteens Year 7 – 12 at 7pm

Grafton Presbyterian Church

- Thursdays K – Year 6 at 3:30pm

Stationery / Book Packs

Primary school students are provided with a text book and stationery pack which contains all their stationery needs for the whole year. Cost per student is \$65 payable via cash, EFTPOS or direct credit to the school's bank account at the start of the school year. Parents only need to provide their child with a pencil case (Years 3-6), library/homework bag (available for purchase from Student Reception for \$10), drink bottle, lunch box and backpack.

Secondary students are given a stationery list for the year to purchase outside the School.

Excursions and camps

From time to time, the School organises excursions and camps for our students. Our camps and excursions have a curriculum component and are therefore compulsory.

For local excursions in the Clarence Valley, a Clarence Valley Region-Consent and Medical Form is sent to parents/carers to sign annually. This form gives approval for students to participate in any local activities that are carried out throughout the school year in the Clarence Valley Local Government Area. A copy of this form can be found on the school's website on the Community Access page. For these excursions, you will receive a note with specific information about the event. This has an acknowledgement slip for you to return. You can also approve your child's attendance by emailing reception@standrewscs.nsw.edu.au stating your approval

For other excursions and camps outside the Clarence Valley, parents/carers are required to complete a Consent and Medical Form for each individual activity to account for a variety of experiences.

Students Driving

It is recognised many senior students may choose to travel to and from school in their own vehicles and they should view this as a privilege and not a right. St. Andrew's Christian School is aware of the need for other students to travel in these vehicles from time to time. While most young drivers are careful, safety-conscious and considerate when driving, we acknowledge that they are one of the most vulnerable road user groups. Travelling with teenage passengers adds to the risk for these young drivers.

The School asks that drivers obtain written permission from their parents/carers prior to commencing driving to or from school and Passengers obtain written permission from their parents/carers prior to commencing being driven to or from school by a student. Copies of these permissions should be handed to the office, or parents/carers can complete this process via email to reception@standrewscs.nsw.edu.au All students cars are to be parked in the top staff designated parking area.



Contacting Staff and Communication

Communicating with the School

Communications whether verbal, in writing or online with members of the school community whether teachers, administration staff, other parents/guardians or students should:

- show respect, courtesy and consideration;
- not harass or bully another person;
- not use offensive language; and
- not be confrontational.

Complaint and Grievance Handling

St. Andrew's Christian School (STACS) welcomes feedback and takes all complaints or concerns seriously. The Complaints Handling Policy on our website is designed to assist you to understand how to make a formal complaint. If you have a concern about, or complaint against another member of the school community, the first step is to take it to the person directly and deal with it in a Christ-like manner.

Here is a general guide for who to make an appointment with:

Who	What for...Examples
Classroom Teacher/Year Coordinator	Student learning matters; class discipline; playground; friendship issues; homework; issues outside school which may impact on learning
Deputy Principal	Continuation of issues raised with classroom teacher; school wide matters (traffic, policies, procedures); grievances with other parents
Principal	Continuation of unresolved issues; student protection concerns; serious breaches of any of our Code of Conducts
Board Chairperson	Continuation of unresolved issues; complaint about the Principal

Complaints and Grievance Handling Policy

St. Andrew's Christian School has a comprehensive Complaints Handling Program that ensures parents/carers and other external complainants can raise matters of concern, lodge complaints and have them dealt with and responded to fairly and efficiently.

Information on how to make a complaint is made available on the School's public website.

Complaints from students about student behaviour, such as bullying or aggressive behaviour, are managed through the Student Duty of Care Program.

Complaints from students about child protection-related incidents or concerns that are alleged to have occurred at the School or School events, or to have involved School staff, volunteers or others, are managed pursuant to our Child Protection Policies and Procedures, in conjunction with any relevant guidelines in our Complaints Handling Program. The email address is complaints@standrewscs.nsw.edu.au

Meeting Requests with Staff Members / Informal interviews

If a parent/guardian wishes to meet with a staff member, they should make an appointment by contacting Student Reception on 6643 4770 so that a mutually convenient time can be arranged. A phone or email message to the staff member may be sent for less serious matters.

Should you have an issue or concern that cannot be addressed at the dedicated interview times, you may find a mutually convenient time to meet with the child's teacher. Appointments can be arranged via note, email or over the phone.

Phone Calls for Staff

Messages can be left for staff through Student Reception on 6643 4770 and they will email the teacher. The teacher will endeavour to return phone calls within 24 hours.

Parent/Guardian Communication

Class Dojo – Primary School

The Primary school uses Class Dojo. Students earn Dojo points based on their classroom conduct. Teachers use Class Dojo to keep parents/carers up to date on student progress and classroom happenings.

Email

Important one-off information is sent via email or, in some cases, posted to parents/carers. We ask that parents/carers advise Student Reception of any change of address or email promptly to ensure that the important information is received.

Facebook and Instagram

The school has both its own Facebook and Instagram pages (@standrewscs) where important messages are also communicated.

Newsletter

The school's weekly newsletter is the School's primary form of communication for planned events and general announcements. The newsletter is emailed to parents each Thursday morning and is also posted on our Facebook and Instagram pages. Paper copies of the

newsletter are available from Student Reception. We endeavour to keep these to one single sided page.

Notes

Notes will be sent home for a range of reasons including excursions, events and special activity days.

NEOLMS (EDU20) – Secondary School

NeoLMS (EDU20) is the on-line learning management system that is used in the Secondary school.

Parent Portal

The school has an on-line Parent Portal. The portal contains the school calendar, shows your account balance, pupil and parent contact details and has important notices. The Parent Portal can be accessed via the school's website on the Community Access page.

Student Diary/Communication Book

Each Secondary student is provided with their own student diary. This diary is used as one of the primary lines of communication between students, teachers and parents.

In Primary, important information concerning class matters are contained at the top of the weekly homework sheet.

Website

www.standrewscs.nsw.edu.au

Our website contains up-to-date information for parents and prospective families about St. Andrew's Christian School. The news and events and community access pages are particularly important as they contain information about school holidays, canteen, uniforms and bus information etc. A monthly calendar is also available on the News and Events page which displays all upcoming events (including holidays) planned by the school.

Other

Parent/Teacher Interviews

Formal parent/teacher interviews are held once a year at the end of term 1. Interviews are 10-15 minutes in duration and bookings can be via the Parent Portal.

Information Nights

Information Nights are held from time to time. Parents and guardians are encouraged to attend as not only a way of receiving important information but as a way of meeting other parents and guardians.

Annual I.N are year 9 Electives and year 11 information nights.

Uniform

Part of the enrolment process at St. Andrew's Christian School is the agreement that students will wear the **full** school uniform from when they leave home to when they return.

Year Coordinators will check the uniform daily. A uniform slip will be sent home to notify parents/carers of out of uniform. A formal letter will follow after three slips.

Please remember to label all uniform items with your child's name

Additional Notes re: Presentation and Uniforms

Parents/Guardians and students should be aware of these additional notes, which are made in light of **Workplace Health and Safety Policies** and will be enforced by teachers.

1. **School hats:** are compulsory year round for P-6 students.
2. **Caps:** School caps are optional during general outdoor time for Year 7-12 students but highly recommended. However, Year 7-12 students are required to wear the school hat or cap for PDHPE, Sports Studies, Sport and outdoor activities planned by their teacher.
3. **Girl's Formal Uniform:** The secondary skirts must be knee length. Girls are not permitted to have skirts hemmed higher than at the knee or to roll them at the waist. Underwear under the blouses should be white/flesh/light grey only.
4. **Shoes:** Shoes should be all black with black laces. Formal - leather/polishable. Shoes must be enclosed and cover the top of the foot. Sports shoes must be predominantly black. Boots, fabric or slip on shoes are unacceptable.
5. **Hair accessories** must be school colours: black, bottle green, white or red. Hair colour should be a natural colour and not attract undue attention.
6. **Jewellery:** The only acceptable jewellery items are a signet ring; a watch; small sleepers or studs in the ears. A necklace, hidden from view, is acceptable. Anklets/bracelets tied/worn around the ankle/wrist are not permitted.
7. **Piercing:** Only ear lobe piercing is acceptable with small sleepers or studs.
8. **Makeup/Nail Polish:** Nail polish is not permitted. Tinted moisturiser and modest mascara are the only acceptable makeup items for secondary girls.
9. **Swimwear:** Students are required to wear modest swimsuits at all sporting or other events that require the wearing of swimmers and a rashie must be worn with a pair of board shorts (boys and girls).

See the **Uniform** section on our website at www.standrewscs.nsw.edu.au/community for further information.

Uniform items which are only available at Lowes, Grafton Shoppingworld are marked with *.

Preparatory School

- Red school polo shirt (with crest)*
- Bottle green sports shorts (with embroidered 'STACS')*
- Bottle green bucket hat (with crest)*
- Bottle green fleecy 'V' neck sloppy joe (with crest)*

Optional Winter Uniform Terms 2 and 3

- Bottle green fleecy track pants worn with red school polo shirt

BOYS

K–2 Boys Formal

- Bottle green school polo shirt, red/grey stripe (with crest)*
- Shorts or trousers – Grey College Baggies*
- Bottle green bucket hat (with crest)*
- Bottle green fleecy 'V' neck sloppy joe (with crest) or bottle green 'V' knit pullover*
- Short grey school socks
- Black leather/polishable school shoes with black laces (or preferably Velcro) (**not boots, fabric or slip on shoes**)

Optional Winter Uniform Terms 2 and 3

- Grey College Baggies with school polo shirt

K–2 Boys Sport

- Bottle green school polo shirt, red/grey stripe (with crest)*
- Bottle green sports shorts (with embroidered 'STACS')*
- Bottle green hat (with crest)*
- Bottle green fleecy 'V' neck sloppy joe (with crest)*
- Plain short white sport socks
- Black joggers with black laces (or preferably Velcro) (**not boots, fabric or slip on shoes**)

Optional Winter Uniform Terms 2 and 3

- Bottle green fleecy track pants worn with school sports shirt

Yrs 3 –10 Boys Formal

- Mint green over shirt (with crest)*
- Shorts or trousers – Grey College Baggies*
- Bottle green bucket hat (with crest)*
- Bottle green school tie (with crest)* (**Compulsory Terms 2 and 3**)
- Bottle green 'V' knit pullover or bottle green micro fibre jacket (with crest)*
- Plain grey school socks
- Black leather/polishable school shoes with black laces (**not boots, fabric or slip on shoes**)

Yrs 3 –10 Boys Sport

- Bottle green school polo shirt, red/grey stripe (with crest)*
- Bottle green sports shorts (with embroidered 'STACS')*
- Bottle green bucket hat (with crest) [primary] or school cap [secondary only] (with crest)*
- Bottle green micro fibre jacket (with crest) and tracksuit pants*
- Plain short white sport socks
- Black joggers with black laces (**not boots, fabric or slip on shoes**)

Year 11 and 12 Boys

- White short sleeve over shirt with red school crest*
- Shorts or trousers – Grey College Baggies*
- School tie with crest* (**Compulsory Terms 2 and 3/Preferred year round**)
- Bottle green 'V' knit pullover or bottle green micro fibre jacket (with crest)*
- Plain grey school socks
- Black leather/polishable shoes (**not boots, fabric or slip on shoes**)

GIRLS

K–2 Girls Formal

- White and green check dress or bottle green skort with a green & white checked overblouse (with crest)*
- Bottle green fleecy 'V' neck sloppy joe (with crest) or bottle green 'V' knit pullover*
- Bottle green bucket hat (with crest)*
- Plain short white socks or bottle green tights (no 'footless' tights, or track pants under dress)
- Black leather/polishable school shoes with black laces (**not boots, fabric or slip on shoes**)

Optional Winter Uniform Terms 2 and 3

- Bottle green formal trousers worn with green & white checked overblouse (with crest)*

K–2 Girls Sport

- Bottle green school polo shirt, red/grey stripe (with crest)*
- Bottle green sports shorts (with embroidered 'STACS')*
- Bottle green bucket hat (with crest)*
- Bottle green fleecy 'V' neck sloppy joe (with crest)*
- Plain short white sport socks
- Black joggers with black laces (**not boots, fabric or slip on shoes**)

Optional Winter Uniform Terms 2 and 3

- Bottle green fleecy track pants worn with school sports shirt

Yrs 3 – 6 Girls Formal

- White and green check dress or bottle green skort with a green & white checked overblouse (with crest)*
- Bottle green bucket hat (with crest)*
- Bottle green fleecy 'V' neck sloppy joe (with crest) or bottle green 'V' knit pullover*
- Plain short white socks or bottle green tights (no 'footless' tights, or trackpants under dress)
- Black leather/polishable school shoes with black laces (not boots, fabric or slip on shoes)

Optional Winter Uniform Terms 2 and 3

- Bottle green formal trousers worn with white over blouse (with crest) and school tie **OR** bottle green formal trousers worn with green & white checked overblouse (with crest).

Yrs 7 – 10 Girls Formal

- Knee length tartan skirt with front pleat*
- White short sleeve over blouse (with green crest)*
- Plain short white socks, black opaque tights, sheer stockings (no 'footless' tights, or trackpants under dress)
- Bottle green 'V' knit pullover or bottle green microfibre jacket (with crest)*
- Black leather/polishable school shoes with black laces (not boots, fabric or slip on shoes)

Optional Winter Uniform Terms 2 and 3

- Bottle green formal trousers worn with white over blouse (with crest) and school tie.

Yrs 3 – 10 Girls Sport

- Bottle green school polo shirt, red/grey stripe (with crest)*
- Bottle green sports shorts (with embroidered 'STACS')*
- Bottle green bucket hat (with crest) [primary] or school cap [secondary only] (with crest)*
- Bottle green microfibre jacket (with crest) and microfibre trackpants*
- Plain short white sport socks
- Black joggers with black laces (not boots, fabric or slip on shoes)

Year 11 and 12 Girls

- Bottle green pleated skirt (knee length)
- White over blouse (with green crest)
- Bottle green 'V' neck knit pullover or bottle green microfibre jacket (with crest)
- Plain short white socks
- Black opaque or sheer stockings (no 'footless' tights, or trackpants under dress)
- Black leather/polishable school shoes with black laces (not boots, fabric or slip on shoes)

Optional Winter Uniform Terms 2 and 3

- Bottle green formal trousers worn with white over blouse (with crest) and school tie.

Footwear

STACS FOOTWEAR REQUIREMENTS

FORMAL SHOES SHOULD BE BLACK LEATHER/POLISHABLE SCHOOL SHOES
WITH BLACK LACES (OR VELCRO K-2)

SPORTS SHOES SHOULD BE PREDOMINANTLY BLACK JOGGERS WITH BLACK LACES (OR VELCRO K-2)



NOT PERMITTED BOOTS, FABRIC, SLIP ON SHOES OR BLACK SHOES WITH WHITE SOLES



The Athlete's Foot at Grafton Shoppingworld hold good supplies of leather school shoes and black joggers. Watch out for specials.

Other School Items

School Branded Back Packs and Library Bags

The school also has available school branded back packs for primary and secondary students and library bags for primary students. These can be purchased from Student Reception. Both items come with a life-time warranty.

