



CANBERRA CHRISTIAN  
SCHOOL

NURTURE | LEARNING | CHARACTER

# CANBERRA CHRISTIAN SCHOOL

PARENT HANDBOOK 2018



NURTURE | LEARNING | CHARACTER

## CONTENTS

### PHILOSOPHICAL STATEMENTS

Introduction	3
Principal's message	3
Vision Statement	3
Mission Statement	3
Statement of Special Character	4
Values for Adventist Schools	5

### SCHOOL OPERATION

School Council	6
Home and School	6
Teacher Professional Development	6

### GENERAL INFORMATION

Absence from School	6
Admission Policy	7
Assessment and Reporting	8
Calendar	9
Canteen	9
Care of Property	9
Carpooling	10
Chapel	10
Chaplaincy and Pastoral Care	11
Code of Christian Conduct	11
Communication with staff	11
Communication to the school community	12
Complaints and Grievances	12
Contacts	13
Enrolment Procedure	13
Enrichment Excursions and Day Trips	13
Family Law/Custody Requirements	14
Fee Structure and Levies	15
Hats	17
Homework	17
Insurance	17
Library	17
Lost property	17
Lunches and Recess	17
Music Tuition and Instrument Hire	17
Newsletters	18
Nut-Free School	18
Office Hours	18
Parent School Partnership	18
Personal Property	18
Policies	18
Pre-Kinder	19
Sickness and Accidents	19
Sport Program	20
Stationary and Other Needs	20
Student Behavior Plan	20
Transport	27
Uniform	27
Visitors	30
Website	30

## **INTRODUCTION**

Canberra Christian School (CCS) is a private Christian school owned and operated by the Seventh-day Adventist Schools (SNSW) Ltd. It was established in 1972 on its current site in Mawson to provide quality education for children in Kindergarten to Year 6. In 2004 the Pre-Kinder facilities catering for 4-Year-old children opened two days a week and increased to 5 days a week in 2015. In October 2014 the Early Learning Centre (ELC) opened for children aged 2 – 4 yrs. The ELC operates 5 days per week 50 weeks a year – 8am to 6pm. Canberra Christian School is fully accredited with Adventist Schools Australia and is a member of the Association of Independent Schools ACT.

## **PRINCIPAL'S MESSAGE**

This handbook aims to provide you with useful information that will give you a thorough understanding of our school. I trust as you browse its pages you will find it helpful and informative. At CCS we aim to NURTURE all students in their LEARNING and develop their CHARACTER for God's kingdom. Staff are committed to encouraging excellence in learning while integrating our Christian beliefs and values. We foster a passion for learning through effective teaching practices that equip our students with lifelong skills and knowledge.

*Bree Hills B.Ed.*  
*Principal*

## **OUR SCHOOL VISION STATEMENT**

*Nurture for Today, Learning for Tomorrow, Character for Tomorrow.*

## **OUR SCHOOL MISSION STATEMENT**

We believe that the foundations for life are formed in childhood and nurtured by developing:

- An awareness of a loving God
- Value of one's self
- Respect for and acceptance of others
- Cooperation with others
- Application and the desire to learn
- Willingness to meet new challenges
- Wisdom in decision-making

## STATEMENT OF SPECIAL CHARACTER

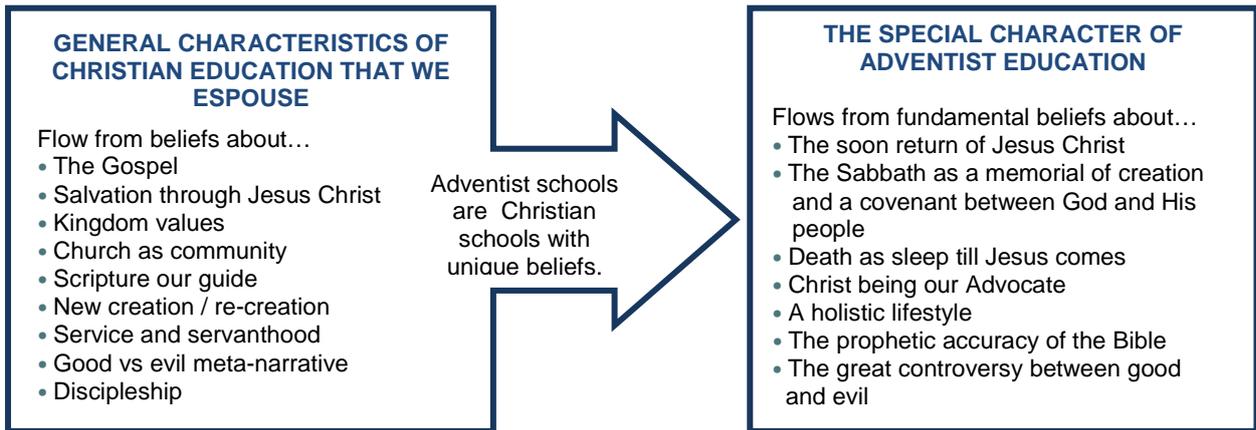
Adventist education is Bible-based, Christ-centred, service-oriented and Kingdom-directed. It aims for a balanced development in the lives of students, encouraging them to choose a personal relationship with Jesus, serving Him in this world until He comes again. These features, infused through the schools' policies, procedures and practices provide the Special Character of Adventist Education, based on the fundamental beliefs and values of the Seventh-day Adventist church.

## THE ADVENTIST SCHOOL: A Community of Faith and Learning

Bible-based, Christ-centred, Service-oriented, Kingdom-directed



Detailed Statement for an In-depth Explanation:



## Values For Adventist Schools

Values are often described as the glue which holds a society together. In Adventist schools, values are also seen as a reflection on God's character, and a way of learning to know God. Values are taught internationally and incidentally across the curriculum and at all stages of education. There are 9 values clusters, each cluster being represented by a core value. Values for Adventist schools reflect a loving God, and are taken from 1 Corinthians 13. These values are motivated by the overarching value of love and are evident in acts of service.

<b>LOVE</b>	<b>EXCELLENCE</b> <i>Living For God's Glory</i>	...is patient...always perseveres	<b>SERVICE</b>
	<b>COMPASSION</b> <i>Caring at all cost</i>	...is kind...keeps no record of wrongs...does not envy	
	<b>HUMILITY</b> <i>Accepting my achievements without boasting</i>	...does not boast...is not proud...is not easily angered	
	<b>RESPECT</b> <i>Thinking of and behaving well towards others</i>	...is not rude	
	<b>INTEGRITY</b> <i>Living at peace with myself</i>	...is not self-seeking...rejoices with the truth	
	<b>JUSTICE</b> <i>Seeking the right</i>	...is not self-seeking	
	<b>DISCERNMENT</b> <i>Making wise choices</i>	...rejoices with the truth...does not delight in evil	
	<b>RESPONSIBILITY</b> <i>Owning my actions</i>	...always protects...never fails	
	<b>HOPE</b> <i>Living with joy because my future is certain</i>	...always hopes...always trusts	

## **THE SCHOOL COUNCIL**

The school council has been appointed as the governing body of the school. It consists of elected members representing the Seventh-day Adventist churches supporting the school, namely South Canberra SDA Church and Canberra National SDA Church.

Members of the school council are the:

- Principal – Council Secretary
- Conference President and/or nominee
- Executive Director of Education or nominee
- Senior Pastor/s of supporting churches
- Up to nine persons from names supplied by the supporting churches. Appointed by the Board of Directors

The School Council responsibilities are briefly:

- Goal Formation
- Strategic Planning
- Policy Development
- Financial Management
- Health & Safety Management
- Staff Employment
- Enrolment of students

## **HOME AND SCHOOL**

An association of parents, teachers and friends interested in the progress of the school, meets regularly during the year to discuss school matters and to raise money to provide additional school equipment. If you are interested in becoming involved in the Home and School Association please contact the school office.

## **TEACHER PROFESSIONAL DEVELOPMENT**

Staff are invited to attend in-service courses conducted during the year. These courses provide knowledge, skills and resources to assist teachers in implementing ACT curriculum guidelines within a Christian framework. CAPE (Curriculum for Adventist Primary Education) is one in-service program held annually, usually during term three. Parents will be advised of the exact dates prior to this event.

## **ABSENCE FROM SCHOOL**

### **OCCASIONAL ABSENCES**

Either before the day of absence or on the day, a written note or email by the parent/guardian to the administrator is requested.

### **LONG-TERM ABSENCES**

Notification should be given in advance where possible to the principal regarding leave for extended period (e.g. Overseas trip). Educational materials may be made available with sufficient notice.

The school is required by law to keep accurate records of attendance including reasons for every absence. Please follow the above procedure to assist the school in regard to absences. Children are not permitted to leave the school grounds on their own during school hours.

The ACT Education Act (2004, Chapter 2 , Div 2.2.1 - p 13/14) states:

### **Compulsory Attendance**

#### **.10A Child of compulsory education age—school attendance requirement**

*(1) This section applies if a child—*

- *(a) lives in the ACT; and*
- *(b) is of compulsory education age; and*
- *(c) is enrolled at a school.*
- *The parents must ensure that the child attends –*
  - *the school on every day, and during the times on every day, when the school is open for attendance; and*
  - *every activity of the school (including attendances at an approved educational course) that the school requires the child to attend.*

Parents and students will be referred to ACT Dept Education and/or AISACT to encourage children to attend school when the school's procedures in this area are not successful.

### **ADMISSIONS POLICY**

Canberra Christian School is operated to provide Christian education to all students in the Canberra region. While no religious test is applied, all students are expected to live in harmony with the school's values, standards and regulations, show respect for the Word of God and attend the regular religious classes and activities of the school. On occasions students are expected to participate in programs at various churches. Every effort is made to provide opportunity for both girls and boys to participate in all school activities, and as far as possible, the school provides for special needs students.

Since the school supports the role and work of the Christian home, the parent/carer, by enrolling a student in the school, undertakes to assure that their child will participate in all school activities. Enrolment at Canberra Christian School also assumes a sincere desire on the part of both students and parents/carers to be in harmony with the school's standards, values and philosophy.

Ideally a child should turn five years of age before entering Kinder and four years of age for Pre-Kinder. However, children aged four can be accepted into Kinder provided they turn five before April 30. Similarly, children aged 3 can be accepted into Pre -Kinder provided they turn four before April 30.

Acceptance of enrolment is at the discretion of the Principal and School Council.

**Leaving the School** One term's notice of intention to leave the school is required, otherwise a full term's fees will be charged. Where exceptional circumstances arise you may send a letter to the Principal explaining the reason and asking for an exemption from the charge.

## **ASSESSMENT AND REPORTING**

The principal function of assessment at our school is to evaluate and describe outcomes that have been achieved and to provide information for developing and selecting further learning strategies.

Assessment focuses on attitudes, learning processes, skill development, knowledge acquired and the work completed in meeting course expectations and achievement outcomes. Assessment will allow students to display their knowledge and skills to exhibit attitudes and personal qualities and show their capacity to work alone and with others.

### **REPORTING**

Reporting is an important outcome of evaluation and assessment and serves a number of functions for a variety of audiences. A major function is the description of student achievement and performance for students, parents, school and education system. Reporting does not signal the end of learning. It therefore will be as informative and specific as possible and to indicate future directions and areas for improvement.

### **REPORTS**

- Initial reports are sent home for kindergarten students about five weeks after the start of the school year with a 3-Way conference scheduled to discuss achievements, areas of need and set goals.
- Detailed written reports are sent home for all students following the assessment period at the end of term 2 and 4.
- A 3-Way conference will also be scheduled for end of Term 2.

While there are specific outcomes that are typical for a year level, there is flexibility for students to be at different levels according to their maturity. Teachers make every effort to work closely with parents so that each child will achieve his/her potential – academically, physically, spiritually, and socially.

Each student's progress will be assessed using a range of formal and informal strategies. These may include:

Teacher classroom observation	Self and peer assessment
Open-ended questioning group work	Investigation Rubrics
Structured interviews	Reading and writing products
Paper and pencil tests	Portfolios
Oral tests	Group work
Collected work samples	Student journals
Checklists	

Parents may make an appointment with the classroom teacher or principal at other times, if they wish to discuss matters relating to their child's progress.

## CANTEEN

The Home and School manages a vegetarian canteen once a week on WEDNESDAYS. Canteen menus are distributed at the beginning of each term. Sturdy reusable lunch bags are available from the front office.

### ORDERING PROCEDURE:

- On the pouch in the reusable lunch bag, write: Student's name, class, order, total cost.
- If you do not have a bag, put the order details on an envelope and include an additional 20c to cover cost of a paper bag that will be provided.
- Enclose money in the pouch of the reusable bag or envelope and the child(ren) then put into the class canteen basket located just inside their classroom. Change is given via a small bag to your child.
- IOU's must be paid before the next canteen day.
- Any proceeds from canteen go back into the Home and School fundraising account to assist providing for the children's education.

## CARE OF PROPERTY

Taking care of property is based on the Christian notion of stewardship. Therefore, students are expected to:

- Show respect for property including buildings and equipment and enter classrooms only for class appointments or with teacher permission
- Keep the school grounds tidy and clean
- Clean benches, floor and equipment when craft is used
- Use sporting equipment outside the school buildings and in the proper area
- Return all sports equipment to the sports room when the bell sounds at the end of lunch
- Use the library under the supervision of a teacher
- Behave in a manner that is safe and avoid damaging property

If damage occurs when a student plays/acts within the rules of the school, the school accepts responsibility for the cost of repairs. However, if the student damages property because they play/act contrary to school rules, in a restricted area, or in an unacceptable manner, they must accept responsibility for the damage.

## CHAPEL

Each Thursday, students participate in a Chapel program at 9:00 - 9:30am. This is a combined school program which is an enjoyable time of singing and listening to stories etc. with a spiritual emphasis. The chapel program is also a time we affirm students through the weekly Awards. Parents/carers, friends and family members are welcome to come and attend.

## CHAPLAINCY AND PASTORAL CARE

The Canberra Christian School chaplain's role at the school is:

- To assist in the spiritual wellbeing of students and the school community
- To be available for counselling with staff, parents and students

- To participate as a member of the School Council
- To take optional Bible study classes once a week

Appointments can be made directly with the chaplain or in consultation with the school principal.

### CODE OF CHRISTIAN CONDUCT

Everyone has the right to work and learn without being disrupted by others.

Everyone has the right to be treated courteously and respectfully.

Everyone has the right to work and play in a clean and safe environment.

Everyone has the right to feel proud of this school.

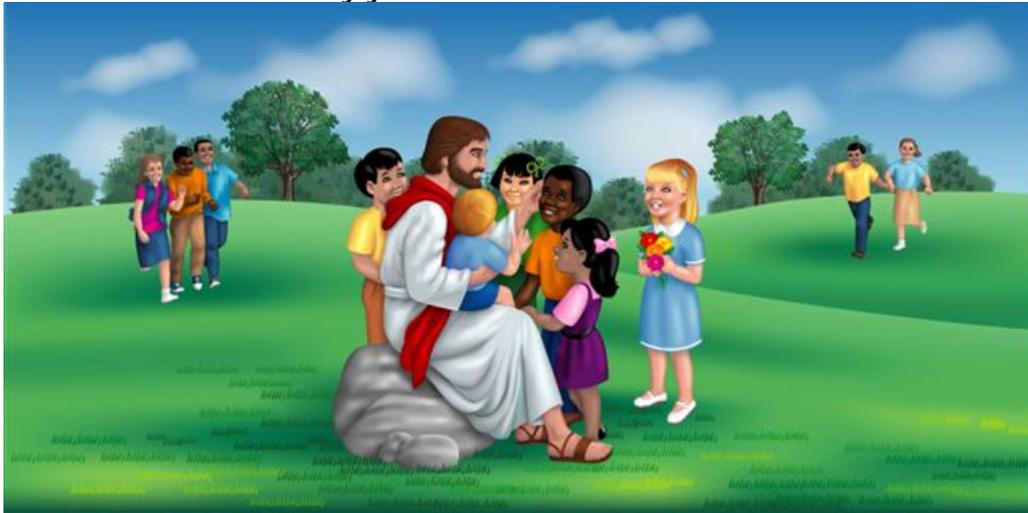
Everyone has the responsibility to work and learn without disrupting others.

Everyone has the responsibility to treat others courteously and respectfully.

Everyone has the responsibility to keep work and play environments clean and safe.

Everyone has the responsibility to make his or her school a place to be proud of.

### 'Treat others the way you would like to be treated' Matthew 7:12



### COMMUNICATION WITH STAFF

Parents are encouraged to contact staff before or after school hours by; telephoning the school, writing a note to the teacher or talking informally. There may be times when time does not permit lengthy discussions and because we value open communication, please make an appointment with the teacher or at the school office if necessary.

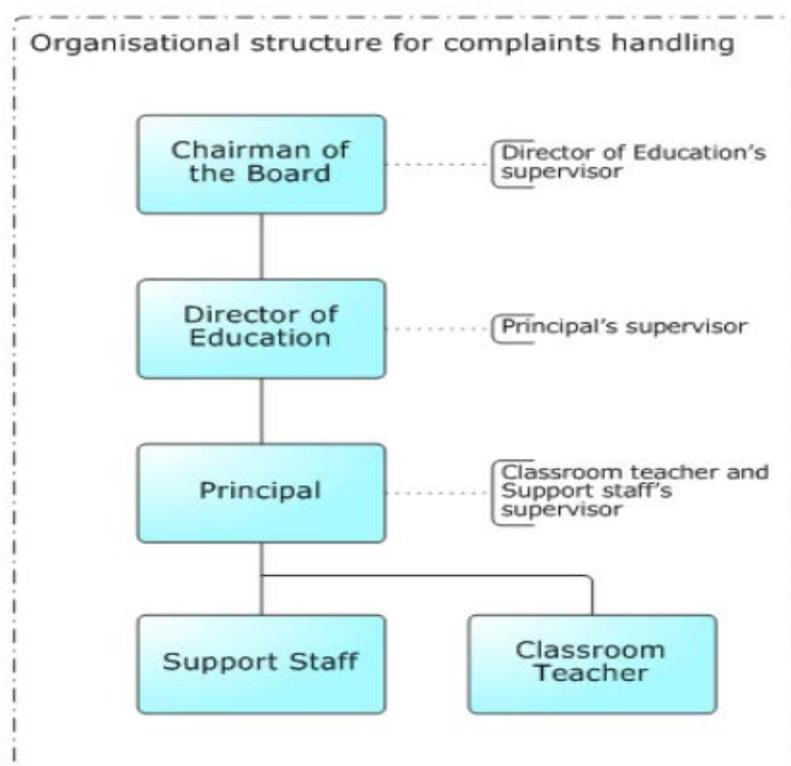
### COMMUNICATION TO THE SCHOOL COMMUNITY

There are various avenues for receiving information from the school.

- The Canberra Christian School website has a calendar of dates and information regarding the school ( [www.ccs.act.edu.au](http://www.ccs.act.edu.au) ).
- The school also used the Skoolbag App which is free to download onto both Apple and Android platforms.
- Weekly Newsletter is sent home on Friday's (also available on the App).
- At times the principal will send information via SMS or Skoolbag regarding urgent items.
- Additional notes and letters sent home from the school.

## COMPLAINTS AND GRIEVANCES

Displayed is a flow chart which outlines the organisational structure should you need to express a complaint or grievance. It is important to begin with the classroom teacher or support staff member for which the complaint or grievance is directed to, then move through the chain of communication if the complaint or grievance is not settled. Contact details for the people who hold the above positions are in the contact section.



## CONTACTS DETAILS

**CANBERRA CHRISTIAN SCHOOL** Phone 02 6286 3989  
Emails [principal@ccs.act.edu.au](mailto:principal@ccs.act.edu.au)  
[secretary@ccs.act.edu.au](mailto:secretary@ccs.act.edu.au)  
Address 64a Ainsworth St MAWSON ACT 2607  
Office Hours 8:30am - 3:30pm  
Website [www.ccs.act.edu.au](http://www.ccs.act.edu.au)

### PRINCIPAL

*Bree Hills*  
Phone 02 6286 3989  
Email [principal@ccs.act.edu.au](mailto:principal@ccs.act.edu.au)

### ADMINISTRATOR

*Murray Howes*  
Phone 02 6286 3989

**Email** [secretary@ccs.act.edu.au](mailto:secretary@ccs.act.edu.au)

**CHAPLAIN**

*Phillip Yates*

**Phone** 0402 918 073

**Email** [philyates@adventist.org.au](mailto:philyates@adventist.org.au)

**SCHOOL COUNCIL CHAIRMAN**

*Phil Yates*

**Phone** 0402 918 073

**Email** [philyates@adventist.org.au](mailto:philyates@adventist.org.au)

## ENROLMENT PROCEDURE

- Parents wishing to enrol their child/children into Canberra Christian School are invited to complete and return an application form. Available on our web site.
- On receipt of the application form an appointment will be arranged for a family interview with the principal.
- The application is then processed through the School Council.
- Parents will be notified of the outcome. This process may take up to 5 weeks.
- Once a child(ren) has/have been offered a position, the parents then need to complete the enrolment process by forwarding a copy of the child(ren)'s birth certificate, current immunisation form along with the \$200.00 enrolment fee for each enrolment - if not already submitted. This fee is credited to your school account and will go towards your child/ren's school fees. Refunds are not given if your child does not attend our school.
- Ensure that your child's supporting documentation has been given to the school as stated on the Enrolment Application Form.

Once all requirements of enrolment are met, we send out a letter of acceptance and any additional information that may apply at the time. Feel free to contact us at any time if you have any questions.

## ENRICHMENT EXCURSIONS AND DAY TRIPS

Seeing and experiencing are excellent learning techniques for students, as well as adding 'colour' and variety to a unit of study. The following procedures are in place for school excursions:

- Permission slips signed by parents/carers are required for all school excursions or trips.
- All those attending, including adults, are under the direction of the teacher.
- Teachers "in loco parentis" will take all reasonable care to ensure the health and safety of each child.
- Parents will be informed about the purpose, nature and extent of the excursion as well as any special requirements or conditions anticipated.
- An appropriate number of teachers and adults will provide supervision for the children at all times
- Excursion details will be communicated in advance.
- "Working with Vulnerable People" card must be held by all adult helpers assisting with excursions.
- Children up to seven years of age require a booster car seat, provided by parents, if transport is necessary on an excursion.

## FAMILY LAW CUSTODY REQUIREMENTS

Parents are required to notify the school of any family law or custody requirements relating to the child. It must be understood that only the legal custodial parent will be allowed to have access to the child at school. Special arrangements for variation of this can be made in writing from the custodial parent. If a non-custodial parent is to receive copies of the account or school reports this will only be upon written request from the custodial parent.

## FEE STRUCTURE AND LEVIES

Finance to meet the yearly operating costs of the school comes principally from: School Fees, ACT and Commonwealth Government Recurrent Grants and Allocations from the Seventh-day Adventist churches in Canberra.

Fee accounts are sent out each term. The preferred method of payment is via BPAY.

All fees must be paid in full by the end of each term for the school year.

If a family defaults on their fee payment and the school is forced to pass their account on to a debt collection agency, the collection fee will be added to their account.

Ongoing student enrolment is dependent on full payment of fees in the current year or upon arrangements made with the Principal.

Fee Assistance may be available from the South New South Wales SDA Scholarship Fund. If you have a genuine need for assistance, contact the Principal who will be able to give you further information.

## PAYMENT OPTIONS

- Option A Pay the total amount in full at the beginning of the year.
- Option B Pay a term in advance. Families can pay in advance the yearly fees divided equally into four terms. Fees are payable within 30 days. At the beginning of each term a statement will be issued.
- Option C Set up an automatic BPAY payment from your bank to have your fees completely paid by the end of each term. There are 10 weeks in each term.

## METHODS OF PAYMENT

- In person* By cash, cheque or credit card.
- BPAY* Use the BPAY details on the bottom of your statement to make regular payments from your account or a one off payment for each term.

**PRE KINDER and ELC FEES 2015**  
**Need updating to 2016**

<b>PRE-KINDER and ELC FEES</b>	
Per Day *	\$102.00

\*Registered for Child Care Benefits

\*\*Late pick up fees apply

**PRIMARY SCHOOL FEES 2015**

<b>Kindy - 2</b>		
Tuition		\$2760.00
Building & Maintenance Fee		\$200.00
Swimming /Sport/Recreation		\$295.00
Stationery Fee (Tax Deductable)		\$210.00
General Service Fee		\$465.00
	Per Term	Per Year
<b>Total</b>	<b>\$984</b>	<b>\$3930</b>
International Students Fee		\$5,240
<b>Total</b>	<b>\$2,293</b>	<b>\$9,170</b>

\* International students pay fees a term in advance.

<b>Year 3 - Year 6</b>		
Tuition		\$2760.00
Building & Maintenance Fee		\$200.00
Swimming/Sport/Recreation		\$295.00
Stationery Fee (Tax Deductable)		\$210.00
General Service Fee		\$995.00
	Per Term	Per Year
<b>Total</b>	<b>\$1115</b>	<b>\$4460</b>
International Students Fee		\$5,240
<b>Total</b>	<b>\$2,425</b>	<b>\$9,700</b>

\*Discounts apply **only on tuition** proportion of the fees

\*\* Discounts **do not apply** on international students

<b>Family Discounts on Tuition Fees</b>	
1 Child	N/A
2 Children	15%
3 Children	30%
4 Children	40%

<b>Stationary Fee includes:</b>
Text books
Photocopying
ICT subscriptions
Consumable texts
Exercise books
Initial stationery materials
Other sundry items

<b>General Service Fee includes:</b>	
<b>Kindy - Year 2</b>	<b>Year 3 - Year 6</b>
Excursions	Excursions
Yearbook	Yearbook
	Band music book
	Instrument hire*
	Band Camp

### **PARENT INVOLVEMENT PROGRAM (PIP) \$250.00**

Canberra Christian School encourages parents to be involved with their child's education and school life generally, benefiting the student as well as the school. Being a small school we need our parents to help us keep our running costs at a reasonable level. This involvement is formalised through our Parent Involvement Program (PIP).

The Parent Involvement Program (PIP) provides an opportunity for parents to assist through voluntary work or by financial contribution. Parents have the option of either performing a minimum of 12 hours voluntary work or paying the PIP levy of **\$250.00**.

However, due to a busy lifestyle, a family may not have the time to volunteer the full PIP 12 hours. In this case, families can volunteer as many hours as they can and pay the equivalent to make up the PIP requirement.

Each family will record on their PIP form (available on the web site or from the front office) volunteered time at the school. At the end of November, PIP forms need to be returned to the office where upon any outstanding amounts will be invoiced.

PIP forms and a volunteer suggestion list is available at the office or speak directly to the Principal.

If we do not receive a form by the due date we will assume the money contribution has been chosen and the PIP fee will be charged to your account.

A **Working with Vulnerable People Card** will be required for all voluntary work where parents are helping on site. Forms for this are available from the office.

Parents are encouraged to discuss any concerns and alternatives with the Principal.

## HATS

**TERM 1 AND 4** CCS requires student's to wear their school sunhat at all times when students are outside the classrooms. Children who do not wear a hat will have to stay under the covered areas during outside time.

## HOMEWORK

Homework is an important part of a child's learning at school. However, the value of homework in our younger years is marginal (as researched by numerous institutions over the past 4 years). As such we have an 'opt out' of homework option for our students in years K-2. All students in years 3-6 are required to complete homework.

## INSURANCE

The school takes all possible care to ensure that children are in a safe environment. It carries appropriate liability insurance to cover school activities. Personal accident insurance for students, however, is the responsibility of the parent/carer.

## LIBRARY

The library is used by classes for study, research and borrowing. Books may be borrowed one week at a time. The cost of books that are lost or damaged becomes the responsibility of the child's parent.

## LOST PROPERTY

Any uniform items found without names are placed into a Lost Property box. Please ask staff if you need to have a look for lost property.

## LUNCHES AND RECESS

- Children are to have nut free food.
- Please send along a suitable healthy snack of fruit for recess
- Each child will be expected to remain seated in the eating area until they have eaten their lunch before they are allowed to play.

## **MUSIC TUITION**

### **PIANO**

Individual tuition for kindergarten to Year Six is available during school hours for piano, guitar, drums and flute. Fees are paid directly to the music teacher.

### **BAND**

Music lessons for a variety of instruments are conducted by a specialist teacher during class times for Years 3 to 6 only. Lesson times rotate so that the student does not miss the same class each week. The cost for this tuition is included in the school fees.

## **NEWSLETTERS**

A newsletter is published on Fridays. This contains important information relating to the operation of the school. Each family receives a printed newsletter and it's available on the Skoolbag App.

## **NUT- FREE SCHOOL**

All nut products and other foods derived from nuts are prohibited from the school because of allergies leading to anaphylaxis. We ask all parents to assist us to ensure the school is nut free.

## **OFFICE HOURS**

<b>PRINCIPAL</b>	8:30am – 4:00pm
<b>ADMINISTRATOR</b>	8:30am – 4:00pm

## **PARENT SCHOOL PARTNERSHIP**

It is our expectation of parents that:

- Students attend school regularly and are punctual
- The correct school uniform is worn by students
- School fees and other financial commitments are met promptly
- A home-study routine is maintained and assignments are properly completed
- Support is given to the school items outlined in this Handbook
- Students support, participate in, and attend all school programs, where possible
- Parents support and attend all school programs, where possible
- The school is informed of variations that may affect the student's normal program i.e. health, method of travel, absences and other changes.

## **PERSONAL PROPERTY**

All personal property, including all books and clothing, should be named with a permanent marker or label. This will help in the event of having to locate lost property. Any personal belongings that are brought to school are the responsibility of the owner

and not the teachers. Students are encouraged to cover exercise books and folders with clear contact or similar covering.

## **POLICIES**

Copies of school policies are available from the office.

## **SICKNESS AND ACCIDENTS**

We are equipped to handle minor injuries that occur at school. Our policy is to contact parents and have the child collected, or taken home if they are too ill to return to the classroom.

In the event of accident or serious illness where hospitalisation or medical attention is needed, parents are telephoned immediately and advice taken. If the situation is an emergency, staff will arrange for the student to be transported to hospital by ambulance.

If your child needs medication at school please notify the class teacher of specific instructions in writing regarding dosage and times. Children should not take medication at school without the supervision of a teacher.

- If your child is unwell please do not send him/her to school.
- Absence notes are required for all absences from school—including illness.

## **HEAD LICE**

ACT Public Health (Infectious and Notifiable Diseases) regulations require students with head lice to be excluded as soon as possible from school until the day after treatment has been commenced. Please check your child regularly. Head lice are not an indicator of dirty hair.

## **INFECTIOUS DISEASES**

Children with infectious diseases **MUST** remain away from school for the period stated by the Health Department. Please consult your doctor before returning your child to school. **Students not vaccinated against infectious diseases will be excluded for the period of an outbreak.**

## GENERAL GUIDELINES FOR EXCLUSION

ILLNESS	QUARANTINE PERIOD
Chicken Pox	7 days after spots appear
Cold Sores	Only excluded if child cannot comply with good hygiene practices while sores are weeping. Sores to be covered with dressing where possible.
Conjunctivitis	On doctor's advice
Head Lice	Excluded until effective treatment has started and nits removed from the hair
Measles	4 days after rash appears
Mumps	14 days after swelling appears
Ring worm	Excluded until one day after proper treatment started
Rubella	4 days after rash appears
Scabies	Excluded until one day after proper treatment started
School sores (impetigo)	Excluded until effective treatment has started. Sores MUST be covered with water-tight dressing
Vomiting and Diarrhea	24 Hours
Whooping Cough	14 days after exposure

### SPORT PROGRAM

All students are required to participate in the weekly sports sessions and wear full sports uniform at these times.

### STATIONARY AND OTHER NEEDS

#### Kinder – Year 6

- Art smock (Available from school Secretary)
- Lunch Box
- Drink bottle

### STUDENT BEHAVIOUR PLAN

Our aim is to ensure that all children at Canberra Christian School have access to quality learning within a safe and caring environment and to encourage all students to strive towards behavioural excellence and increased personal responsibility. This system encourages consistency when either rewarding or disciplining behaviour and it provides strategies for the implementation of the school Discipline Policy.

### COMMITMENT

The staff members at Canberra Christian School are committed to caring for each child by:

- Establishing routines so that students know what is expected of them
- Discussing classroom problems together as a class
- Assisting students to make wrongs right
- Praying together as a class and with individuals
- Praying together as a staff
- Talking through problems with individual students
- Ensuring that students complete assigned work and assisting them to do so
- Taking time to talk to students when on duty
- Maintaining confidentiality within the school
- Encouraging students to share their ideas and opinions
- Participating in extra-curricular activities
- Teaching co-operative learning
- Modelling Christian values

- Planning school excursions to enhance learning
- Taking time to play and participate in fun activities with the children
- Planning activities that build self esteem

Co-operation in reinforcing the School's code of behaviour is essential for success of this plan. Here are some of the types of behaviour which will result in students being placed on a lower level. Class teachers will talk to students about their behaviour and explain how to avoid this action being taken.

- Teasing and laughing at others' imperfections
- Continually being found in areas out of bounds
- Rudeness to teachers
- Blatant disobedience
- Leaving school without permission
- Persistent classroom disruption
- Disruptive behavior at assemblies and/or school functions
- Deliberate interference in others' games
- Throwing sticks or stones
- Spitting
- Aggressive behavior – intimidation of others
- Bullying other children
- Swearing, using obscene language
- Damaging or taking school property
- Damaging or taking other people's property
- Behaving in a manner dangerous to self and others
- Dishonesty and cheating

The Principal has the power to remove privileges or place a student on any appropriate level if necessary and to suspend a student after consultation with the School Council.

## **BUILDING POSITIVE RELATIONSHIPS WITH STUDENTS**

Research has shown that students raised in an environment with well-defined limits develop positive self esteem and behaviour patterns. We aim to achieve this through

- establishing a sense of security for all students
- establishing a sense of belonging for all students
- developing a sense of purpose for each student
- encouraging a sense of personal competence for each student.

### **Establishing a Sense of Security**

#### **1. Set realistic rules:**

- that are general in nature.
- that define expected classroom behaviour.
- that define procedures or routines.
- that define the rights and responsibilities of individuals.
- that can be enforced.

#### **3. Develop self-respect and responsibility:**

- Use positive reinforcement for following rules.

#### **2. Enforce rules consistently:**

- Let students know when the standards are being changed.
- Provide consistent enforcement; it is more effective than threats and severe punishment.

#### **4. Build trust:**

- Keep commitments.
- Demonstrate faith and trust in members

Find ways to have students monitor their own behaviour.  
Work individually with children who need correction.  
Use natural consequences.

of the class.  
Behave in a predictable manner.  
Creating a sense of belonging

**Establishing a sense of belonging**  
Try to prevent any child from feeling lonely.

**1.Create a proper environment:**

Develop an appreciation for others.  
Recognise unique contributions and qualities.  
Provide a variety of activities in which children can gain recognition from peers.

**2.Explore the responsibilities of group membership:**

Train children in responsibilities to the group.  
Teach children when it is appropriate to function as an individual and when to function as part of a group.

**3.Encourage acceptance and inclusion of others:**

Provide for peer acceptance.  
Use class meetings.  
Teach social skills.  
Provide opportunities to be of service to others.

**Developing a Sense of Purpose**

Those who feel best about themselves set realistic goals. Self-motivation comes from pursuit of goals.

**1.Convey expectations:**

Children perform best with high expectations.  
Convey expectations as long-term goals.  
Challenges are appropriate for some children.  
Start with short-term, specific goals.  
Use contracts to define specific goals.

**2.Build confidence and faith:**

Demonstrate faith in children's ability to succeed.  
Provide reassurance when needed.  
Recognise past accomplishments.

**3.Aid students in setting goals:**

Help children identify things they want to achieve.  
Use test instruments to point out areas in need of improvement.  
Have children set specific goals.

**Encouraging a Sense of Personal Competence**

Feelings of competence encourage personal responsibility. Those who lack these feelings feel that they are victims and are unlucky, and engage in defensive mechanisms.

**1. Help in making choices and decisions:**      **2. Provide encouragement and support:**

Identify with children the options and resources available.  
Provide options and alternatives in the classroom.

Help children analyse progress being made.  
Help children see new options when they are stuck.  
Encourage children to monitor their own progress.

**3. Aid students in self-evaluation:**

Provide feedback for self-assessment.  
Reduce dependence on adults.  
Teach how to use resources effectively.

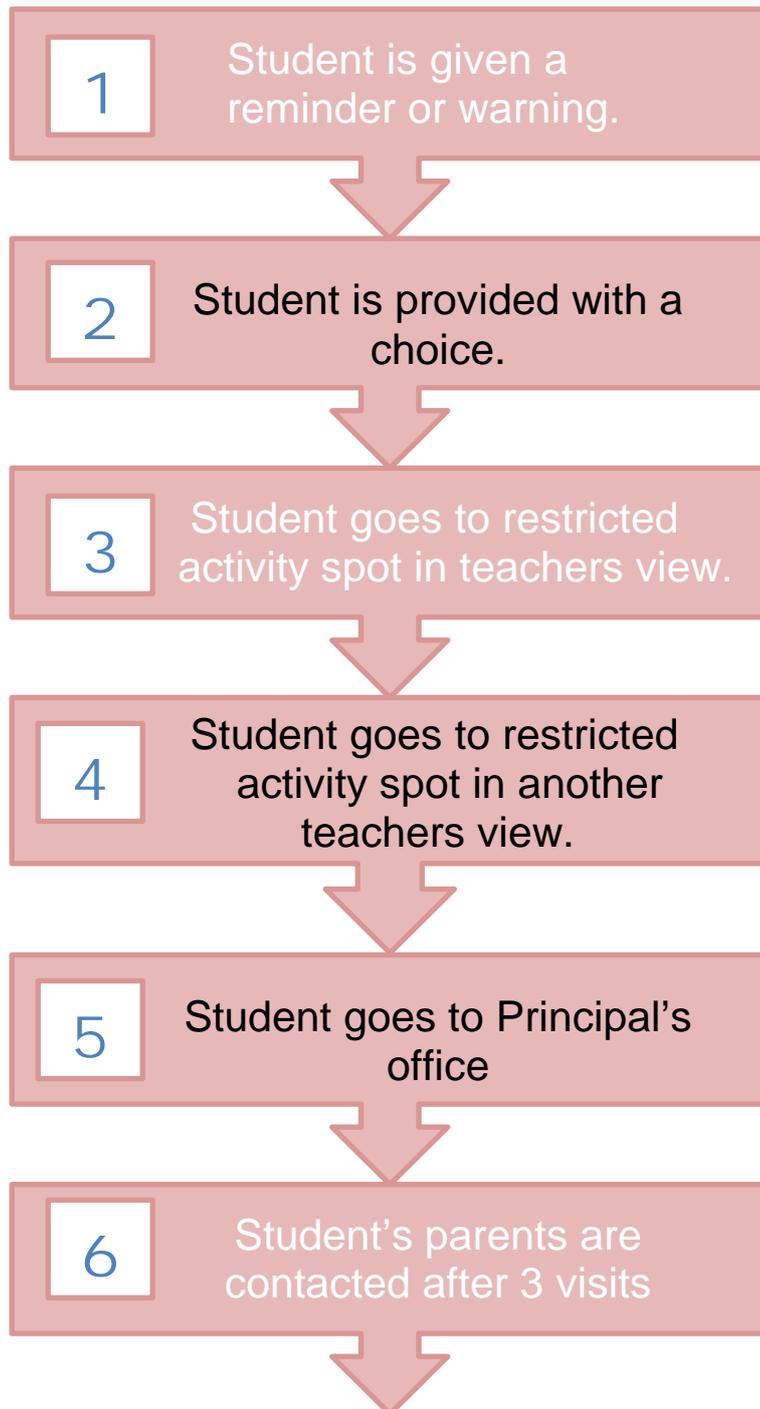
**4. Provide recognition and rewards:**

Use individual reward systems rather than class rewards.  
Move from extrinsic rewards to intrinsic rewards.  
Help children experience feelings of accomplishment and success.

THERE ARE SIX STEPS OF BEHAVIOUR MANAGEMENT WITHIN THE BEHAVIOUR MANAGEMENT PLAN



Student says 'no' or does what he/she wants.  
They do not follow the instruction.



THE BEHAVIOUR MANAGEMENT FLOW CHART

A choice

B choices

Student does what the adult asks straight away, without arguing.

Student says 'no' or does what he/she wants. They do not follow the instruction.

Everyone can learn. Everyone is treated with respect.

The adult has to wait. The adult cannot teach. Learning doesn't happen.

Student gets a point of a star colored in. When he/she has 3 full stars colored he can/she exchange them for 10 mins of 'Student's time'.  
 This might be:

- Time with a friend (eg. playing a game)
- Time in buddy class helping
  - Art or construction
- Take his work to show the Principal
- Appropriate computer time

1. Student's is given a reminder or warning about what needs to happen.

2. Student's is provided with a choice.

Student makes an 'A choice' and decides to follow the instruction and do what is asked.

Student makes a 'B choice' and still doesn't follow adult instructions.

Student goes back to 'working well' on the step chart. The whole class is able to continue learning.

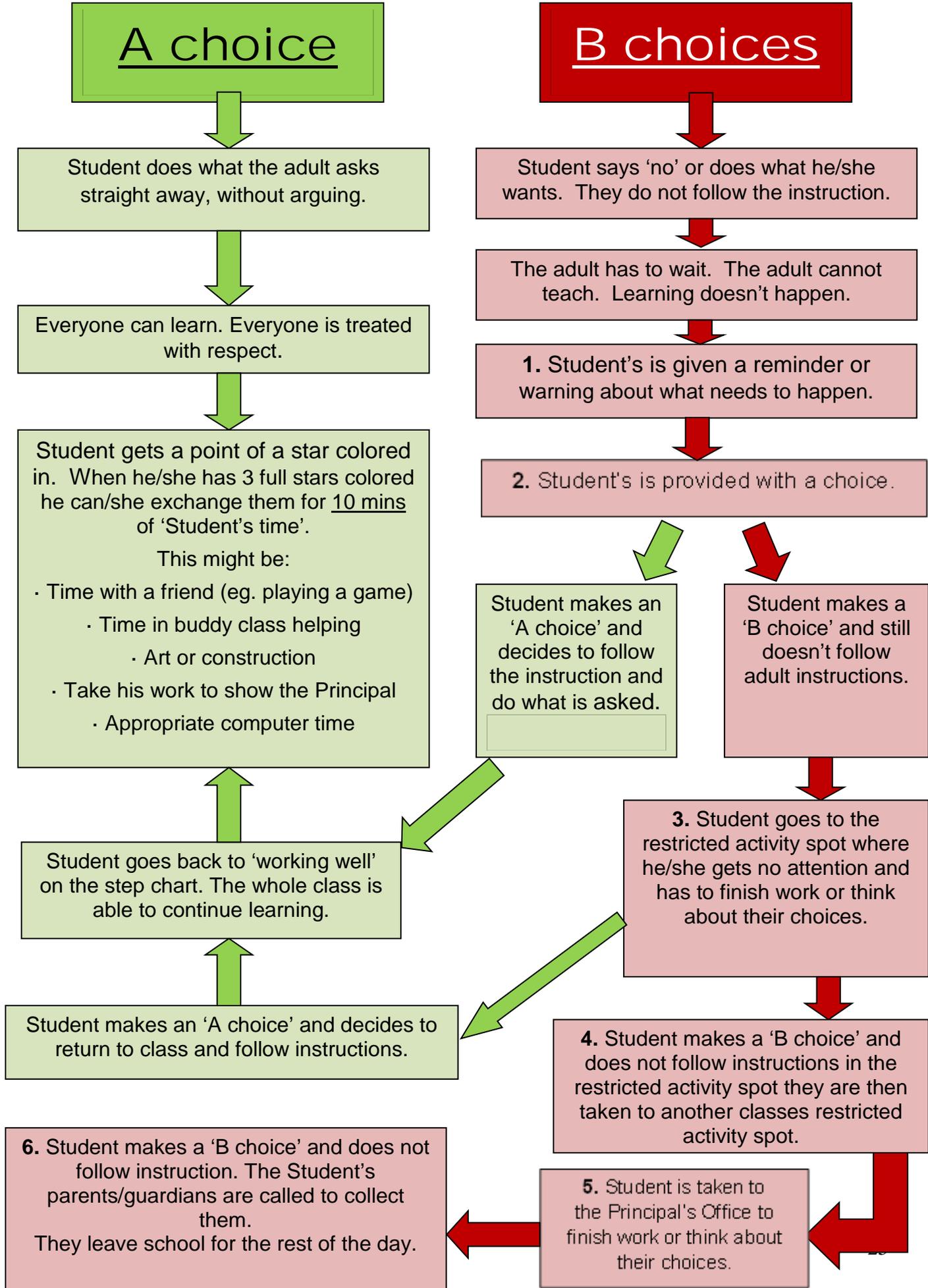
3. Student goes to the restricted activity spot where he/she gets no attention and has to finish work or think about their choices.

Student makes an 'A choice' and decides to return to class and follow instructions.

4. Student makes a 'B choice' and does not follow instructions in the restricted activity spot they are then taken to another classes restricted activity spot.

5. Student is taken to the Principal's Office to finish work or think about their choices.

6. Student makes a 'B choice' and does not follow instruction. The Student's parents/guardians are called to collect them. They leave school for the rest of the day.



## **BEHAVIOUR MANAGEMENT COMMUNICATION**

Whenever a student visits the principal three times parents will be informed and in some cases an interview will be requested. Your co-operation in reinforcing the School's Code of Behaviour is essential for the success of this plan. It will be much appreciated if you spend time going through the following pages of this booklet with your child to ensure that he/she understands.

Here are some of the types of behaviour which will result in students being placed on a lower level. Class teachers will talk to students about their behaviour and explain how to avoid this action being taken.

- Teasing and laughing at others' imperfections
- Continually being found in areas out of bounds
- Rudeness to teachers
- Blatant disobedience
- Leaving school without permission
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- Damaging or taking other people's property
- Behaving in a manner dangerous to self and others
- Dishonesty and cheating

## **REWARDING POSITIVE BEHAVIOUR**

Teachers constantly look for positive behavior and aim to reward and reinforce the behavior as often as possible. Each classroom has an independent reward system and the school (as a whole) has a positive reward system in the form of 'bands'. If a student is observed behaving in a positive way that warrants reward any staff member can reward the student a blue band for 'shining their light for Jesus'. When a student collects three blue bands they can trade it for a red band and reward (normally presented in assembly).

## **BANNED ITEMS**

Students must not use, consume or have in their possession:

- Firearms, tobacco, alcoholic beverages, illegal or habit-forming drugs (This will result in immediate suspension.)
- Knives, razor blades, and other dangerous items or weapons
- Offensive reading or audio-visual materials
- Weapon-type toys
- Mobile phones, iPods, radios, CD or cassette players, skateboards, Game boys and other electronic equipment or other determined items
- Collectables for swapping (e.g. Pokémon cards)
- Chewing gum and its derivatives.

The school does not use corporal punishment.

**Corporal punishment is not permitted in ACT schools.**

## **TRANSPORT**

Students travelling by bus are expected to behave in a courteous manner, and follow any instructions from the driver. For information on timetables and purchasing tickets, please contact the bus company.

## **UNIFORM**

Canberra Christian School regards the wearing of school uniform as an important contribution to the tone of the school environment. Students wear smart, practical uniforms they can be proud of. School uniform promotes cohesion amongst students and provides identity within the community.

### **IMPORTANT UNIFORM NOTES**

Summer uniform is worn during Terms 1 and 4. Winter uniform is worn during Terms 2 and 3. Some flexibility is allowed in the case of varied weather conditions during the first two weeks of term 2 and the last two weeks of term 3. Apart from these times please avoid mixing summer and winter uniform items or regular uniform with sports uniform.

It is expected that students will wear the uniform in an appropriate and neat manner:

- All shirts are to be worn tucked in.
- Hair styles should be conservative. Students with long hair (past shoulder length) must have it tied back.
- No make-up, nail polish, or jewellery is to be worn by students. Students with pierced ears may only wear small plain studs due to safety concerns.

This dress code applies for all school trips and activities, including those out of normal school hours and away from the school campus. Students are expected to wear school uniform correctly while travelling to and from school.

Any student not wearing uniform must hand an explanatory note from a parent/carer to the Principal, before attending class. On these occasions necessary alternative clothing should be as close as possible to the regulation school uniform. The first choice of alternative clothing is the sports uniform.

T-shirts, skivvies, etc worn underneath shirts or dresses must not be visible at the neck, below sleeves or through the garment material with exception for the red skivvy under the sport polo t-shirt in winter.

Swimwear is to be modest in style. A 'rashie' or T-shirt is to be worn over two-piece swimsuits by girls.

A protective over-garment should be worn during all practical sessions in art/craft.

On occasions the school may have casual or "mufti" days when uniform does not need to be worn. Attire on these days is to be neat, modest and worn without jewellery. Footwear must totally enclose the foot.

## **PRIMARY GIRLS UNIFORM**

### **SUMMER**

<b>Dress</b>	Regulation blue tartan
<b>Jumper</b>	Navy half zip or full zip polar fleece
<b>Socks</b>	White plain ribbed ankle
<b>Hair ties</b>	Red, white or blue
<b>Shoes</b>	Black leather
<b>Hat</b>	Regulation blue with logo

### **WINTER**

<b>Dress</b>	Regulation blue tartan pinafore
<b>Shirt</b>	White long sleeve
<b>Tie</b>	Regulation tartan
<b>Pants</b>	Navy Bootleg OR regular dress pants
<b>Jumper</b>	Navy half zip or full zip polar fleece
<b>Socks</b>	White plain ribbed ankle or Navy blue tights
<b>Hair ties</b>	Red, white or blue
<b>Shoes</b>	Black leather
<b>Hat</b>	Regulation blue with logo, available from
<b>Beanie/scarf</b>	Optional. Available from school
<b>Winter Parker</b>	Optional. Available from school

## **PRIMARY BOYS UNIFORM**

### **SUMMER**

<b>Shorts</b>	Navy blue dress (no cargo pockets)
<b>Shirt</b>	White short sleeve
<b>Jumper</b>	Navy half zip or full zip polar fleece. Available from school
<b>Socks</b>	Navy plain ribbed ankle
<b>Shoes</b>	Black leather lace-up
<b>Hat</b>	Regulation blue hat with logo. Available from school

### **WINTER**

<b>Pants</b>	Navy blue trousers
<b>Shirt</b>	White, long sleeve
<b>Tie</b>	Regulation tartan. Available from school
<b>Jumper</b>	Navy half zip or full zip polar fleece. Available from school
<b>Hat</b>	Regulation blue with logo - Available from school
<b>Shoes</b>	Black leather lace-up
<b>Socks</b>	Navy plain ribbed ankle
<b>Beanie/scarf</b>	Optional. Available from school
<b>Winter Parker</b>	Optional. Available from school

## PRIMARY SPORT UNIFORM BOYS AND GIRLS

### SUMMER

<b>Shirt</b>	CCS regulation polo
<b>Shorts</b>	Royal blue
<b>Socks</b>	White Socks
<b>Shoes</b>	Predominantly white runners
<b>Hat</b>	Regulation blue hat with logo. Available from school

### WINTER

<b>Shirt</b>	CCS regulation polo-shirt. In addition, red skivvies are permitted under the polo shirt in cold weather.
<b>Tracksuit</b>	CCS regulation. During winter students have to option to change from tracksuit pants into sport shorts during the sport activities, changing back to tracksuit pants for the remainder of the day. - Kinder students are allowed to wear the Pre-Kinder jumper with the tracksuit pants instead of the tracksuit jacket.
<b>Socks</b>	White
<b>Shoes</b>	Predominantly white runners
<b>Hat</b>	Regulation blue hat with logo. Available from school.

## PRE-KINDER UNIFORM BOYS AND GIRLS

### SUMMER

<b>Shirt</b>	CCS regulation polo. Available from school
<b>Shorts</b>	Royal blue
<b>Socks</b>	White Socks
<b>Shoes</b>	Predominantly white runners
<b>Hat</b>	Regulation blue hat with logo. Available from school

### WINTER

<b>Shirt</b>	CCS regulation polo shirt - In addition, red skivvies are permitted under the polo shirt in cold weather
<b>Jumper</b>	Blue Polar Fleece. Available from school
<b>Pants</b>	Royal blue tracksuit pants
<b>Socks</b>	White
<b>Shoes</b>	Predominantly white runners
<b>Hat</b>	Regulation blue with logo. Available from school -

### EXTRAS

<b>ArtSmock</b>	Available from school
<b>Canteen bag</b>	Available from school

Canberra Christian School stocks uniform items for families to purchase. Please contact one of the teachers or the school secretary to make purchases. A uniform price list is available from the school foyer/ front office.

## VISITORS

All visitors must report to reception and sign the "In/Out sheet" located in front of the reception/front office area. Unauthorised persons on the school grounds will be asked to leave.

The Education Act 2004 as amended in 2009 now provides for financial penalties for persons who:

- Trespass on school premises – maximum of 5 penalty units
- Behave in an offensive or disorderly way on school premises – maximum of 5 penalty units.
- Fail to leave the premises in accordance with the direction of a
  - police officer
  - school principal
  - person authorised by the school principal – maximum of 10 penalty units.

Premises included land, buildings or structures occupied by a school.

Penalty Units for individuals currently stands in the ACT at \$180 each.

## WEBSITE

The Canberra Christian School website is [www.ccs.act.edu.au](http://www.ccs.act.edu.au). On the website you will find additional information regarding the school such as:

- School Calander
- Canteen Menu
- School Handbook
- Fee information
- Various printable forms etc.
- Newsletters

## OTHER DOCUMENTS

Available from the school office:

- Policy documents
- PIP form
- PIP Volunteer list

*Thank you for taking the time to read this handbook. Please keep it as a reference of information regarding the running of the school.*

NURTURE FOR TODAY  
LEARNING FOR TOMORROW  
CHARACTER FOR ETERNITY



## **Contact Us**

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