



NARROMINE  
CHRISTIAN SCHOOL



# STUDENT HANDBOOK

Nurture for today. Learning for tomorrow. Character for eternity.

# Principal's Message

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Welcome to our School!

It is with pride that I welcome you to the Narromine Christian School family.

Narromine Christian School has been providing quality Christian Education for over 40 years. Our school runs from Pre-Kindergarten to Year 6 and we pride ourselves on the safe, family environment we provide for our students and their families.

Parents choose to enrol their children at Narromine Christian School because of the nurturing environment and our ability to offer learning experiences that are grounded on research and known to be the best way students learn.

Each child receives learning experiences that are morals and values based, rooted in a solid foundation of core knowledge concepts.

Our teachers are dedicated, caring and always go the extra mile to provide a happy, nurturing environment for the students in their care.

We aim to recognise and grow each child's individual talents and potential in partnership with our school families.

We believe that a balanced education involves a holistic approach that encompasses the academic, spiritual, physical and creative aspects of education.

Our curriculum fulfills the NSW Education Standards Authority (NESA) syllabus requirements through differentiated integration.

Our focus is on working with each child at their particular learning level and extending them to their full potential.

The aim of our curriculum is to equip students with life skills to enable them to be valuable, community minded citizens.

I am positive that Narromine Christian School will provide your child with an outstanding Christian education in a safe, secure and nurturing environment.

I am proud to be a part of Narromine Christian School. The laughter and smiles that are seen and heard around the playground are a testament to the fact that our students love being at school as well.

# Philosophy

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Our philosophy of education comes from the Biblical understanding that people were originally created in the image of God to exist in a harmonious relationship with Him. Through disobedience this relationship was destroyed and the image of God was almost erased. Through Jesus life and death on earth, God has provided a way for people to be able to once again experience the harmonious relationship with God that He originally intended.

We view education as a learning process designed to give a necessary understanding of God and to restore aspects of God's image in people. In this way education is an important means of regaining the harmony that was lost through the human fall.

We believe that the Bible is our guide to understanding God and His plans and purposes for our lives. The values and principles found in the Bible are to guide our lives. As a Christian school we aim to teach the students in our care to make informed life choices based on these principles and values. Through these choices students will develop characters based on a love for God, a caring respect for others and a healthy self-worth.

We hope that each child who comes into our care learns to enjoy a fulfilling earthly life while preparing for life eternal.

To this end, our staff work with each child to instil values that will enhance his/her spiritual, mental, physical and social development.

## Vision Statement

Nurture for Today • Learning for Tomorrow • Character for Eternity

## Mission Statement

It is our mission to motivate, nurture and celebrate spiritual, academic and personal growth in a Christ-inspired environment that serves the community.

# School Identity

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## Core Values

The nine values chosen for Adventist Schools are motivated by the overarching value of love and are evident in acts of service.

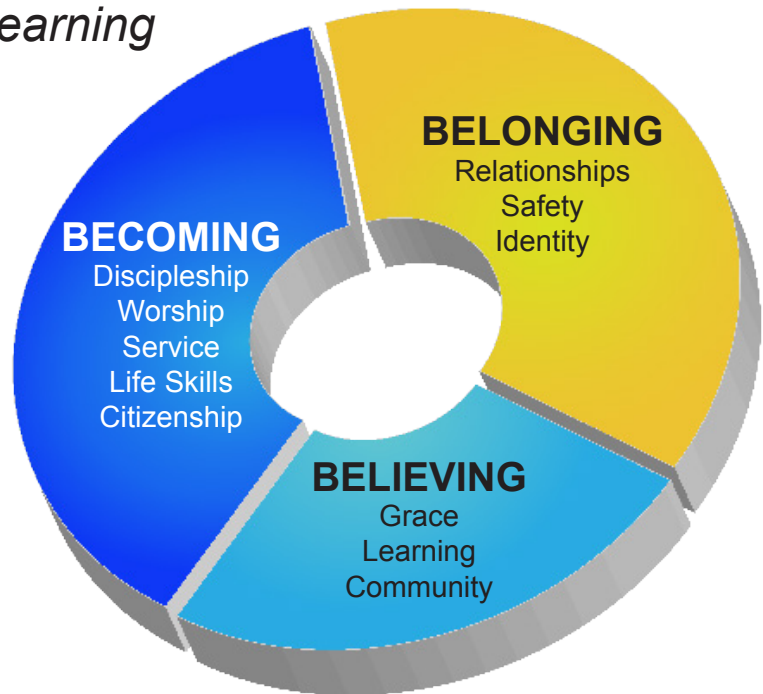
**LOVE**  
EXCELLENCE  
COMPASSION  
HUMILITY  
RESPECT  
INTEGRITY  
JUSTICE  
DISCERNMENT  
RESPONSIBILITY  
HOPE  
**SERVICE**

...BUT THE GREATEST OF THESE IS LOVE. 1 CORINTHIANS 13

# STATEMENT OF SPECIAL CHARACTER

**The Adventist School;**  
*A Community of Faith and Learning*

***Bible-based,  
Christ-centered,  
Service-oriented,  
Kingdom-directed***



## **BELONGING**

Is an essential element in the life of every individual. Adventist schools foster a sense of belonging to:

- \* The family of God by building positive relationships.
- \* A safe and attractive learning environment, where individuals are empowered to reach their potential .
- \* A community that provides identity and nurture.

## **BELIEVING**

Is an individual and intellectual choice that impacts on actions. Adventist schools encourage belief in:

- \* Jesus Christ as Redeemer and Lord of our lives.
- \* The importance of learning and making positive lifestyle choices.
- \* The value of interdependence and collaboration in building harmonious communities.

## **BECOMING**

Recognises that individuals are continually in a time of growth and development. Adventist schools challenge each person to become:

- \* Active in discipleship, worship and service for God.
- \* Learners with skills and values that equip for life.
- \* Informed, responsible and compassionate citizens.



# History

Narromine Christian School opened in 1976. The school was built on donations, miracles and the faith of parents that believed this was a place that would not only nurture and grow their children in the Christian faith but also prepare them for a bright future. Narromine and Dubbo Seventh Day Adventist churches have held the vision and the function of the school within their generous hearts for several generations. The school walls whisper stories of many committed teachers, receptive students and faithful parents and friends who have inhabited it for the last 40 or so years.

In July 2006 the school opened a Pre-Kindergarten Centre which has proved to be a successful venture and has opened our school up to the local community.

In 2007 we received a grant that enabled us to install reverse cycle air conditioning in our school and to construct our outdoor shade area.

In 2009 thanks to the government's School Pride and BER funding we have been fortunate to be able to build a library, registrar's office, Pre-Kindy toilets and also upgrade our sprinkler system and update our school gardens.

Due to significant growth in school enrolments two new classrooms were built at the end of 2014.

From 2012 to 2016 we have been able to participate in the NSW Literacy and Numeracy Action Plan which has provided funding/professional learning and a positive and researched based direction for our school learning.

From 2017-2020 we have been invited to be part of the NSW Literacy and Numeracy Action Plan Phase 2 which focuses on instructional leadership and improving instructional processes in literacy and numeracy.

In 2018 we will begin phase 2 of our building development which will include a library renovation into 2 new classrooms. In 2020, a staffroom and classroom will be built.

To date our school has 131 students in the main school and 27 pre-kindergarten students. We have 7 full-time staff, 3 part-time staff and 4 part-time teachers' aides and 1 full time teachers aide.

We thank God for His continued blessings and are excited about what the future holds for Narromine Christian School.



## Spiritual

Narromine Christian School is a school that is founded on Christian principles and is Christ-centered. We believe that every child has been created with a purpose and a God given design for their future. Therefore, it is our duty to provide opportunities for our students to develop a deep and lasting relationship with Jesus. Our role at Narromine Christian School is to work together with families and their respective churches to help our students develop self worth and social responsibility that will give them a sound basis on which to build their futures.

Students at Narromine Christian School participate in daily class worship, Bible classes and weekly chapel programs. These activities not only help to infuse our school with Jesus' love but also allow our students to develop and share their faith and love for God. Our school chaplain takes chapel and Bible classes that focus on Christian morals and values and stories from the Bible that emphasise these.

Narromine Christian School functions within the framework of a Seventh-day Adventist worldview, it is open to all students regardless of race, religion or culture. Parents of prospective students should appreciate that we are a Christian School and that students are expected to maintain the school's standards in their behaviour, both on and off the school grounds.

## Academic

Narromine Christian School prides itself on being a safe haven that emphasises academic progress and facilitates each child's learning. Student learning is celebrated in a safe, positive and disciplined environment.

All teaching staff are qualified, experienced and are enthusiastic about teaching and student learning. Staff emphasise and focus on the development and improvement of literacy and numeracy skills in each student.

Class work, assignments and tasks are designed to provide experiences that will grow student knowledge and provide intervention or extension as required. We also offer a balance of direct instruction learning interspersed with computer skills, interactive whiteboards and the world of technology.

The aim of our academic program is to provide students with the opportunity to develop their background knowledge, thinking skills, work independently, and extend themselves on all academic fronts and most importantly to be proud of themselves and their achievements.

At Narromine Christian School students participate in the ANZAC march, community NAIDOC events, CWA speaking competitions, meals on wheels and a number of other community activities.

At our school we also recognise that many students have creative gifts and talents that need to be fostered.

Within the NESA syllabus documents Science and Technology, Art and Music are designed to cater for the more creative and practical student. All students will have the opportunity to experience these subjects but those who show an aptitude in these areas will be encouraged to participate in the local show, CWA speaking competitions, singing in the school events and participating in local council events that encourage development of creative abilities.

## Physical

At Narromine Christian School we believe in a balanced education, therefore, physical education plays an important role in our school curriculum. PDHPE (Personal Development, Health and Physical Education) covers health issues, personal growth, physical skill development and experiences.

Our school participates in a variety of sporting activities throughout the school year that provide sporting opportunities, healthy competition and the development of sportsmanship in each student.

Each year students participate in a Swimming Carnival, Cross Country and Athletics Carnival hosted here at our school. Students who perform well at these carnivals have the opportunity to travel to regional and state events. We are a member of the Christian School Sporting Association (CSSA).

Additionally, students also participate in swimming programs, tennis coaching, rugby union and league coaching, hockey and basketball etc, thanks to the Sporting Schools Government Initiative.





# A-Z Parent Information

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## Absences

All absences must be accounted for. The school requires a written reason for every period of absence. This can be submitted to the school via a hand written note, the school app or a telephone message can be taken by the office staff.

Please contact the office if your child will not be attending classes for that day. Parents will be contacted if a student is late.

Family holidays should be scheduled in school breaks. If an extended unavoidable family event occurs an Exemption from Attendance must be obtained from the Principal.

An official letter from the school will be issued if there is any extended period of absence or students are consistently arriving to school late. Family and Community Services will be informed of any unauthorised periods of absence.

## Accident or Sickness

Simple first aid will be applied to minor cuts, abrasions etc, at the school. Parents will be contacted, if possible, where the sickness or injury is deemed to be of more than a passing minor problem. In the case of an accident of a serious nature, every effort is made to contact parents/caregivers or emergency contacts, however, if parents cannot be contacted, the child will be taken to the doctor. Emergencies may result in an ambulance being called.

## Addressing Staff

As a form of respect, it is expected that students will address each staff member by his/her title and surname. Eg. Mrs Robertson, Mrs Feo etc this is to be extended to all staff members at the school, including teachers, administrative staff, librarians, bus drivers and volunteers (parent or others). Please refer to school staff in this manner in all conversations with your child at home, thus reinforcing the way students are expected to address staff.

## Administration

Narromine Christian School, while being managed by the Principal as Chief Executive Officer, the following committees guide and direct the school.

- The Board of Directors of the Seventh-day Adventist Schools (SNSW) Ltd
- The School Council of Narromine Christian School
- Education Directors of the Seventh-day Adventist Schools (SNSW) Ltd, Mr David Hobson

Members of the School Council are elected for a term of three years by the Seventh-day Adventist Schools (South New South Wales) Limited Board of Management. Membership consists of the Principal, Chaplain, Local Church Representatives and a Home & School Representative.

The Council is responsible for:

1. Financial Management
2. Enrolments
3. General operating and maintenance
4. Policy Development

## Attendance

Children must attend school each and every day and be on time unless there is a valid reason for them to be out of school. Excused absences include illness, medical or dental appointments or attendance at court or a family funeral. All other absences will be marked “unapproved”. Holidays are not to be taken during school time. Students are expected to attend and participate in all classes.

Section 22 of the Education Act (1990) states that it is the duty of the parent or caregiver of a child of compulsory school-age to attend school whenever instruction is provided. In New South Wales, all children from six years of age are legally required to attend school or be registered from home schooling until they turn 17 years of age.

**Parents and caregivers please note: If a student misses as little as 8 days in every school term, by the end of primary school they’ll have missed over a year of school. As a result students with high unattendance could have large gaps in their schooling which are difficult to catch up.**

EFFECTS OF ABSENCES ON SCHOOL PROGRESS					
<p>A whole year has 365 days. A school year has only 190 days. that leaves: 175 days to spend on family time, visits, holidays shopping, household jobs and other appointments.</p> <p><b>ATTENDANCE MATTERS - EVERY SCHOOL DAY COUNTS</b></p>					
NO ABSENCES	10 DAYS	19 DAYS	29 DAYS	38 DAYS	58 DAYS
190 days of education	180 days of education	171 days of education	161 days of education	152 days of education	132 days of education
100%	95%	90%	85%	80%	70%
Very Good		Worrying		Serious Concern	
Best chance for success. Gets your child off to a great start		Less chance of success. Makes it harder for your child to make progress		Your child will find it very difficult to make progress. May lead to mandatory reporting.	

**90% attendance is equal to 1 day off each fortnight.**

## Attendance - Lateness

Arriving at school on time is extremely important to a child's educational progress. Please be sure your child arrives at school each and every day on time. Educational research indicates punctuality is vital to student achievement. Students who develop patterns of good attendance are much more likely to succeed both academically and socially.

Good attendance matters greatly:

- When students are on time, they can achieve better grades, score better on standardised tests and are more likely to remain on course for university / career-readiness.
- It is the responsibility of home and school to teach students the importance of punctuality now so they are prepared for the future. Employers say good attendance demonstrates responsibility and is a key factor in the hiring and promotion of employees.
- Parents and Guardians are responsible for ensuring that their children attend school and are practicing good habits of punctuality.

## Attendance – Arrival Time

Students can arrive any time after 8:20am and prior to 8:45am. There is no supervision of students prior to 8:20am. Please do not send your children to school before this time. When students arrive at school they are in the care of the staff on playground duty until such time as the bells are rung to call students to class line up.

## Attendance – Arrival Procedures – Late Arrivals

Late Arrivals: After 8.45am

If a student is late for school, ie after the 8:45 am bell they must go straight to the office before going to class so that details of their lateness can be recorded. Parents must provide a reason for the lateness either in writing, email or verbally through a phone message, text or in person to the office.

## Attendance – Departure Procedures

Parents/Caregivers must report to the office when entering the school grounds during school hours.

If a child needs to be collected early Parents/Caregivers must come to the office first to request their child and sign the student out. The child will then be called to reception to meet their parents. No parent is to collect their child without going through this procedure. No parent is to collect their child from the classroom, they must go through the office and comply with early leaver procedures.

Parents must sign their child out at the front office. If your child uses the school bus, please inform the office staff which bus your child travels on and then the office staff will inform those on bus duty. If however you pick your child up unexpectedly as the afternoon bell has gone, please make sure you inform your child's bus duty teacher that your child will not be on the bus. Please be sure to always follow the procedures that are outlined as your child's safety is paramount. Any student who is taken out of the school during normal school hours will have a partial absence recorded for that day if the child is taken before 2:45pm.

## Award System

At Narromine Christian School, the staff intends to reward the many positive things that students do throughout each and every week of the school year. A school wide reward system is being developed where students will be rewarded for their positive behaviour choice and for adhering to school rules and procedures.

## Breakfast Club

Breakfast Club is held each Tuesday and Friday morning from 8:00am until 8:35am. The breakfast club is open to all students, is manned by volunteers and is free of charge. Students if partaking of school breakfast may arrive at school at 8:00am on these days.

## Bullying

Bullying is not the same thing as a disagreement between two people. Bullying is the misuse of power, position or privilege. It is any form of behaviour that is not welcome and not asked for; done to intimidate, coerce, create fear, control, embarrass, exclude, or cause pain/discomfort. It is always one way, rather than an exchange.

Students are entitled to enjoy their educational experience without fear of harassment from any sector of the school community.

The school will ensure that adequate classroom and playground supervision is provided to minimise the opportunities for bullying to occur.

Each group within the school community has a specific role in preventing and dealing with bullying.

Parents, teachers, students and the community will be aware of the schools position on bullying.

Every incident of bullying is unique. Bullying varies in its severity and consequential impact on those involved.

Students, staff, parents and members of the wider community can expect;

1. that students will be safe at school, free from fear of bullying, harassment and intimidation.
2. to be involved in the collaborative development of the school anti bullying procedures and strategies.
3. to know what is expected of them and others in their relationships with other members of the school community.
4. that all students will be provided with appropriate support when bullying occurs.

Anti-bullying programs may be integrated into weekly Bible, PDHPE program or through our school values.



# IS IT **BULLYING**

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WHEN SOMEONE SAYS OR DOES SOMETHING  
*unintentionally*  
HURTFUL AND THEY DO IT ONCE, THAT'S  
**RUDE.**

WHEN SOMEONE SAYS OR DOES SOMETHING  
*intentionally*  
HURTFUL AND THEY DO IT ONCE, THAT'S  
**MEAN.**

WHEN SOMEONE SAYS OR DOES SOMETHING  
*intentionally* HURTFUL AND THEY *keep doing it*  
EVEN WHEN YOU TELL THEM TO STOP OR SHOW THEM THAT  
YOU'RE UPSET - THAT'S  
**BULLYING.**



## Chaplaincy and Pastoral Care

At Narromine Christian School, we believe that every child is a child of God and should be treated that way. It is a tremendous privilege to lead young people to know themselves, their place in society and their God. Pastoral care embraces a total caring for each child and recognises and relates to them as individuals. It is about helping each student see their value as God sees them, celebrating their God-given uniqueness.

Our Chaplain organises and supports the school in weekly Worship services. They spend time at school to play with/talk to/work with students to show them that they have a friend who will support them at all times. The Chaplain is also available to visit with school families. The Chaplain coordinates Bible studies with year 5 and 6 students who request them and coordinates the bi-annual Week of Spiritual Emphasis weeks (known as WOSE). The Chaplain also supports FUSE, held once a month on a Friday evening at the school.

## Canteen

The Home and School Association in conjunction with the Principal, run the school canteen. Canteen is run on a Monday and Thursday each week and recess, lunch and snacks can be purchased via the school's canteen app Qkr. The canteen has a summer (term 1 and 4) and winter (term 2 and 3) menu. The menu and price of each item will be displayed on the school app and you will only be able to order from the current menu.

## Communication Procedures

A good relationship between home and school depends on effective communication. Every effort is made to work closely with parents for the success of each student's learning program. Occasionally concerns or issues arise. At Narromine Christian School, we pride ourselves on our open door policy and encourage all parents/caregivers to talk to us if they have any concerns no matter how small.

At Narromine Christian School we appreciate that at times issues do occur and misunderstandings happen. Please approach the school with an open mind and positive attitude for a fair outcome as your optimistic model will prove beneficial to your child's attitude towards authority and any future interactions. It is also counterproductive to discuss issues with other members of our school community before all facts are known.

### Newsletter

A school newsletter is published and emailed each Tuesday. The newsletter contains information that keeps parents up to date with the current events of the school. The newsletter is also available for viewing on our school website and our school app. You may also request the newsletter as a hard copy.

### Calendar/Key Dates

The school calendar with many school events and relevant dates is found on the school app (School Stream) under the Events/Calendar tab. Please appreciate that changes can occur and additional events may come up so check this tab regularly.

### Website

The school's website [www.narrominechristianschool.com](http://www.narrominechristianschool.com) is comprehensive and has detailed information about the school. School publications and forms can also be downloaded from the website.

### School App (School Stream)

The school app has information about the school, the school calendar, canteen menus, newsletters as well as an attendance submission form. It is also the primary form of communication for reminding parents about up coming events. It is strongly advised that all parents download this app on their smartphone as it is a very quick and easy way for the school to communicate with the parent body.

## Code of Conduct

It is expected that students at Narromine Christian School will:

### **Respect Themselves:**

1. Wear school uniform with pride
2. Display good manners
3. Take responsibility for their own actions
4. Be obedient and honest
5. Show self control

### **Respect Others:**

1. Treat others with respect
2. Listen carefully
3. Be thoughtful of others and their ideas
4. Share and cooperate with others
5. Refrain from all forms of bullying
6. Use respectful language and refrain from swearing

### **Respect the Environment:**

1. Help to keep the school clean and tidy
2. Protect gardens, trees, resources and buildings
3. Pick up rubbish

### **Respect Learning:**

1. Be at class on time
2. Complete homework consistently and neatly
3. Take care of their property and that of others
4. Keep their desk and belongings neat and tidy
5. Obey class rules and expectations
6. Complete all work to the best of their ability

N.B. If accidental damage to property occurs while a student is behaving within the school rules, the school will accept responsibility for the cost of repairs. If damage is deliberate or a direct result of not behaving in accordance with the school rules, she/he must assume responsibility for the repair of damage.

## Counselling Services

Narromine Christian School is committed to ensuring the physical, emotional, spiritual and moral well-being of all pupils. To support this commitment, our school Chaplain is available to talk with students.

Young people clearly face many challenges whilst growing up and may find at times that they need someone to talk to, external to either home or school. Counselling is a process which offers support and guidance when things feel particularly difficult. The school also has access to a qualified school counsellor on a Monday afternoon, that students and their families can access if required.

## Curriculum

Narromine Christian School follows the NESA curriculum with a Christian focus. As the NSW version Australian Curriculum has been introduced we have been implementing these changes in our classrooms.

Pupils with varying levels of ability and learning differentiations are catered for in each classroom

The four stages of primary school are:

Early Stage 1	Stage 1	Stage 2	Stage 3
Pre-Kindergarten Kindergarten	Year 1 and Year 2	Year 3 and Year 4	Year 5 and Year 6

The Key Learning Areas (KLA's) are:

**Biblical Studies** (known as Encounter) engages the students to have a connection with God. Through studying the Word, students learn about God's unconditional love, and about Jesus' life and teachings as well as the Plan of Salvation. Students also participate in worship and Chapel. Year 5 & 6 students have the opportunity to participate in extra Bible studies with our school Chaplain if desired.

**English** includes reading, writing, talking and listening, as well as language structures, punctuation, spelling and grammar. Students learn to read for information and for pleasure. An important focus in our english curriculum for K-2 is the explicit and systematic teaching of synthetic phonics.

**Mathematics** includes working confidently with numbers, shapes and measurement and includes measuring time and calculating with money, as well as geometry, algebra and working with data and graphs.

**Science and Technology** develops students' skills in thinking, investigating and problem solving. It builds on the curiosity children have about their natural and built environments.

**HSIE** covers areas such as history and geography. Students gain an understanding of their nation and its place in the world and learn effective ways of improving the quality of their society and environment.

**Creative Arts** includes such areas as visual arts, music, drama and dance. Students are given opportunities to explore their creativity in each of these areas while also learning to appreciate and value what each art form offers.

**PDHPE** (Personal Development, Health and Physical Education) includes the development of knowledge, skills and attitudes towards a healthy, active and fulfilling life. Students learn how their bodies change and the importance of good food and regular exercise. Students also learn skills to play individual and team sports as well as the value of sportsmanship and teamwork.

Literacy and numeracy testing are conducted 3 times a year to assess student learning and areas of need. We believe our class instruction practices are designed to improve student learning but where required students receive additional support in small groups both in and out of the classroom. All interventions used are research based and known to be the best on the market.

Formal communications regarding a student's growth comes in the form of initial (first term), mid and end of year reports and parent-teacher interviews (terms 1 and 2). Teachers also keep in contact with parents and carers, at other times throughout the year, in regards to their child's progress and development.

## Corporal Punishment

Narromine Christian School does not explicitly or implicitly sanction the administering of corporal punishment by non-school persons including parents or guardians to enforce discipline at the school.

## Deregistration

In the event of a student leaving during the school year, the procedure is as follows:

### Pre-Kindergarten

- 2 weeks' notice is required to deregister.
- The principal, in consultation with the parent or guardian, will decide on the final day of attendance and an appointment will be made for that day or earlier for the parent or guardian to finalise any outstanding fees and to sign the deregistration form.
- When notice to deregister is received, a deregistration form will be completed by office staff.
- The enrolment deposit paid at registration will be refunded on the final day, less any outstanding items.

### Kindergarten to Year 6

- A minimum of one term's notice is required to deregister. Fees are payable to the end of the term after notice is given.
- The principal, in consultation with the parent or guardian, will decide on the final day of attendance and an appointment will be made for the day or earlier for the parent or guardian to finalise any outstanding fees and to sign the deregistration form.
- When notice to deregister is received, a deregistration form will be completed by office staff who will check with each department what items need to be returned or finalised. Each department will sign off on their section of the form.
- If there are any outstanding items the school may decide to charge for the missing or damaged items.
- Deregistration must take place before the release of the student's report or the issuing of any references.

## Discipline

*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.*

*"Treat others the way you would like to be treated."*

### Matthew 7:12

Staff create a positive, safe, Christ-inspired environment where students are valued, acknowledged, rewarded and developed. Students at Narromine Christian School are encouraged to act responsibly, courteously, thoughtfully, honestly and safely during all activities on the school site and while participating in any excursions outside of the school site. The school rules positively affirm the tone of the school and inspire student attitudes and behaviour.



## School Rules

- Be Happy
- Be Safe
- Be Respectful

## Behavioural Consequences

When a student misbehaves these procedures are followed:

1. A friendly warning is given with positive supportive comments to encourage immediate change in attitude and behaviour. When that occurs the incident is immediately over.
2. If the undesired behaviour continues, the student is warned firmly and may be moved in class or kept in at the next break for a chat and to encourage positive change. If the incident occurs in the playground the student may be sat on the bench for a period of time until the issues are positively resolved. At all times the student is treated with respect and enabled to recover their sense of perspective with careful positive guidance.
3. Where the student persists with their negative attitude and behaviour, they may be given a range of consequences that include but are not limited to: a warning, picking up rubbish, missing out on play, writing lines and missing out on something good or ringing a parent or caregiver to explain their misbehaviour.





## Enrolments

All children who are eligible to attend a government school are welcome to apply for enrolment at our school. Narromine Christian School is open to all students regardless of their race, gender or religion. While no religious test is applied, all students are expected to: live in harmony with the schools standards and regulations, show respect for God's Word and participate in the Christian classes and activities of the school.

### **Pre-Kindergarten**

Students enrolling at our school as part of a Pre-Kindergarten intake will be required to provide their Birth Certificate and an immunisation certificate. Starting age for admission to Pre-Kindergarten is 4 years of age or applicants who turn 4 before 31st March of that year will be given preference, however if positions are available we will accept students who turn 4 by 30th June will be accepted.

### **Kindergarten**

Students enrolling at our school for Kindergarten are required to turn 5 on or before 31st March of that year.

### **Primary**

To accept a child into the school the parents must complete the application for enrolment form, submit the child's immunisation records, their birth certificate and any other pertinent identification (eg. Visas, court orders etc). The school does not discriminate against any child by race, religion, colour, intellect or physical disability. The application for enrolment form includes a section for the parents and students (Year 3-6) to sign that they will uphold the ethos and standards of the school and includes parental acceptance of responsibility for tuition fees, consumables, text book fees and bus fees.

Information is required by the school to ascertain the needs of the child. This will include the following: current reports, education psychological reports, paediatric reports, etc.

Students will be allocated to classes according to a combination of class size and student need. If classes are deemed full, the child will be placed on a waiting list and will be contacted as soon as a position is available.

## Excursions

During the year, pupils participate in various activities connected with the school program and curriculum. These may include:

- Excursions/incursions directly connected to studies
- Natural, cultural, historic features or current interest
- Sporting activities
- Performances for church or community groups
- School functions

While parents sign an annual Local Excursion Permission form, parents will always be notified before any excursion occurs or will be sent another form to sign when students are to leave the local area.

The cost for most excursions is covered at the beginning of the school year as part of the facility fee.

# Fees

Please note the following general points regarding fees:

1. Fees are invoiced at the beginning of each term, annual fee accounts can be issued if the registrar is notified at the beginning of term 1.
2. All fee payments must be made by the fourth week of the school term.
2. Fees may be paid in instalments however approval must be granted by the school registrar.
3. Fees may be paid by cash, cheque, direct bank transfer and eftpos.
4. The fee invoice for the term's fees will be posted out during the first week of the school term.

## **Tuition Fees**

Tuition fees and additional costs such as books, art/craft and sports are determined by the local school administration. Fee accounts are issued each term. Payment is due in week four of the term.

Tuition Fees – per term (4 terms)

1 child	\$325.00
2 children	\$601.25
3 children	\$828.75
4 children	\$1023.75

The 5th child and subsequent children attending a school in our system receive free tuition.

## **Facility (Consumables) Fee**

A facility fee of \$250 is charged, for each student, to cover all books, stationery, paper and arts & crafts. This fee is due on registration day each year or at the commencement of enrolment.

## **Excursion Fees & Sport Fees**

The fees for most excursions, incursions and expert sporting tuition are included in the school facility fee. The classroom teacher will advise you of any additional costs associated with each individual excursion.

## **Financial Aid**

Limited assistance with school fees may be available for families facing financial difficulties. Please contact the principal for information.

## **Withdrawal**

When a student is withdrawn part way through a term, fees for that term are non-refundable.

## Failure to pay your fees

The following actions will be taken by the school if fee payments are not made on time.

- If you haven't made payment by the end of week 4 (week 2, if paying by instalments) you will receive a courtesy statement.
- If you haven't paid or discussed your payment plan with the school by week 5 (week 3, if paying by instalments) you will receive a phone call.
- If you haven't paid by week 7 (week 4, if paying by instalments) you will receive a letter from the Principal advising that your child's enrolment may be terminated if payment is not made.
- If you haven't paid or adhered to the arrangements made with the principal by week 9 you will receive a letter explaining that your child's enrolment has been terminated.
- If your child/children leave the school without paying all outstanding fees, your debt will be immediately registered with the schools debt collection agency. Any legal fees will be added to your outstanding fees.

## Financial Information – Other

### **School Operating Costs**

Finance to meet the yearly operating costs of the school comes principally from school fees and State and Commonwealth recurrent grants. Parents, friends and the wider community are able to contribute to a school building fund. Tax deductibility is available for contributions to this allocation and the monies raised are used for the provision and maintenance of school buildings and new building development.

# Food

## Recess

Recess should consist of fruit and / or vegetables – limited snack foods – as they are high in either sugar, salt or fat. Water is encouraged for drinking during the day. Students who bring water in their drink bottles are able to take them into class.

## Lunch

Lunches should consist of healthy food, low in fat and sugar.

All children remain seated with their teacher for the first 10 minutes of the lunch break after which time they may play, provided they have finished their food. Please provide your child an amount of food that they can comfortably consume in a 10 minute period.

All students are encouraged to bring a bottle of water each day or they can bring a water bottle which they can leave at school and refill daily so they can have water to drink during the day. (Please ensure it is clearly labelled with your child's name).

**NUTS:** Narromine Christian School is a nut free school. Please ensure products containing nuts are NOT a part of your child's lunch box.

We are aware that some students in our school have a nut allergy. Those students, if they come in contact with a nut product, can suffer life threatening consequences. It can be easily contracted from a simple handshake or touching of a student's table who may have had some nuts in their food.

We ask that you **DO NOT** provide the following in your child's lunch box:

- Peanut butter
- Nutella
- Chocolates which contain nuts
- Muesli bars which contain nuts
- Any nuts
- Nougat
- Biscuits which contain nuts
- Cakes which contain nuts

What can you put in your child's lunchbox that is nut free?

- Vegemite/marmite sandwiches
- Cheese sandwiches
- Salad sandwiches
- Dried fruit
- Yoghurt
- Cheese sticks
- Chopped or tinned fruit
- Fruit strips
- Check all biscuit labels and if you are not sure please leave it out
- Any bread-based foods

Our school canteen has also adopted this nut-free policy.

If your child has a nut or food allergy please make sure you inform the school and their teacher as soon as possible so that we can ensure your child does not come into contact with any foods that can trigger a reaction.

Please help us in providing a nut free school and assisting those parents who have children who may have a life threatening reaction.

## Hairstyles / Grooming

Hair is always to be kept in a neat and tidy manner:

1. Hair should not impair vision at any time. Therefore hair needs to be tucked behind the ears if it is too long.
2. Girls' hair is to be neat and tied back at all times. Hair is not to be left out.
3. Boys' hair should not hang over the collar when the head is in the upright position.
4. Ponytails are not permitted on boys. (Exception: Cultural reasons – which must be discussed with the Principal).
5. Unusual cuts/styles e.g. rats tails, shaved heads, dreadlocks, patterned/shaved cuts (including eyebrows), undercuts, extreme hair colouring are not permitted.
6. Hair cannot be bleached or dyed. Naturally highlighted/coloured hair is acceptable after consultation with the principal.
7. Slogans, patterns or symbols of any shape or form cannot be sprayed, cut or shaved into the hair.
8. Any styles which are cult cuts or out-of-the ordinary in anyway (i.e. Half head shaved and other half long or spikey) etc. are unacceptable.

All students are advised that if they have any concerns relating to intended hairstyles, they should consult with the principal before proceeding. It is too late after the event. Ignorance of the hair policy will not be an acceptable excuse. If for cultural reasons parents wish to discuss any of the above points, please present your case in writing and make an appointment with the principal.

Note: Judgment on acceptable hairstyles rests with the principal. Students can and will be sent home if the hairstyle does not conform to school policy.

## Homework

Homework benefits children by complementing classroom learning, fostering good study habits and providing opportunity for students to be responsible for their own learning. Homework also provides a link between the teacher and parent.

Students at Narromine Christian School are expected to do their homework to the best of their ability. Homework is given on Mondays, Tuesdays, Wednesdays and Thursdays, leaving the weekend free for family activities.

We ask parents to support our homework procedure by:

- Providing space and time for their child to do their homework.
- Endeavouring to prevent interruptions such as television, radio and other children.
- Checking that homework is complete and signing where appropriate.
- Using the methods suggested by the teacher for practice of skills
- Informing teachers of problems when they arise.

Ideally, homework should be done before any television is watched, not long after school, while your child is still fresh.

Homework will be checked on a daily basis by the class teacher. Students who have incomplete homework will be required to stay in at recess or lunch to finish.

Sometimes, students will be given 'homework off' as a treat or for a special occasion.



**K-2 Homework Activities:**

- Reading and writing of camera words
- Reading activities to, with and by parents
- Simple maths activities to reinforce basic concepts
- 1 minute fluency reads
- Year 1 & 2 addition and subtraction fast facts
- Year 2 times tables for terms 3 & 4

**3-6 Homework Activities;**

- Reading activities to self and questions asked by parents (minimum of 20 minutes reading)
- Times table activities
- Maths activities to reinforce basic concepts (where required)
- 1 minute fluency reads
- Decodable or levelled reader as required

Parents are able to make an effective contribution to their children's schooling by showing an interest in their learning and giving individual help. We encourage parents to provide direction, ideas and resources for homework where necessary but we encourage students to complete the work themselves.

Homework will be checked by class teachers each day. Students are encouraged to demonstrate organisational skills and manage their time wisely at home to complete and submit their homework.

Students with incomplete homework will complete their homework at recess or lunch.

Continued incomplete homework will result in a parent, teacher and student conference to remedy the issues.

## Home and School Association

Official members of the Home and School Association are appointed annually by the School Council. Every parent can be an active part of this association. The Home and School plays an important part in bringing your home and the school closer together through:

- Participation in social and educational functions.
- Raising funds to provide specialist equipment and facilities.
- Promoting the school's identity in the wider community.
- Promoting a sense of community among parents and guardians.

## Hours

Bell Schedule	Monday - Friday
Staff Worship	8:00am
Staff on Duty	8:20am
First Bell	8:45am
Recess Bell	11:00am
End of Recess Bell	11:20am
Lunch Eating Bell	1:00pm
Lunch Play Bell	1:10pm
End of Lunch	1:35pm
End of Day Bell	2:55pm

Please Note: Parents are requested to make every effort to ensure that children are punctual. Parents are also requested to ensure students are picked up on time at the end of the day as minimal to no supervision is available when staff are in meetings after school.

## Houses

Narromine Christian School has three houses, Nharrang, Girrawaa and Bandharr. Each child is allocated a house when they enroll. The house system provides a forum for participation for all students in the areas of sport, public speaking, music, choir, drama, team activities and academic challenges. Each house has members from Pre-Kindergarten to Year 6 and has a Head of House (Teacher) and House Captain (Year 6 student). The focus of the house activities is to build team work, cooperation, participation and self esteem.

**Nharrang** (pronounced Narran) is a Wiradjuri word for Blue Tongue Lizard, house colour **blue**.

**Girrawaa** (pronounced Girraway) is a Wiradjuri word for Goanna, house colour **green**.

**Bandharr** (pronounced Banthar) is a Wiradjuri work for Kangaroo, house colour **red**.

## Internet Usage

The internet is an essential element for education. Internet use is part of the curriculum and necessary too; for education. The purpose of Internet use in Narromine Christian School is to raise educational standards and to promote pupil achievement. Internet use and access is considered a school resource and privilege.

- Students are expected to use the school's internet resources in a safe, responsible and effective manner. Internet sessions will always be supervised by teachers and the school will regularly monitor internet usage.
- Systems including filtering software will be used in order to minimise the risk of exposure to inappropriate material.
- Students will use the Internet for educational purposes only.
- Students will observe good "netiquette" (i.e. etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute.
- Teachers and students will be familiar with copy right issues relating to online learning.
- Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable material's.
- All endeavors have been made to block any inappropriate sites, however students should inform their teacher if they inadvertently accessed information that makes them in any way uncomfortable.
- Misuse of the Internet may result in disciplinary action according to the School's Code of Behaviour, which includes written warnings, notification of parents, withdrawal of access privileges and in extreme cases, suspension or expulsion.
- The school also reserves the right to report any illegal activities to the appropriate authorities.

## Library

The main function of the school library is to provide space and materials for research, investigations and to foster a love and enthusiasm for reading.

Each class has the opportunity to borrow books from the library and to spend time researching for projects and assignments.

## Lost Property

Labelling of clothing and other property with your child's name ensures that the item, if found, can be returned to its owner. Items of clothing that are not named will be kept for a period of one term, after which they will be put into the pre-loved uniform store.

## Medication

In order for staff to administer medication to your child a medical authorisation form must be completed. If your child requires ongoing prescription medication a letter from your GP or paediatrician will also need to be supplied.

All medication will be handed back to the parent/caregiver at the end of each school year.

## Music / Drama

Music and Drama are part of the classroom curriculum for all students at Narromine Christian School. Students have the opportunity to participate in a variety of Creative Arts subjects. Drama is a part of the weekly chapel program as well as creating videos and movies to be used as part of chapel or other school functions.

The Macquarie Conservatorium will also offer tuition to students that are interested in a musical instrument and will be charged to the family directly. The cost of tuition is \$150 per term for a group lesson. Lessons offered will depend on the number of students interested in a particular instrument. A “Puff & Blow” session will be held at the school each year to give the students an opportunity to try the different instruments and for the teachers to guide them with their choice.

## Parents as Partners

At Narromine Christian School we believe that the home and the school form an important partnership when helping a child to reach their full potential. If you have any concerns then these need to be discussed with your child's teacher or the principal. Small problems can grow into big ones if not addressed and dealt with if and when they arise.

Children quickly catch parent's attitudes to learning, excellence, homework, other people etc. Parent's expectations are a major positive influence on a student's success. Taking an interest in your child's progress and helping with homework are incentives to learning.

It is important to make your child's classroom teacher aware of any situation or relationship that may have a negative impact on the academic, social or spiritual development of your child. Teachers are able to do their job better if they are aware of all external factors influencing a child's ability to learn at any given time.

## Parental Involvement

As a school with a family focus, parental involvement plays a major part in keeping our school tone and family atmosphere. There are many ways in which parents/guardians can become involved in our school's day to day operation. The following areas are those in which we would like you to volunteer some of your time. Classroom assistant – reading or craft helpers. Home and School Committee, canteen, school garden, special event helpers (carnivals & ABC day)

Talk to your child's teacher or the principal if you are seeking to be more involved in your child's education or the day to day operations of school services. We thank you in advance for the time and energy you give to assist our school to run effectively.

Parents/guardians will also be invited to participate as audience, community contacts, and assistants in some school programs. Your voluntary efforts will improve facilities, school spirit and student attitudes. While we value the involvement of parents in our school it is a requirement that all parents have a current working with children check (WWCC) number, that is verified by the school before any volunteer positions can begin.

## Personal Resources

### **Lost Property**

Although all due care will be taken to collect items of clothing or belongings left at school by students, no responsibility can be taken. Please ensure that all items are clearly named. Lost property that has not been claimed by term end will be placed in the pre-loved clothing pool.

### **Money, Valuables & Toys**

It is recommended that students do not bring large amounts of money or valuables to school. We can take no responsibility for damage or loss. As no electronic games, mp3s, mobile phones etc are allowed, they will be confiscated if found at school. Students are discouraged from bringing toys of any kind from home as loss can cause great distress.

### **Stationery & Books**

Individual and class stationery supplies are purchased by the school and given to each student on Registration Day. Charges for these supplies appear on fee accounts as part of the Facility Fee. Text books are given to each student during the first few weeks of school. All books should be covered to enhance durability - text books are to be covered in clear contact only. Individual choice is allowed when covering exercise books, however, we ask that the Christian principles of the school be considered when choosing book covering.

### **Citizenship**

The local community plays an important role at Narromine Christian School and it is anticipated that children will occasionally participate in local church services and community events. In order to develop community awareness and good citizenship the students may participate in a variety of community events such as: Clean up Australia Day, ANZAC Day, Road to Bethlehem, Carols by Candlelight, visits to the aged care home, the local show, other local projects and competitions.

## Pre-Kindergarten

Pre-Kindergarten is an alternative or addition to preschool or day care where children learn through fun engaging activities and gain basic principles to prepare them for their first year of school.

Pre-Kindergarten provides the opportunity for children to be exposed to literacy, phonics and number skills, preparing them for Kindergarten the following year. Children are taught how to learn with confidence and will have an advantageous introduction into the schedules, routine and content of formal schooling.

Our Pre-Kindergarten Centre places a strong focus on the development of phonological awareness skills and number sense in our students.

The structure of Pre-Kindergarten allows the teacher to meet the needs of your child. Activities will be provided to enhance each child's strength, competence and self-esteem. Ultimately, Pre-Kindergarten is a learning environment where learning is fun.

Starting age for admission to Pre-Kindergarten is 4 years of age or applicants who turn 4 before 31st March of that year will be given preference, however if positions are available we will accept students who turn 4 by 30th June will be accepted.



## Pupil Free Days/Public Holidays

Each year some days are taken as pupil free days. This time is used for planning, curriculum development and professional development. Parents/Guardians are given advance notice of these impending dates so that alternative care can be provided. Where possible, the school calendar records these dates.

Monday, January 27, 2020	Australia Day (Public Holiday)
Friday, April 10, 2020	Good Friday (Public Holiday)
Monday, April 13, 2020	Easter Monday (Public Holiday)
Saturday, April 25, 2020	ANZAC Day
Friday, June 5, 2020	Pupil Free Day
Monday, June 8, 2020	Queen's Birthday (Public Holiday)

## Registration Day

Registration Day occurs the week before School starts each year, from 8:00 am to 4:00 pm. All parents will receive notification of forms to sign on the school app:

1. Pay facility fee (\$250 per child)
2. Obtain the necessary books to be covered and named
3. Chat with your child's teacher
4. Receive the current Student Handbook

## 2021 Registration Day Thursday, January 21 2021

## Reporting

Reporting is a process that is used for a variety of purposes including:

- Describing and detailing a student's learning
- Detailing plans for future learning
- Outlining a student's learning abilities and needs
- Encouraging students to take responsibility for their own learning

Formal reports are issued mid-year and end of year. These reports are outcomes based and indicate at what NSW Board of Studies stage a student is achieving. Initial reports are issued at the end of term one to give parents an understanding of how their child is initially progressing in each subject area.

## Interviews – Parent/Teacher

Formal parent/teacher interviews are held at the end of Term 1 and Term 2. If parents are unable to attend, appointments may be made for another time. Parents/guardians are also welcome to arrange an appointment time with their child's classroom teacher at any time during the year to discuss any concerns.

## Scholarships

Scholarships are offered to both current and future students from Years 3 to 6, these scholarships pay for half the tuition costs of the student. Application forms are available from the office in Term 4 and must be completed and returned to the office by the end of November. Successful applicants will be notified by mail.

## School Office

The school office is in operation every day from 8.20am to 3.30pm.

## Sickness or Accident

The school has limited facilities to care for students who are unwell. Parents/Guardians will be contacted when the sickness is deemed to be more than a passing minor problem. Simple first aid will be applied to minor cuts and abrasions at the school.

In the case of an accident of a serious nature, parents/guardians will be contacted immediately. If parents/guardians cannot be contacted, the student will be taken to the nearest doctor. All medical costs are the responsibility of the parent/guardian.

It is the responsibility of the parent/guardian to ensure that the school has up to date medical and contact information.

## Special Education

### **Learning Support**

Learning Support is coordinated by our learning support staff. The Learning Support teachers, in collaboration with the classroom teacher and the principal will decide the best way to support a student with learning difficulties.

Withdrawal from class may occur for one on one or small group learning; however, in-class differentiation and quality teaching practices prove to be the most effective tool depending on the nature of the difficulty. A combination of both approaches may be used to support a student with learning difficulties.

### **English as a Second Language**

Narromine Christian School does not provide classes for students who require additional tuition in English speaking. Students from Non-English Speaking backgrounds should seek the services of a private tutor.

## Sport

Students have the opportunity to participate in a variety of sport competitions at our school and with other schools. Sport is a part of the curriculum and each student is required to take part. If a student is ill or injured then a note from home is to be provided to the classroom teacher stating the reason for the exclusion from the sporting activity. In addition to a weekly sport lesson, each class participates in regular physical education lessons. Full sports uniform and a hat are required for all sporting and physical education activities.

### Swimming

Swimming lessons are conducted in term one each year by qualified swimming instructors.

### Swimming Carnival

Students compete in a swimming carnival hosted by our school in term one. Students who excel in their age categories go on to participate in the CSSA far west zone championships. In addition to this students who excel at regional level may participate in state carnivals.

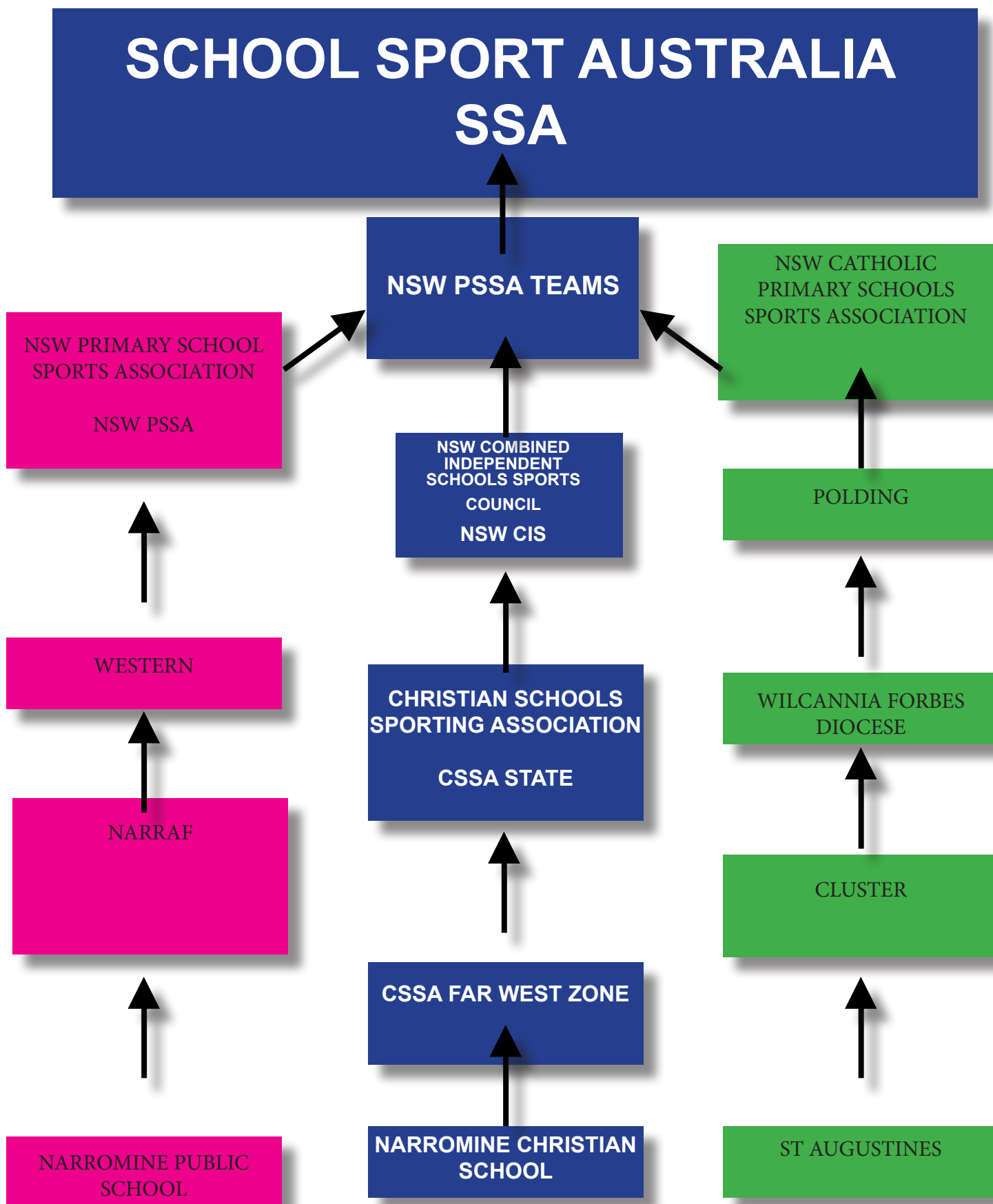
### Cross Country

At the end of term one students take part in a cross country carnival hosted by our school. Students who excel in their age categories go on to participate in the CSSA state cross country carnival.

### Athletics Carnival

During term two students take part in an athletics carnival that we host. Students who excel in their age categories go on to participate in the CSSA far west zone championships. In addition to this students who excel at regional level may participate in state carnivals.





## Student Management

Narromine Christian School is committed to maintaining a firm but fair approach to the discipline of our students. Discipline procedures work towards reconciliation and restitution, repairing and rebuilding relationships, helping students to remember “who they are” and “whose they are”. Students are taught that all choices have consequences and are encouraged to make wise choices in all aspects of their life.

In order for this school to operate efficiently and harmoniously, the students are expected to demonstrate standards of conduct that will enhance their self-esteem, respect the rights and privileges of others and uplift the philosophy of the school.

While at school each student is expected to participate to the best of his/her ability in every aspect of the school program. Orderly conduct and correct uniform is expected at all times.

Students are required to abide by the school rules and to follow the directions of teachers and staff and other people with authority delegated by the school. The rules include those formulated for the classroom, the playground, as well as travelling to and from school. These rules are based on three basic rights:

- The right to be treated with dignity and respect
- The right to learn
- The right to feel safe

Students are encouraged to develop attitudes which build self-control, cooperation and respect for others. Strong emphasis is placed on cooperative behavior and self-discipline. Respect for teachers and fellow students is fostered. Teachers see themselves as partners with parents in the development of each child. Where a student disregards rules, disobeys instructions or otherwise engages in conduct which causes or may cause harm, inconvenience or embarrassment to the school, staff members or other students, the student may be subject to disciplinary action.

For more serious breaches, the behavior could result in suspension or expulsion, following a process incorporating the principles of procedural fairness.

Corporal punishment is not permitted under any circumstance as a means of disciplining students. Corporal punishment is also not sanctioned as a suitable means for parents or guardians to deal with school related discipline issues.



## Student Management – Pre-Kindergarten

Preschoolers need time, opportunity and space to learn how to play, share, take turns and care for others and their environment. Appropriate behavior is influenced by development ability, temperament, interactions, life experiences and environmental factors. Educators, parents and caregivers need to share the responsibility, being consistent and modelling appropriate behaviours.

We encourage behaviours that support our values, including;

- Participation in a variety of activities
- Organisational Skills
- Sharing and respecting equipment and materials
- Taking turns
- Actively listening and responding to others
- Cooperating with others
- Being inclusive of each other – accepting each other's differences, cultures and backgrounds
- Tolerance

We maximize these positive behaviours by:

- Providing a safe, secure and supportive environment in which children are successful in learning appropriate behaviours.
- Explicitly teaching what is acceptable and by being good role models.
- Using a positive approach to behaviours in a timely and appropriate manner





## Strength

At Narromine Christian School we have implemented a faith-based behaviour program, STRENGTH. Students earn special tokens for displaying exceptional behaviour in line with the values displayed amongst the tree roots below. When students are presented with a token, they place it on a class chart to progress towards the following acknowledgments.

## Teacher's Award

Earned by 10 behaviour tokens and presented in class.

## STRONG Student Award

Earned by 10 5 Teacher's Awards. This is presented at chapel on Friday. Students receive a small gift and a special mention in the teacher's portion of the school newsletter.

## Principal's Award

Earned by 3 STRONG Student Awards. This is presented at chapel on Friday. Students receive a special large certificate, write up in the weekly newsletter and morning tea with the Principal.

## Note to Parents

Please be sure to keep the awards your child brings home. They will need to present them to their teacher to receive the next acknowledgment. Once claimed, your teacher will sign and date the back of the award.

We look forward to sharing the STRENGTH of this program with acknowledgments, awards and learning.

[illegible]

## Student Management – Primary

### Unacceptable Student Behaviours

#### Travel

Disruptive behavior  
Failure to follow bus rules  
Moving seats whilst bus is moving

#### Uniform

Incomplete uniform  
Failure to wear school uniform in playground  
No sports uniform  
Untidiness

#### Playground

Off school campus without permission  
Use of profane or indecent language  
Displaying indecent pictures  
Physical abuse

#### General

Defiance or rudeness to teachers  
Undermining the religious ideals of the school  
Tampering with fire or other safety equipment  
Improper conduct or touching of other students  
Continued dishonesty  
Supplying or using harmful substances – tobacco, alcohol, drugs.

#### Library

Consistently overdue book/s  
Disruptive behaviour

#### Class

Repeatedly late to class  
Repeated lack of materials  
Failure to report to a teacher when directed  
Incomplete or unattempted homework  
Disruptive / talking consistently in class  
Disobeying teacher

#### Attendance

No late note  
Late to school – no excuse

Bullying others  
Bad language  
Chewing gum  
Vandalism of property

## Student Management - Bus

Students travelling on public transport are expected to abide by all school and public transport rules and regulations.

Students reported as misrepresenting the school will be put before the principal for disciplinary action.

## Student Conduct Guidelines

1. Students are expected to be honest, loyal and supportive of each other and the school.
2. Bad language is not accepted.
3. Aggressive behaviour and fighting are not acceptable.
4. Students are not permitted to leave school grounds or to go into out-of-bound areas without the permission and supervision of a teacher.
5. Students are required to walk (not run) inside buildings and under the covered areas.
6. Our insurance company insists that children don't climb, except over soft-fall material and that they don't use skates, bikes, scooters, roller blades or skate boards at school.
7. Possessions of toy guns, knives or other lethal weapons, questionable literature, playing cards, trading cards, fireworks, matches, radios, MP3 and iPods are forbidden at school.
8. The chewing of gum is prohibited.
9. We don't encourage trading of goods by any student. Any items will be confiscated.
10. Property damage: the policy of the school in this area is simple. If the damage occurs when the child plays within the rules of the school, the school accepts responsibility for the cost of the repairs. If a child damages property purposefully, or because he/she plays in a forbidden area or manner, he/she accepts responsibility for the damage and the cost of repair or restitution.
11. It is recommended students don't bring valuables, such as expensive toys, to school. Property brought to school is at the owner's risk.
12. Mobile phones, iPods, MP3 players or any other electronic toy or device brought to school by students are required to be handed to the office at the commencement of the school day. They will remain in the care of the office staff until the end of the day. It is against the school rules to have a mobile phone at school.
13. The use of alcohol, cigarettes and drugs of any sort are prohibited on the school grounds.

Students are expected to honour the Christian standards of the school and to conform to the requirements of the Code of Conduct adopted by the staff, parents and pupils.

While at school, each pupil is expected to do their best in all aspects of the school program and to co-operate with the administration and teaching staff, in whatever is asked and expected of them. As a Christian school, teachers recognise the responsibility assumed in providing an education so that the students, in turn, will develop accountability to themselves, their families, the community and to God.

# Student Rights and Responsibilities

The following rights and responsibilities are the framework of expectation for and by every student at our school.

## Rights at School

1. I have the right to be happy and to be treated with compassion. No one should laugh at me or hurt my feelings.
2. I have the right to be treated with respect and politeness.
3. I have the right to be safe. No one should threaten me, hit me, or hurt me in any way.
4. I have the right to expect my property to be safe.
5. I have the right to obtain maximum benefit from lessons.
6. I have the right to expect that educational activities will be of benefit to me.
7. I have the right to be myself. No one should treat me unfairly because I am different from him/her.
8. I have the right to have my good health habits respected.
9. I have the right to have pleasant, clean and well maintained grounds.
10. I have the right to be provided with a school where I am not in any physical danger.
11. I have the right to expect that the local community will provide support for the school and will respect and have pride in the school.
12. I have the right to be helped to learn self-control. I have the right to be helped to learn self-discipline. No one will ignore me if others abuse my rights.

## Responsibilities at School

1. I have the responsibility to treat others with compassion, not to laugh at others, tease others or try to hurt the feelings of others.
2. I have the responsibility to be polite to others and to treat them with respect.
3. I have the responsibility to respect the authority of teachers.
4. I have the responsibility to use acceptable language when speaking to others.
5. I have the responsibility to make the school safe by not threatening anyone, hitting anyone or hurting anyone in any way.
6. I have the responsibility not to steal, damage, destroy or interfere with the property of others.
7. I have the responsibility to co-operate with teachers and other students to ensure that lessons proceed smoothly and that I keep up-to-date with required work. I will not behave so as to interfere with other students' right to learn.
8. I have the responsibility to be punctual, to attend school regularly, and to contribute to school activities so that they will be of benefit to me.
9. I have the responsibility to respect others as individuals and not to treat them unfairly because I might not agree with their appearance, beliefs or values.
10. I have the responsibility to be clean and tidy in appearance.
11. I have the responsibility to care for the school environment and keep it tidy and clean.
12. I have the responsibility to tell teachers about dangerous objects and other dangers in and around the school.
13. I have the responsibility to behave in a way that will gain respect for the school, especially when going to or coming from school and on out of school activities.
14. I have the responsibility to learn self-discipline.
15. I have the responsibility to respect the rights of others.

## Transport

School buses bring children to the Narromine schools from all the surrounding areas. The Department of Transport meets the cost of bus travel to and from school. If no other transport is available then the Department will usually subsidise parents who bring their own children to school. Students cannot change their usual mode of transport home unless a note or phone call is received by the school.

### Bus Rules

1. When students line up for the bus they must be quiet and courteous.
2. Students riding on the school buses must behave in an orderly and courteous way at all times.
3. Students must obey the bus driver immediately. The driver is in charge of the care of everyone on the bus and must be treated with respect and courtesy at all times.
4. Travel time is not playtime. The bus is not a play place. Quiet games, while sitting in the seat are acceptable. If students have an electronic device, they are not to use it to record or take photos of other students or anything else.
5. Once seated, students must stay in their seat, facing the front. Students must stay seated at all times unless they are leaving the bus at school or at their drop off zone. This is important so that the bus driver can concentrate on driving, thereby maintaining passengers' safety. If the bus had to stop or turn quickly or had an accident, it is vital that everyone is properly seated.
6. Students may talk quietly to the person they are seated next to. They should not be turning around in their seat, or kneeling or standing on their seat in order to talk to someone or for any other reason. Students should show respect to the bus driver and fellow students by keeping the noise level on the bus to a minimum.
7. Students must stay completely inside the bus. The windows on the bus should not be opened, as the air conditioning does not work efficiently when the windows are open and if windows are closed it ensures that no part of a student's body is outside of the bus and it also ensures that rubbish is not being thrown out of the bus.
8. There is to be no eating, drinking anything other than water on the bus.
9. No student should be out of their seat before the bus has stopped completely at their destination. Students should leave the bus in an orderly manner, showing respect for their fellow travellers and not jostling or pushing them.
10. In the afternoons when the school bell rings students will go to their designated area and sit quietly ready for the duty teacher. When boarding the bus students should line up in an orderly fashion showing respect to their fellow travellers and not jostling or pushing them. Students should go directly to their seat and stay there, seated and facing the front.
11. Always display the ideals of Narromine Christian School.

## Bikes, Scooters etc.

Bicycles, scooters and skateboards are very popular means of transport for students, but are also often involved in serious accidents.

It is well recognised that young children have underdeveloped motor skills, peripheral vision and judgement.

Our School will provide safe storage for bicycles and scooters ridden to Narromine Christian School by students under the following conditions:

- Students under the age of 10 year's ride to School in the company of an adult.
- Students wear helmets
- Bicycles are in road worthy condition
- Students leave their bikes in the appropriate area provided
- All parents will be made aware of these School rules, and the safety reasons supporting them.
- Students who contravene these requirements but ride bicycles to School, cannot bring their bicycles onto School property or store their bicycles at Narromine Christian School.
- Bicycle education, road rules and safety will form part of the School curriculum.
- Scooters may be ridden to School by students wearing helmets.
- Skateboards are not to be ridden to and from school under any circumstance.
- Bicycles or scooters cannot be ridden inside the school grounds at any time.
- Students who break school rules will be managed in a manner consistent with the student discipline policy.



## Uniform and Uniform Shop

The wearing of school uniform is a pledge of loyalty to the school and an important contribution to the school tone. A uniform dress code reinforces in students a pride in their own appearance, instils recognition of themselves as an integral part of the school community and assists in developing pride in representing their school.

The school uniform, is available from our school office. Students should wear correct school shoes every day except on sports days when sports shoes must be worn.

### **THONGS AND SANDALS ARE NOT PERMITTED**

Summer uniform is worn during the first and fourth terms and winter uniform in second and third terms. A buffer period while the weather is changing is allowed. Students may wear either summer or winter but **NOT** a mixture of both. During winter, extra clothes may be worn under the school uniform for warmth, as long as these cannot be seen. White coloured tee shirts only, are to be worn under the school uniform.

Sports uniform is for Sports Day only (each Wednesday) and may be worn to school. Students may also wear sports uniform to the Cross Country, Athletics Carnival and Swimming Carnival. Sports shoes may be worn with the dress uniform on a Friday.

Parents can assist each other by sending unwanted second- hand uniforms to the school to be added to our clothing pool.

#### **NOTE:**

- Label ALL uniform items clearly with the child's or family name.
- Jewellery and make up are not part of the uniform. Please speak to the principal about jewellery of cultural or religious significance.
- Only stud earrings no greater than 5mm (plain gold, silver, clear plastic) are accepted – no hoops/sleepers.
- No other piercings are accepted e.g. no eyebrow, nose, lip, tongue or multiple studs on upper earlobes, are permitted.
- Parents/caregivers are expected to write a note of explanation if their child is not wearing their full school uniform. Consistent lack of full uniform without a reasonable excuse will result in parents being contacted and if there is no valid reason then the student will face appropriate consequences.
- If the uniform issue persists a meeting with parents and the principal will be arranged to resolve the issue.
- Any families experiencing financial difficulties and are not able to meet the uniform requirements should contact the principal.

## Uniform – Free Dress Days

Free Dress Days are school days and learning programs are expected to proceed as normal. On occasions where alternative programs are implemented in conjunction with free dress days, personal presentation standards and the Behaviour Management Policy will remain the guiding principles.

The main purpose of student free dress days is to support fund raising activities in a manner that demonstrates responsible student behaviour.

Please note while the regular uniform is not worn on these days, the essence of the Uniform Policy must still be adhered to.

Parents will be contacted and asked to bring different clothing for students whose clothing is unacceptable or inappropriate, or the students will be referred to the office where the consequences of our Uniform Policy may be implemented.

## Uniform Guidelines

Please note that all uniform items are compulsory and can be purchased from the school office.

<b>BOYS</b>		
Summer Shirt	\$30.00	
Summer Shirt (16+)	\$35.00	
Grey Shorts	\$28.00	
Winter Shirts	\$35.00	
Grey Pants (4-16)	\$40.00	
Woollen Jumper	\$55.00	
Fleecy Jumper	\$20.00	
Tie	\$15.00	
<b>GIRLS</b>		
Summer Shirt	\$30.00	
Summer Shirt (+16)	\$35.00	
Tartan Skorts	\$45.00	
Winter Shirts	\$35.00	
Winter Shirts (+16)	\$40.00	
Tartan Skirt (6-10)	\$55.00	
Tartan Skirt (12-16)	\$58.00	
Tartan Pinafore	\$58.00	
Woollen Jumper	\$55.00	
Fleecy Jumper	\$20.00	
Tie	\$15.00	
Cotton Tights	\$8.00	
<b>SPORTS</b>		
Polo Shirt	\$25.00	
Navy Short	\$20.00	
Track Pant	\$25.00	
Rugby Jumper	\$75.00	
Hat	\$15.00	
P-K Hat	\$12.00	
School Bag	\$65.00	Primary
	\$75.00	Senior

	SUMMER	WINTER	SPORTS
<b>GIRLS</b>	Summer shirt with emblem Tartan culottes Navy socks Black lace up school shoes	Winter shirt with emblem Tartan skirt (3-6) Tartan pinafore (K-2) Navy woollen jumper with emblem Tartan Tie Navy socks or navy stockings Black lace up school shoes	Burgundy/navy polo shirt with emblem Navy shorts Navy track pants Socks & sneakers Rugby jersey
<b>BOYS</b>	Summer shirt with emblem Grey shorts - not cargo Grey socks Black lace up school shoes	Winter shirt with emblem Grey long pants - not cargo Tartan tie Navy woollen jumper with emblem Grey socks Black lace up school shoes	Burgundy/navy polo shirt with emblem Navy shorts Navy track pants Socks & sneakers Rugby jersey

## Hats

School hats are necessary to protect children from the sun. It is compulsory at our school for children to wear school hats every recess, lunchtime and during outdoor class activities. Regulation uniform hats are available from the school. Please remember to place your child's name clearly on the inside.

## Uniform Shop

The uniform shop is operated by the school and is located in the administration office and is open every day of the school week. If you require any piece of the uniform you can order on the school app or contact the office staff in person or over the phone and they can facilitate the purchase. All uniforms must be paid for in full at the time of purchase. The uniform shop does not stock socks or school shoes.

The uniform shop collects and distributes pre-loved uniforms. These uniforms are available free of charge to any school family who may need them. Stock is limited and we encourage families to donate any uniform they no longer require so other members of our school community can use these uniforms.

## WOSE – Week of Spiritual Emphasis

Narromine Christian School is a Seventh-day Adventist educational institution whose primary purpose is to share the Gospel of Jesus Christ with students and families. It is a place where we provide an opportunity for students to understand the life of Jesus Christ and to develop a relationship with Him.

While there are many different ways an individual can experience Christianity and share their experiences with others, we provide some special programs such as W.O.S.E to allow each child the opportunity to understand the life of Christ and how His death should have an impact on their life and opportunities to exercise their faith and commitment.

W.O.S.E is conducted bi-annually, usually Term 1 and 3.

Administration		
NAME	RESPONSIBILITIES	EMAIL ADDRESS
Debbie Robertson	Principal	principal@narrominechristianschool.nsw.edu.au
Jennifer Richardson	Registrar Office Administration	registrar@narrominechristianschool.nsw.edu.au
Catherine Chapman	WHS Officer Office Administration	
Penford Feo	I T Assistant	
Teaching Staff		
Sheli Roberts	Pre-Kindergarten	
Ebonee Harris	Teacher	
Madeline Feo	Teacher	
Sophie Payne	Teacher	
Anthony Smith	Teacher	
Rachel Hall	Teacher	
Greg Walsh	Teacher	
Miranda Walsh	Curriculum Co-ordinator & Learning Support	
Amy Carruthers	Release Teacher	
Ancillary Staff		
Leah Magill	Teachers Aide	
Brittney Bayliss	Teachers Aide	
Kylie Field	Teachers Aide	
Jessica Haddon	Teachers Aide	
Alex Newbigging	Teachers Aide	

## Thoughts for Students

- Learn to know Jesus and live as God's Word tells you.
- Do your best to be successful at your school work.
- Bring all necessary material to class and complete set work on time.
- Have sufficient sleep so you will feel fresh each school day.
- Avoid TV programs, reading and music that are inappropriate for your age level, so that your mind is free to learn in class.
- Eat plenty of full grains, fruit and vegetables; avoid eating too much sugary and fatty food to help you stay healthy.
- Be polite and respectful when you speak to others.
- Be obedient.
- Co-operate willingly with school directed activities.
- Show common sense.
- Keep your school clean and tidy.
- Wear the school uniform in a representative manner.
- Make your school a happy place by avoiding fights, bad language and acts of vandalism.
- Make the most of your time at school. Your teachers can help you to learn and enjoy your work but your effort is vital.

***“And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him”***

## Term Dates

The term dates for the 2020 school year are as follows:

<b>Term 1</b>	Tuesday, January 28	to	Friday April 9
<b>Term 2</b>	Monday, April 27	to	Friday July 3
<b>Term 3</b>	Monday, July 27	to	Friday September 25
<b>Term 4</b>	Monday, October 12	to	Thursday, December 10

## Telephone Usage

Wherever possible, restrict incoming calls to after 8:20am. The Registrar works between the hours of 8.20 am and 4:00 pm.

Parents should ensure, where possible, that after school travel and other arrangements are communicated to their children (and to the teacher or bus driver) before children leave for school. **No student can change their normal mode of transport home without a letter or parent phone call.** Students will not be removed from the classroom to take phone calls however a message may be left with the office staff to convey to the student.

If you wish to talk to the teaching staff please call at recess, lunch or after school.



NARROMINE  
CHRISTIAN SCHOOL



**Address:** 147-153 Terangion Street Narromine NSW 2821

**Phone:** (02) 6889 2510

**Email:** [registrar@narrominechristianschool.nsw.edu.au](mailto:registrar@narrominechristianschool.nsw.edu.au)

**Website:** [narrominechristianschool.com](http://narrominechristianschool.com)

**Principal:** Mrs Debbie Robertson

Nurture for today. Learning for tomorrow. Character for eternity.