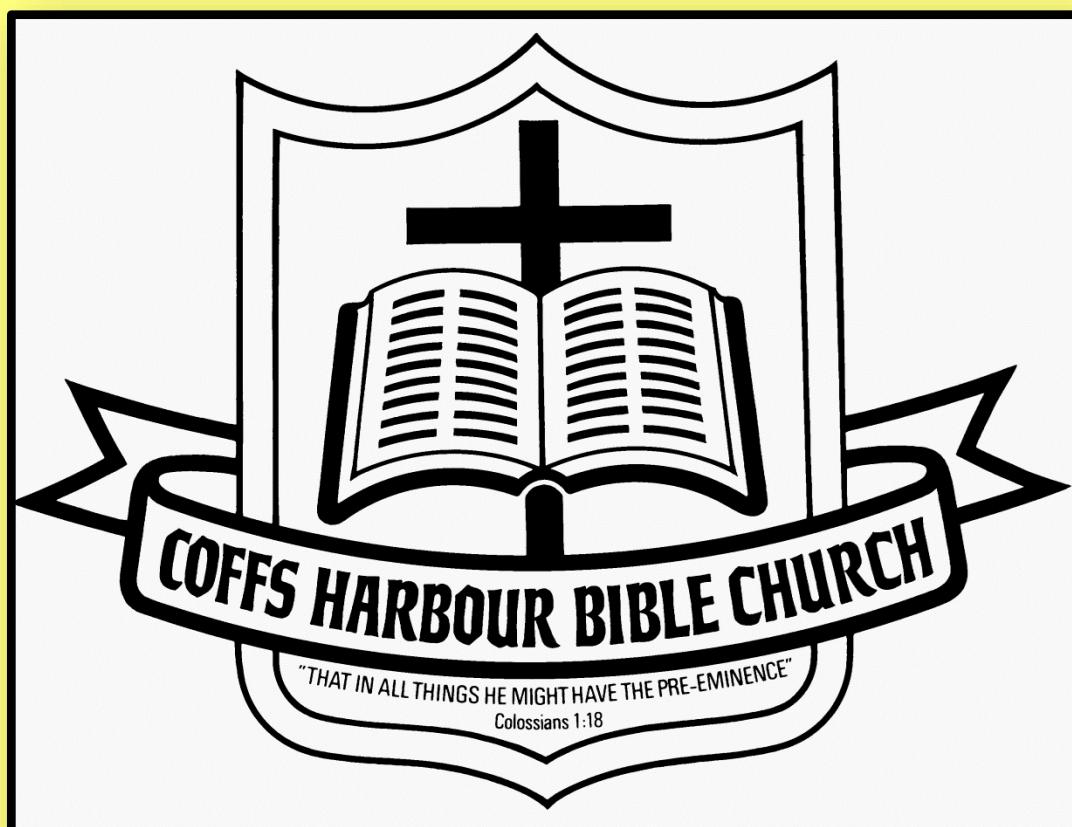


# Coffs Harbour Bible Church School

## Parent Handbook



2023

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## Coffs Harbour Bible Church School

26 Hi - Tech Drive  
Toormina NSW 2452

Telephone No. (02) 6658 4275  
Fax No. (02) 6658 9378

### Emails-

Principal: [principal@chbcs.nsw.edu.au](mailto:principal@chbcs.nsw.edu.au)  
School Administration: [admin@chbcs.nsw.edu.au](mailto:admin@chbcs.nsw.edu.au)  
School Accounts: [admin@coffsbiblechurch.com](mailto:admin@coffsbiblechurch.com)

### Website:

School [www.chbcs.nsw.edu.au](http://www.chbcs.nsw.edu.au)  
Library – Access-It [www.library.chbcs.nsw.edu.au](http://www.library.chbcs.nsw.edu.au)

## Church/School Motto

“That in all things He might have the pre-eminence.” *Colossians 1:18b*

## Letter to the Parents

Dear parents,

This school had its first enrolments in 1982. Since then, it has continued to minister to the children of the members of the Coffs Harbour Bible Church. Currently the school extends from Kindergarten to Year 10. We are thankful to God for all He has done in the lives of the boys and girls who have been educated here.

The purpose of this book is to provide you with information about the organisation and structures of our school. It is hoped that this booklet will aid families by providing relevant information about our school. We are working together to help make the school a place where your child can learn in a Christ-centred environment.

Please read the information provided. Most topics listed have a policy and procedure and can be found in the policy section of our website. Please access and read these policies as is necessary, and if there are any areas you may wish to discuss, please feel free to make an appointment at a mutually convenient time. Web address: [www.chbcs.nsw.edu.au](http://www.chbcs.nsw.edu.au)

In Christ,  
Stephen Truesdale  
*Principal*

## School Board

The managing board for the school is the Diaconate of the Coffs Harbour Bible Church. They are elected every year to this position by the Church membership. Mitchell Crockett, the Senior Pastor, is the CEO of the School Board.

## The Principal

The School Principal is Stephen Truesdale, who is also a member of the School Board and Diaconate.

## School Registration

Our school has been granted “**Exempt from Registration**” status for K - 10 students by the New South Wales Education Standards Authority (NESA). We are currently registered until 2024.

## Record of School Achievement

The New South Wales Education Standards Authority (NESA) requires that this school notifies all families with children enrolled in the school, that this School is deemed by NESA as Registered to offer courses for K-10. We have not sought Accreditation by NESA, and as a result, excludes our students from obtaining the RoSA (Record of School Achievement). Please contact the principal if you have any further queries on this matter.

## School Staff

**The qualified teachers (part-time or full-time) for the year will consist of the following staff:**

- Stephen Truesdale (Principal)
- Lillian Crockett (Head Teacher for Primary School: Year K-6 /Grade 4-6 Teacher)
- Jacqueline Kiss (Senior Grade 1-2 Teacher)
- Megan McPherson (Teacher)
- Sunshine Bird (Senior Kindergarten Teacher)
- Lydia Young (Kindergarten Teacher/ Grade 1-2 Teacher)
- Katie Hein (Head Teacher for High School: Year 7 - 10)
- Rebekah Truesdale (Music Teacher)



## School Business Administrator

Caroline Clarke

## School Receptionist/Admin

Talitha Truesdale

## School Times for Primary and High School:

8:15 am	Staff are on duty to supervise students
8:40 am	Students arriving after this time will need to be signed in by parents either into the Compass app or Student Sign In Sheet.
8:45 am	First bell - Students prepare for assembly
8:55 am	Second bell for assembly
10:30 am	Recess
10:38 am	Bell for students to play.
10:55 am	First bell - Students prepare for classes
11:00 am	Second bell - Classes resume
12:20 pm	Lunch
12:32 pm	Lunch bell to play
12:55 pm	First bell - Students prepare for classes
1:00 pm	Second bell - Classes resume
3:00 pm	Classes stop to pack up, ready for dismissal
3:10 pm	Classes dismissed

**Note: Please do not drop students off before 8:15am as there will be no staff supervision.**

## Term Dates for School Students – 2023

### School Term Days and Holidays:

<b>Term 1 - (10 weeks)</b>	Tuesday, 31 <sup>st</sup> January to Thursday, 6 <sup>th</sup> April
<b>Autumn vacation</b>	Friday, 7 <sup>th</sup> April to Sunday, 23 <sup>rd</sup> April
<b>Term 2 - (10 weeks)</b>	Monday, 24 <sup>th</sup> April to Friday, 30 <sup>th</sup> July
<b>Winter vacation</b>	Sunday, 1 <sup>st</sup> July to Sunday, 16 <sup>th</sup> July
<b>Term 3 - (10 weeks)</b>	Tuesday, 18 <sup>th</sup> July to Friday, 22 <sup>nd</sup> September
<b>Spring vacation</b>	Saturday, 23 <sup>rd</sup> September to Sunday, 8 <sup>th</sup> October
<b>Term 4 - (9 weeks)</b>	Monday, 9 <sup>th</sup> October to Tuesday, 12 <sup>th</sup> December
<b>Summer vacation</b>	Wednesday, 13 <sup>th</sup> December to Monday, 1 <sup>st</sup> January 2024

### Staff Days/Pupil Free Days

The following are staff only days which are included in term dates above:

1. Monday, 30<sup>th</sup> - Staff Development Day
2. 5<sup>th</sup> – 6<sup>th</sup> April – Educators' Conference
3. Monday, 17<sup>th</sup> July - Staff Development Day

### Special 2023 Events and Dates to Observe

<b><i>New Year's Day</i></b>	1 <sup>st</sup> January
<b><i>Australia Day</i></b>	26 <sup>th</sup> January
<b><i>1<sup>st</sup> Teacher Professional D. Day</i></b>	30 <sup>th</sup> January
<b><i>CSSA Zone Swimming Carnival</i></b>	24 <sup>th</sup> January
<b><i>High School Camp</i></b>	6 <sup>th</sup> – 10 <sup>th</sup> March
<b><i>NAPAN (New Dates)</i></b>	15 <sup>th</sup> – 27 <sup>th</sup> March
<b><i>NSW Educators Conference (Pupil Free Days)</i></b>	5 <sup>th</sup> -6 <sup>th</sup> April
<b><i>Good Friday</i></b>	7 <sup>th</sup> April
<b><i>Easter Sunday</i></b>	9 <sup>th</sup> April
<b><i>Easter Monday</i></b>	10 <sup>th</sup> April
<b><i>School Cross Country</i></b>	24 <sup>th</sup> April
<b><i>ANZAC Day</i></b>	25 <sup>th</sup> April
<b><i>1st Work Experience Week for Grade 10</i></b>	1st – 5 <sup>th</sup> May
<b><i>Mothers' Day Stall</i></b>	11 <sup>th</sup> May
<b><i>School Photos</i></b>	16 <sup>th</sup> May
<b><i>Simultaneous Reading</i></b>	24 <sup>th</sup> May
<b><i>CSSA State Cross Country</i></b>	26 <sup>th</sup> May
<b><i>School Athletics Carnival</i></b>	19 <sup>th</sup> or 26 <sup>th</sup> June





<b>2<sup>nd</sup> Teacher Professional D. Day</b>	17 <sup>th</sup> July
<b>CSSA Zone Athletics Carnival</b>	26 <sup>th</sup> July
<b>Monarch's Birthday</b>	12 <sup>th</sup> June
<b>Book Week</b>	22 <sup>nd</sup> August
<b>Fathers' Day Stall</b>	31 <sup>st</sup> August
<b>Footy Colours Day</b>	14 <sup>th</sup> September
<b>Family and Friends Night</b>	21 <sup>st</sup> September
<b>Mufti Day Excursion</b>	22 <sup>nd</sup> September
<b>Labour Day (ACT, NSW)</b>	2 <sup>nd</sup> October
<b>2<sup>nd</sup> Work Experience Week for Grade 10</b>	23 <sup>rd</sup> – 27 <sup>th</sup> October
<b>School - Swimming Carnival</b>	6 <sup>th</sup> November
<b>Remembrance Day</b>	11 <sup>th</sup> November
<b>Primary School Camp</b>	21 <sup>st</sup> – 23 <sup>rd</sup> November
<b>Awards Night</b>	12 <sup>th</sup> December
<b>Christmas Eve</b>	24 <sup>th</sup> December
<b>Christmas Day</b>	25 <sup>th</sup> December
<b>Boxing Day</b>	26 <sup>th</sup> December
<b>New Year's Eve</b>	31 <sup>st</sup> December

## Enrolment Policies

It is the school's policy that we only enrol children who have at least one parent as an active member of the Coffs Harbour Bible Church or who, by virtue of their regular attendance of the Church, demonstrates their intention to take out membership sometime in the near future and who have stated the same. This assumes they would reasonably be expected to be voted into membership.

Parents coming from another church (of like faith), who now attend our church, may wish to put their children into our school. As it is customary to wait 6 months prior to becoming a member, the Pastoral team/Principal and or School Board may allow students to be enrolled into our school earlier in the event that the parents would in time seek to become members and most likely attain membership.

It will be the discretion of the Pastoral team/Principal and or School Board to decide on applicants desiring to have the children enrolled into the school. The School is not obligated to enrol any student if it is found to not be in the best interest of the school.

Parents, by signing the enrolment form, agree to and realise that the Coffs Harbour Bible Church School has highly dedicated staff, and you must place confidence in their ability to fulfil their duty of care. It is important to realise that from time-to-time children will take issue with a staff or teacher's action. The parent's pledge, should this occur, is to support the school personnel, correct their child if necessary, and call the school for further details at any time should they have a questions concerning an incident.

The parents realise that building strong relationships with their child's teacher is as much their responsibility as that of the school. They agree that they will pray for the staff and program, and co-operate with them in discipline, accepting their judgement in all such manners. The parents pledge to lay a spiritual foundation through their own Godly example in the home, and support the spiritual ministry to the children in the school.

The parents will endeavour to follow through with any work assignments or slips to be signed, see that children reach school on time, send written reasons for absence or lateness, and co-operate in training their children to respect school property.

The parents will endeavour to attend all parent functions and assist when they can. It is the parent's intention to abide by the decisions and support the discipline of the school administration. The parents will support the school's uniform policy, code of conduct, and payment of fees. An 'Enrolment Pack' can be obtained from the principal.

## Attendance and Absence Policy

The school wants to encourage all parents to be diligent with student attendance. It is critical to the child's educational development that their attendance and learning is maximised.

It is the parent's responsibility to give sufficient notification to explain any student absences. The notification may be sent either on the day of the absence, or within seven days. A failure to supply sufficient notification and explanation of the absence within 7 days will be recorded as an unexplained absence on the school's roll and student's report.

If you wish to take your child out of school for medical or family reasons, please notify the school either by the school app (Compass), by diary or by email. A verbal message via a child is not sufficient.

If your student is delivered to school late, you must sign each student in using the *Student's Late or Leaving Attendance Register*, or the Compass App to detail the time of arrival and reasons for arriving late to school (this information will be recorded in the school roll as a partial absence). Reasons for arriving late may include things such as medical appointments, musical performances or other appointments and commitments.

You will also need to sign out a child from school/classes during part of a day for various reasons, including things such as medical or student appointments. Parents will be required to fill in the *Student's Late or Leaving Attendance Register*, or the Compass App to detail time of departure and arrival back to school (if applicable). This should include reasons for departure (this information will be recorded in the school roll as a partial absence).



### **Student Sickness and Doctor's Certificate**

Sick children should not be sent to school. Should sickness occur, a courtesy call, SMS or notification on the school's Compass App should be used to notify the school on the day of any absence. Failure to do so may result in the school contacting the parent to seek clarification.

Parents are required to supply a medical certificate for the student regarding sick absences if it continues into the third day, or upon the principal's request.

In the event of a pandemic where it is required to undertake a test or screening for a communicable disease such as Covid-19. The documentation from testing or screening may suffice as a doctor's certificate.

### **Student Leave**

If you want your child to have an extended absence from school, permission must be applied for in writing to the principal. You must notify the principal in advance by completing the 'Application for Extended Leave' form (See Compass – School Documentation or see the Principal/Admin for this form). The principal may or may not grant leave as it will be determined whether it is in the best interest of the student. If leave is still taken by the parent and student leave was not granted by the principal, it will be recorded as unexplained absence on the school roll and student report. Please see our Attendance Policy and Procedures for more details.

## **Bicycles**

Some students travel to and from school by bicycles. Bicycles can be stored on the property during the day. Students must wear helmets when riding. Students must dismount bikes when they reach the undercover area and walk bikes around to the storage area.

## **Buses**

Your child may be eligible for bus transport pass or a school vehicle subsidy. Where a bus route does not exist, parent/s may claim the **Student Drive Subsidy** (SDS). To see eligibility, please check out the following websites:

- School Student Travel website: <https://transportnsw.info/tickets-opal/ticket-eligibility-concessions/school-student-travel>. This is an online application process.

- School Drive Subsidy (SDS): <https://transportnsw.info/tickets-opal/ticket-eligibility-concessions/school-student-travel/apply-for-school-drive-subsidy> This is an online application.

## Immunisation

Parents are encouraged to ensure that their children are up to date with their immunisations and to provide an immunisation certificate from the Australian Immunisation Register (AIR) at enrolment, either:

- an AIR Immunisation History Statement OR
- an AIR Immunisation History Form

From 1 April 2018, all school principals are required to request an immunisation certificate at enrolment. While students can still be enrolled if an approved immunisation certificate is not provided, these children will be considered unimmunised.

To enrol your child in the Coffs Harbour Bible Church School, please provide an immunisation certificate, either:

- an AIR Immunisation History Statement (for a child that is up to date, not up to date or can't be immunised for medical reasons or has natural immunity) OR
- an AIR Immunisation History Form (for a child on an approved catch-up schedule).

Students without an approved immunisation certificate and those who are unimmunised may be:

- excluded from school if there is an outbreak of a vaccine preventable disease at the school OR
- if they come into contact with a person with a vaccine preventable disease, even if there is no outbreak at the school.

If any parents have a problem with this requirement, they must inform the school when enrolling.

NSW Health works closely with our school to offer the vaccines recommended for adolescents in a school-based vaccination program.

High school students will have an opportunity at school to receive their vaccination program from the NSW Area Health Nurses. A letter outlining vaccinations and application forms will be sent home to parents for relevant students to whom this applies. Please carefully read the information and if you would like your student to be a part of the program, complete and return the forms.



## Communication Policy

### Communication to Parents from School

- Informal information between the school and home is transmitted on a daily basis through each student's personal diary. This communication can be from teacher to parent, and vice versa. (See Student Diary on further details.)
- Formal communication and information between school and home is also transmitted in one of two ways:
  - The Compass App will be utilised to communicate for many of the school's notifications which include asking for permissions, school events and giving immediate communications to parents in the event of an emergencies. (The App can be downloaded from Google Play or Apple Store.)
  - Through a personal 'Parent Communication Envelope'. Feedback is via a parent signature to acknowledge receipt of the message.

The Compass App will not be used in conjunction with the envelope or vice versa. All parents will need to have access to the Compass App so that they remain up to date with communication from the school.

- Comprehensive reports of student progress are prepared and sent home on a semester basis (see *Reporting Student Achievements Policy*). They will be sent home in a physical form of a Student Folio and be available in the Compass App for parents to retrieve and print off at any time.
- Parent/teacher interviews are held every year in which a student's progress is discussed and parents have the opportunity to clarify any concerns. Parents may request to see the teacher over a matter of concern. Teacher - Parent meetings may be more frequent if students have a disability which will be outlined in the student's Individual Support Plan (ISP) (see ISP of individual student for meeting schedule).
- Parents will receive a quarterly term newsletter sent out electronically via email or through the Compass App<sup>®</sup>.
- Accounts and invoices will be sent each term via email.
- Parents must contact between school hours. After hours and weekends are not acceptable, unless urgent. (Teachers need a break having time for Sunday fellowship and family time.

### Communication to School from Parents

Parents may need various clarification of information from Administration or their head teacher. Parents may have a more serious matter of concern to raise with the principal or CEO

of the school board. Parents are welcome to contact the school over these various matters. Below is a list of personnel and departments, which can assist parents in their query:

<u>CEO School Board:</u> Mitchell Crockett	<u>Phone:</u> 02 6658 4275 <u>Email:</u> <a href="mailto:admin@chbcs.nsw.edu.au">admin@chbcs.nsw.edu.au</a>	Please contact if you have a matter for the school board
<u>Principal:</u> Stephen Truesdale	<u>Phone:</u> 02 6658 4275 <u>Email:</u> <a href="mailto:principal@chbcs.nsw.edu.au">principal@chbcs.nsw.edu.au</a>	Please contact if you have a concern about the school other than a matter for the head teacher.
<u>School Admin and Reception:</u> Talitha Truesdale	<u>Phone:</u> 02 6658 4275 <u>Email:</u> <a href="mailto:admin@chbcs.nsw.edu.au">admin@chbcs.nsw.edu.au</a>	Please contact if you have uniform or office admin enquires.
<u>Business Administrator:</u> Caroline Clarke	<u>Phone:</u> 02 6658 4275 <u>Email:</u> <a href="mailto:admin@coffsbiblechurch.com">admin@coffsbiblechurch.com</a>	Please contact for all account enquires.
<u>Primary Head Teacher and Year 5 and 6 Teacher</u> Lillian Crockett	<u>Phone:</u> 02 6658 4275 <u>Email:</u> <a href="mailto:lillianc@chbcs.nsw.edu.au">lillianc@chbcs.nsw.edu.au</a>	Please contact for primary school matters such as primary camps or primary events/excursions as well as year 5 and 6 matters.
<u>Year K Teacher</u> Sunshine Bird and Lydia Young	<u>Phone:</u> 02 6658 4275 <u>Email:</u> <a href="mailto:sunshineb@chbcs.nsw.edu.au">sunshineb@chbcs.nsw.edu.au</a>	Please contact for all student matters for kindergarten.
<u>Year 1 and 2 Teacher</u> Jacqueline Kiss and Lydia Young	<u>Phone:</u> 02 6658 4275 <u>Email:</u> <a href="mailto:jacquelinek@chbcs.nsw.edu.au">jacquelinek@chbcs.nsw.edu.au</a>	Please contact for all student matters in Grade 1 and 2.
<u>High School Head Teacher</u> Katie Hein	<a href="mailto:katieh@chbcs.nsw.edu.au">katieh@chbcs.nsw.edu.au</a> <u>Phone:</u> 02 6658 4275	Please contact for high school matters such as secondary camps or secondary events/excursions.
<u>Principal</u> Stephen Truesdale	<u>Phone:</u> 02 6658 4275 <u>Email:</u> <a href="mailto:principal@chbcs.nsw.edu.au">principal@chbcs.nsw.edu.au</a>	Please contact concerning any important matter that requires urgent attention.
<u>Subject Teachers for Highschool</u>		
<u>Sunshine Bird –</u> • English 7 & 8	<a href="mailto:sunshineb@chbcs.nsw.edu.au">sunshineb@chbcs.nsw.edu.au</a>	Contact if you have questions concerning this subject
<u>Sunshine Bird –</u> • English 9 & 10	<a href="mailto:sunshineb@chbcs.nsw.edu.au">sunshineb@chbcs.nsw.edu.au</a>	Contact if you have questions concerning this subject
<u>Katie Hein –</u> • Maths 7 to 10 • Science 7 – 10 • PDHPE – WS Sports	<a href="mailto:katieh@chbcs.nsw.edu.au">katieh@chbcs.nsw.edu.au</a>	Contact if you have questions concerning these subjects



<u>Megan McPherson –</u> <ul style="list-style-type: none"> <li>• HSIE 7 to 10</li> </ul>	<a href="mailto:meganm@chbcs.nsw.edu.au">meganm@chbcs.nsw.edu.au</a>	Contact if you have questions concerning this subject
<u>Stephen Truesdale</u> <ul style="list-style-type: none"> <li>• PDHPE Health 7 – 10</li> <li>• Technology 7 – 8</li> <li>• Visual Arts 7 to 10</li> </ul>	<a href="mailto:principal@chbcs.nsw.edu.au">principal@chbcs.nsw.edu.au</a>	Contact if you have questions concerning this subject

### Communicating Student Attendance

Parents must communicate with the school if their child is not attending school on any given day. This should be in the form of a text, phone call, email or Compass App<sup>®</sup>. Our preference is the Compass App<sup>®</sup>. Failure to contact the school will cause the school to contact the parents for further clarification of absence.

### Parent Communication (Yellow) Envelope

Students are not to remove contents from the envelopes and read contents before parents read it. The information is for parents and treated as confidential. Note the content carefully, i.e., upcoming dates of special days or events.

Create a system whereby Mum and Dad have the opportunity to read all correspondence, and to indicate the same to us by both signing the envelope. Mum should not sign for Dad and vice versa. It is encouraged that both parents sign the envelope so that we know that information has been received, however a minimum of one is required to sign. If the envelope comes to school unsigned, then it will return home the following evening. The eldest child must return the envelope to school the following day after issue.

### Student Diary

The student diary is used for many purposes. The student must record their homework; however, they may record a list of jobs to do or record special events and dates. The parent may wish to communicate a matter about the child directly to the teacher in their learning centre, or the teacher may need to communicate a small matter to the parents.

It is required that diaries be taken home every day unless the classroom teacher say's otherwise. The student must write any homework in their diary. A parent must see the diary and sign to acknowledge this. Unsigned diaries will result in a demerit for the student as it is their responsibility to present the diary to the parents for signing.

## Equipment

On occasions, students may need to take home School equipment e.g., literature books, textbooks. Please make sure your children take care not to lose or damage these items. If they are lost or damaged, parents are expected to replace the item, or the item will be purchased by the school being billed to the parent's account at the retail cost of purchase.

## Excursions

The school will occasionally have excursions and field trips for students. Parents will be notified well in advance and be asked for permission for their child to attend the excursion. The cost of most excursions will be covered in school fees. Camps in conjunction with any excursions built into them will not be included in school fees.

## School Camp

Each year in the school will have a camp for year 3 to 10 students. The High School will have a camp which may include a destination such as the snow or a visit Canberra. Primary school camp will be only for Year 3 – 6. There will be no camps for infants. There may be from time to time a combined camp if this is more practical to do so.

All students are encouraged to attend as these days are considered compulsory school attendance. If your child does not attend, you will need to apply for a leave of absence from school attendance. (Please see attendance and absence details above). School camp is made available for parents and families to attend all excursions and outings; however, only parents that are considered as a carer for a student in year 3-4 or a student with a disability will be able to stay on site with the students. All other parents will need to seek accommodation elsewhere. Please see the principal for further clarification on this matter.

School transport to camp, via buses, will be specifically for students and staff. Parents needing or wanting to accompany their students to camp, and excursions must find their own way down to camp. Children that are not of school age will not be allowed to travel on the school bus, due to risks of not having sufficient child restraints.

## Discipline Policy

The school provides discipline which encourages student's individual growth to Christian maturity. The policy is based on the principles of procedural fairness.

In all matters of discipline, students are invited respectfully to state their version of events leading up to the need for discipline. Discipline will be administered fairly and according to the seriousness of the misdemeanour.

If a student complains about a policy or discipline, we would appreciate parents doing the following:





- Communicate to the student that the school has reasons for all rules and that they are enforced without partiality.
- Give the staff the benefit of the doubt.
- Realise that a student's report of the matter may be emotionally biased and may not include all the information.
- Support the school's decision and, if needed, call the school for all the facts to clarify any misunderstanding.

### System of Discipline

A system of 'merits' to encourage appropriate attitudes and behaviours, and 'demerits' to discourage the opposite is employed. All teachers and teacher aides have the right to give either merits or demerits within stated limits. Three demerits or more earns a student a 'detention'. A detention will be served on the day if possible or the next school day. A 'detention letter' is sent home for parents via email through the Compass app. Matters that are of a serious nature will be referred to the principal by the head teacher.

To satisfy government legislation the school does not employ the use of corporal punishment, nor encourage parents to use corporal punishment on their children.

For further details, please see our Discipline Policy and Procedures document online at [www.chbcs.nsw.edu.au](http://www.chbcs.nsw.edu.au).

### **Fees**

Current school fees are sent home with the enrolment pack for the start of the new year. Any updates to this will be communicated to parents as soon as possible. Please see the Principal or Business Administrator (Caroline Clarke) for a list of school fees. They are reviewed by the school board on an annual basis. You will be issued with term invoices every quarter along with a statement of your current account. School fees must be paid by the end of each school term. Failure to pay school fees may affect your student's continued enrolment. School fees can be paid in a couple of ways, please see below for further payment and account details.

The total cost for all schooling includes textbooks, stationary supplies, minor excursions and school fees, which are totalled for the year and divided into 4 instalment payments of equal amounts. This will keep the payment at the same amount and therefore not be significantly greater for first term due to the bulk of textbooks being purchased.

This payment structure is a consolidation of costs that you'll pay over the year and invoiced at one fee rather than multiple fees. There will be a detailed letter given about the fee structure at the start of each year. There may be additional charges for high school students as opposed to primary school students. This is only in relation to curriculum costs being greater, however the term fees will be the same for primary and high school. Please refer to the letter for greater details.

Parents will be required to purchase initial stationery items for the start of the school year. After the student's supplies run out, the school will supply the necessary items for the remaining year. This cost of extra stationery will be included in term fees. The stationery list will be given out so that you can prepare your students for the year.

Items **NOT** under the school fee structure which need to be paid for in addition, include:

- School uniforms and items on the school purchasing list
- Camp Fees and Camp Excursions (Must be paid prior to leaving for camp)
- Musical instruments purchased or hired from the school
- Swimming Carnival Entry for Parents and non-school children on the day
- Any significant item not foreseen and not included in school fee structure will be included
- ICAS competition fees that the parents and/or students wishes to compete in
- Extra Technology and Applied Science (TAS) material i.e. Food or Electronics
- Payment of Laptops and equipment (spread over 2 years)

Items that **WILL BE** covered in the school bill are as follows:

- All school curriculum material
- NAPLAN testing and school prescribed tests or competitions
- Term excursion costs
- Pool entry for sport coaching
- Sporting or coaching cost that is covered by external funding
- Stationary used after initial purchase. ie. glues, rubbers and pencils
- Art supplies
- Repairs to Laptops and software for student computers

## Payment Method

- Direct Deposit using the account details below. Please put your 'name' and 'school fees' in the reference box:

**Bank: National Australia Bank (NAB)**

**Account Name: Coffs Harbour Bible Church Inc.**

**BSB: 082 356**

**Account: 414298628**



## Second-Hand Uniforms

Some second-hand uniforms are available, but it is not extensive. If a parent would like to have the option of second-hand uniforms, please speak to Talitha Truesdale or Caroline Clarke. Donations of good quality uniform items are appreciated if you no longer have the need for them.

## Internet/Computers

It is school policy that the school's computers and internet use must only be used during school time and under the supervision of School staff. It will be expected that students have access to a computer at home and will not need to use school computers or printers for homework or home assignments.

High school students need their own personal computer at school due to curriculum requirements, and will be given a laptop computer including headphones by the school so they can complete their tasks. These computer items remain at school; however, the students take full responsibility in looking after them and charging them.

These laptops and headphones (high school students only) will be purchased by the school, and allow parents to pay them off over a two-year period. After two years, the computer belongs to the student/family. It will remain at school while the student is enrolled. Upon leaving the school the student will keep the laptop.

It is not recommended that students bring their own laptop from home as it may not have the requirements to run various programs. As the school will be responsible for maintaining them and making any necessary installations of programs, it is easier for the school to work with one type of laptop. For more information on this please see Mr Truesdale.

Students will be allowed to have access to the internet only in the presence of a teacher. The school has built in internet monitoring software with safeguards to help students complete safe internet activity. While this is never full proof, we do require students to act carefully and responsibly whilst on the internet. Failure to do this will incur consequences and limited internet activity.

Google Workspace and Microsoft 365 is available for all high school students to store documents online and access from any computer at school or home. Parents will need to sign a consent form to allow the students to give limited information about the student to Google and Microsoft. All students will be given an email address by the school for these logon purposes. Students may need to provide an additional personal email so that they can access these accounts using two factor authentication which provides extra security to their information.

## Library

Every primary school class will have a weekly lesson with the librarian, and may borrow books at that time. Homework bags double up as library bags, and school books are required to be taken home in this. We encourage all students to read at home. Highschool will be given opportunity to borrow from the library on a weekly basis.

Damaged or lost books must be compensated for. Notification of replacement cost will be given to parents, and the cost placed on the school bill.

## Health - Diseases and Infectious Illnesses

The N.S.W. Health Department guidelines are that children be excluded from school for the following health reasons.

<u>Chicken Pox</u>	Exclude for 7 days.
<u>German Measles</u>	(Rubella) Exclude for 10 days from onset of swelling.
<u>Lice</u> (Peticuloosis)	Re admit to school only after hair has been treated and hair is clear of nits and lice.
<u>Measles</u> (Morbilli)	Exclude for 5 days from the appearance of the rash.
<u>Mumps</u>	Exclude for 10 days after first spots appear.
<u>Ring Worm</u>	Re admit on medical certificate only.
<u>School Sores</u> (Impetigo)	Exclude if on exposed surfaces, unless covered.
<u>Covid 19</u>	If symptomatic, please use a RAHT Test and keep home if positive.

## Health Nurse (NSW Health Dept.)

The Area Health Nurse makes a regular visit to vaccinate year 7 students. You will need to fill in and return documentation if you want your student vaccinated.

Vaccination treatment is outlined in a letter sent home to parents for year 7 students.

## Homework Policy

Homework is an important part of the learning process. The school considers homework to be an essential part of all students achieving their potential. Homework provides students with opportunities to consolidate their classroom learning, pattern behaviour for lifelong learning beyond the classroom and involve family members in their learning. The setting of



homework takes into account the need for students to have a balanced lifestyle. This includes sufficient time for family, recreation, spiritual needs and employment where appropriate.

Homework that enhances student learning:

- is purposeful and relevant to students needs
- is appropriate to the phase of learning (infant, primary and secondary)
- is appropriate to the capability of the student
- develops the student's independence as a learner
- is varied, challenging and clearly related to class work
- allows for student commitment to recreational, employment, family and spiritual activities.

Homework can engage students in independent learning to complement work undertaken in class through:

- revision and critical reflection to consolidate learning (practising for mastery)
- applying knowledge and skills in new contexts (a topic of interest, an authentic local issue)
- pursuing knowledge individually and imaginatively (investigating, researching, writing, designing, making)
- preparing for forthcoming classroom learning (collecting relevant materials, items, information).

The school will endeavour to communicate homework through the use of the student diary. All homework must be written in the student's diary for the parent to sight and sign, to acknowledge that they are aware of any homework. It is important that the student obtains a parent signature in the diary so that the communication process is acknowledged by the parent. Parents of high school may also opt to have any homework in Google classroom communicated to them in the form of an email which can be sent daily or weekly. This will give parents connectivity to the classroom and opportunity to monitor their students' progress with assignments. (Please see the head teacher for access to this.)

For further information on homework please see the website: <http://chbcs.nsw.edu.au>.

## Homework Club

Homework club runs every day at lunchtime in the library with the intention to firstly, provide a facility for students to complete homework that is overdue. Teaching staff will be on hand to help students with their homework during this time. Students will be sent there if they have overdue work. Secondly, students can use this facility if they want to complete any work in advance of due dates.

## School Newsletter

The principal seeks to produce a quarterly newsletter, which incorporates coming events and educational news. This newsletter is produced and uploaded to the school community in the Compass app.

## Anti-Bullying Policy

Coffs Harbour Bible Church School accepts and supports that, students have a right to learn in a safe and supportive environment protected from harm and hurt. It is the school's desire that all staff and students seek to maintain a God-honouring, loving, safe and caring environment (1 John 4:7-8; Romans 12:18, John 13:34-35).

Bullying and anti-social behaviour is not acceptable at this school under any circumstances. Bullying, should it occur, needs to be dealt with swiftly and with due thought to procedural fairness.

Students and teachers have the right to expect that they will spend the school day free from the fear of bullying, harassment and intimidation.

### Bullying

- devalues, isolates and frightens
- affects an individual's ability to achieve
- has long-term effects on those engaging in bullying behaviour, those who are the subjects of bullying behaviour and the onlookers or bystanders

Students, teachers, parents, caregivers and members of the wider school community have a shared responsibility to:

- Promote positive relationships that respect, protect and accept individual differences and diversity within the whole school community;
- Prevent bullying through education to embed anti-bullying messages;
- Provide *Early Intervention* through monitoring of incidents, identifying students at risk;
- Actively work together to resolve and respond to incidents of bullying behaviours



when they occur; and

- Model positive behaviour for their children and other students in our school community.

## Bullying Defined

The three broad categories of bullying are:

Direct physical bullying e.g., hitting, punching, kicking, scratching, spitting, tripping, pushing, damaging property, intimidating others.

Direct verbal bullying e.g., name-calling, teasing, putdowns, sarcasm, threats, insults, racist remarks, verbal abuse.

Indirect bullying - this is harder to recognise and often carried out without the knowledge of the student who is being attacked. It is designed to harm someone's social reputation and/or cause humiliation. Indirect bullying behaviour can be:

### Social

- Ignoring
- Excluding
- Ostracising
- Alienating
- Making inappropriate gestures

### Psychological

- Lying and spreading rumours
- Dirty looks
- Hiding or damaging possessions
- Playing jokes to embarrass and humiliate
- Mimicking
- Encouraging others to socially exclude someone
- Damaging someone's social reputation and social acceptance
- Malicious SMS and email messages
- Inappropriate use of camera phones

### Single Event Bullying

If a student gains the help of other students to bring harm to a student in either one of these broad categories listed above, this will be considered premeditated behaviour, and

thus falls into the category of bullying. This would not come under the definition of 'what bullying is not' even if it is a single incident. Students ganging up on another student have wilful intent to do harm, and thus will be dealt with under this policy.

### What bullying is not?

Many distressing behaviours are not examples of bullying even though they are unpleasant and often require teacher intervention and management. Three socially negative situations are often confused with bullying:

1. *Mutual conflict* involves an argument or disagreement between students, but not an imbalance of power. Both parties are upset and usually both want a resolution to the problem. However, unresolved mutual conflict sometimes develops into a bullying situation with one person becoming targeted repeatedly for 'retaliation' in a one-sided way.
2. *Social rejection or dislike*, is not bullying unless directed towards someone specific and involves deliberate and repeated attempts to cause distress, exclude or create dislike by others.
3. Single episode acts of nastiness or meanness, or random acts of aggression or intimidation are not regarded as bullying. If a student is verbally abused or pushed on only one occasion, this is not considered as bullying.

### Prevention

The Coffs Harbour Bible Church School will minimize bullying by adopting a four-point plan to anti-bullying, which includes:

- Primary Prevention
- Early Intervention
- Intervention
- Post Intervention

#### 1. Primary Prevention

The promotion of positive student behaviour is the responsibility of the whole school community through modelling and maintaining high expectations.

The systematic promotion of positive student behaviour will take place through the implementation of these key strategies:





- Explicit teaching of expected behaviour by all classroom teachers at the beginning of each year and at other times when necessary;
- The recognition of student behaviour through positive reinforcement;
- The allocation of merits incorporating the Golden Apple Award for reinforcement of positive behaviour;
- Principal's (Christian Character) Awards for those displaying Godly Christian character; and
- Provide programs that promote resilience, life skills and social skills, assertiveness, conflict resolution and communication skills, safe use of the Internet e.g., Child Protection, Cybersmart

Other strategies involving staff and the wider community include:

- Professional development for staff related to bullying and the strategies to counteract it;
- Community awareness and input relating to anti-bullying, its characteristics and the schools' programs and response; and
- Maintenance of staff commitment to acknowledge victims of bullying and deal with bullying incidents.

Student Welfare issues (when necessary) are to be discussed during daily morning staff prayer meetings to:

- Inform staff of potential issues with particular students; and
- Increase supervision of potential problems with students in playgrounds or toilet areas.

## 2. Early Intervention

- Students are to be encouraged to report bullying incidents involving themselves or others to Head Teachers or the Principal.
- Teachers are to regularly remind students to report incidents.
- Parents are encouraged to contact the school if they become aware of a problem.
- Students are recognised for positive behaviours.
- Head Teachers use school discipline system if an incident of bullying occurs.
- All bullying matters to be recorded on the *Bullying Incident Report Form* and the Principal to be notified.

## 3. Intervention

- Once identified, the bully, victim and witnesses are spoken to, all incidents or allegations of bullying will be fully investigated.
- Consideration as to why the bullying occurred will be investigated. (e.g. the bigger picture or contributing factors)
- Both bully and victim are to be offered school-based assistance and support (i.e. Pastoral care by our Pastors or staff.
- A meeting of relevant persons is to be convened following identification of ongoing bullying behaviour. (Principal, head teacher, parents, students)
- All issues relevant to the behaviour of the student are considered.

#### 4. Post Intervention

- The Coffs Harbour Bible Church School's Discipline Policy outlines appropriate procedures of the consequences for inappropriate behaviour in the classroom and in the playground.
- Incidents of bullying will be recorded on *the Bullying Incident Report Form*
- Details of bullying incidents will be communicated to parents in person or by phone conversation.
- Possible consequences for bullying are outlined in discipline policy, (ie detention, parent meetings, suspension, etc).

### Cyber Bullying

- Students are to be taught about cyber-bullying, including its different manifestations and possible effects, through PDHPE and ICT classes.
- Students are encouraged to report any incidents immediately to the teacher. If students feel they can't report to a teacher, then they must report to a trusted adult.
- Students are to be taught to save any form of cyber-bullying as evidence and again to be reported to teacher.
- Parents and carers will be encouraged to report any form of cyber-bullying (and bullying) to the school.
- The school's policy regarding the inappropriate use of ICT equipment to be taught annually to all students.

### The Role of the Parents

Parents are encouraged to take the following approach, which will help to eliminate bullying and/or reveal bullying.

Take an active interest:

- in your child's social life
- in what is happening at school



Encourage your child:

- to have a Christ-like love for their fellow students
- to accept and tolerate differences in others

Build your child's self-confidence:

- by recognising and affirming his/her positive qualities and abilities given by God
- by valuing him/her for who he/she is.

Discuss with your child:

- the school's expectations about behaviour
- Godly ways to respond if their rights are infringed

Make your child accountable by:

- keeping access to technology in a public part of the house so content and use can be monitored
- letting the school know if the students have a mobile phone for security reason

Encourage constructive responses:

- physical bullying or persistent teasing should be reported
- hitting back or retaliating with name-calling won't solve the problem

Set an example

- be firm, but not aggressive in setting behaviour limits
- be positive in responding to bullying – don't overreact

Be alert for signs of distress:

- unwillingness to attend school
- dropping off in academic performance
- damaged clothing and frequent loss of personal property
- loss of confidence and uncharacteristic mood changes
- withdrawal from social activities.

Act

If your child is being bullied at school, report it to the head teacher, or the principal. Your report will be followed up.

## Merit Card Shop

Merit Card Shop runs on Tuesday and Thursday lunchtimes. This is an opportunity for students to cash in their merit cards for items in the shop. Food items, novelty items, stationery, stickers and small tools are common items found in the shop.

## Mothers' Day and Fathers' Day Shop

Students will have access to a Mothers' Day shop and Fathers' Day shop. This is a special opportunity to use either cash or merit cards to purchase special gifts for their parents. Please see Caroline Clarke for further details.

## Uniforms

There is a standard uniform dress that exists all year round. Students are to abide by the dress code and failure to do so will bring notification to the parents seeking rectification. School uniforms are to be purchased from the School Administrator by completing the order forms which are sent home twice a year; however, uniforms can be bought at other times if required. This may incur freight charges when ordered outside the two designated orders. Please make enquiries to the School Administrator concerning any queries that you might have on the uniform policy. Enrolment and information packs given each year to parents have the latest uniform policy and order forms as well.

## Lost Clothing

Lost articles of clothing are kept in a blue bin in room 4 (storeroom) in the church. At the end of each term, unclaimed clothing will be given to charity. Please feel free to check at any time if you think that you have lost items. Name tags **greatly reduce** the amount of unclaimed clothing.

## Extra Medications (required from time to time)

If primary students need specialised medication/s to be administered by an adult, a note giving complete details must be supplied by the parent to the Head Teacher. Medication will be kept in safe keeping by the teacher.

High school do not need supervision of medication unless a parent requests otherwise. I encourage parents of high school students to provide their students with their own supply of medication such as allergy tablets or Panadol<sup>®</sup>/Nurofen<sup>®</sup> which they can access from their bags as needed.

## Music

Our school endeavours to teach children the basics of good and Godly music. This may be via a classroom teacher or employing a specialised music teacher. Students will be encouraged to play a musical instrument, and it is vital to their development that they practice at home between lessons. Students be given a recorder by the school for use in year 3 onwards for all of primary school. This recorder will be billed to the parents on their school bill.



Students will be a part of the School Choir and will have the opportunity to perform in public i.e. Eisteddfod, Nursing Homes and Family and Friends Night.

Secondary students will from time to time participate in Music Performance Classes which will allow them to develop choral and instrumental skills and performance experience.

## **Parking and Student Drop-offs and Pickup**

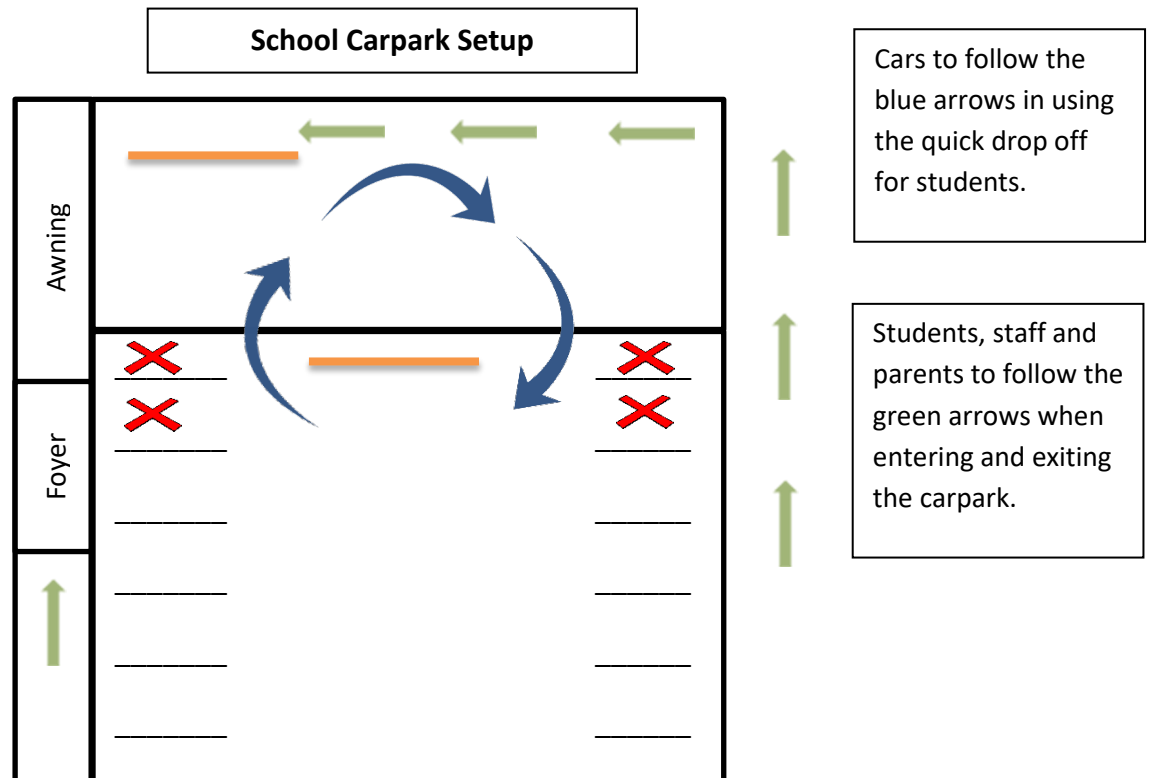
The periods immediately before and after school are very hectic, and the traffic around the school can be dangerous. Parents are asked to take special care driving and parking in the school ground. Parents can use the quick student drop off by entering the carport on the left and using it as a roundabout exiting on the right. Please see diagram. If parents need to complete business on site, they are requested to park their cars in the car spaces furthest from the building. Staff are required to use the car spaces closest to the main auditorium, only between the Foyer and the Road. Carpark spaces in front of the awning to the right of the Foyer of the Church and to the left (marked with an x) are to remain free and not to be parked in. Please see diagram below.

As the carpark can become very busy, we would like to encourage all parents, staff and students to follow the diagram below for safe access to and from the carpark when walking. Please see diagram, and follow the green arrows.

Regarding afternoon pick-ups, students will be required to remain seated under the awning until parents have reached them and ready to leave. If you need to speak to a teacher or wish to chat, your students will need to remain seated until you are finished. They are not to go to the car if you are remaining to talk. We have noticed at times that younger siblings may unbuckle themselves and run across the carpark. If your child can unbuckle themselves, please bring them with you for a walk to save the risk of them being injured by a moving car.

While in the carpark, please do not leave your car running when you hop out of the car, other than to open and close gates. If your children have been sent to the car, please do not allow them to hang out the windows or sunroof as this is a significant hazard.

Concerning the gate, the staff are required to shut gates during school hours between 8:50 am and 3:00 pm. If you enter the property during these times, please shut the gates after you as it is a safety requirement for the school and students.



## Child Protection

The school is committed to providing a safe and secure environment for its students. The school acknowledges that it has a duty of care in respect to all children who attend the school. This policy aims to reduce the risk of child abuse, and to ensure that a caring and appropriate response is in place and taken. For this reason, our school seeks to comply with all the regulations associated with child protection. We also seek to comply with all the mandatory reporting requirements for any offence as outlined in our policy and procedure.

For further information, see the Child Protection Policy on our website or direct questions to Pastor David Duffy – Child Protection Officer, Coffs Harbour Bible Church. Mobile. 0401 027 694 Email. [davidd@coffsbiblechurch.com](mailto:davidd@coffsbiblechurch.com)

## Sport

Sport is conducted weekly for all grades. Students are required to wear the School Sport Uniform on sport's day. Please ensure that adequate footwear outlined in the uniform policy, is provided for your child to engage in sporting activities.



Sporting activities that venture off the school site will require all students to carry with them a water bottle and wear their school hat. Failure to have either a school hat or water bottle will result in the students missing out on that activity and remaining at school.

## SunSmart Protection Policy

Primary students will be required to wear school supplied embossed broad brimmed hats whenever they are outside in the sun. High school students will be permitted to wear school supplied embossed baseball caps when out in the sun. Staff will act as role models by also wearing appropriate hats when outside. Students without appropriate hats will be restricted to playing in designated shaded areas. Our position is 'No Hat - Play in the Shade'. Students will also be required to wear the appropriate hat during sport and physical exercise sessions. Students are permitted to leave their hats in their school office overnight. Students will not be permitted to share hats or water bottles among other siblings or students making them totally responsible for their own hat.

Students will be actively encouraged to wear a broad-spectrum water-resistant sunscreen (SPF30+). Sunscreen will be made available to all students at school and on excursions or outdoor activities. Students will be directed by staff to apply sunscreen prior to excursions and school activities that occur in the sun.

Whenever possible, outside activities on hot days should be scheduled before 11:00 am. Other activities (such as sport) may be done indoors or under shade where necessary.

## Grievances and Complaints

There will be occasions when parents have concerns about aspects of their child's schooling. Since the school values the maintenance of 'Christian harmony', the following procedures should be followed as soon as possible after the problem arises:

Issues are to be dealt with according to Biblical principles which, in the school context, are outlined below:

- Matters of relatively minor concern should, in the first instance, be directed to the classroom Head Teacher. Matters which parents consider as more serious should be referred directly to the principal. Parental concerns will be treated sensitively and fairly.
- Where there are perceived issues arising between one parent and another, resulting from an issue between students, parents should leave the matter for the school to deal with. Phone calls between parents often only exacerbate the issue.

- Issues of concern relating to parents and the school should not be discussed publicly until the appropriate school personnel are aware of the matter and have had time to deal with the issues.

Please see the Complaints and Grievance Policy online for further details:

[www.chbcs.nsw.edu.au](http://www.chbcs.nsw.edu.au).

## Privacy Policy

The Coffs Harbour Bible Church School is bound by the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Privacy Act). The Principles are designed to protect the confidentiality of information and the privacy of individuals by regulating the way personal information is managed. Personal information is, generally, information or an opinion relating to an individual which can be used to identify that individual.

Throughout the year, it will be necessary for the school to send your personal information and data to various government and non-government organisations. The school will not disclose your personal information except as necessary to perform the tasks listed below, or as required or authorised by law, or with your permission.

Personal information is collected and used by Coffs Harbour Bible Church School to:

- provide services or to carry out the school statutory functions,
- assist the school services and its staff to fulfil its duty of care to students,
- plan, resource, monitor and evaluate School services and functions,
- comply with Federal and State reporting and record keeping requirements,
- comply with statutory and or other legal obligations in respect of staff,
- investigate incidents or defend any legal claims against the school, its services or its staff, and
- comply with laws that impose specific obligations regarding the handling of personal information.

The purposes for which the school collects personal information of students and parents include:

- keeping parents informed about matters related to their child's schooling,
- looking after students' educational, social and health needs,
- celebrating the efforts and achievements of students,
- day-to-day administration,
- satisfying the school's legal obligations, and
- allowing the school to discharge its duty of care.

Under the APPs, you may be able to obtain a copy of any personal information which the school holds about you. The APPs provide some exceptions to your rights in this regard, for





example we will not provide information when this would have unreasonable impact upon the privacy of others. To make a request to access this information, please contact us in writing.

The school aims to keep the personal information it holds accurate, complete and up-to-date. A person may update their personal information by contacting Principal of the school. However, every year the school will send out an information pack for the next year which includes a data collection form. You may use this form to update your details.

## **Nutrition Policy**

The Coffs Harbour Bible Church School will endeavour to promote and model healthy eating and good nutrition in school programs and activities relating to or involving food and drink.

The teaching of nutrition education is part of the Personal Development, Health and Physical Education (PDHPE) key learning area and is mandatory for all students from Kindergarten to Year 10. Teaching and learning and all class activities in all other key learning areas will help reinforce healthy eating and good nutrition wherever possible. The health and wellbeing of students is relevant to their learning and is important to the school. The present and future health of students can be enhanced by quality learning and positive experiences at school.

The school has implemented the Crunch&Sip® program which encourages all students to eat fruit and vegetable snacks during morning tea prior to eating any other foods. This in conjunction with water only in their bottles helps to promote healthy eating habits. The school has also provided a cooled water bottle filling stations for students to refill their bottles. Students are reminded to stay hydrated, especially in warm weather. Lack of sufficient water and nutritional food can impact their health and wellbeing when it comes to learning.

## **Nut Free School Policy**

The Coffs Harbour Bible Church School recognises that food allergies can be severe and sometimes life threatening for students and staff. To reduce the risk to members of the school community who suffer from allergic reactions such as anaphylactic shock, we have implemented a nut-free environment. This means that the Coffs Harbour Bible Church School is a completely Nut Free School.

To maintain this standard, we ask that no nuts, including peanuts (although they are classified as a legume) be brought into our school for any reason. This includes, but is not limited to, student and staff lunches, tuckshop provisions, birthday cakes and special occasions where food is prepared or brought on site. Please ensure that any food sent or brought on campus is nut free by reading the packaging information or made free from nut exposure.

Most food allergies are caused by peanuts, tree nuts, milk, eggs, sesame seeds, fish, shellfish, soy and wheat. The Food Standards Code requires these foods to be declared on labels whenever they are present as ingredients or as components of food additives or processing aids. If it says peanuts/tree nuts are contained in the food, consider it a banned item. Remember – manufacturing processes change, so a food that was safe, may not continue to be. It's still important to read the ingredient label each time you purchase a food.

Please remember this is not OK:

- Food labels that have any nuts listed in the ingredients list is NOT OK to bring to school.

However, at this stage the school has made a ruling that anything labelled below is OK:

- Food labels that say: — “May contain traces of peanut or tree nuts” are OK to bring to school.
- Food labels that say: — “Made on equipment that also processes peanuts or tree nuts” are OK to bring to school.
- Food labels that say: — “Processed in a facility that also processes peanuts or tree nuts” are OK to bring to school.

Parent/Students/Staff responsibilities:

- Please do not send/bring any kind of nuts to school, including the following:
- Nut spreads including Peanut butter, Nutella and any other nut butter
- Muesli bars, biscuits, baked goods or other products that list nuts as an ingredient
- Trail mixes with nuts, dried nuts with fruit
- Nut cereals
- Candy/treats containing nuts
- Anything cooked in peanut, or any other nut, oil
- Please ensure the labels are always checked before sending/bringing foods to school.
- Parents of students with severe allergies must provide an ASCIA action plan with relevant medications to the Principal. These items will be appropriately filed. Parents are responsible for providing updated relevant information and ensuring medications are in-date.
- We cannot guarantee that a student will not experience an allergy-related event at school. We do, with the implementation of this policy, endeavour to provide our highest level of care to reduce the risk of a student with allergies having an allergy-related reaction.

Nut Allergy Resources:

- <https://allergyfacts.org.au/resources>
- <https://www.allergy.org.au/patients/food-allergy/peanut-tree-nut-and-seed-allergy>



## Asthma Policy

The Coffs Harbour Bible Church School committed to being an Asthma Friendly school as outlined by Asthma Australia. This means:

- The majority of staff have current training in Asthma First Aid and routine management, conducted or approved by the local Asthma Foundation.
- Asthma Emergency Kits (AEKs) are accessible to staff and include in-date reliever medication, single person use spacers (with masks for under 5 year olds if required)
- Asthma First Aid posters are on display and information is available for staff and parents

Students:

- Are supported to self-manage their asthma in line with their age and stage of development: we explain asthma and asthma care to the students and provide care with them, not just to them

Parents/carers:

- Provide an Asthma Care Plan, signed by the treating doctor.
- Provide their child's medication, clearly dated and in the original labelled container.
- A spacer, and mask as required, should also be supplied
- Alert classroom teacher and Admin staff to any changes in their child's asthma management

## Student Awards

Every week, students are eligible for weekly awards called the HEROS award. This system of awards is designed to encourage students to achieve and be diligent in the following areas:

- H – Helpfulness
- E – Effort
- R – Respect
- O – Organised
- S - Sportsmanship

These weekly awards will be recorded in Compass and when the student reaches 20 HEROS awards they will earn a full merit card which is a Golden Apple. They will also receive a certificate. Each time they earn another 20 points that will advance to the next level award. i.e. 20 point HEROS award, 40 point HEROS award, 60 point HEROS award and so on.

## Golden Apple Award

Merit card will be given to each student so they can earn merits. Each card has space for 20 merits. Teachers will encourage students by giving merits for many different areas of discipline. Some examples are listed below:

- Neat work
- Good attitudes
- Acts of kindness
- Displaying Godly character
- Excellent results or performance
- Academic achievements
- Noticeable student improvements

As students collect 20 merits, they will be given a golden apple sticker for their 'My Sticker' or 'Christian Character' chart. They will also have the opportunity on tuckshop days to cash in their merit card/s for food (1 card = 1 piece of food) or alternatively, they can cash in for a '1 merit card prize', a '2 merit card prize' or a '3 merit card prize'. These prize boxes are restocked every couple of weeks.

Student apple stickers are tallied at the end of each term by the house team captains and checked by the principal/teacher. The House with the most golden apple stickers per student will receive points for their team and take out the 'Term Golden Apple Award'.

## Reporting Student Assessments and Achievements

Our school utilizes some ACE PACE curriculum in conjunction with mostly school developed curriculum. The combination of both curriculums ensures that our school covers the New South Wales Education Standards Authority (NESA) outcomes for each of Key Learning Area (KLA). As a registered school by NESA, we must cover a minimum of 6 KLAs for both primary and high school students.

Primary will cover:

- Maths
- English
- Science and Technology
- HSIE
- CAPA
- PDH&PE

High school will cover:

- Maths
- English



- Science
- Technology
- HSIE
- PDH&PE
- CAPA and Languages – will be offered to a lesser degree but not one of the main KLAS registered with NESAs.

Table of KLAS/subjects covered by the school are:

Infants	Primary	High School
<b>Mathematics</b> <ul style="list-style-type: none"> <li>• SignPost K – 2</li> <li>• Think Mentals 1 - 2</li> <li>• Various PACEs – K - 2</li> </ul>	<b>Mathematics</b> <ul style="list-style-type: none"> <li>• SignPost Maths Year 3 - 6</li> <li>• Math Mentals Year 3 - 4</li> <li>• Math PACEs Year 3 - 6</li> <li>• Math Mate Year 5 – 6</li> </ul>	<b>Mathematics</b> <ul style="list-style-type: none"> <li>• Oxford/Cambridge Mathematics Year 7 - 10</li> <li>• Math Mate Year 7 - 10</li> </ul>
<b>English - K-2 - Various Resources</b> <ul style="list-style-type: none"> <li>• Phonics</li> <li>• Spelling</li> <li>• Grammar</li> <li>• Reading and Comprehension</li> <li>• Creative Writing and Handwriting</li> </ul>	<b>English</b> <ul style="list-style-type: none"> <li>• Creative Writing Year 3 - 6</li> <li>• Spelling Year 3 - 6</li> <li>• Grammar and Punctuation Year 3 – 6</li> <li>• Reading and Comprehension Year 3 - 6</li> <li>• Handwriting 3 – 4</li> </ul>	<b>English</b> <ul style="list-style-type: none"> <li>• Creative Writing Year 7 - 10</li> <li>• Grammar Year 7 - 10</li> <li>• Vocabulary Year 7 - 10</li> </ul>
<b>Science and Technology</b> <ul style="list-style-type: none"> <li>• Primary Connections K – 2</li> <li>• Various PACEs K – 2</li> <li>• ICT Class K - 2</li> </ul>	<b>Science and Technology</b> <ul style="list-style-type: none"> <li>• Primary Connections 3 – 6</li> </ul>	<b>Science</b> <ul style="list-style-type: none"> <li>• Earth and Space/Physical World (Year A) Year 7 and 8</li> <li>• Living World/Chemical World Year (Year B) Year 7 and 8</li> <li>• Chemical World/Physical World Year 9 &amp; 10 (Year A)</li> <li>• Biology/Earth and Space - Year 9 &amp; 10 (Year B)</li> </ul>
<b>HS&amp;IE - Human Society and its Environment:</b> <ul style="list-style-type: none"> <li>• History Class K - 2</li> <li>• Geography Class K - 2</li> <li>•</li> </ul>	<b>HS&amp;IE - Human Society and its Environment:</b> <ul style="list-style-type: none"> <li>• History Class 3-6</li> <li>• Geography Class 3 - 6</li> </ul>	<b>HS&amp;IE - Human Society and its Environment:</b> <ul style="list-style-type: none"> <li>• World History Year 7 &amp; 8 (Year A)</li> <li>• World Geography Year 7 &amp; 8 (Year B)</li> <li>• Australian Geography Year 9 &amp; 10 (Year A)</li> </ul>

		<ul style="list-style-type: none"> <li>• Australian History Year 9 &amp; 10 (Year B)</li> </ul>
PDH&PE - Personal Development, Health and Physical Education <ul style="list-style-type: none"> <li>• Health</li> <li>• PE</li> <li>• School Sports</li> </ul>	PDH&PE - Personal Development, Health and Physical Education <ul style="list-style-type: none"> <li>• Health</li> <li>• PE</li> <li>• School Sports</li> </ul>	PDH&PE - Personal Development, Health and Physical Education <ul style="list-style-type: none"> <li>• Health</li> <li>• School Sports</li> </ul>
CAPA - Creative and Performing Arts <ul style="list-style-type: none"> <li>• Music</li> <li>• Drama/Poetry</li> <li>• Art</li> </ul>	CAPA - Creative and Performing Arts <ul style="list-style-type: none"> <li>• Music</li> <li>• Drama/ Poetry</li> <li>• Art</li> </ul>	CAPA - Creative and Performing Arts <ul style="list-style-type: none"> <li>• Visual Arts Year 7 -10</li> <li>• Drama Year 7 - 10</li> </ul> * CAPA is considered an extra and apart from the main 6 KLAs.
		Technologies <ul style="list-style-type: none"> <li>• Technology (Mandatory) - Year 7 &amp; 8</li> <li>• Graphics - Year 9 &amp; 10 (Year A)</li> <li>• Food Technology - Year 9 &amp; 10 (Year B)</li> </ul>
		Students can learn Languages through the use of utilising Duolingo.

## Reporting to Parents

- Parents will receive feedback on their child's progress through semesterly reporting. These results are recorded by the teacher, and uploaded to our online Compass database from which our semester reports are printed.
- At the end of each semester an individualized 'Student Portfolio' is sent home to parents reporting student achievement. Parents are provided with assessment marks for all mandatory KLAs, which are also put in the A to E format as outlined on NESA's website. Included in the folio are teacher comments for all KLAs indicating student progress. A student's folio includes any other certificates or awards attained throughout the semester. The folio can also highlight sample work of the student.
- Once a year the classroom teacher and/or subject teacher will conduct a teacher/parent interview for each child/family. This is an opportunity to discuss the strengths and weaknesses of the student and for parents to give feedback to the teacher. These interviews are generally held early in second term.



## Work Experience for Year 10 Students:

Students in year 10 will have the opportunity to complete 1 or 2 week-long work experience. It is mandatory to complete at least one of the two work experiences. They will be given a specific week in both term 2 and term 4. Please see 'Special Events' list at the beginning of this handbook for the dates. These are fixed dates, and cannot be changed. If a student cannot complete it in either of these weeks, they are required to complete it during their Holidays.

It will be the student's responsibility to contact a prospective business and seek work experience with them. Students in term 1 will be given a Work Experience Pack which will contain all the necessary information and documents to be signed by various parties. Work Experience will not be granted if students/parents fail to complete the documentation prior to completing work experience.

Students will also be required in term 1 to complete a White Card before completing any work experience. This cost will be paid in advance by school, and passed on in the parent's term 2 school fees invoice.

### White Card:

The white card is a Work Health and Safety Card that is mandatory before entry onto any construction site. The school makes all year 10 students complete this as mandatory prior to doing work experience. This is an excellent introductory into safe work practices and the card becomes a valuable qualification that the student can use as they enter the workforce.

## Revision of Changes

Section	Description of Change
<b>Staff Members</b>	<ul style="list-style-type: none"> <li>Update of staff and roles</li> </ul>
<b>Term Dates</b>	<ul style="list-style-type: none"> <li>Update to 2023 dates</li> </ul>
<b>Special Events</b>	<ul style="list-style-type: none"> <li>Update to 2023 dates</li> <li>More events listed in this section</li> </ul>
<b>School Communication</b>	<ul style="list-style-type: none"> <li>Updated Compass App</li> </ul>
<b>Anti-Bullying Policy</b>	<ul style="list-style-type: none"> <li>Updates to bullying defined.</li> </ul>
<b>Internet/Computers</b>	<ul style="list-style-type: none"> <li>Update of computer terms i.e. Microsoft 365 and Google Workspace</li> <li>Addition of headphones to computer items for students.</li> <li>Personal email required for two-factor authentication.</li> </ul>
<b>Excursion Policy</b>	<ul style="list-style-type: none"> <li>Camps with excursions are excluded are not included with school fees.</li> </ul>
<b>Mothers' Day and Fathers' Day Stall</b>	<ul style="list-style-type: none"> <li>New entry/section of explanation in the parent handbook.</li> </ul>
<b>Work Experience for Year 10 Students</b>	<ul style="list-style-type: none"> <li>This is a new section outlining roles and responsibilities.</li> </ul> <p>Two weeks have been set aside for student to complete work experience.</p>
<b>White Card</b>	This is a new section outlining roles and responsibilities.





**Notes:**



