

ST GEORGE CHRISTIAN SCHOOL

FAMILY

HANDBOOK

**POSTAL ADDRESS** (for all correspondence)

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## 1. INTRODUCTION

This Handbook has been prepared for school parents. It provides an overview of school philosophy, information on policies affecting school families and details of many school procedures. The handbook should be a useful reference for families and provide answers to many questions.

### 1.1 History of the School

Four families from the St George area had children attending the Sutherland Parent Controlled Christian School when it was located at Sutherland. When that school relocated to Menai in 1981, these four families and one other family from the area, formed an association to provide education, based on Christian ethics, in this region.

They employed a Christian teacher, Mrs Hazel Burns, and began the school in rented premises at Sutherland, relocating to Sans Souci Baptist Church facilities at the end of 1981. During 1982 the Board decided that the school should extend to Secondary, planning to provide an education for Kindergarten to Year 12 by 1989. The Board also decided to affiliate with Christian Community Schools Limited.

The school grew from this very small beginning and, in 1984, leaving the Infants department at Sans Souci, moved the main school office, the Primary and Secondary departments to Woids Avenue, Hurstville, home of the Allawah congregation of Hurstville Uniting Church. This campus has since been increased by the purchase of houses on either side of the Uniting Church property. In 1986 the school demolished the old church hall at the rear of the Uniting Church and erected a classroom block to provide space for both the Primary and Secondary students. Further demolition of a number of old houses in 1991 and 1992 allowed extension of the building to include a library, computer room and other specialist facilities. In 1997 the school completed the acquisition of the Uniting Church land and church building.

The school expanded into the Secondary grades in 1984. It became a single-stream school to Year 10 in 1987. Senior Secondary education commenced with Year 11 in 1988 and the first Year 12 in the following year. In 1997 the School Board decided that the school should be fully dual streamed.

Land fronting Bellevue Parade, adjoining the Woids Avenue campus, was purchased in 1998 and 1999. In 1999 approval was given to demolish the existing old houses on these sites to construct a new Primary department campus. This was completed by mid 2000. At the same time facilities at the Infants department campus at Sans Souci were enhanced with a small library, computer laboratory and a 2 storey demountable building.

In 1994 the school made the decision to expand from a single streamed to a double streamed school. It was recognised that this would require a steady growth in enrolments, staff, land and classroom facilities. Thus the school re-entered a new phase of growth. This process was substantially completed by 2001.

In 2002 the School Board decided to allow the Principals the determination to follow responsible growth of the school. At the start of 2003 the School commenced the process of establishing a triple streamed Secondary Department beginning with 3 classes in Year 7, 2003. Following careful research and a broad community consultation the school introduced a Middle School structure (Yr 6-8) in 2008 with a building constructed to accommodate this section adjoining the main Hurstville Administration building.

### 1.2 Principals

In 1984 the school made the appointment of Mr William Boon as Head Teacher, with the position later re-designated as Principal. He was succeeded, in 1992, by Mr Colin Anderson.

In 1999 Mr Colin Anderson completed his service to the school, after establishing a school of over 560 students and 53 staff.

Commencing the year 2000, the School Board appointed two Principals, Mr James Honor (K-6) and Mr Ian O'Harae (7-12), overseeing their respective sections as well as maintaining a cohesive K-12 school.

In 2005 Mr James Honor was appointed as the single Principal of the school.

## 2. VALUES, VISION, MISSION, AIMS

The School Company adopted a Confession of Faith that expresses the essential Christian doctrines accepted by all company members, Board members and school staff. This statement appears as Appendix B. The School Board has approved the following statements as an expression of the school's Christian and educational commitment.

### 2.1 Our Values

As a Christian school, we:

- acknowledge the absolute authority of God as our Creator Father;
- trust Jesus Christ as our Saviour and serve Him as our Lord;
- depend on God's indwelling Spirit as our enabler;
- hold to God's word as our standard;
- value all people as created in God's image.

### 2.2 Our Vision

Our vision is that each person in the school community will:

- know Christ, growing in relationship with God and with one another;
- gain wisdom, learning how to live in the world;
- develop their spiritual, academic, social and physical gifts;
- establish a lifestyle that honours God and serves others.

### 2.3 Our Mission

Our mission is to develop each person's character and gifts, for serving God and His people, by promoting:

- excellence in teaching;
- joy in learning;
- personal Christian faith and growth towards maturity.

### 2.4 Our Major Goals With Respect To:

- **Students** To provide an environment in which all students are encouraged to reach their potential
- **Staff** To enable each staff member to work effectively in fulfilling their individual and their shared responsibilities
- **Parents** To encourage parents and staff to work together in mutual co-operation
- **Board** To set and monitor "Ends" policies that are always consistent with our Values, Vision and Mission
- **Principal** To act as Chief Executive Officer in the operation, growth and development of the school
- **Government** To work within the framework set by governments
- **Society** To contribute to our society individually and as a community

## 2.5 Some Specific Aims:

1. To provide an education at primary and secondary levels with a Christian basis and philosophy
2. To provide an education of practical and academic excellence
3. To provide instruction in the school based on the premise that all wisdom, understanding and knowledge has its origin in God
4. To lead each child towards achieving his full potential in God as he endeavours to meet the responsibilities with which God has entrusted him
5. To encourage each child in a personal relationship with God

## 3. SCHOOL GOVERNMENT

### 3.1 The School Company

The school is a Company under the Companies Act (NSW) as a "Company Not for Gain and Limited by Guarantee". The membership of the Company elects the School Board to administer the school. Since the majority of company members are parents, the school can properly be described as a parent-controlled Christian School.

If members of the Company wish to see the Memorandum and Articles of Association, a copy is available for perusal in the school Office.

### 3.2 Membership of the School Company

The school offers opportunities for members of the community who are committed to the school's Aims and Objectives to belong to and influence the direction taken by the school. The primary avenue is through membership of the School Company.

Company Membership is open to parents, friends and school staff who have a personal commitment to God through faith in Jesus Christ as Saviour and Lord, who are in total agreement with our Statement of Faith and who actively participate in a Christian church or fellowship.

Application Forms for Company Membership are available from the school Office. A separate form is used by each applicant who must agree without reservation to the school's Confession of Faith (as printed on the form).

Applicants must be nominated for Company Membership by an existing Company Member, who must know the applicant personally. The application, after return to the school Office, is submitted to the School Board for acceptance. If this is granted, an annual membership fee must be paid prior to the Annual General Meeting each year.

### 3.3 The School Board

The control of the school is vested in the School Board which is responsible for the total welfare of the school and enacts this responsibility through policy governance. The Board consists of:

- Up to nine members of the School Company who are elected for a two year term by the membership of the Company at the Annual General Meeting
- The Principal of the School
- A staff representative, elected by the staff, from within the teaching staff.

The Board elects its own Chairman, Vice Chairman and Secretary. These three also serve as officers of the Company. Much of the Board's business is conducted through its sub-committees and working parties.

### 3.4 The School Administration

The School Principal is appointed by the Board and reports to it. The Principal is responsible for the overall administration and management of the school. In this, the Principal is assisted by the Deputy Principal, Heads of School and the Business Manager. Co-ordinators are appointed as needed within school departments and specific designated responsibilities are delegated to many other staff members.

### 3.5 Staff

Staff are appointed by the Principal assisted by the Board. They report to the Principal through the Heads of School or the Business Manager. Each staff member is required to:

- a) be a Christian who signifies in writing unconditional agreement with the Confession of Faith of the school
- b) be regularly involved in a local Church
- c) possess appropriate professional qualifications and/or suitable expertise and experience for the specific position.

Teachers are expected to exhibit a sincere desire to teach and in this to show care and compassion consistent with their faith and the school's philosophy.

### 3.6 School Status

The School is registered and accredited with the Board of Studies (NSW Government) which periodically checks that all legal and curricular requirements are being met. It receives recurrent financial grants provided by the Commonwealth Government and the State Government of NSW.

The School is a member of Christian Schools Australia Limited, a body set up to assist Christian Schools. This assistance includes school management guidance, representation to government and statutory bodies, legal and industrial advice and organisation of conferences and professional development courses.

## 4. PARENTAL INVOLVEMENT IN THE SCHOOL

As a condition of a student's enrolment in the School the parents are required to:

- i) sign a commitment to the School (called an undertaking)
- ii) attend (if at all possible, by both parents) interviews scheduled periodically throughout the school year for the purpose of mutual sharing concerning the student's progress
- iii) attend (with their children) extra-curricular activities and other functions arranged by the school.

A range of opportunities exist for parents, members of the Company and other interested persons to become involved in curricular, co-curricular and extra curricular activities.

The development of each student and the success of the school is enhanced as parents co-operate with the school in the total educational experience of the child. Such unity between home and school is essential if the aims of the school are to be achieved. SGCS seeks to be partners with the parents of students in its care.

Parents are invited to a variety of Parent Evenings each year. These are intended to be educational, and opportunity is given for parents to gain information from the school Administration, the teachers and the School Board. Notification of these meetings are provided in writing to parents.

#### 4.1 Parent - Teacher Relationships

It must be recognised that the teachers are entrusted with the care and management of children during school hours. Parents who are involved in assisting should always submit to the teacher, accepting advice and direction. In some circumstances different opinions will exist and these should be dealt with in accordance with the Scriptural principles laid down in Matthew 18:15 and 16. The school provides a formal written avenue to express questions, suggestions or concerns by use of either a "Concern Form" or an "Idea/Suggestion Form" available from the office. Upon completion of this form you will receive a response from the Principal or his delegate in relation to the matter.

It is important that where parents have a concern or complaint they bring the matter directly to the teacher concerned. Whilst areas of conflict should be dealt with as soon as possible, it should be understood that teachers are not available during class time and therefore an appointment will probably be necessary.

If necessary, concerns can later be referred to the Faculty Co-ordinator, Head of School or Principal. The School Board may be finally consulted in dealing with personal concerns if needed. Great discretion should be exercised if concerns of a personal nature are discussed with other parents.

#### 4.2 Parent Involvement Program

The voluntary Parent Involvement Program is designed to allow parents the opportunity to be involved and contribute to the Infants and Junior School communities by partaking in various tasks that will assist with the classroom program. These tasks are generally based on a 'one hour' involvement and vary from aiding in the classroom, book covering, school banking, library assistance to working bees.

#### 4.3 Expressions of Concern, Ideas and Suggestions

The school provides a formal means of expressing any concerns, ideas or suggestions you may have in relation to any aspect of the school and its functioning. We value your positive contribution to the school and see these elements as contributing to its development.

These forms are available at the school office and on the school's website. Refer also to 4.1.

### 5. EDUCATIONAL PROGRAM

The education provided by the school is very broad and includes the following elements:

- Formal curriculum as seen in the learning program
- Relationships with fellow students and the staff
- Involvement in co-curricular and extra-curricular activities
- Inter-school visits and exchanges
- Contacts with the wider Christian community in Sydney and beyond

#### 5.1 The Learning Program

The educational program in the school falls into four major sections: Infants (Kindergarten to Year 2), Junior (Years 3 to 5), Middle (Years 6 to 8) and Senior (Years 9 to 12).

The program is designed to incorporate the following emphases:

##### **Spiritual**

This recognises that the individual's relationship with God is of pre-eminent importance. Students are taught to use prayer and scriptural teaching as a constant guide.

**Social**

The expectation is that the school will establish and maintain a secure social environment for all. Students are encouraged to look beyond their own needs and participate in active Christian witness and service.

**Academic**

The academic programme is designed to impart knowledge, skills and values. Students should learn how to learn and start to appreciate learning as an ongoing lifetime process.

**Physical**

This acknowledges that physical skills and attitudes to them are an integral part of development.

**Cultural**

Students should appreciate their own cultural backgrounds as well as those of others.

**Co-Curricular**

Optional programs to develop specific areas of students' ability and interest.

**5.2 The Kindergarten to Year 6 Program**

There are six **Key Learning Areas** for Stages 1 - 3 (K-6). The school provides a programme which incorporates study in each of these Key Learning Areas for each child during each of the Years K-6.

Thus, in each Year the teaching programme includes:

- English
- Mathematics
- Science and Technology
- Human Society and its Environment (including Australian Social Studies)
- Creative and Practical Arts (including Art and Music)
- Personal Development, Health and Physical Education

**5.3 The Years 7 - 10 Program**

There are eight **Key Learning Areas** prescribed for study in Stages 4 – 6 (Years 7-12). These are:

- English
- Mathematics
- Science and Technology
- Human Society and its Environment (including Australian Social Studies)
- Creative and Practical Arts (including Art and Music)
- Personal Development, Health and Physical Education
- Languages Other than English
- Technological and Applied Studies

In order to receive a School Certificate on completion of Year 10 each student must have satisfied certain minimum requirements for study in each of these areas. The school program is designed to ensure that all these requirements are met by the end of Year 10.

Further information on the detail of the school courses contained in the school's

- Year 7 Handbook
- Year 9 Handbook
- The School Certificate Handbook

## 5.4 The Years 11 & 12 Program

Study in Years 11 and 12 leads to the award of the Higher School Certificate which involves studying at least 12 units in Year 11 and 10 units in Year 12. This includes English Compulsory 2 Units with the remaining units being selected from the other seven KLAs.

- Mathematics
- Science and Technology
- Human Society and its Environment (including Australian Social Studies)
- Creative and Practical Arts (including Art and Music)
- Personal Development, Health and Physical Education
- Languages Other than English
- Technological and Applied Studies

The school offers a wide range of subjects from which students are able to select the combination of units best suited to their needs. Further information on the details of the senior secondary program is included in the school's Preliminary and HSC Handbook.

## 5.5 External Academic Assessments and Competitions and Tests

The school uses standardised tests to provide an external measure of individual and group achievement levels. In addition, our students regularly participate in Australia-wide academic competitions such as the University of New South Wales Maths, Science, English, Spelling, Writing and Computer Skills. Senior students participate in the Westpac Mathematics Competition. Our students in Year 3, Year 5, Year 7 and Year 9 participate in the NAPLAN (National Assessment Program – Literacy and Numeracy). We also enter our most competent mathematics students in the Mathematics Olympiad.

## 6. ENROLMENT

### 6.1 Admission Priorities

In filling places the following priorities will be considered:

- a) Children of Christian parents transferring from other Christian schools
- b) Children of parents who already have a child in the school
- c) Children of parents who are members of the Company
- d) Children of Christian parents who provide evidence of a commitment to and involvement in their local church
- e) Children of parents who, whilst not testifying to an active Christian commitment, unreservedly support the aims of the school
- f) Overseas students, provided that vacancies remain after all other applicants have been considered.
- g) The Principal has formed a confident expectation that both the prospective student and their family will demonstrate in word and action behaviour that is consistent with the school's Christian ethos.
- h) The potential impact of an enrolment on the school's existing resources and students.
- i) The age of the student applying for enrolment in relation to their proposed year level.

### 6.2 Admission Procedure

Students will be admitted after:

1. An Application for Enrolment has been completed (one per student) and returned to the School office along with

- a. Copy or extract of the child's Birth Certificate
  - b. Copy of recent School Report/s (where applicable)
  - c. One Reference Form to be completed by person/s qualified to support the application
  - d. One Reference Form to be completed by the Minister of the church attended.
  - e. Payment of a non-refundable Application Fee of \$165 per family
2. Interview with the Principal, or his delegate, with the parents and child/ren present
  3. The Principal has formed a confident expectation that both the prospective student and their family will demonstrate in word and action behaviour that is consistent with the school's Christian ethos.
  4. Payment of a capital levy (per family) and an enrolment bond (per child), the amounts of which are set annually.

### 6.3 Age of Entry

The normal minimum age of entry into Kindergarten is 4 years and 6 months at the commencement of the year. Enrolment in Kindergarten is subject to the child showing learning readiness in a screening test.

## 7. FINANCE

### 7.1 Income

The school is financed by:

1. Enrolment and Tuition Fees.
  2. General Recurrent Grants provided by the Commonwealth Government.
  3. General Recurrent Grants provided by the N.S.W. Government.
  4. Gifts and Donations (including those from the Parents and Friends Association).
- The School has both a Building Fund and Library Fund. Gifts to both of these funds are tax deductible. Families are encouraged to make annual gifts to these funds, as school income received through these gifts reduces the pressure for fee increases.

### 7.2 Tuition Fees

The fee schedule is revised annually and applies to all students at the school.

Tuition Fees have been calculated to include the bulk purchase by the school of all books, stationery and essential equipment for K – 6 students and of textbooks for Yrs 7 - 12 students. Most minor or routine excursions and many bus fares are incorporated in the fee, though it may not cover the cost of some major excursions, expensive educational visits, some sporting activities or fares, and some external testing of students. School camps are charged to parents on a cost to school basis.

### 7.3 Finance Procedures

Some of the school's financial procedures:

- i. A financial statement will be issued at the end of each term for the following term.
- ii. All Tuition Fees are payable in advance within the first week of each term.
- iii. If payment is not made within seven days of the due date a Late Payment Fee may be incurred. In cases where this requirement would cause hardship, alternative arrangements shall be made with the School Accountant **each term** and **in writing**.

- iv. A Late Fee of \$30 per term may be charged for late payment, if no arrangements are made within the above period. Where no arrangement is made, and the \$30 Late Fee has been charged, the account may then accrue at \$10 per week per student.
- v. All fees paid by cheque or credit card should be **accompanied with the Invoice Remittance Slip (top section of the account statement)** and posted to or handed into the school Office. Payment is also available by BPAY or Direct Debit.
- vi. The Principal is able to terminate the enrolment of any student from the start of the term following, should fees be outstanding for more than one term and where no explanation is forthcoming from the parents. The onus therefore lies with the parents to contact the Finance Manager who will make representation to the Principal should a period of financial difficulty be encountered.
- vii. **Withdrawal:** A term's notice of withdrawal, in writing, to the Principal is required. Failure to do so renders the parent/guardian liable for one term's fees. The exception to this is two terms' written notice required for withdrawing Year 6 students.

#### 7.4 Bursaries

The school has established procedures for granting fee reductions for families in financial need. Such a reduction involves the award of a Bursary for one or more children in the family. Parents are able to apply for a bursary at the same time as application for enrolment or at any time afterwards.

The bursary application is made to the School Accountant on a form available from the school office and must be accompanied by a current Minister's reference and a detailed statement of family income and expenses. The application is processed by the School Accountant.

The bursary, if awarded, will provide a tuition fee reduction. This will apply from the start of the term following the decision and may be held for up to four years. It is reviewed annually, with a check that finances still warrant it and a further check that the student is making a genuine effort.

#### 7.5 Scholarships

The school offers an academic scholarship for entry to Year 7 and Year 11. The scholarship involves a fee reduction from 25% to up to 100% of tuition fees.

Year 7 scholarships are awarded on the basis of achievement in the Year 7 Scholarship Exam. Year 11 scholarships are awarded on the basis of the Year 11 Scholarship Exam. These must be supported by a record of outstanding achievement in both internal and external tests and a consistent positive attitude.

A Music Scholarship for 50% reduction of Term Fees from years 7 – 12 is offered to enrolled Yr 7 students. Prerequisite for this scholarship is proficiency in two instruments or one instrument and voice. A Music Scholarship for 50% reduction of Term Fees for years 11 and 12 is also offered.

The Year 7 scholarship is normally held for six years and the Year 11 scholarship for two years.

These scholarships are reviewed annually to ensure that the student continues to show excellent academic achievement and good citizenship.

## 8. SCHOOL UNIFORM

### 8.1. Clothing Regulations

The school expectation is that all students will be neat and tidy in appearance. Wearing the correct school uniform is an important contribution to this. Parents are expected to actively support this expectation by ensuring that their children are provided with the correct uniform and accessories. This is an area where parents and the school need to work cooperatively and in mutual support. The following points will assist parents in their understanding of uniform matters:

1. All items in the uniform are exclusively supplied by and available only from the School Uniform Shop.
2. Parents are requested to see that the clothing regulations are fully observed. If a child cannot be in uniform, at any time for any reason, a note should be sent explaining the circumstances.
3. All articles of clothing and other belongings must be clearly labelled with the owner's name.
4. Footwear should be substantial and in good repair - regulation BLACK school shoes (NOT fashion or black sport shoes). Shoes MUST be changed for P.E. (i.e. the students will then wear their white joggers).
5. Blazers are compulsory for students in Years 6 - 12. These students must wear their blazers to and from school each day with their winter uniform.
6. School uniform must be worn not only on school days, but also to ALL OFFICIAL and SPORTING functions of the school (unless otherwise advised by the Principal).
7. Where travel by public transport is involved, students MUST at all times wear full school uniform.
8. The change from summer to winter uniform is phased in for 2 weeks each year, with a similar transition period for the change from winter to summer uniform. The dates will be advised in the School Newsletter.
9. Students must at all times be in either **full summer** or **full winter** uniform. A mixture of summer and winter uniform is not approved.
10. Students' hair should be clean and well groomed, with a conservative cut and style. Extreme hair styles are not acceptable. Shoulder length hair must be tied back with approved accessories, as stated in the uniform lists. Hair colour must be the student's natural colour.

To avoid misunderstandings or embarrassment, for boys this means that a hairstyle is not permitted if it is:

- "stepped" (has clearly defined shaved sections)
- coloured
- of a length which extends past the collar
- has "pony" or "rat" tails
- shorter than a "No. 2"
- so wild and untidy as to invite comment

If your son currently has his hair styled along these lines, could you please have it modified to meet the guidelines as stated.

For girls, hair colour must be the student's natural colour and if it is shoulder length, must be tied back with the appropriate colour ribbon or hair tie.

11. Parents who face financial difficulty with obtaining the correct uniform should contact the uniform co-ordinator to see if any alternative arrangements can be made.
12. On excursions, sporting events and out of school activities, the School Sports bag is to be used.
13. Girls' earrings must be one set of plain gold or silver studs or sleepers (worn with one in each earlobe).
14. No other jewellery is to be worn.

**8.2 Clothing Pool**

Second-hand uniforms are available through the clothing pool, located at the uniform shop. Parents are encouraged to donate or sell good quality second hand uniforms items to the clothing pool so that they can be available to other parents.

**8.3 Uniform**

All uniform items are exclusively supplied by the SGCS Uniform Shop. It is the policy of the shop to ensure that students are correctly fitted for their uniforms. It will therefore be essential to book a time for a fitting.

The uniform shop is a cash free area. As a consequence of this only eftpos, cheque or Credit Cards will be accepted. Due to the location of the shop this provides a safer environment for both children and staff and we appreciate your support in this. The uniform shop is located in the demountable building rear of 60 Bellevue Parade. The Shop is open Monday, Tuesday, Wednesday and Friday 8.30 am to 10.30 am and 2.30pm to 4.30pm. The shop is open some holiday times and these are always advertised in the school newsletter.

**K – 5 School Uniform**

<b>BOYS</b>	<b>GIRLS</b>
<b>SUMMER</b>	<b>SUMMER</b>
Junior Boys Shorts 1 Pleat elastic back	Junior Girls Summer Dress
Junior Boys Summer Short sleeved shirt	Junior Unisex Zip Front Polar Fleece Vest
Junior Unisex Zip front Polar Fleece Vest	Girls Summer Ankle Socks
K-12 Boys Summer/Winter Ankle Socks	
<b>WINTER</b>	<b>WINTER</b>
Junior Boys Pant 1 Pleat elastic back	Junior Girls Winter Tunic lined
Junior Boys Winter Long Sleeved Shirt	Junior Girls Winter Revere Collar Shirt
Junior Unisex Zip front Polar Fleece Jacket	Unisex Zip Front Polar Fleece Jacket
Boys Summer/Winter Ankle Socks	Girls Winter Pull Up Socks
<b>SPORTSWEAR</b>	<b>SPORTSWEAR</b>
Unisex Tracksuit Pant	Unisex Tracksuit Pant
Unisex Sport Short	Unisex Sport Short
Unisex Polo Shirt	Unisex Polo Shirt
Unisex Sport Socks	Unisex Sport Socks
<b>ACCESSORIES</b>	<b>ACCESSORIES</b>
Boys Sun Hat	Girls Sun Hat
Tie	K-5 Hair Ribbon (Navy)
<b>SHOES</b>	<b>SHOES</b>
Black leather, lace up (K-2 only buckles allowed)	Black leather, lace up (K-2 only buckles allowed)
Sports – supportive sports shoes, mainly white	Sports – supportive sports shoes, mainly white

### Years 6-8 and Years 9-10 School Uniform

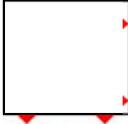
<i>BOYS</i>	<i>GIRLS</i>
<b>SUMMER</b>	<b>SUMMER</b>
6-10 Boys Shorts 1 Pleat Fixed Waist	6-10 Girls Summer Dress (hemline touching floor when kneeling)
6-10 Boys Pant 1 Pleat Fixed Waist (optional)	*Unisex Vest Stripe Trim
6-10 Boys Summer Short Sleeved Shirt	Girls Summer Ankle Socks
*Unisex Vest Stripe Trim	
Boys Summer/Winter Ankle Socks	
<b>WINTER</b>	<b>WINTER</b>
6-10 Boys Pant 1 Pleat Fixed Waist	Winter Tunic Lined (hemline touching floor when kneeling)
6-10 Boys Winter Long Sleeved Shirt	Winter Revere Collar Shirt
*Boys Blazer	*Girls Blazer
*Unisex Jumper Stripe Trim	*Unisex Jumper Stripe Trim
Unisex Scarf (Optional)	Unisex Scarf (Optional)
Boys Summer/Winter Ankle Socks	Girls Winter Pull Up Socks
<b>SPORTSWEAR</b>	<b>SPORTSWEAR</b>
Unisex Tracksuit Jacket	Unisex Tracksuit Jacket
Unisex Tracksuit Pant	Unisex Tracksuit Pant
Unisex Sport Short	Unisex Sport Short
Unisex Polo Shirt	Unisex Polo Shirt
Unisex Sport Socks	Unisex Sport Socks
Sports Cap	Sports Cap
<b>ACCESSORIES</b>	<b>ACCESSORIES</b>
Boys Sun Hat	Girls Sun Hat
Clip Tie	Years 6 – 10 Hair Ribbon (Cardinal Red)
Boys Leather Belt	
<b>SHOES</b>	<b>SHOES</b>
Black Leather, polish type, lace up	Black Leather, polish type, lace up ( <b>NO heels, wedges, court or dress shoes</b> )
Sports – supportive sports shoes, mainly white	Sports – supportive sports shoes, mainly white

### Years 11 – 12 School Uniform

BOYS	GIRLS
<b>SUMMER</b>	<b>SUMMER</b>
Senior Boys Pant 1 Pleat Fixed Waist	Senior Girls Summer Sit Out Shirt
Senior Boys Summer Short Sleeved Shirt	Senior Girls Skirt (hemline touch floor when kneeling)
Unisex Vest Stripe Trim	Unisex Vest Stripe Trim
Boys Summer/Winter Ankle Sock	Girls Summer Ankle Socks
<b>WINTER</b>	<b>WINTER</b>
Senior Boys Pant 1 Pleat Fixed Waist	Senior Girls Winter Revere Collar Sit out Shirt
Senior Boys Winter Long Sleeved Shirt	Senior Girls Skirt (hemline touching floor when kneeling)
Boys Blazer	Girls Blazer
Unisex Jumper Stripe Trim	Unisex Jumper Stripe Trim
Unisex Scarf	Unisex Scarf
Boys Summer/Winter Ankle Socks	Girls Winter Pull Up Socks
<b>SPORTSWEAR</b>	<b>SPORTSWEAR</b>
Unisex Tracksuit Jacket	Unisex Tracksuit Jacket
Unisex Tracksuit Pant	Unisex Tracksuit Pant
Unisex Sport Short	Unisex Sport Short
Unisex Polo Shirt	Unisex Polo Shirt
Unisex Sport Socks	Unisex Sport Socks
<b>ACCESSORIES</b>	<b>ACCESSORIES</b>
Boys Sun Hat	Girls Sun Hat
Tie	Years 11-12 Hair Ribbon (White)
Boys Leather Belt	
<b>SHOES</b>	<b>SHOES</b>
Black Leather, polish type, lace up	Black Leather, polish type, lace up ( <b>NO heels, wedges, court or dress shoes</b> )
Sports – supportive sports shoes, mainly white	Sports – supportive sports shoes, mainly white

\* These items may be worn Summer and/or Winter depending on weather conditions

#### School and Sport Shoe Requirements

 	 	 
<p>Do not purchase the style of shoes pictured above. These shoes are NOT acceptable for a variety of reasons and they do not support the arch of the foot.</p>		<p>Purchase shoes similar to the above shoes. These shoes meet the shoe uniform standards.</p>
 	 	 
<p>Do not purchase the style of shoes pictured above. These shoes are NOT acceptable. Sports shoes must have arch support and be suitable for vigorous physical activity.</p>		<p>Purchase shoes similar to the above shoes. These shoes meet the shoe uniform standards.</p>

## 9. GENERAL INFORMATION

### 9.1 School Hours

	<b>Commence</b>	<b>Conclude</b>
Sans Souci Campus:	9.00 a.m.	3.00 p.m.
Hurstville Campus:		
Senior & Middle	8.45 a.m.	3.15 p.m.
Junior	8:50 a.m.	3:10 p.m.

Senior Secondary students (Years 11 and 12) may have an earlier start scheduled. Students are expected to be at school, ready to start by the commencement time, so should arrive at school ten minutes prior to this time. It is the responsibility of parents to ensure that students arrive at school on time.

Except in extenuating circumstances, and with prior permission obtained from the Principal, no student should be on school premises more than thirty minutes before or after school hours. The school does not provide supervision of students outside these times and is not able to accept responsibility for those who arrive unduly early or who depart late.

### 9.2 School Office Hours

The school office, located at the Hurstville campus, serves the entire school.

Office hours are 8:15 am to 4:30 pm and the office is open on week days except for public holidays and most term vacations.

### 9.3 School Visitor Policy

Visitors are to report to the school office and complete the Visitor's Register book, which includes name, contact details (eg: parent of ..., tradesman), under whose authority they are a visitor (eg: Principal, other staff member, as a parent, etc.). The register includes a sign in/sign out section. Upon signing in, the visitor is given a name badge, which is returned to the school's receptionist upon signing out.

### 9.4 Absences

All absences must be supported by a written explanation from parents or guardians. Absentee notes should be brought to the roll teacher on the first day back at school after an absence.

If an absence is anticipated it should be notified in advance.

It is the student's responsibility to check with the teacher about catching up on work missed due to absence.

### 9.5 Leave

In accordance with the requirements of the Department of Education and Training, parents are required to apply to the Principal for an exemption of attendance for a student who may be:

- Participating in a family holiday during school term time
- Participating in employment in the entertainment industry
- Participating in elite sporting events

This cannot be granted retrospectively. These forms are available from the school website or by contacting, the Registrar.

## 9.6 Transport

Organisation of transport arrangements for travel to and from school is the responsibility of parents.

The school office is able to assist with obtaining bus and train passes for those eligible.

Student misconduct during travel to or from school, whether by public transport or private means, may be disciplined by the school.

## 9.7 Discipline

Discipline involves the training of mind and character in an atmosphere of love and security, with the aim of each student developing both self control and respect for others.

With mutual trust and respect by parents, teachers and students, there is every confidence that a positive and loving learning environment can be created. Scriptural principles, as described in Ephesians 6:4 and Proverbs 22:6, will be our guide.

Parents are asked to co-operate with the school as it guides students to accept patterns of conduct consistent with self-discipline, cheerful obedience and respect for authority.

Student disobedience may result in reprimand, punishment, withdrawal of privileges or detention. Extreme or consistent irresponsible behaviour may lead to probation, suspension or expulsion. Generally a student with more than 2 suspensions must provide good reason to ensure their continued enrolment at the school.

The school does not practise corporal punishment. A full copy of the school's Discipline Policy is available on request.

## 9.8 Homework

The aim of homework is to enrich and consolidate the child's learning. Homework is used to reinforce or enrich learning already gained and not as a replacement for classroom instruction. Parents should refer to department guidelines for specific policy statements.

## 9.9 Excursions

Scheduled excursions form a regular part of the school's programme. All students are required to be involved. Notice will be given to parents, in writing, prior to each excursion.

## 9.10 Health, Medical and Dental

Children enrolled in Kindergarten must have an Immunisation Certificate. A booklet detailing this requirement is issued by the N.S.W. Department of Health and is available from the school office. It is recommended that a vision check-up be done by the Eye Hospital or a developmental optometrist prior to entry into school.

All parents are asked to provide the school with information regarding any significant health problems the child may have. Parents are also expected to notify the staff, in writing, in the event of a student being required to take any medication during school hours. Parents should hand ALL S8 classified medication (Ritalin, Dexamphetamine etc) in to the office where they are to be administered and kept securely locked in a safe. A record of these administered medicines must be recorded in the First Aid Book and entered on the student's file.

Free dental checks are available to school students (up to the age of 12) but parents must make and follow up these appointments at a dental clinic located at a public school.

For some communicable diseases an affected child or contacts of the child may be excluded

from school for a stated period.

### ***Allergy Aware School***

Here at St George Christian School we aim to care for the whole child and do all we can to ensure the safety of all students. In implementing this and with the realization that there may be students in our school who suffer with severe allergies, it is imperative that we all work together as a community, and endeavour to understand the implications that these allergies (sometimes extremely serious) have on our school as a community.

SGCS strives to provide, with parents' help, the safest possible environment for children who suffer with food allergies, and to act appropriately should a situation arise. It must be noted though, that while the school will follow this action plan to the best of its ability, this offers no guarantee as to the safety of the affected child/ren.

While we endeavour to cover all contingencies that enable us to do this, it is not always possible in the school environment. ***The school cannot guarantee that it will be peanut or allergen free. This is not manageable and promotes a false sense of security.*** However, all efforts will be taken by the school and staff to ensure the safety of the children concerned.

To help allergic children avoid accidental contact with allergens, we request that you do not include peanut butter, Nutella or any nuts or nut derivatives in your child's lunch box. Could you also check all the ingredients of items before you include them with your child's lunch, especially muesli bars, to ensure they do not include these products.

Please ensure that your child's Student General Medical Information Forms are current and that the school is informed of any changes to your child's condition. We see this as a parent's obligation for the entire time your child is enrolled at the school.

#### **9.11 Library Bags**

All children in the Infants and Junior School Departments are expected to have a library bag. This protects books from damage, food stains and the like.

#### **9.12 Paint Protection and Removal**

Parents are encouraged to provide their children with a painting smock for protection of clothing during craft activities. In the Infants' department, a school issue smock is available for purchase for use at school.

The best procedure for washing any of the different types of paint used in the school out of **any** type of cloth is:

- separate the stained garment from the rest of the wash
- soak overnight in cold, soapy water
- rinse in cold water
- hand wash in luke warm water, using ordinary soap
- gently rub soap onto the stain
- change the water if necessary
- continue until the stain has gone

**Do not** use hot water, detergent, spray-on stain remover and **do not** machine wash.

## **10. SCHOOL BEHAVIOUR GUIDELINES AND RULES**

### **10.1 Travelling on Public Transport**

- a) Student behaviour should be restrained, not noisy; language should be seemly, not coarse.
- b) School bags should be placed so that they do not interfere with the comfort of others.

- c) Students must sit if seats are available but must not climb over seats or change seats. They must also give up their seat for fare-paying passengers if there are no other empty seats. If standing, children must not move about or ride in an open doorway.
- d) Students must not alight until the vehicle has stopped. Students should speak to the driver and other passengers with courtesy and respect.
- e) At the station or bus stop students should allow adults to alight or board first and avoid forming groups that will impede the movement of other travellers. Students will stand or sit reasonably quietly while waiting for the bus or train.
- f) Eating and drinking on public transport or on railway stations, or in the street, is discouraged. Students should not drop any litter.
- g) Students must always follow directions at pedestrian traffic lights.
- h) Students should defer to more senior people whilst using footpaths.
- j) Loitering is not allowed on the way to School or home.

## 10.2 Arrival and Departure

### Arrival:

- a) Students may not arrive at school before 8.00am at the Senior School campus, 8.20am at the Middle and Junior School campus and 8.30am at the Sans Souci campus.
- b) Students are not to enter classrooms at any time without permission.

### During the day:

- a) When the bell rings students shall respond according to the regulations determined by the relevant Department.
- b) During official school hours students may not leave the school grounds without a written request from their parents and permission from the designated member of staff.
- c) Year 11 and 12 students have been granted the privilege of leaving the school grounds at recess and lunch time.
- d) Students should not travel to or from school on skateboards or scooters.
- e) Parents should observe the 2 minute pick-up and set-down zones outside each department.

### Departure:

- a) Students are not to leave the playground until their transport is ready to leave and should walk to cars.
- b) If transport is late, students should wait inside the fenced section. Students are not to play in school buildings while waiting for their parents.

## 10.3 Playing Areas

- a) Students are expected to confine play activities to nominated areas.
- b) The throwing of objects, other than in acceptable games, is forbidden.

N.B. Sticks and stones must not be handled unless to be placed in garbage or waste disposal bins

- c) Students are expected to place all rubbish in the bins provided.
- d) Students are not to climb fences.
- e) Students should not run in or around the buildings.
- f) Students should care for and protect the school environment.
- g) Students will not play or eat in toilet areas.

#### 10.4 **School Rooms**

- a) Students are to be orderly in and prompt to class at all times.
- b) Students are expected to keep classrooms tidy. Chairs are to be put up at the end of each day.

#### 10.5 **Other School Rules**

Students are expected to care for and protect all personal property, their own and that belonging to others. LABELS are required on all personal belongings and clothes.

#### 10.6 **Lost Property**

Any labelled items are collected and placed in a bin at the respective department office and can be accessed before school each day. All non-labelled items are finally sent to a collection bin in the uniform shop. Children and parents can access these items during uniform shop hours.

#### 10.7 **Houses**

Students from Years 3-12 are organised into "houses", which exist to encourage participation, a sense of belonging and a wider perspective of school life. There are 4 houses – RED, GREEN, YELLOW AND BLUE and they are the basis for sport carnival participation, charity fund-raising and other events from Years 3-12. House lists are computer generated on the basis of family, age and to ensure equivalent numbers in each house.

### 11. **CHAPLAINCY SERVICE**

Under The National School Chaplaincy and Student Welfare Program (NSCSWP):

#### 11.1 **Aims of the Service**

SGCS provides services run by Chaplains to support the wellbeing of its students, in line with the Values, Vision and Mission of SGCS. Aimed at addressing the important areas of students' spiritual and relational life, it is a highly valued aspect of life at SGCS.

The Chaplain's role involves leadership of the School's Chapel program, in accordance with NSCSWP Guidelines. No specific parental/guardian consent for school chaplains to provide any faith based/religious services, in addition to current school arrangements, is required in religious schools as parental/guardian consent to the provision of religious services is understood to have occurred in the parent/ guardians' decision to enroll their child in a religious school.

While ultimately voluntary in nature, the service enjoys the full participation of students. The service may provide links to other school support services such as those administered by Heads of Department, Home Room and Year Advisor staff and, where required, to SGCS School Counselors.

The NSCSWP program does not fund SGCS Christian Principles and Relationships (CPR) and Bible Study classroom programs. Should there be concern about student participation in this program,

this should be directed to the relevant Head of Department or the Principal. Any complaints regarding this service may be addressed directly to the Principal. Community consultation is addressed on an annual basis and the Principal will gladly receive any feedback regarding this service.

#### Acknowledgement

This project was funded by the Australian Government Department of Education, Employment and Workplace Relations under the National School Chaplaincy and Student Welfare Program.

#### Disclaimer

The views expressed in the SGCS Chaplaincy project do not necessarily represent the views of the Australian Government Department of Education, Employment and Workplace Relations.

## APPENDIX A

### SCHOOL PRAYER, PLEDGE, SONG AND THE NATIONAL ANTHEM

#### SCHOOL PRAYER

This is our school;  
 Let peace dwell here;  
 Let the rooms and the playgrounds  
 be full of happiness and contentment.  
 Let love abide here;  
 Love of one another, love of all mankind,  
 Love of life itself and love of God.  
 Let us remember that as many hands build  
 a house, so many hearts make a school.

#### SCHOOL PLEDGE

We respect other people;  
 We love our fellow believers;  
 We have reverence for God;  
 We respect the Queen and those in  
 authority;  
 We thank God for our country;  
 We respect our flag.

1 Peter 2:17 and Romans 13:1

#### THE NATIONAL ANTHEM

Australians all let us rejoice,  
 For we are young and free;  
 We've golden soil and wealth for toil;  
 Our home is girt by sea;  
 Our land abounds in nature's gifts  
 Of beauty rich and rare;  
 In history's page, let every stage  
 Advance Australia Fair.  
 In joyful strains then let us sing,  
 Advance Australia Fair.

Beneath our radiant Southern Cross  
 We'll toil with hearts and hands;  
 To make this Commonwealth of ours  
 Renowned of all the lands;  
 For those who've come across the seas  
 We've boundless plains to share;  
 With courage let us all combine  
 To Advance Australia Fair.  
 In joyful strains then let us sing,  
 Advance Australia Fair.

#### SCHOOL SONG

Brother, sister, let me serve you,  
 Let me be as Christ to you,  
 Pray that I might have the grace to  
 Let you be my servant too.

We are pilgrims on a journey,  
 We are travellers on the road,  
 We are there to help each other  
 Walk the mile and bear the load.

I will hold the Christ light for you  
 In the night time of your fear,  
 I will hold my hand out to you,  
 Speak the peace you long to hear

I will weep when you are weeping,  
 When you laugh I'll laugh with you,  
 I will share your joy and sorrow  
 Till we see this journey through.

When we sing to God in heaven,  
 We shall find such harmony  
 Born of all we've known together  
 Of Christ's love and agony.

Brother, sister, let me serve you,  
 Let me be as Christ to you,  
 Pray that I might have the grace to  
 Let you may be my servant too.

**APPENDIX B****CONFESSION OF FAITH**

1. The unity of the Father, of the Son and of the Holy Spirit in the Godhead.
2. The Sovereignty of God in creation, providence, revelation, redemption and final judgment.
3. The divine and entire trustworthiness of Holy Scripture and its supreme authority in all matters of faith and conduct.
4. The sinfulness and guilt of all men since the fall rendering them subject to God's wrath and condemnation.
5. Redemption from the guilt penalty and power of sin solely through the sacrificial death of our representative and substitute the Incarnate Son of God.
6. The bodily resurrection of the Lord Jesus Christ from the dead and His ascension to the right hand of God the Father.
7. The necessity of the work of the Holy Spirit to make the death of Christ effective to the individual sinner granting his repentance towards God and faith in our Lord Jesus Christ.
8. The justification of the sinner by the grace of God through faith in Christ alone.
9. The indwelling and working of the Holy Spirit in the believer.
10. The one holy universal church which is the body of Christ and to which all true believers belong.
11. The expectation of the personal return of the Lord Jesus Christ.

## APPENDIX C

### National Privacy Legislation

The Privacy Amendment (Private Sector) Act 2000 amends the Privacy Act 1988 so that this legislation now applies to private companies with an annual turnover greater than \$3 million. This includes St George Christian School. As part of our compliance with this legislation we are required to publish a Standard Collection Notice that outlines our use and disclosure of personal information.

### Standard Collection Notice

1. The school collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the school. The primary purpose of collecting this information is to enable the school to provide schooling for your son/daughter.
2. Some of the information we collect is to satisfy the school's legal obligations, particularly to enable the school to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.
4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
5. The school from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, medical practitioners, and people providing services to the school, including specialist visiting teachers, coaches and volunteers.
6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in school newsletters, magazines and on our website.
8. Parents may seek access to personal information collected about them and their son/daughter by contacting the school. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the school's duty of care to the pupil, or where pupils have provided information in confidence.
9. As you may know, the school, from time to time, engages in fundraising activities. Information received from you may be used to make an appeal to you. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
10. We may include your contact details in a class list and school directory. If you do not agree to this you must advise the school office within 2 weeks of the start of the school year.
11. If you provide the school with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the school and why, that they can access that information if they wish and that the school does not usually disclose the information to third parties.