

ST GEORGE CHRISTIAN SCHOOL

FAMILY HANDBOOK

Hurstville Campus
Junior School, Middle School and Senior School
and Main Reception
70 Bellevue Parade
Hurstville

Infants - Sans Souci Campus
Infants (Kindergarten – Year 2)
2 Hillview Street
Sans Souci

Phone: 9547 2311 (Main Reception, all enquiries)
9529 8405 (Infants – Sans Souci Campus)
8558 4111 (Main Library – Hurstville Campus)
Fax: 9547 2867
Email: office@sgcs.com.au
Website: www.sgcs.com.au

CONTENTS

1.	INTRODUCTION	1
1.1	History of the School	1
1.2	Principals	2
2.	VALUES, VISION, MISSION, AIMS	2
2.1	Our Values	2
2.2	Our Vision	2
2.3	Our Mission	2
2.4	Our Major Goals	3
2.5	Some Specific Aims	3
3.	SCHOOL GOVERNMENT	3
3.1	The School Company	3
3.2	Membership of the School Company	3
3.3	The School Board	4
3.4	The School Administration	4
3.5	Staff	4
3.6	School Status	4
4.	PARENTAL INVOLVEMENT IN THE SCHOOL	5
4.1	Parent - Teacher Relationships	5
4.2	Parent Involvement Program	5
4.3	Expressions of Concern, Ideas and Suggestions	6
5.	EDUCATIONAL PROGRAM	6
5.1	The Learning Program	6
5.2	The Years K - 6 Program	7
5.3	The Years 7 - 10 Program	7
5.4	The Years 11 and 12 Program	7
5.5	External Academic Assessments and Competitions and Tests	8
6.	ENROLMENT	8
7.	FINANCE	8
7.1	Income	8
7.2	Tuition Fees	8
7.3	Finance Procedures	8
7.4	Bursaries	9
7.5	Scholarships	9

8.	SCHOOL UNIFORM	9
8.1	Clothing Regulations	9
8.2	Clothing Pool	10
8.3	Uniform	10
9.	GENERAL INFORMATION	11
9.1	School Hours	11
9.2	School Office Hours	11
9.3	Visitor Policy	11
9.4	Absences	11
9.5	Leave	11
9.6	Transport	11
9.7	Discipline	12
9.8	Homework	12
9.9	Excursions	12
9.10	Health and Medical	12
9.11	Library Bags	13
9.12	Paint Protection and Removal	13
10.	SCHOOL BEHAVIOUR GUIDELINES AND RULES	13
10.1	Travelling on Public Transport	13
10.2	Arrival and Departure	14
10.3	Playing Areas	14
10.4	Wet Weather Arrangements	14
10.5	School Rooms	14
10.6	Other School Rules	15
10.7	Lost Property	15
10.8	Houses	15
11.	SCHOOL CHAPLAINCY SERVICE	15

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 provides answers to many questions.

1.1 History of the School

Four families from the St George Region had children attending the Sutherland Parent Controlled Christian School in Sutherland. When the School relocated to Menai in 1981, these four families and one other family, formed an association to provide education, based on Christian ethics, in the St George Region. They employed a Christian teacher, Mrs Hazel Burns, and began the School in rented premises at Sutherland before relocating to the Sans Souci Baptist Church facilities at the end of 1981. During 1982 the Board decided that the School should extend classes 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.

In 1984, the School moved the main office and the Primary and Secondary Department to Woids Avenue, Hurstville, home of the Allawah congregation of the Hurstville Uniting Church. The Hurstville Campus has since increased in size and facilities with the purchase of houses along Woids Avenue and Bellevue Parade. In 1995, church services ceased in the Chapel when the building was decommissioned as a Church. The School completed the acquisition of property and the Chapel in 1997.

The School was able to expand with Secondary grades in 1984, becoming a single-stream school to Year 10 in 1987. Senior Secondary education commenced with Year 11 in 1988 and the first Year 12 class graduated in 1989. In 1997, the School Board decided that the School should be dual streamed from Kindergarten to Year 12.

Land fronting Bellevue Parade, adjoining the Woids Avenue campus, was purchased in 1998 and 1999. In 1999, a new Primary Department commenced construction on this site. This was completed by mid-2000. At the same time facilities at the Infants, Sans Souci Campus were enhanced with a small library, computer laboratory and a two-storey demountable building.

At the start of 2003, the School commenced the process of establishing a triple streamed Secondary Department commencing with three classes in Year 7, 2003. Following careful research and broad community consultation, the School introduced a Middle School structure (Years 6-8) in 2008. A dedicated Middle School building was constructed adjoining the Hurstville Campus Main Administration building.

A new three-storey building comprising learning areas, language and music rooms, library, multi-purpose hall, café, library and basketball courts was approved in 2009 with funding provided by the Federal Government under the Building Education Revolution (BER). Prior to construction in September 2010, the School was able to acquire part of Bogie Lane from Kogarah Council who subsequently granted approval to close the lane in the area bounded by Church Lane and the thoroughfare between Senior School and Junior School. The acquisition and subsequent closure of the lane not only assured the ongoing safety of students, but it also allowed the School to realise its plans for construction of a bridge over the lane between Middle School and the newly constructed Library. The new building and facilities were opened in March 2012.

In late 2016, work commenced on the redevelopment of the Sans Souci Campus. The new Campus Building, which was largely constructed offsite, was delivered overnight by eighteen semi-trailers and craned into position. The new Campus Building features four classrooms, a library, offices and amenities. During 2017 and early 2018, further work was completed with the refurbishment of Year 1 Classrooms, landscaping, and an upgrade to playground equipment.

In 2023, work was completed on the Hurstville Campus Development Project, the largest construction project in the School's history. The development features new Science facilities, a Visual Arts Centre, new classrooms and breakout learning spaces, sports courts, staff facilities, an underground staff carpark and restoration of the Chapel.

1.2 Principals

1984 – 1991	Mr William Boon	(Head Teacher later redesignated as Principal)
1992 – 1999	Mr Colin Anderson	(Principal)
2000 – 2004	Mr James Honor	(Principal, K – Year 6)
2000 – 2004	Mr O'Harae	(Principal, Years 7 – 12)
2005 –	Mr James Honor	(Principal, K – Year 12)

2. VALUES, VISION, MISSION, AIMS

The School's Statement of Faith expresses the essential Christian doctrines accepted by all company members, Board members and School staff. This statement can be found . 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.

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 Business Manager.

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

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 Heads of Department 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 a panel of relevant staff. They report to the Principal through the Heads of Department 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, a commitment to professional learning and excellent practice 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 NSW Educational Standards Authority (NESA) which has a set of requirements and inspections to establish that all legal and curricular requirements are being met. The School 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 (CSA), 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 Conditions of Enrolment)
- 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. Notification of these meetings is emailed 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 the "Suggestion/Concern Form" available on the School's website and 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 be necessary.

If necessary, concerns can later be referred to the Faculty Co-ordinator, Head of Department or Principal. Great discretion should be exercised if concerns of a personal nature are discussed with other parents.

4.2 Parent Volunteer Program

The Parent Volunteer Program is a great opportunity for parents to be involved and contribute to the Infants and Junior School communities.

At the start of each year Parents are asked to register their interest to Volunteer and to supply a current Working with Children Check number and attend Child Protection Training before they are added to The Parent Volunteer Register. This Register is referred to by Heads of Departments to assist with excursions, musicals and other assistance as required across the School.

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.

This form is available at the School Office and on the School's website under 'Our Community – Forms and Publications - <https://www.sgcs.com.au/forms-publications/>. Refer also to 4.1.

5. EDUCATIONAL PROGRAM

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

- NESA curriculum as reflected in the learning program
- A broad sporting program including interschool competition and recreational sports
- Involvement in co-curricular and extra-curricular activities
- Respectful relationships with fellow students and staff
- Inter-school visits
- Contacts with the wider Christian community in Sydney and beyond

5.1 The Learning Program

The educational program is delivered through the Infants School (Kindergarten to Year 2), Junior School (Years 3 to 5), Middle School (Years 6 to 8) and Senior School (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 program 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 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 each 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 program 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 program includes:

- English
- Mathematics
- Science and Technology
- Human Society and Its Environment (HSIE)
- Creative Arts
- Personal Development, Health and Physical Education (PDHPE)
- Languages

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
- Human Society and Its Environment (HSIE)
- Creative Arts
- Personal Development, Health and Physical Education (PDHPE)
- Languages
- Technology

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

- Year 7 Orientation Booklet
- Year 9 Subject Selection Booklet

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
- Human Society and Its Environment (HSIE)
- Creative Arts
- Personal Development, Health and Physical Education (PDHPE)
- Languages
- Technology

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 are regularly given opportunities to 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

Our Enrolment Policy is available on the School's Website.

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

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 Years 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.

Laptop Purchase: Students will be required to purchase a laptop, through the School, upon entering Year 9 and this will be required to be updated upon entering Year 11.

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 Business Manager **each term**.
- 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. Preferable method of Fees payment is via the TASS Parent Lounge. BPAY or Direct Debit options are also available.

- vi. If an account for fees and/or charges (including any Overdue Charge) is not paid in full by the end of the term in which they are due, the student's enrolment may be suspended and the School may subsequently, without further notice, refuse entry to the student or terminate the student's enrolment.
- 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.

A bursary application can be made by contacting the School's Business Manager.

The bursary, if awarded, will provide a tuition fee reduction. This will apply from the start of the term following the decision. This is reviewed annually.

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 Year 7 students. Prerequisite for this scholarship is proficiency in two instruments or one instrument and voice.

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 Uniform items for St George Christian School are supplied by Ranier Design Group.
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).
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 or Heads of Department).

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, of a conservative cut and style that does not draw attention to itself or cause distraction. Colouring is not permitted. Hair should not cover the face below the eyebrows.
For boys: hair should be above the collar in length, no shorter than a 'number 2' and should not have any shaved sections.
For girls: hair of a length that touches the shoulder or longer must be tied back with the appropriate coloured ribbon or hair tie. Hair styles that do not comply will need to be modified to meet the guidelines as stated.
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. Girls' earrings - one pair of simple stud or sleeper type earrings, silver or gold only; hoops no large than 1.5cm in diameter, face of earring no larger than 0.5cm in diameter. No stone earrings. Earrings are to be worn with one in each ear lobe only.
13. No other jewellery is to be worn.

8.2 Clothing Pool

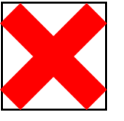
Second-hand uniforms are available through the second-hand clothing pool which is located at the Hurstville Campus. Please contact the main reception to make a booking. Parents are encouraged to donate good quality second hand uniform items to the clothing pool so that they can be available to other parents.

8.3 Uniform

All uniform items are exclusively supplied by Rainier Design Group. 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 located at 54 Bellevue Parade. The shop hours, price list and booking details can be accessed via the Uniform page on our Website.

School and Sport Shoe Requirements

					
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.				Purchase shoes similar to the above shoes. These shoes meet the shoe uniform standards.	
					
Sports – Sports shoes with arch support that are predominantly non-fluorescent. Volleys, flat shoes, indoor sports shoes, converse all stars, etc are not acceptable as these styles of shoes do not offer arch support.				Purchase shoes with arch support. These shoes meet the shoe uniform standards.	

9. GENERAL INFORMATION

9.1	School Hours	Commence	Conclude
	Sans Souci Campus:	9.00am	3.00pm
	Hurstville Campus:		
	Senior & Middle	8.45am	3.15pm
	Junior	8.50am	3.05pm

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 4:00 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 sign in, 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.). 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 an explanation from parents or guardians. These should be communicated via email: attendance@sgcs.nsw.edu.au or in reply to the School SMS absence text.

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 employment in the entertainment industry
- Participating in elite sporting events

Parents are also required to apply to the Principal for periods of extended holiday leave during term time by completing an Application for Leave – Vacation Travel form.

Leave cannot be granted retrospectively. These forms are available from the school website.

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.

The School offers a bus service to and from the Eastern Suburbs and parents residing in this area are invited to make enquiries via our Website.

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 such as violence, sexual harassment, bullying or stealing, 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 program. All students are required to be involved. Notice will be given to parents, in writing, prior to each excursion.

9.10 **Health and Medical**

Children enrolled in Kindergarten must have an Immunisation Certificate.

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 School 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 Register.

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. These are available for purchase from the Uniform Service.

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.
- i) 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 request from their parents and permission from the designated member of staff.
- c) Students should not travel to or from School on skateboards or scooters.
- d) 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 Wet Weather and Extreme Arrangements

In circumstances of wet or extreme weather, students stay under cover and out of the rain, as directed by their supervising teacher. This may be on the covered balconies outside the classrooms, under the pergolas or in classrooms, with teacher supervision. The Cafe may also be used for Year 12 students in wet or extreme weather at recess and lunch. The Library is another possible location for lunchtime use.

10.5 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.

10.6 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.

10.7 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 service hours.

10.8 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 enrol 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 Counsellors.

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.



www.sgcs.com.au