

A ministry of Wyong Baptist Church

# 2009 SCHOOL ESSENTIALS

## Information Booklet

*This document contains valuable information about the standards and policies of Wyong Christian Community School - you will need to refer to this throughout the year. Please keep it 'handy' at all times.*

### VISION STATEMENT

The purpose of Wyong Christian Community School is to provide a Christian educational community founded on Biblically-based beliefs, values and behaviour. We do this to equip young people to be responsible and responsive disciples of the Lord Jesus Christ.

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## Welcome to Wyong Christian Community School

The Wyong Christian Community School is located on the property of the Wyong Baptist Church.

The address is: 100 Alison Road, Wyong

**Mail** should be sent to: P O Box 550  
WYONG NSW 2259

**Phone Number:** 4351 2020 OR 4351 3958 (after 8:30am)

**Facsimile:** (02) 4353 3112

**Email:** office@wyongccs.nsw.edu.au

**Website:** www.wyongccs.nsw.edu.au

**SMS Bulletin Board** Text appropriate code to 199BBSMS for up-to-date school information.

**FLOODWYONGCCS** - Flood Warning Progress

**JNRWYONGCCS** - for Junior School Information

**MSWYONGCCS** - for Middle School Information

**SSWYONGCCS** - Senior School Information

**WYONGCCSPORT** - Sporting Information

**Office Hours:** Staff devotions are at 8:15am and staff are therefore unavailable at this time. The office is open from 8:00am to 4:00pm Monday to Friday during school term. During school holidays the office will be open from 9am to 3pm from the second week of the school holidays. The office is closed during the Christmas, New Year period.

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Christian education does not begin when a child enrolls in our school, rather it begins in the home and our school recognises that parents have the God-given responsibility for the upbringing of their children. Therefore, our school sees its role as that of supporting Christian parents in this task.

If at any time problems arise, we encourage you to discuss the matter with your child's class teacher, Head of School, Assistant Principal or the Principal as appropriate. It is essential that relationships of respect and trust be established and maintained between teachers and parents.

At WCCS we want a school where:

- Christ is upheld and the Word of God is seen as relevant to the whole of life.
- All children develop to their full potential in Christ.
- All children are provided with the opportunity of extending their abilities.
- The parents, School Board, staff and children work in harmony to create an effective, happy community, seeking to glorify God.

This can be achieved by:

- Prayer support.
- Communication being honest and open. Parent/teacher communication may take place through the newsletter, interviews or diary. However, it is most effective on an informal, regular basis.

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## First Day Essentials

**Tuesday, 27 January 2009 - First Day for Years 6 - 12**

**Wednesday, 28 January 2009 - First Day for Years 1 - 5**

Students, other than Kindergarten, are asked to arrive between 8:30 - 8:40am; leave bags in the class lines under Building 'C' and wait outside for the bell. Arrival before this time impedes the preparation and prayer time of teachers. There is no supervision before 8:15am.

K-12	School commences at 8:45am each morning and
K-5	Finishes at 3:00pm each afternoon
6-12	Finishes at 3:15pm each afternoon
<b>All students are expected to arrive at school on time.</b>	

Children arriving late for school will require a note from parents detailing an acceptable reason for lateness and must report to the office for a Late Note.

### **KINDERGARTEN STUDENTS**

**Thursday, 29 January 2009 - First Day for Kindergarten**

Your Kindergarten child will commence school at 9.30am on Thursday 29th January 2009. On this day, please assemble underneath the school building 'C' where the white lines have been painted on the cement. The Kindergarten children will be collected from this area and will be taken to their classroom. During the day the children will be taken on a tour of the school, pointing out toilets, bubblers, bag racks, play areas etc.

For the remainder of the school year, Kindergarten will commence school at the normal time of 8:45am.

### **Kindergarten Early Finish**

For the first two weeks of school, Kindergarten children will finish school at 12.50pm each day. This is the time that the remainder of the school breaks for lunch. During these early finishing days, children are to be collected from the Kindergarten classroom.

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## 2009 CALENDAR

<b>Term 1</b> (11 weeks)	First day	Years 6-12	Tuesday	27/01/09
	First day	Years 1-5	Wednesday	28/01/09
	First day	Kindergarten	Thursday	29/01/09
	Last day	K-12	Thursday	09/04/09
<b>Term 2</b> (10 weeks)	First Day	K-12	Tuesday	28/04/09
	Last day	K-12	Friday	03/07/09
<b>Term 3</b> (10 weeks)	First Day	K-12	Monday	27/07/09
	Last day	K-12	Friday	02/10/09
<b>Term 4</b> (8 weeks)	First Day	K-12	Monday	19/10/09
	Last day	K-11	Thursday	10/12/09

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## EQUIPMENT REQUIREMENTS

Your child will be given a small list of stationery items to purchase on their first day of school. Please ensure, however, that they bring the following to school on the first day:

### ALL STUDENTS

School Bag / Lunch box and drink container (all clearly labelled)

#### TO BE BROUGHT TO SCHOOL ON FIRST DAY

- immunisation certificate (if not already provided)
- Emergency Contact and Medical Information Form

### Kindergarten, Year 1 & Year 2

- school bag (large enough to fit scrapbook in), lunch box with food for morning tea and lunch, drink bottle
- a paint shirt (this will NOT be returned)
- a box of tissues to share with class
- library bag

Kindergarten, Year 1 and 2 children **DO NOT** need pencil cases, as all materials are supplied.

### Year 3-5 students (**ALL CLEARLY LABELLED**)

- A lead pencil, sharpener and rubber
- A red biro and blue biro (after receiving pen licence - Year 4)
- Coloured pencils/textas
- Box of tissues to share with class
- Work-books will be sent home to be covered. All work books are to be covered with paper and plastic, or with contact and clearly labelled with name, class and subject.

### Middle School Students (*Years 6-8*)

- **WCCS handbook (diary) - available from school canteen for approximately \$12.00**
- Maths - 2 x A4 punched, 96 page 5mm GRID books(available at canteen)
  - 1 x 96 page book for homework and assignments
  - Scientific calculator -Preferred model is the Casio AU82 cost approximately \$35.00
  - 1 geometry set (Kent)
- Science - 1 A4 punched, ruled 96 page book for Practical and Theory
- English - 1 A4 punched, ruled 96 page book for Skills
- Music - 1 A4 punched, ruled 96 page book for Practical and Theory
- Yr 8 LOTE / Spanish - 1 A4 punched, ruled 96 page book for Theory and Skills
- Design & Technology (Living Skills Yr6) - display folder to display portfolios
- 2 red, 2 blue and 2 black pens
- 2 HB pencils, 1 2B pencil, ruler, eraser, glue stick, pencil sharpener and scissors
- Coloured pencils/textas (in a separate pencil case)
- Box of tissues for home room (to be shared)

#### Access at home

- Bible (T.E.V. & N.I.V. are commonly used)
- Dictionary e.g. Pocket Macquarie

**DO NOT BRING LIQUID PAPER OR PERMANENT PEN MARKERS TO SCHOOL**

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## **EQUIPMENT REQUIREMENTS - Continued**

### **Senior School Students (*Years 9-12*)**

- WCCS handbook (diary) - available from school canteen for approximately \$12.00
- 1 x A4 lever-arch folder (optional)
- A4 punched, ruled 96 page book per subject ,128 page book for English
- 2 red and 2 blue pens
- Highlighters
- 2 HB pencils, 1 2B pencil, ruler, eraser and pencil sharpener, scissors
- coloured pencils/textas (in a separate pencil case)
- 1 glue stick
- Box of tissues for home room (to be shared)
- Scientific calculator - Years 9 -12. The preferred model is the Casio FX82AU cost approximately \$35.00
- Year 9 & 10 Maths - 2 x 96 page 5mm Grid book, 1 x 96 page book, A4 display folder
- Music Elective - Manuscript Book
- Additional equipment as advised by subject teachers

#### **Access at home**

- Bible (T.E.V. & N.I.V. are commonly used)
- Dictionary e.g. Pocket Macquarie

**DO NOT BRING LIQUID PAPER OR PERMANENT PEN MARKERS TO SCHOOL**

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## **MOBILE PHONES and IPODS**

Our school has a strictly enforced policy of not allowing mobile phones nor iPods at school for years K-10. This is because they are valuable items and loss, theft or damage can cause considerable distress. Mobile phones also can disrupt teaching time in the classroom and are inappropriate in a school setting.

If your child must have a phone they must hand the phone to the school office staff upon arrival at school. Please provide a small pencil case or similar with the students name clearly visible to help identify phones on collection and provide extra protection for the phone. The mobile phone will be kept in the school office in a secure location. Your child may collect their phone from the office at the close of the school day.

Mobile phones will be confiscated if found during the school day. Confiscated phones must be collected by parents only.

IPODS maybe used on buses but not at school unless directed. If not kept in bags (own responsibility) they will be confiscated and can only be collected by parents.

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## ATTENDANCE

### School Times

School commences **8:45am** for ALL school students K-12.

School finishes at **3:00pm** for K-5 school students and

School finishes at **3:15pm** for 6-12 students.

### Absences

Attendance at school is a requirement under the Education Act. Legitimate absences are provided for in the Act and the school must determine on the acceptability of reasons given for such absences. If your child is absent for any reason, he/she is required to present a short note on the day of return to indicate the date of, and the specific reason for, the absence. This applies to partial and full day absences. School carnivals and excursions/camps are regarded as normal school days. Absences, other than for legitimate reasons, will be recorded as "Absent Without Satisfactory Reason".

### Notifying the School

Please ring the school office before 9:30am if your child will be absent on that day. Any unexplained absences and late arrivals will be followed up to check that the student is safe at home. **Parents may also notify the school of absences via email.** ([office@wyongccs.nsw.edu.au](mailto:office@wyongccs.nsw.edu.au)).

### Absentee Notes

Notes with specific reasons for and dates of absences should be addressed to the class teacher or Home Teacher and handed in at Roll Call upon return to school. Notes of explanation may also be sent via email ([office@wyongccs.nsw.edu.au](mailto:office@wyongccs.nsw.edu.au)). PLEASE notify the school in advance if your child will be absent from school for an extended period of time for holidays etc.

### Punctuality

Unless there are cases of unavoidable delay or illness, students are required to be at school in time for the start of the school day. Roll call is conducted in the first five minutes of the day and communications for the day are issued.

### Late Arrivals

School commences at **8.45am**. Children who arrive after this time are **LATE** for school. If your child arrives at school late, parents need to obtain a late note from the school office. A parent is required to sign the "Late Register". Students receive a late note or have their diary stamped to show their class teacher upon arrival. If the parent fails to sign the student in, a note will be sent home asking for explanation of the lateness. Children arriving late for school more than twice each term will be given a lunch time detention unless a satisfactory reason (such as doctor's appointments) is given. We take this course of action to assist parents in the training of your children to be punctual. If this presents any problems, please discuss your personal situation with the Head of School.

### Leaving Early

If your child has an acceptable reason for leaving early on any given day, a separate note needs to be taken to the office or given to the class teacher on the day on which early leave is requested. The leave early register must be signed by the parent or guardian at the time of leaving.

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## CARING FOR STUDENTS - A PASTORAL FRAMEWORK

Working 'in partnership' with the teaching staff, parents play a vital role in the support, encouragement, effective nurture and discipline of their children.

At WCCS, we discipline our children on the basis of a relationship of love, founded on a biblical understanding of the nature of the child (and ourselves). Our goal is that they may grow up into all things of Christ, attaining spiritual maturity through a process of planned disciplining in which the school, church and home all work in partnership.

We are keen to develop self-discipline in our children. We believe that they should be responsible for their own actions. Therefore discipline, wherever possible, will be positive. Where necessary, detention will be administered at lunch time.

For the school to achieve its vision, appropriate and effective relationships between students and between teachers and students need to be established and maintained. Where such relationships exist, teachers are able to focus more on the pastoral support of students and less on procedures of discipline. Notwithstanding this ideal however, schools need to have in place effective procedures for discipline within the framework of pastoral care.

The staff recognises that it is important that all forms of discipline be exercised in the context of the school's commitment to the pastoral care of students. This care will include:

- praise and affirmation
- thanks
- encouragement
- the allocation of positions of trust and responsibility
- public recognition
- awards
- positive reports to parents

### Restoration

The goal of all disciplinary action is to see the students restored to constructive engagement within the life of the school.

### Range of discipline measures

Where required, a range of disciplinary measures may be used depending on the seriousness of the issue, the previous profile of the child etc. These include:

- counsel
- loss of privilege
- community service
- probation
- correction
- reparation
- family conference
- expulsion
- reprimand
- detention (lunch)
- isolation/suspension

**Detentions** - The school may use lunchtime detentions where students do not respond to other forms of correction.

**Isolation or Suspension** - Isolation may involve a student being removed from the classroom for a period of time. Suspension will only be used where the significant application of lesser disciplinary measures has produced no change in behaviour, or where, in the judgement of the Principal, it is the most appropriate measure to use, given the seriousness of the offence.

When a student is either isolated from class or suspended from school, a substantial assignment of work will be set, and should be completed before the student will be permitted to return to class.

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## DISCIPLINE

### Kindergarten - Year 5

In order to help the Junior School students enjoy a safe and enjoyable learning environment we have devised some simple rules, which apply to all K-5 children in our school.

#### CLASS RULES

Class Rules are generally created in the first week of Term 1 by the class, in partnership with the teacher, so the students have ownership of the rules they need to follow. These rules would be in plain student language and would typically include;

1. Obey your teacher the **FIRST** time
2. Listen when others are speaking
3. If you want to speak, raise your hand and wait
4. Stay in your seat unless otherwise directed
5. Use equipment and materials appropriately
6. Be kind and considerate to others

#### REWARDS AND MERIT AWARDS

Children are rewarded for excellent behaviour and exemplary work habits with;

- Yellow Merit Awards
- Their name in/on the “happy face”
- Sticker books
- Star charts
- Extra privileges
- Encouraging words

Each child receives at least one Yellow Merit Award every week from their class teacher unless they get their name on the “sad face” or a detention. Students can also receive Yellow Merit Awards from RFF and specialist teachers plus good behaviour in assembly and chapel. These awards accumulate and can be traded for higher awards.

- 10 **YELLOW** Merit Awards = a **BRONZE** award
- 2 **BRONZE** awards (20 Yellow Awards) = a **SILVER** award
- 2 **SILVER** awards (40 Yellow Awards) = a **GOLD** award

In addition to the accumulative awards the children will receive general awards such as;

- Fruit of the Spirit
- Sports Award
- Academic Award

*(It is highly recommended that ALL students be made responsible for the safe keeping of their awards to promote responsibility and stewardship.)*

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## DISCIPLINE - Continued

If a student looks like they are about to break a class or school rule they will receive a verbal or visual warning. When a class rule is broken:

- The student's name/initials will be written on the board and they will be given an explanation of the rule they have broken. The student will be informed that the next offence will result in an 'x' next to their name.
- If the child breaks another rule (or the same one again) an 'x' is placed next to their name.
- If the child offends again then this process is repeated by placing a second cross beside the child's name 'xx'. Child will then serve a 10 minute detention in the 'Detention Room' in the following lunch break.
- If the child receives three 'xxx's beside their name in any given day, then this will mean a 20 minute detention in the 'Detention Room'. The detention will be served in the following lunchtime.
- Parents will be notified when their child receives three crosses.
- If the child receives three detentions in a week, this will result in a suspension. Parents will be notified should this occur.
- EACH DAY starts with a clean record.

### WHAT ARE THE MIDDLE and SENIOR SCHOOL DISCIPLINE PROCEDURES?

The implementation of the Discipline System varies slightly for Middle and Senior School to allow for the differing expectations, ages and cultures of these two schools. Parents are included in the process of disciplining their children because we believe it is the parents who have the God-given responsibility for training up their child. Parents need to be given all the appropriate information regarding their child's mental, emotional, physical and intellectual growth and development at school. Therefore, Student Handbooks must be signed by a parent or caregiver on a weekly basis.

When a child is injured, sick or requiring discipline of a serious nature the school staff will phone one or both parents informing them of the situation **preferably before** the child arrives home from school that same day. In most cases, it is the child's Home Teacher who makes the phone call except for illness or accident, where the office staff will contact the parents.

For Years 6 to 10, the Discipline System at WCCS places significant emphasis on the development and recognition of positive behaviour. To help us achieve this, a Discipline System has been implemented based on points earned through a number of Ticks and Crosses. These ticks and crosses are recorded in the Student's Handbook. Students are given ticks for positive behaviour or work performance. Producing high quality work and helping other students or teachers when a need is observed, will result in extra ticks (called a merit) being awarded during the day. Crosses are given to a student to serve as a warning and give the student the opportunity to improve his/her behaviour in order to avoid negative consequences. A 25 minute detention is given when a student get 3 x's in the one day,

The number of ticks gained is tallied each week and progressively totalled throughout the year. Students commence each New Year at the Bronze level with bonus ticks (points). Silver and Gold awards are given to students who receive a certain number of ticks (points) respectively. Various incentives are in place and will be awarded to students who achieve such awards. These include receiving the title of "Golden Eagle" and gaining an exemption from Detentions for the remainder of the year, except in extenuating circumstances. If students lose a large amount of points they are placed on Behaviour Cards which teachers sign at the end of each period.

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## STANDARDS AT WCCS

### Agreed Standards

In order to maintain an environment for learning and growing that is purposeful, safe and inclusive, the school must have some agreed standards that shape our expectations of one another. These agreed standards apply to relationships, communications, to behaviour and to work. We believe that God wants us to:-

#### WORK HARD, BE KIND, SHOW RESPECT

**1. Respect for all persons, irrespective of differences.**

This means that intentional teasing, victimisation, marginalisation, bullying and harassment will be dealt with very firmly.

**2. Care for the feeling and comfort of others.**

This means that students will be encouraged to be sensitive, supportive and inclusive of other students irrespective of age or difference.

**3. Use of language that creates a positive tone in the school.**

This means that that crude, indecent, abusive, blasphemous language is unacceptable. In addition, provocative, threatening or disrespectful body language will be regarded as if it were spoken language.

**4. Behaviour that brings credit to your school.**

This means that good manners, courtesy and obedience to staff are expected in all situations.

**5. Attitudes that create good morale amongst students.**

This means that cooperation with others, respect for the ideas and feelings of others, thoughtfulness of the needs of others and accepting responsibility for the effects of one's own behaviour will be encouraged amongst all students.

### Standards for the Classroom

#### Be courteous and respectful towards teachers.

- Give silent attention when teacher is addressing the class.
- During formal lesson time, one person speaks at a time.
- When wishing to gain the teacher's attention, raise your hand and wait quietly.
- Don't answer back or argue when spoken to.
- Follow teacher's instructions promptly.
- Work to the best of your ability on set tasks.
- Obtain permission to leave your seat.
- Don't be familiar towards teachers (i.e. no personal or cheeky comments).
- Be on time for all lessons.
- Refrain from eating/chewing in class.
- Ensure that your attitudes demonstrate respect and cooperation.
- Differences of opinion must be approached courteously and respectfully.

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## STANDARDS AT WCCS - Continued

### Respect the rights of others to learn and enjoy in a comfortable, safe classroom climate

- Allow others to speak without interruption.
- Allow others to work without distraction.
- Don't move around the room without permission.
- Don't disrupt the lesson with noisy actions.
- Curb excessive and inappropriate use of humour in class.
- Don't throw any items within or across the room.

### Look after personal and school property

- Don't deface school property (notably text books, furniture).
- Take care of borrowed property.
- Maintain your own property in good condition.
- Be well organised and ensure that your own work books are well protected.

## SCHOOL BOOKWORK PRESENTATION - Junior School

1. All books except the Middle and Senior School Diary need to be covered. Names of student and subject, neatly presented on the outside of the book.
2. Writing to be in lead pencil unless the K-5 student has been given a pen licence (pen licences are to be viewed as a privilege, not a right). Once students have a pen licence, they are to use blue pen for writing and red for margins and marking.
3. Special work such as maps, diagrams and illustrations can have a full border.
4. Liquid paper is not to be used in a day to day workbook, but can be used for exceptional circumstances such as a published piece of work. (Seek the Teacher's permission)
5. NO crossing out or scribbling in books. Errors to be dealt with neatly, such as bracket off with a small cross beside them or simply put a small cross beside the error.
6. Use all of the page and ensure backs of pages are completed.
7. Begin each new entry into books with the short date. This allows monitoring of progress and keeping children accountable.

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## **SCHOOL BOOKWORK PRESENTATION - Middle / Senior School**

1. All books except the School Diary need to be covered. Names of student and subject, neatly presented on the outside of the book. At teacher or Head of Schools discretion, books may need to be recovered or replaced.
2. Black/Blue pen for writing, red pen for marking etc and drawings in pencil. No writing in red pen.
3. Special work such as maps, diagrams and illustrations can have a full border.
4. Erasers may be used. Liquid paper is NOT to be used in your workbook.
5. Begin each new entry into books with the short date. This allows you to monitor progress and to keep children accountable.
6. General bookwork should be done in A4 hole punched books.
7. Headings should be used for each new topic
8. It is the students' responsibility to catch up on work from another student if away.
9. Students should complete all work in the appropriate subject book ONLY.

## **USING THE COMPUTER NETWORK AND THE INTERNET**

The following information details the rules that apply to the use of computers and the internet while at school. All students are required to have read these rules and signed the appropriate forms before they are eligible to use the schools computers. Parents also must sign the forms. If your child has not signed a "Computer Network and Internet form", please contact the school office to obtain a copy for completion.

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## INTERNET USAGE AGREEMENT - Junior School

### Junior School

If I read these pages carefully, and [after] my mother or father signs the second sheet, I may be allowed to use a computer at Wyong Christian Community School to look at the Internet and send messages to people around the world. But I also know that if I do not use the Internet in the right way, there may be consequences. In fact, I may not be allowed to use the Internet again at school.

I will read the rules for using the Internet that are given below and will ask an adult at my school if I do not understand what any of them mean.

I will be polite to other people when writing to them (or talking with them) while I am on the Internet. I will not use curse words or any language that my teacher or parent would not want me to use in my classroom.

I will never give my name, my home address, any personal information about me or my family, or my telephone number to anyone I write to or talk with on the Internet. I know that almost anyone I contact is a stranger to me, and that I don't share personal information with strangers no matter how nice they seem to be.

I know that my teacher and my Principal want me to use the Internet to learn more about the subjects I am studying in my classroom. I will not use the Internet for any other reason. For example, I will not search for a comic book site when I am supposed to be looking for something in Science.

Because the people I write to or talk with on the Internet cannot see me, they will not know what I look like or even how old I am. When I am on the Internet, I promise never to tell people that I am someone else. And I will never send them personal information, such as a picture or my name, by using an envelope and stamp.

I understand that sometimes I may see a site on the Internet that has pictures or words that my teacher or parents would not want me to see. I will not try to find those sites and, if I come across one of them by accident, I will leave it as soon as I can. For example, suppose I am searching for a type of animal and find a picture that only adults should see. I quickly use my forward or backward keys to take me to another site. I will not continue to look at the site with the bad picture and will not show it to others around me. I also will not print it out or save the picture.

I agree that I cannot use the words or pictures I see on an Internet site without giving credit to the person who owns the site. For example, I will not copy information from the Internet and hand it in to my teacher as my own work.

I may be given a password--a special word that only I know. I may have to use this password to sign onto a computer or to send mail over the Internet. I know that I must never tell a friend what that password is. My password should be known only by me. And I know that I should never use a password for myself if that password belongs to someone else. For example, John asks me to loan him my password so he can send someone an e-mail message. John cannot remember what password he was given. I would not loan my password to him and would never ask to use his.

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## ACCEPTABLE USE POLICY FOR INTERNET ACCESS - Senior School

### Middle & Senior School

With the permission of your parent or guardian, Wyong Christian Community School offers you an opportunity to use the Internet at school. We expect you to use the Internet while in our buildings only for educational purposes approved by Wyong Christian Community School. This use is a privilege, not a right, and we may discipline you or take away your use of the Internet at school if you misuse this privilege.

You are responsible for your own actions while you are on the Internet at Wyong Christian Community School and are also accountable for any online activities that occur by others, because you have allowed them to use your account.

As a student, you should read the following regulations and then sign this form to show that you understand your responsibilities in using the Internet at school.

While using the Internet from school properties:

- I will not use language which may be offensive to other users. I will treat others with respect. The written and verbal messages I send while on the Internet will not contain profanity, obscene comments, sexually explicit material nor expressions of bigotry, racism or hate.
- I will not place unlawful information on the Internet, nor will I use the Internet illegally in any way that violates federal, state or local laws or statutes.
- I will never falsify my identity or age while using the Internet.
- I will not use the Internet for non-school related activities.
- I will not send chain letters nor any pyramid scheme either to a list of people or to an individual, nor will I send any other type of communication that might cause congestion of the Internet or interfere with the work of others.
- I will not use the Internet to buy or sell, or to attempt to buy or sell, any service or product.
- I will not change any computer file that does not belong to me.
- I will not use copyrighted materials from the Internet without permission of the author. I will cite the source where appropriate.
- I will never knowingly give my password to others, nor will I use another person's password.
- I will never use the Internet to send or obtain pornographic or inappropriate material or files.
- Except for the usual information contained in the headers of my electronic mail, I will never give out personal information such as name, address, phone number nor gender.
- I will never knowingly circumvent, or try to circumvent, security measures on either Wyong Christian Community School's computers or on computers at any remote site.
- I will not make, or attempt to make, any malicious attempt to harm or destroy data of another user on the Internet, including the uploading, downloading, or creation of computer viruses.

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## HOME AND SCHOOL - WORKING TOGETHER EFFECTIVELY

### Parent Assistance

There are a wide range of activities in which parents may become involved in the life of the school. These include:

- Excursion assistance
- PE and sport
- Reading groups
- Craft helpers
- Canteen assistance
- Sports carnival
- Home Reading
- Maths Groups
- Many other sundry tasks throughout the year
- Musical assistance

We would encourage as many parents as possible to consider these avenues of help (and any others that may occur to you). On many occasions the school cannot get enough of this type of assistance. The Staff greatly appreciates the assistance of parents. School fees are kept as low as possible on the understanding that parents will give voluntary assistance to the school. If you cannot help during the day, you may find other practical forms of assisting.

### Voluntary Workers Forms

Under the current Child Protection Laws of NSW ALL people working with children need to declare that they are not a prohibited person under the Child (Care and Protection) Act. Under the Act, a prohibited person is one that has a criminal conviction for a serious sex offence which is defined as punishable by imprisonment of 12 months or more.

As a response to this requirement, **ALL voluntary workers** in our school are required to sign a declaration that they are not a Prohibited person under the Act. Our school office has copies of this declaration. Once you have signed this document, a personalised badge will be issued. ALL voluntary workers in our school will be required to wear this badge when working in our school. Parents are requested to report to the school office upon arrival to receive your badge and sign in for the day. This badge is to be returned to the office when you sign out.

Your child's class teacher will be reminding you to collect your badge from the school office before working with children. Please help us to ensure that our school complies with this law which seeks to ensure that all people working with our children are checked. If you are, or intend to be, one of our highly valued voluntary workers, please see our school office staff for a Child Protection declaration form.

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## HOME AND SCHOOL - WORKING TOGETHER EFFECTIVELY

### Parents Prayer Group

Prayer is a vital part of what we do at WCCS. All parents and friends are welcome to join the Prayer Group to pray for the school, staff, students and families.

**When:** EVERY Wednesday morning

**Time:** 9:00am

**Where:** In the front office

In addition, our school holds a **CALL TO PRAYER** on the first Wednesday of each month. Call to Prayer is a time for ALL staff, parents and students to come together to pray for our school community. EVERYONE is welcome. Call to Prayer is held outside the Admin block at 8:20am.

### School Board

The management of the school is in the hands of a School Board, which consists of a Chairman, Secretary, Treasurer, the Principal, the Pastor of the Wyong Baptist Church and three other members of the Wyong Baptist Church.

### Privacy Policy

The school is required under various laws to gather and maintain records on families and students. There are many processes involved in gathering this information ranging from initial enrolment details, financial details, annual family record updates and miscellaneous reports from counsellors, doctors and other professionals.

It is policy of the school to maintain these records at all times in the strictest confidence. NO use is made of them for any other purpose other than those which directly touch the education of your children and the maintenance of our duty of care to your family, including information required under various Acts of Parliament.

We will assume that unless families inform us differently in writing, that we have your authority to use private information as described above.

A full copy of the school Privacy Policy is available upon request.

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## COMMUNICATIONS

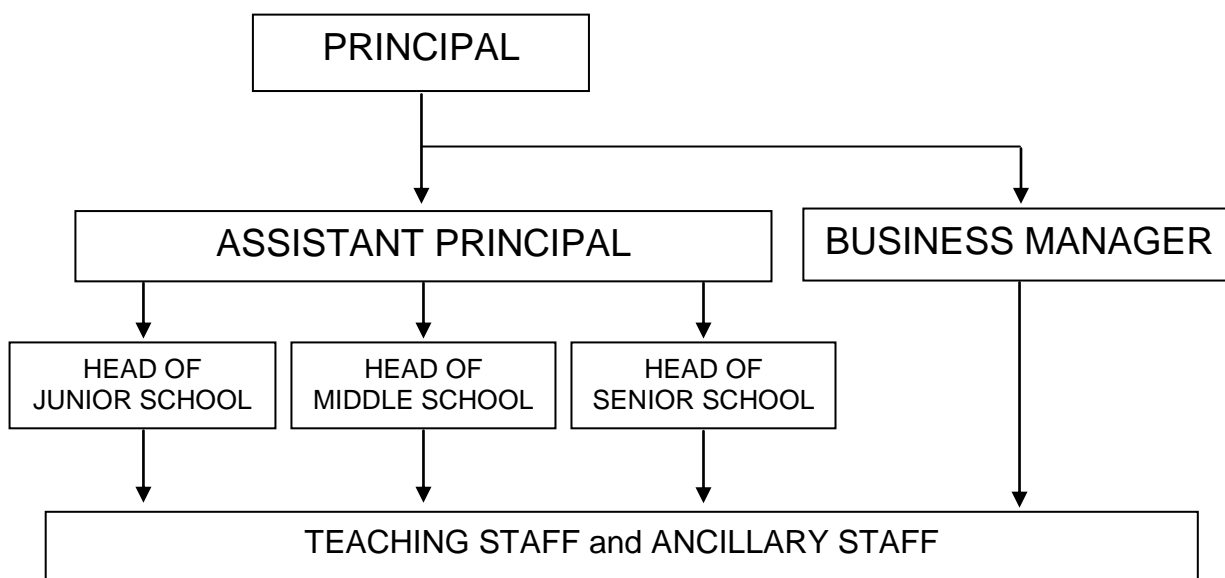
The purpose of this document is to provide families with a clear understanding of the communication channels that are in place within the school as well as including a copy of the "Communications Policy".

Our school is continuing to grow and with such large numbers of people involved it is vital that all are aware of communication procedures within the school.

### Executive Structure

In most cases when parents wish to contact the school they simply need to contact the member of staff most involved in the matter they wish to raise (eg. their child's class teacher for a class matter, front office for clarification of school information, the choir teacher for a choir matter, etc.). Sometimes parents have enquiries (such as clarifications, concerns or complaints) that are appropriate to discuss with a more senior member of staff.

*Diagram: 2009 Executive Structure at Wyong Christian Community School*



The members of the 2009 school executive are:

Principal:	Mr Ian Liney
Assistant Principal:	Mr Darren Milligan
Business Manager:	Mr Grant Kayes
Head of Junior School:	Mr Paul Marks
Head of Middle School:	Mr William Creanor
Head of Senior School:	Mr Craig Wannan

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## COMMUNICATIONS - Continued

### Information Nights

#### School Orientation

For parents with children entering the school for the first time, an orientation morning is held during November to familiarise them with school procedures. This enables the children to spend a little sample time in their 'new' classroom.

#### Middle School Information Evening

All students moving from Year 5 to Year 6 are requested to attend an information evening (during Term 3) with their parents, to help them become familiar with the procedures for the coming year.

#### Meet the Teachers Evening

Early in the year an information evening is held for Junior School and Middle School, enabling parents to meet their child's teacher. This is a time when parents are given general information about the class program for the year and are able to ask questions of the staff.

#### Subjects/Electives Selection (Year 9 and Year 11)

From time to time you and your child may be required to make decisions about which subjects to take in subsequent years. Information sessions are held at appropriate times during the year to clarify the issues, the subjects and the basis for decision making. Your attendance at these meetings when your child is in these grades is most appreciated and vital for efficient planning.

### School Newsletters

#### Lighthouse News

This is an important method of school/parent communication. Information regarding any forthcoming events and student information will be communicated through the School Newsletter. It is important that parents read this weekly. The school newsletter should come home on Wednesdays and is generally sent home with the eldest child in the family. HOWEVER, if you would like us to send your newsletter home with a younger child, just contact the school office. Alternatively, this newsletter can be sent via email through arrangement with our school office. The current school newsletter can also be accessed via the school website using the password -Lighthouse. PLEASE ASK your child each Wednesday about the newsletter.

#### Monday Notes

Every K-8 home class teacher sends a note home to parents each MONDAY. This note is designed to keep parents informed about news specifically related to your child's class. ASK your child each Monday for the Monday note so that you are FULLY informed. Please remember you can phone our school office ANY time during the day to arrange to meet with our staff to discuss any issues of concern or to share stories to encourage.

Middle School Monday notes can be retrieved from the School's Website [www.wyongccs.nsw.edu.au](http://www.wyongccs.nsw.edu.au) with the password of WCCSMS.

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## COMMUNICATIONS - Continued

### School Website

The school is continuing to develop its website as an important communication tool within the school community as well as a window on WCCS to a wider audience. You are encouraged to regularly visit the website [www.wyongccs.nsw.edu.au](http://www.wyongccs.nsw.edu.au) for information on school events and programs, access to regular publications and key school documents. We trust that over time, not only will you find the immediacy of this access helpful but that together we will contribute to a reduction in paper usage. If your only reason for receiving a paper copy of Lighthouse News is that you enjoy having items on display on your fridge or elsewhere at home you might consider changing to e-communication and just printing your favourite page at home.

### SMS Bulletin Board

We are launching a new way for each of you to access our key information. This won't necessarily replace our fantastic Office Staff, newsletter or our website but it will allow us to keep you up to date with last minute information, the sort of information that constantly changes in relation to school excursions. Simply text one of the codes below to 199BBSMS and get the latest information in an instant. This return message will be kept constantly up to date and will be easier for you than trying to phone us here. For more detail on how the BounceBackSMS system works visit [www.bbsms.info](http://www.bbsms.info).

**FLOODWYONGCCS** - Flood Warning Progress

**JNRWYONGCCS** - Junior School Information

**MSWYONGCCS** - Middle School Information

**SSWYONGCCS** - Senior School Information

**WYONGCCSPORT** - Sport Information

### Parent / Teacher Interviews

Parent/teacher interviews will be held in the middle, and at the end of each year. Junior, Middle School and Senior School reports will be sent out at the end of Term 2 and 4. These half-yearly interviews are designed to enable regular discussion of your child's progress. Parent /teacher interview nights are NOT the only times that teachers are available to discuss your child's progress. ALL TEACHING STAFF are willing to meet with parents at all times throughout the year to discuss progress and any issues of concern.

### Making Appointments

Where parents have an enquiry (such as a clarification, a concern or a complaint) that they wish to discuss with a member of staff it is always preferable to make an appointment time in advance to ensure the staff member's availability. These can be made via the school office. (Please do not ring teachers during class times as teachers are not able to leave their classes. It is also often inconvenient for teachers to discuss problems before the school day commences).

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## COMMUNICATIONS - Continued

### Where to direct non-teaching enquiries:

- *General enquiries* & clarification of newsletter entries - contact the Office Staff - Mrs Janine Hellyer, Miss Emma Cornwell, Miss Alisha Schembri, Mrs Debbie Lamb and Mrs Alinda Currie
- *Appointments to see Principal* - contact the Principal's Secretary, Mrs Janine Hellyer.
- *Fee Payments* - contact the Financial Assistant, Mrs Jenelle Kayes, Miss Alison Higgins or Business Manager, Mr Grant Kayes
- *Difficulties* with fee payments or applications for Fee Assistance - contact the Business Manager, Mr Grant Kayes
- *Enrolment Enquiries* - contact the Registrar, Mrs Lyn McLean

### Where to direct teaching enquiries - (clarifications, concerns, complaints):

**Class Matters:** If you have enquiries concerning your child's welfare, academic progress, homework, friendships, etc:

- **For junior students:** In the first instance contact your child's class teacher.
- **For middle/senior students:** If you have an enquiry about your child's progress in general contact your child's home teacher. If you have an enquiry about your child's progress in a particular subject contact your child's teacher for that subject.

**Higher School Certificate and School Certificate Matters:** If you have any enquiries about your child's performance in Year 10 11 or 12 particularly concerning the School Certificate or Higher School Certificate, you should contact Mr Craig Wannan who is the school's liaison with the Board of Studies on all aspects of external assessment procedures.

**Curriculum Matters:** If you have any enquiries about the school's academic program you should contact Mr Paul Marks with Junior School enquiries, Mr William Creanor for Middle School, and the Head of Senior School for Senior School enquiries. Enquiries directed to these staff members would generally be broader than enquiries directed to a class teacher. These may include:

- Clarification of school policy in Key Learning Areas
- The provision of support for students with special needs
- Related curriculum matters such as student placements in class groupings (eg. for primary mathematics, secondary elective classes), use of text books, involvement in academic competitions and benchmark testing, etc.

**Student Welfare & Administration Matters:** If you have any enquiries concerning student welfare or school administrative matters you should contact the Assistant Principal, Mr Darren Milligan or the Principal, Mr Ian Liney. These issues could relate to: student attendance & punctuality, behavioural management & discipline, the playground, bus travel, the uniform, the school's timetable or calendar and school events.

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## COMMUNICATIONS - Continued

**Development Issues:** If you have any concerns, complaints or suggestions concerning the development of the school as a centre of Christian education you should contact the Principal, Mr Ian Liney. Issues could relate to spiritual development of students, performance and development of staff, development of the school curriculum, development of school policies, development of the school - future directions and development of home/school relationships.

**Concerns with other children:** Where parents have concerns with the way their child is being treated by other children or other parents it is always preferable for a parent to contact the school rather than for the parent to approach another child or parent directly (i.e. class teacher if a class matter, Head of School or Assistant Principal if a broader problem, Principal if an even more complicated problem). The relative objectivity of school staff can often promote the resolution of a problem in a more efficient manner than is possible under the alternative subjective situation.

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## FINANCIAL MATTERS

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### Global Approach

Our fees listed below are 'global' and includes text books, sport, camps and excursions. This saves parents having to continually reach into their pockets.

#### FEES 2009

		Per Annum	Per Term
<b>Primary:</b> Kinder to Year 5	1 <sup>st</sup> Child	\$3200	\$800
	2 <sup>nd</sup> Child	\$2400	\$600
	3 <sup>rd</sup> Child	\$600	\$150
	& Subsequent	\$600	\$150
<b>Middle School:</b> Years 6, 7 & 8	1 <sup>st</sup> Child	\$3900	\$975
	2 <sup>nd</sup> Child	\$3100	\$775
	3 <sup>rd</sup> Child	\$700	\$175
	& Subsequent	\$700	\$175
<b>Secondary School:</b> Years 9 & 10.	1 <sup>st</sup> Child	\$4300	\$1050
	2 <sup>nd</sup> Child	\$3300	\$825
	3 <sup>rd</sup> Child	\$900	\$225
	& Subsequent	\$900	\$225
<b>Senior Sec School:</b> Year 11 & 12 <b>*See note below</b>	1 <sup>st</sup> Child	\$5000	\$1275
	2 <sup>nd</sup> Child	\$4000	\$1000
	3 <sup>rd</sup> Child	\$1100	\$275
	& Subsequent	\$1100	\$275

**\*Please note:** Students electing to attend a VET course will incur additional charges. These fees vary depending on the course elected. Registration for this course will be dependant on all Fees being paid in advance. Please contact Head of Senior School in regard to your VET course and the Business Manager with regards to the fees for your VET course.

### Billing Payments

Fees are payable 'in advance' and are due at the end of each term (or at enrolment). Families will receive an invoice prior to the end of each term which will cover the next terms fees. Various payment options may be available where family income or budgeting requirements make this necessary, as long as the principle of payment-in-advance is retained. Direct deposits into the school account are also welcome. Should you wish to discuss this further, please contact the school Business Manager.

### Tax Deductible Donations

**Building & Library Funds** - Families are encouraged to donate to the School's tax deductible building and library fund. Please contact the Business Manager for further details.

### Withdrawal of Students

Parents should note that the School Policy states "that parents are required to give to the Principal a full term's notice in writing, of the intention to withdraw a student/s. Failure to give such notice will incur a full term's fees."

### Enrolment Policy

We have a comprehensive Enrolment Policy document which may answer any further questions you have about our policy for both 'initial' and 'continued' enrolment. Should you wish to receive a copy of this, please contact the school office.

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## GENERAL INFORMATION

### Canteen

The canteen operates on Tuesdays and Thursdays only. Students are able to buy their recess from the canteen. Your child's lunch order is to be taken to the canteen before school. Please ensure paper bags are clearly marked with correct class etc. and endeavour to include the correct money.

### Chapel

**Junior School** - Every Friday morning the children meet for worship in the Church. Special speakers bring an inspirational talk. All parents are invited to participate.

**Middle & Senior School** - On alternate Wednesday afternoon the students meet together for worship in the Church. The music is lead by the student chapel band and song leaders. Parents are encouraged to join the school community for this time of worship.

### Compassion

As a school we support several children through Compassion. There will be several fund-raising events throughout the year to support the children. We pray that you will endeavour to continue your financial and prayer support for our Compassion children.

### Excursions/Camps

From time to time your child will be required to attend excursions or camps. The purpose of these camps is for students to learn skills, build relationships and to be challenged in their spiritual response to issues of life. These camps and excursions are a part of the school curriculum and attendance is therefore compulsory (poor behaviour can lead to exclusion from these excursions/camps). Information about these will be circulated well ahead of the date of the event. It is necessary for you to sign permission forms for every such outing. **Prompt return of the permission form is requested.**

### Lost Property

All articles of clothing, etc. must be clearly labelled with the child's name. Lost property will be collected throughout the week and held in either classroom lost property boxes or at the Reception desk. Every effort will be made to return labelled clothing but it is the child's responsibility to check the boxes for any lost articles. Unclaimed uniform items with no name label will be added to the second-hand clothing pool at the end of each term.

### Money in Envelopes

When sending money to school please place in an envelope with information on the front of the envelope. Please wrap small change in paper or plastic wrap.

### Student School Banking

Student school banking is with the **Greater Building Society** and is arranged through the school office. Our school banking day is Tuesday. Please see Debbie Lamb in the school office if you would like your child to participate.

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## FIRST AID / EMERGENCIES

It is essential that parents fill out the Emergency Form and return it to the school office in the first week of the school year. **As part of its duty of care, the school needs to have continually updated information and permissions to cover any changes to the original information given.** Contact phone numbers are **essential**. Please notify us of changes of address, telephone numbers or ailments that require special treatment, etc. Please note that there may not be any staff available to administer first aid after 3.30 pm.

### Routines for First Aid

1. Students can only go to the office for first aid with the permission of staff.
2. Where a student is suspected of having a potentially contagious illness, they will be sent home ASAP. In the case of an emergency, every effort is made to contact parents or the designated contact person on the child's form.
3. Designated School First Aid Staff reserve the right to request an ambulance, where necessary.

If a child comes to school he or she must be well enough to play outside. Parents will be contacted if children become ill at school. Should a child be on medication at school, a note signed by the Parent/Guardian with clear instructions stating the name of the child, dosage and times to be taken should be sent with all medication and be given to the child's teacher or office staff. Children are not to keep medication in their bags.

### Food Allergies

Our school has a number of students with food allergies and intolerances. In an effort to support these students and their families, our school has taken the stance to **Minimise High Risk Foods** on the school site.

#### WHAT THIS MEANS...

Our school will **MINIMISE** the following foods:

- Peanuts
- Tree Nuts (walnuts, almonds, cashews, pistachios, pecans etc)
- Fish
- Shellfish
- Eggs
- Milk
- Sesame
- Soy

These foods were identified by the ASCIA (Australasian Society of Clinical Immunology and Allergy Inc.) as being High Risk foods capable of producing allergic reactions in children and adults. These food account for 90% of all food allergies nationally.

**MINIMISING** these foods means that we will **LIMIT** their availability on the school site. This means these foods will not be on the menu for School Camps, events and functions. Our School canteen will also limit these products, providing alternatives wherever possible.

Our school has also requested that parents refrain from sending your child to school with foods that contain peanuts, hazelnuts and tree nut products (this of course includes common foods such as peanut butter and Nutella).

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## **FIRST AID / EMERGENCIES - Continued**

### **WHAT THIS DOES MEAN**

NO food substance is BANNED from school. Foods labelled “may contain traces of nuts” are permitted. Students with a food allergy will not be physically isolated from other children. We ask for grace and care for others in our school community.

As in all instances at our school, if this High Risk Foods: Minimised position affects your family, PLEASE come and talk to us!!!

### **Medication Administered at School**

If your child requires medication to be taken at school you must bring it to the school office at the beginning of the day and sign it in. All details relating to the administering of the medication will be recorded in the Student Medication Register. All medication will be securely kept in the school office. A detailed record will be kept of all medication taken by the student.

**NO MEDICATION SHOULD BE HELD BY THE STUDENT WHILE AT SCHOOL. If a child requests Panadol or other similar medication we will contact the child’s parents to seek permission. No medicine will be given without a parent’s permission.**

### **Headlice**

Please note our school’s procedure for handling this pest:

- When head lice and/or eggs are found in your child’s hair they will be sent home for treatment. Children may NOT return to school until ALL lice and their eggs have been fully removed from the child’s hair.
- Upon returning to school, children must report to the school office where their hair will be again checked for lice and eggs. If head lice and/or eggs are found children will be sent home again for further treatment and the removal of ALL eggs.

Please help us to eradicate this pest by checking YOUR child’s hair DAILY for lice AND eggs. If you would like further information regarding Headlice, please ask at our school office.

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## FLOOD EVACUATION PROCEDURE

As part of the building requirements of Wyong Shire Council our school has submitted to Council a Flood Evacuation Policy which outlines details of the Flood Alert system put in place at our school. The following information is of vital importance to parents as these procedures WILL be put into place should the need arise. We are committed to removing the children from any danger of floodwaters. As outlined in the policy, at the point of evacuation, parents are to be phoned to assist in removing children from the school grounds. **PARENTS ARE REQUESTED TO ENSURE THAT THEIR CONTACT NUMBERS ARE KEPT UP TO DATE.**

**When the Yellow Alert is given by senior staff (Porters Creek flowing strongly) the teacher will -**

- Bring all loose equipment upstairs.
- Account for all children.
- Ensure all children have their bags packed ready to leave.
- Ensure you have your own gear ready so you can leave with them.
- Answer the concerns of any children who may be fearful.

**During the Yellow Alert the Principal and Office staff will -**

- Ensure contact numbers are available and inform parents to tune into Radio Station 2GO.
- Check that police, SES, 2GO and Bus numbers are available.
- Check Wyong Weir fax reports and Swamp personally every hour.

**When the 'siren' of the Orange Alert is sounded (weir is at maximum level) the teacher will -**

- Have the children line up, ready to leave the classroom.
- When instructed, lead the class to the Hall closest to the carpark.
- Stay in classes in the hall. Settle the children until parents or buses come.
- Release them to parents or authorised people who will take them home.

If the situation moves to **ORANGE alert the school will** arrange for 2GO to broadcast a message for parents to pick children up ASAP. The school will ring bus companies to arrange buses to pick up where possible. Some parents will also be rung to relieve demand for buses. The Bursar will advise police, SES and Council that children are being evacuated as a precaution, although Porters Bridge has not been topped yet. The Principal will supervise the orderly transfer of classes to the hall and ensure that no child returns to the classroom.

**When the Red Alert is sounded (water is flowing into the grounds) the teacher will -**

- Line up all children in wet weather gear ready to leave.
- If there are insufficient cars lead children westwards to high ground.
- Keep well to the side of the Alison Road as visibility will be poor.
- Wait in designated location for cars and buses to arrive.
- If there is water on the road ensure children join hands for added safety.

If the situation worsens and the RED alert is raised, remaining children will be moved according to the instructions of the police or SES, where they can be collected by parents. A designated staff member will stay with the children until all have left. The Principal or Bursar advises the police, SES and Council when all children have been evacuated.

### CONTACT PHONE NUMBERS ARE:

SES:	4351 2244	ENTRANCE RED BUS:	4332 8655	2GO:	107.7FM
POLICE:	4352 4899	BUSWAYS:	4392 6666	RHEMA FM:	99.7FM
Text:	FLOODWYONGCCS to 199BBSMS				

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## TRAVEL & TRANSPORT

We are fortunate to be close to train and bus routes, therefore offering many parents a choice of transport. Please contact your nearest bus company to find the most convenient bus service to your home. Application forms are available from the school office.

### **Private Conveyance Subsidy**

Depending upon availability of public transport and distance from the school, you may be eligible for Private Vehicle Conveyance (PVC) subsidy from the Department of Transport. PVC is paid on a daily basis for the single distance journey between home and transport pick up point / school. PVC may also be available on medical or safety grounds (where the journey between home and the pick-up point is unsafe).

To be eligible for Private Vehicle Conveyance Subsidy there must be no alternative bus or train transport available and students must:

- be infant students (K,1, or 2) irrespective of distance from home to school
- be a primary student (3 - 6) and must reside more than 1.6 km (radial distance) or 2.3 km most direct walking route.
- be a secondary student and reside more than 2.0 km (radial distance) from the school attended.
- reside more than 1.6 km (walking distance) from the nearest transport pick-up point (bus stop or train station)

Such subsidy may be obtained by filling in the appropriate form, obtainable at the office.

### **Bus Passes**

All students must carry a pass in order to have free travel on these services. Such passes may be obtained by filling out an "Application for Travel Form" from the office. If you have not filled out such a form for this school, you will need to get a form and fill it out before the new school year. There is no need for students with current passes for this school to complete another form. Changes of address need to be notified immediately.

Would parents please note that the conditions on the back of the pass make it quite clear that passes are not transferable and a lost pass will incur a cost of \$15.00 (subject to change). Lost passes must be notified immediately to the school office as a general rule, bus passes are designated for a particular route and destination. They may not be used interchangeably from route to route. A fare may be required if a different route is used.

If a student misbehaves on the bus, the bus company OR the school reserve the right to withdraw the pass and require the parent to make other arrangements for travel to and from school.

### **Bus Routines**

Travel on buses is not supervised by parents nor staff. Student bus monitors are appointed to report regularly to the School Staff. Parents should not contact the monitors about any problems. Instead parents should contact the school staff.

### **Train Travel**

Any student needing to use a train as the primary means of travelling to and from school must have a pass in order to have free travel on the train. Such passes may be obtained by filling out an Application for Travel Form obtainable at the office.

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## TRAVEL & TRANSPORT - Continued

### Travel rules

- Students are to remain seated at all times when seats are available.
- Students must not put their heads, hands or arms out of the windows of the bus/train.
- No eating or drinking is permitted on the bus/train.
- Students are not to make unreasonable noise while travelling on the bus/train.
- Students K - 6 should have seating priority on buses.

### Cyclists

Cyclists must wear helmets to and from school as required by law. Students must ride in a safe manner that is considerate of residents, pedestrians and other users of paths and roads. Once on school property, students must not cycle beyond the carpark.

Parents will be informed of breaches and requested to withdraw permission for their child to ride a bicycle to and from school.

### Students driving to school

Students who have managed to attain their provisional drivers licence are afforded the opportunity to drive themselves to and from school. Any student who would like to accept this opportunity is required to complete the appropriate forms that can be collected from the front office. These forms address the issues of students driving to school as well as having passengers in the vehicle. No student will be permitted to drive to school until all appropriate forms have been completed and approved.

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# UNIFORM

## Dress Code

The school uniform at WCCS is worn for a number of reasons:

- To provide an equitable environment for all students.
- To assist in building community.
- God created us all equal.

## Dress Standards

### SCHOOL UNIFORM GUIDELINES

- Black leather lace-up shoes, with a flat heel and no decorative stitching, are to be worn and polished regularly. Suede or high cut leather shoes, platform soles or high heels are not permitted. Buckle shoes may only be worn in the Junior School. Middle and Senior school students must wear lace-up shoes.
- White, navy, red or sky blue ribbons and hair ties are permitted.
- Hair should be clean, neat and where necessary, tied back so that it does not fall across the face when leaning forward. Hair longer than shoulder length must be tied up in an approved style for tidiness, safety and health reasons.
- Junior School and Middle School Boys' shirts are to be tucked in at all times.
- **All** clothing must be named **before** attendance at school.
- Year 9, 10, 11 and 12 students have special jewelry and make-up privileges.

Dress standards at WCCS are to reflect modesty as well as provide adequate protection from the elements. Students are expected to wear full school uniform traveling to and from school each day. The exceptions to this are:

1. On Sports Carnival/Gala Days - students are to wear full sports uniform
2. On Sports Day each week (Junior School ONLY) - students are to wear full sports uniform
3. On camps
4. On excursions that require clothes other than school uniform to be worn
5. On Service Days
6. On mufti days

For points 3, 4, 5, 6 students are to wear clothes in accordance with the Dress Standards for School Outings.

## Hats

We have a 'no hat - no play' policy. Children are required to wear their hat if they wish to be out in the sun. School hats can be purchased through the school office.

## Sport Uniform

Junior school sport uniform and joggers are only to be worn on the designated sports days. Middle & Senior school are only to wear sport uniform at school on days they have sport lessons. Students are to wear full school uniform on public transport and change into sport gear at school. Joggers are not to be worn with normal uniform.

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## UNIFORM - Continued

### Middle School & Senior School Practical PDHPE / Sport Shoe Policy

It is a firmly held belief by the school that sporting lessons are not to be a fashion parade of any sort. This is one of the reasons why the school takes a strong stance on sports uniform matters. For this reason shoes should be selected in accordance with suitability for sport not in relation to brand names or a particular style, look or price. Below is listed the school policy with relation to sports shoes for Middle and Senior School.

- All students are required to wear footwear that is designed for rigorous physical activity. Joggers and cross trainers are the styles of shoe that are designed for such purposes and therefore they will be the only shoes that are permitted.
- Keeping in line with the point above, all shoes are required to be conservative in style. This means that they are either predominantly white or black in colour. Shoes that have '*loud or outlandish*' colours - for example bright yellow or orange, are not suitable and will not be allowed.
- Sports shoes should provide strong heel and inner arch support to limit the potential for injury.
- All shoes are required to be lace up (no Velcro) and worn appropriately (ie with laces pulled firm and tied correctly).
- This policy only affects students in Middle School and Senior Years.

Should any student or parent be unsure about whether particular shoes are appropriate then they should consult the WCCS Sports Staff for guidance. The ultimate discretion in regard to appropriate shoes will remain with the school.

### School Outings

Students are to wear appropriate clothing on all school outings. School uniform shall be worn on all excursions unless the students are involved in tasks requiring alternate appropriate attire. Full Sports uniform shall be worn to all sports carnivals and gala days.

On excursions where students are not in school uniform, they are required to wear shirts/tops that fully cover the shoulders and have as a minimum, a sleeve of at least 10cm in length from the shoulder down the arm. Students must also ensure that their tops/shirts are able to be tucked into their pants so that no skin is showing around the stomach area and necklines are not low to ensure protection from the sun. Enclosed shoes should always be worn on school excursions.

Students who do not wear the correct uniform, or comply with the dress standards appropriate to the excursion/camp/outing, will not be permitted to travel and shall be required to remain at school.

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## UNIFORM - Continued

### GIRLS JEWELLERY AND MAKE UP GUIDELINES

#### KINDERGARTEN TO YEAR 8

##### JEWELRY:

- ONE earring in each ear lobe may be worn.
- Earrings must be plain small studs ONLY.
- ONE watch may be worn
- NO rings, anklets, bangles, necklaces etc. are to be worn.
- **MAKE UP:** NO make up is to be worn

#### YEARS 9 TO 12 JEWELLERY AND MAKE UP PRIVILEGE GUIDELINES

##### JEWELRY:

- ONE thin, fine necklace may be worn.
- ONE ring per hand may be worn
- ONE delicate bracelet to be worn on either left OR right hand
- Girls may have up to TWO earrings in each ear lobe, each with a small stud. . ALL earrings must be removed for subjects such as PE, Technology etc. upon teacher's request.
- Girls with a second piercing hole are only permitted to wear a small, plain stud in the additional hole.
- Anklets are not to be worn.
- Body piercing, other than in the ears, is not permitted at school.
- ONE watch may be worn.

##### MAKE UP:

- Makeup should not be noticeable. All makeup needs to be lightly and conservatively applied.
- NO glitter make up may be worn at all.
- Lip gloss or lip smackers is to be either clear or a natural shade and therefore not noticeable.
- Coloured lips and nails are not acceptable = Black, purple, red, etc
- No Nail polish is to be worn.

Appropriate standard uniform must be worn at school and while traveling to and from school. The school uniform can only be purchased through Lowes at Westfield, Tuggerah. School hats can be purchased through the school office. Good quality second hand garments can be purchased (subject to availability) through our clothing pool.

Girls (Junior School K-Year 5)		Boys (Junior School K-Year 5)	
<b>Summer</b> Sky blue check dress with collar Sky blue ankle-socks 'Bonds' Black leather shoes - no boots Red Legionnaire's or slouch hat with monogram	<b>Winter</b> Sky blue shirt with long sleeve, peaked collar Navy blue plaid tunic Navy ribbed tights <u>OR</u> Navy half elastic back long pants Sky blue ankle-socks 'Bonds' Red Legionnaire's or slouch hat with monogram	<b>Summer</b> Sky blue peaked collar with monogram Navy 'Blocker' style shorts Sky blue ankle-socks 'Bonds' Black leather shoes - no boots Red Legionnaire's or slouch hat with monogram	<b>Winter</b> Sky blue shirt with long sleeve, peaked collar Navy 'Blocker' style long pants Sky blue ankle-socks 'Bonds' Black leather shoes - no boots Red Legionnaire's or slouch hat with monogram
<b>Sport</b> Red polo shirt with monogram Navy Taslon or knit shorts Sky blue ankle-socks 'Bonds' Black or white sports joggers Red Legionnaire's or slouch hat with monogram	<b>Winter Sport Options</b> Navy tracksuit pants Red crew neck fleecy with monogram Red fleecy jacket with zip front	<b>Sport</b> Red polo shirt with monogram Navy Taslon or knit shorts Sky blue ankle-socks 'Bonds' Black or white sports joggers Red Legionnaire's or slouch hat with monogram	<b>Winter Sport Options</b> Navy tracksuit pants Red crew neck fleecy with monogram Red fleecy jacket with zip front
<b>Warm Tops</b> Red crew neck fleecy with monogram Red fleecy jacket with zip front	<b>Warm Tops</b> Red crew neck fleecy with monogram Red fleecy jacket with zip front	<b>Warm Tops</b> Red crew neck fleecy with monogram Red fleecy jacket with zip front	<b>Warm Tops</b> Red crew neck fleecy with monogram Red fleecy jacket with zip front
<b>Note:</b> All Hats must be purchased from the school office. All other uniform items must be purchased from Lowes at Westfield, Tuggerah or through the school clothing pool held at the school office.			

Girls (Middle School 6-8)		Boys (Middle School 6-8)	
<b>Summer</b> Navy Blue plaid all season skirt Sky blue blouse Sky blue ankle-socks 'Bonds' Black leather lace up school shoes (No boots, suede, sandals or joggers) Navy & suede cap with monogram	<b>Winter</b> Sky blue shirt with long sleeve, peaked collar <u>OR</u> Summer overblouse Navy blue plaid tunic Navy ribbed tights <u>OR</u> Navy half elastic back long pants Sky blue ankle-socks 'Bonds' Navy & suede cap with monogram	<b>Summer</b> Sky blue peaked collar with monogram Navy 'Blocker' style shorts Navy ankle-socks 'Bonds' Black leather lace up school shoes (No boots, suede, sandals or joggers) Navy & suede cap with monogram	<b>Winter</b> Sky blue shirt with long sleeve, peaked collar Navy 'Blocker' style long pants Navy ankle-socks 'Bonds' Black leather lace up school shoes (No boots, suede, sandals or joggers) Navy & suede cap with monogram
<b>Sport</b> Red polo shirt with monogram Navy Taslon or knit shorts Sky blue ankle-socks 'Bonds' Black or white sports joggers Navy & suede cap with monogram	<b>Winter Sport Options</b> Navy tracksuit pants Taslon zip front with monogram Red crew neck fleecy with monogram	<b>Sport</b> Red polo shirt with monogram Navy Taslon or knit shorts Sky blue ankle-socks 'Bonds' Black or white sports joggers Red Legionnaire's or slouch hat with monogram	<b>Winter Sport Options</b> Navy tracksuit pants Taslon zip front with monogram Red crew neck fleecy with monogram
<b>Warm Tops</b> Taslon zip front with monogram Red crew neck fleecy with monogram	<b>Warm Tops</b> Taslon zip front with monogram Red crew neck fleecy with monogram	<b>Warm Tops</b> Taslon zip front with monogram Red crew neck fleecy with monogram	<b>Warm Tops</b> Taslon zip front with monogram Red crew neck fleecy with monogram
<b>Note:</b> All Hats must be purchased from the school office. All other uniform items must be purchased from Lowes at Westfield, Tuggerah or through the school clothing pool held at the school office.			

Girls (Senior School 9-10)		Boys (Senior School 9-10)	
<p><b>Summer</b> Navy Blue plaid all season skirt White blouse White anklet or ankle-socks Black leather lace up school shoes (No boots, suede, sandals or joggers) Navy with red trim cap with monogram</p>	<p><b>Winter</b> white shirt with long sleeve, peaked collar <u>OR</u> Summer overblouse Navy blue plaid tunic Navy ribbed tights <u>OR</u> Navy half elastic back long pants White knee length or ankle-socks Navy with red trim cap with monogram</p>	<p><b>Summer</b> White peaked collar with monogram Navy 'Deluxe Baggies' style shorts White ankle socks Black leather lace up school shoes (No boots, suede, sandals or joggers) Navy with red trim cap with monogram</p>	<p><b>Winter</b> White shirt with long sleeve, peaked collar/white signlets only Navy long pants White ankle socks Black leather lace up school shoes (No boots, suede, sandals or joggers) Navy with red trim cap with monogram</p>
<p><b>Sport</b> Red polo shirt with Navy collar and monogram Navy Taslon or knit shorts White anklet or ankle-socks Black or white sports joggers Navy &amp; suede cap with monogram</p>	<p><b>Winter Sport Options</b> Navy taslon tracksuit pants Taslon zip front with monogram</p>	<p><b>Sport</b> Red polo shirt with Navy collar and monogram Navy Taslon or knit shorts White ankle-socks 'Bonds' Black or white sports joggers Navy &amp; suede cap with monogram</p>	<p><b>Winter Sport Options</b> Navy taslon tracksuit pants Taslon zip front with monogram</p>
<p><b>Warm Tops</b> Taslon zip front with monogram Navy knit jumper with monogram</p>	<p><b>Warm Tops</b> Taslon zip front with monogram Navy knit jumper with monogram</p>	<p><b>Warm Tops</b> Taslon zip front with monogram Navy knit jumper with monogram</p>	<p><b>Warm Tops</b> Taslon zip front with monogram Navy knit jumper with monogram</p>
Girls (Senior School 11-12)		Boys (Senior School 11-12)	
<p><b>Summer</b> Same as Years 9-10 Navy 'Natasha' style hat</p>	<p><b>Winter</b> white shirt with long sleeve, peaked collar <u>OR</u> Summer overblouse Navy blue plaid tunic Navy ribbed tights <u>OR</u> Grey half elastic back long pants White knee length or ankle-socks Navy with red trim cap with monogram</p>	<p><b>Summer</b> White peaked collar with monogram Grey 'Deluxe Baggies' style shorts White ankle socks Black leather lace up school shoes (No boots, suede, sandals or joggers) Navy with red trim cap with monogram</p>	<p><b>Winter</b> White shirt with long sleeve, peaked collar Grey long pants White ankle socks Black leather lace up school shoes (No boots, suede, sandals or joggers) Navy with red trim cap with monogram Plain navy tie (optional)</p>
<p><b>Sport</b> Same as Years 9-10</p>	<p><b>Winter Sport Options</b> Same as Years 9-10</p>	<p><b>Sport</b> Same as Years 9-10</p>	<p><b>Winter Sport Options</b> Same as Years 9-10</p>
<p><b>Warm Tops</b> Navy knit jumper with monogram Navy Blazer</p>	<p><b>Warm Tops</b> Navy knit jumper with monogram Navy Blazer</p>	<p><b>Warm Tops</b> Navy knit jumper with monogram Navy Blazer</p>	<p><b>Warm Tops</b> Navy knit jumper with monogram Navy Blazer</p>
<p><b>Note:</b> All Hats must be purchased from the school office. All other uniform items must be purchased from Lowes at Westfield, Tuggerah or through the school clothing pool held at the school office.</p>			

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