

# THE HILLS CHRISTIAN COMMUNITY SCHOOL INC.



**PARENT**

**INFORMATION**

**BOOKLET**

**2017**

# The Hills Christian Community School

PO Box 120, VERDUN. SA 5245

EMAIL [enquiries@hccs.sa.edu.au](mailto:enquiries@hccs.sa.edu.au)

WEBSITE [www.hccs.sa.edu.au](http://www.hccs.sa.edu.au)

	PRIMARY and ELC	SECONDARY
ADDRESS	14-16 Onkaparinga Valley Road VERDUN SA 5245	Shared campus with Oakbank Area School 154 Main Street BALHANNAH. SA 5242
PHONE NO	8388 7811	Admin - 0477 006 500 Deputy Principal - 0438 804 672
FAX NO	8388 1308	
ELC	Phone: 8388 1369	
OUT OF SCHOOL HOURS CARE	Phone: 8388 1688 Mobile: 0418 829 615 7.00-8.30 am & 3.30pm-6.30pm Please leave a message if no one is in attendance	

**For further information, including a copy of current Newsletters, Constitution, Privacy Policy, Uniform Policy, Out of School Hours Handbook and Services and Tuition Fees, please refer to our website [www.hccs.sa.edu.au](http://www.hccs.sa.edu.au)**

**Alternatively, a copy can be made available from the School Office.**

## Welcome to HCCS.

*Our vision is for a Christian school community, helping students learn and grow to achieve their potential.*

We trust that the following information will be valuable in providing details about the School and its organisation, and will answer any questions you may have. Please contact us if you have any further questions.

The School has an 'open door policy' and parents are always welcome to speak to the Principal and other staff members.

Help from our parents and friends is essential in a School such as ours, therefore, parents are encouraged to be involved in School activities as much as possible. The School also provides a number of programs for students and

families, which require the help of volunteers.

We look forward to you sharing a long and rewarding association with us, as we seek to provide the best possible educational programs for your child in a dedicated Christian environment.

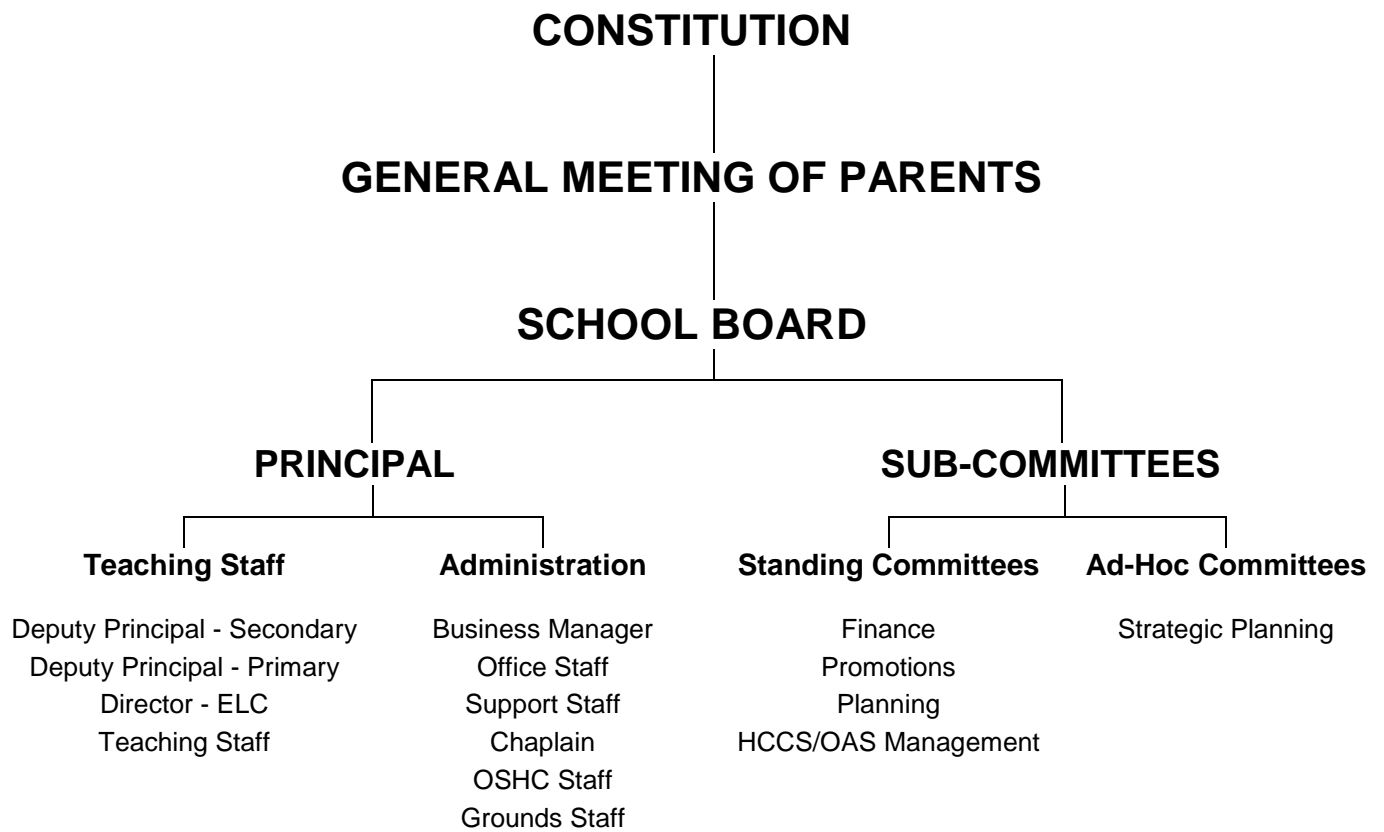
HCCS Staff

January 2017

## CONTENTS

STRUCTURE OF THE HILLS CHRISTIAN COMMUNITY SCHOOL INC.....	4	
2017 HCCS STAFF .....	5	
TEACHING STAFF .....	5	
ADMINISTRATION/SUPPORT STAFF .....	5	
BOARD MEMBERS .....	6	
FROM THE CONSTITUTION.....	6	
THE AIMS OF H.C.C.S. ....	6	
STATEMENT OF FAITH .....	6	
<b>PAGE</b> .....	<b>PAGE</b>	
Absences..... 7, 12	Medical Information..... 19	
Accident Insurance .....	Medication for Students .....	19
Accounts..... 7	Mobile Phones..... 20	
Assemblies..... 7, 29	Monday Worship..... 29	
Asthma .....	Music .....	18
Banking..... 27	Newsletters..... 21	
Behaviour Management..... 8, 13	Nut Free..... 13	
Booklists/Excursions .....	Nut Free Policy .....	21
Building Fund..... 15	Office Hours..... 22	
Buses..... 9	Out of School Hours Care .....	22
Bushfire Policy .....	Parent Information .....	19, 25
Camps .....	Parent Participation..... 23	
Change of Details .....	Parents & Friends .....	23
19, 22, 25, 28	Parking .....	23
Class Representatives .....	Photographs .....	28
11	Play Time Supervision .....	23
Co-Curricula Programmes .....	Privacy Statement..... 24	
11	Reporting .....	24
Communicable Diseases .....	Resource Centre..... 19	
12, 16	School Card..... 15	
Communication to Parents..... 12	School Day .....	24
Concerns/Complaints..... 8	School Directory .....	25
Concerns/Issues .....	School Hostess..... 23	
<b>13</b>	School Office Hours..... 22	
Consent Forms .....	School Property .....	29
13	School Uniform .....	25
Critical Incident Management..... 13	Sport..... 27	
Deli .....	Student Accident Insurance .....	18
19	Student Banking .....	27
Dietary Restrictions..... 13, 21	Student Collection..... 24	
Drugs .....	Student Departure..... 15	
13	Student Illness .....	7
Early Learning Centre (ELC)..... 14	Student Photographs .....	28
Emergencies..... 9	Subject Expenses .....	9
Excursions .....	Sunsmart Policy..... 28	
11	Swimming .....	28
Extended Education .....	Telephone Numbers .....	25
14	Telephones..... 20	
Fee Payment .....	Term Dates..... 28	
21	Transport Policy..... 28	
Fee Remissions .....	Tuition Fees..... 15	
15	Uniform .....	25
Fees..... 9, 14	Vacation Care .....	22
Finance..... 14	Visiting the School .....	29
Fire .....	Working Bees .....	29
9	Workplace Health and Safety..... 29	
Form Returns..... 21	Worship Services..... 29	
Friday Assembly .....		
7		
Headlice..... 16		
Home Learning/Homework..... <b>17</b>		
Hot Weather..... 17		
Illness .....		
7, 12		
Instrumental Programme..... 18		
LAP..... 14		
Late for School..... <b>18</b>		
Leadership..... 11		
Learning Assistance Programme .....		
14		
Leaving School .....		
18		
Library..... 19		
Lost Property .....		
19		
Lunch Orders .....		
19		

# STRUCTURE OF THE HILLS CHRISTIAN COMMUNITY SCHOOL INC.



# 2017 HCCS STAFF AND BOARD MEMBERS

## TEACHING STAFF

<b>ELC Director</b>	Rosie Ferguson
<b>ELC Assistant Director</b>	Jenny Silver
Physical Education	Caz Grace
<b>PRIMARY</b>	
Reception C	Craig Carter
Reception K	Catherine Kelly
Reception S	Jo Shepherd
Year 1S	Amelia Spry
Year 1L	Katie Li
Year 2	Liz Nicholls
Year 2	Jeff Harrison
Year 3S	Jason Shepherd
Year 3G	Mark Grant
Year 4W	Andrew Wishart
Year 4L	Colleen Lewitzka
Year 5B	Sandy Boucaut
Year 5M	Andrew March
Year 6H	Blake Hammat
Year 6K	Kylie Karczewski
Year 7	Adam Stevens
Computing/ICT	Nicole Lancaster
Performing Arts	Catherine Fraser
Physical Education	Peter Sanders
German	Heather Clifford
Science	Karina Herbert and Sarah Rolfs
<b>Deputy Principal</b>	Angela Harvey
<b>Extended Ed Coordinator</b>	Marian Shepherd
<b>SECONDARY</b>	
Year 8 Home Group	Michelle Bull
Year 9 Home Group	Ellen Lyall
Year 10 Home Group	Georga Williams
Year 11 Home Group	Joshua Lloyd
Year 12 Home Group	Donovan Shaw
Art	Emily Bown
Chemistry/Mathematics/ Science	Dianne Willsmore
Christian Living	
Design and Technology/ Food Technology	Kate Granger
English	Carol Shaw
General/Essential	Maarten Schuurman
Mathematics and Learning Support	
Geography/History	Ellen Lyall
German – Year 8	Heather Clifford
Maths/Science/Biology	Georga Williams
Outdoor Education	
Physical Education/Health/ Research Practices/ Research Project/Digital Technologies	Joshua Lloyd
Physics	Donovan Shaw
Personal Learning Plan	Michelle Bull
Psychology	Rebecca Carratt
VET 3D Animation	Nicole Moyle
<b>Deputy Principal</b>	Donovan Shaw
<b>Principal</b>	Chris Riemann

## ADMINISTRATION/SUPPORT STAFF

Business Manager	Chris Taylor
Accountant	Nikki Campbell
Principal's Assistant/Sec Admin	Deborah Frahn
Office Co-ordinator	Sandy Johnson
Enrolment Officer	Anita McDonald
Administration Assistant	Tracy Juers
Administration Assistant	Jan West
Communications	Cathy Johnson
Library Assistant	Lisa Abbott
Library Assistant	Catherine Lovelock
Extended Learning Support	Fiona Phillips
Extended Learning Support	Kerry Hannaford
Extended Learning Support	Felicity Baird
Extended Learning Support	Pauline Hill
Teacher Aide	Vicky Monk
Teacher Aide	Michelle Gebbie
Learning Support	Sue Gillespie
ELC	Lauren Kuchel
ELC	Jen Dolman
Chaplain	John Adams
Counsellor	Jen Berthold
Maintenance Officer	Rinny Lions
Maintenance Assistant	Sam Tolhurst
OSHC Director	Jackie Kerber
OSHC Assistant	Jen Dolman

## BOARD MEMBERS

Mike Rogers  
 Reece Harrison  
 Chris Riemann  
 Phil Brown  
 Alicia Ranford  
 Richard Earley  
 Haydn Trigg  
 Sarah Moore  
 Georgia Lloyd

## **FROM THE CONSTITUTION**

The School Community is directed by the General Meeting, which must be governed by our Constitution. The School's Constitution includes our objectives and indicates the School's powers. It further directs our income and property; membership of the School; the School Board, Principal and Staff.

A copy of the Constitution is available at the Front Office and on the website.

## **THE AIMS OF H.C.C.S.**

The School will seek:

- a) to operate on Christian principles, with a staff actively committed to the Christian faith, in accordance with the objects, Statement of Belief and Aims as set out in the Constitution;
- b) to develop fully the spiritual, psychological, social, academic, creative and physical potential of each enrolled student;
- c) to foster a co-operative relationship between parents, staff, student and school;
- d) to give recognition and approval to all degrees of improvement and achievement in the pursuit of excellence;
- e) to provide a comprehensive curriculum which includes worship and has a balanced use of Christian themes in all relevant areas and with a Christian emphasis in all studies;
- f) to accept the common elements of the Christian faith while accepting the diversity of belief and interpretation, and avoiding any denominational doctrine or emphasis;
- g) to be open, so far as its resources shall permit, to children of the community provided that their parents support the aims and objectives of the School;
- h) to promote and facilitate beneficial relationships between student, family, staff, churches and the wider community;

## **STATEMENT OF FAITH**

- a) We believe the Bible to be the inspired word of God.
- b) We believe that there is one God: Father, Son and Holy Spirit.
- c) We accept that Jesus Christ is central in our School and therefore that everything that is done, including the learning, at School or in the School's name, should be done to honour Him.
- d) We believe in the sovereignty of God in creation, providence, revelation, redemption and final judgement.
- e) We believe that all mankind was created in the image of God but that man estranged himself from God and his neighbour by disobeying God's Word and that reconciliation is only possible through the love of God and the sacrifice which Christ made on our behalf.
- f) We believe in the ministry of the Holy Spirit who enables us to live a Godly life.
- g) We believe in the personal return of the Lord Jesus Christ.
- h) We believe that all Christians are united in the Body of the Lord Jesus Christ.

## 1. ABSENCES

If your child/ren will be absent from School, please inform the School on the morning of their absence

Primary - via phone (8388 7811), text message (0400 738 405) or email enquiries@hccs.sa.edu.au

Secondary – Years 8 and 9 text (0427 385 299) or email ([mbull@hccs.sa.edu.au](mailto:mbull@hccs.sa.edu.au))

Years 10, 11 and 12 text (0438 804 672).

It is particularly important to notify the School promptly when:

- *The child normally comes to School by bus, on foot or on a bike (to reassure us of the child's safety).*
- *An infectious disease or head lice is the cause of the absence.*

If the School has not been informed of the absence by 9.00am you will be contacted via an SMS message. It is the responsibility of the family, however, to contact us.

Upon your child/ren's return to School, it is a legal expectation that you provide a **written explanation for their absence** to their class teacher.

Students who arrive late or depart early for medical appointments etc. are asked to report to the Front Office to sign in and out.

### **An Extended Absence**

If your child is going to be away for more than 1 day in the school term, please note the following:

- if less than 1 week please email, phone or SMS the Front Office
- if more than 1 week please email or provide written explanation to the Front Office
- if for more than 4 weeks an email or a letter addressed to Chris Riemann would be appreciated. An additional government exemption form is required and can be obtained from the Front Office or the following link  
<http://www.decd.sa.gov.au/docs/documents/1/Ed175ApplicationforExempt.doc>

## 2. ACCOUNTS

***An invoice is issued at the beginning of each term.***

Parents have the choice to pay the invoice annually, per term, monthly or fortnightly providing they complete the annual Fee Payment Agreement. If no Fee Payment Agreement is supplied, payment will be expected within 30 days of the invoice date.

It would be appreciated if cash payments could be made prior to recess to ensure that banking can be completed the same day.

## 3. ASSEMBLIES

### **Primary**

Parents are welcome to attend Assemblies which are held every Friday afternoon, beginning at approximately 2:50pm. Please check the Newsletter Calendar for updates.

### **Secondary**

Parents of Secondary students will be informed of the Assembly schedule.



## 4. BEHAVIOUR MANAGEMENT

The following explains due process regarding Behaviour Management. The Staff, however, is generally delighted with the choices and kind hearts of HCCS students.

### **Context Statement**

Learning occurs best in a purposeful, engaging environment where students and adults cooperatively develop guide-lines toward responsibility, productivity and confidence as demonstrated in the Fruit of the Spirit of love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self control. Our behaviour management policy has been formulated in the context of the teaching of Jesus, "to love God and to love and forgive each other."

Students must know what is expected of them and the boundaries within which they work and play. They need guidance, counselling, encouragement, forgiveness, modelling and care. Students enjoy taking responsibility which in turn helps them develop appropriate behaviour. Effective pastoral care should occur in an environment of love and support. Teachers will treat each new day as a new beginning for the child. Appropriate and good behaviour in students should be positively reinforced.

In the interests of safety and mutual respect some non-negotiable rules are required. School Rules are displayed in each class area and reference made to them. The rules are summarized in the HCCS WAY which is:

- to take care of yourself
- to take care of others
- to take care of this place.

Teachers will be firm but fair in dealing with inappropriate behaviour. Genuine mistakes are opportunities for learning, and need to be treated with support and encouragement. Teachers will be vigilant in ensuring the HCCS Way is followed. Rules are crucial to developing appropriate behaviour in students.

### **Behaviour Management Process**

Everyone has a right to feel safe and happy while at school. Students are expected to accept responsibility for their behaviour and their choices. They should be educated in the following processes and learn:

- Self-control, and self-management
- how to talk through the problem
- to tell others involved how they feel
- to ask others to help (e.g. assist in some way)
- how to stop an unacceptable action or ignore it and walk away
- to seek teachers' help if they've tried the above and still need help

The following practices are to be adopted when the above process proves ineffective.

Specialist staff may need to modify this process slightly and include the class teacher along with the Principal in communication.

The same principles apply in the yard at break times as apply in the class. Where students disobey the School Rules, their right to participate with others in work or play may be removed. Staff can fast track consequences where they deem necessary.

Our School seeks to help students accept responsibility for their behaviour and to make good choices in their actions. A system of warnings and then removal, in the case of unacceptable behaviour, is used to help children reflect on their behaviour and ways of rectifying it. The process involves class reflection time, reflection time in a buddy class and conversations with Senior Staff.

The end points of continued inappropriate behaviour choices may be suspension or expulsion. Parents are very involved during the Behaviour Management process.

## **Reflection Room**

The 'Reflection' Room at lunch time is an opportunity for students to reflect on their behaviour, discuss the situation with a staff member and subsequently take the Reflection Form home to be signed by a parent or guardian. Attendance in the 'Reflection' Room is generally related to behaviour choices in the School Yard.

## **5. BOOKLISTS/EXCURSIONS**

The money parents pay under Subject Expenses will cover your child for all necessities in Excursions (including visiting performers), Stationery and Art/Craft. Payment will be required for any loss or damage due to negligence.

Charges for class camps will be invoiced at the beginning of the term in which the camp will be held.

## **6. BUSES**

### **Primary and Secondary**

The School is serviced by public bus routes to the following areas and details are available from Southlink.

- Hahndorf, Mt. Barker, Littlehampton, Nairne
- Bridgewater, Aldgate, Stirling, Crafers
- Balhannah, Oakbank, Woodside, Charleston, Lobethal.

The teacher on afternoon bus duty supervises the Hahndorf/Nairne bus students and accompanies the Balhannah-Oakbank Primary students to the Verdun Hall for collection. Secondary students are supervised outside the Oakbank Area School.

## **7. BUSHFIRE/WILDFIRE POLICY**

### **THE HILLS CHRISTIAN COMMUNITY SCHOOL BUSHFIRE ACTION PLAN**

**School Website: [www.hccs.sa.edu.au](http://www.hccs.sa.edu.au)**

The Hills Christian Community School has very strict policies and procedures (in line with the Government of South Australia Bushfire Guide) to manage the threat of bushfire and these will be relevant for both the Primary and Secondary sites.

We conduct evacuation drills each year to ensure appropriate procedures are in place for the safety of students, staff and others in the event of a bushfire.

Schools in South Australia have been issued with a **site fire audit rating** that is Extreme or Very High or High. The Hills Christian Community School has been assessed as **high-risk**.

In addition, Australian fire services have agreed to the following fire danger ratings:

<b>Category</b>	<b>Fire Danger Index</b>	<b>Action for schools and preschools</b>
<b>Catastrophic (Code Red) SCHOOL CLOSED</b>	<b>100+</b>	<b>Schools and preschools with a site fire audit rating of extreme, very high or high fire risk, will be closed. Any services operating from these sites will also be closed. School bus services will be cancelled.</b>
Extreme	75-99	The Hills Christian Community School may be closed depending on advice from the CFS.
Severe	50-74	Open: normal Bushfire Plan procedures apply
Very High	25-49	Open: normal Bushfire Plan procedures apply
High	12-24	Open: normal Bushfire Plan procedures apply
Low-Moderate	0-11	Open: normal Bushfire Plan procedures apply

## Fire Danger Index (FDI)

The Fire Danger Index (FDI) is not to be confused with the temperature of the day. The FDI is calculated on the basis of the degree to which vegetation has cured, the wind speed, and the forecast temperature.

## Planning ahead

It is essential that all families who live in bushfire prone areas have a Bushfire Action Plan and that part of the Plan needs to address what action will be taken when the School is closed. Possibilities include staying with a parent at home or at work, local arrangements with neighbours or friends or taking the child to another school should this be required.

The CFS is very clear that for survival in a bushfire, leaving is the best option. The new Fire Danger Index ratings have been introduced to make it easier for people to decide when to leave their home, particularly when there is a forecast of catastrophic fire danger. In such cases a Bushfire Action Plan should include the need to leave the night before or the morning of such a day.

## SCHOOL CLOSURE: Catastrophic (Code Red) FDI 100+

**PLEASE NOTE THAT SCHOOL CLOSURE WILL INCLUDE THE ELC, PRIMARY, SECONDARY SCHOOL AND OSHC**

When possible, an Advance Warning will be provided to parents two days before any possible school closure. An e-mail, SMS or letter will be sent home with students and a copy of the communication will be posted on the school website: [www.hccs.sa.edu.au](http://www.hccs.sa.edu.au).

When possible, a further notice will be provided to parents one day before any possible school closure. An e-mail, SMS or letter will be sent home with students and a copy of the communication will be posted on the school website: [www.hccs.sa.edu.au](http://www.hccs.sa.edu.au).

Confirmation of the School closure will be provided after 4.00pm on the day before the closure (following CFS advice). Notice of confirmation will be available on:

- SMS Catastrophic (Code Red) message to parents' mobiles
- The School website [www.hccs.sa.edu.au](http://www.hccs.sa.edu.au)
- The School telephone answering service (phone 08 8388 7811)
- The Bushfire Information Hotline 1300 362 361
- Media services e.g. Radio ABC 891, [www.bushfirereadyschools.sa.gov.au](http://www.bushfirereadyschools.sa.gov.au)

## SCHOOL OPEN

The School will be on bushfire alert on days of 'extreme' fire danger. The School constantly checks updates on Radio ABC 891, CFS website and [www.bushfirereadyschools.sa.edu.au](http://www.bushfirereadyschools.sa.edu.au). Staff are notified and teachers discuss with students. The Principal may decide to call a whole school assembly.

The Principal will assess the risk for all excursions. It is highly likely they will be cancelled.

If the Bushfire Information and Warning Messages issued by the Police and Emergency Services advise potential threat to safety for students, the Principal will enact Emergency Evacuation to the new HCCS Hall. There are processes in place to ensure that all students can be accounted for. Parents may elect to collect their child(ren) from school and will need to follow normal signing out procedures. The School will need to be notified in writing if arrangements have been made for someone other than themselves to collect their child(ren).

It may be necessary to delay school bus departures at the end of the day if potential threat continues.

The School will seek advice from the Police and Emergency Services.

The Principal will endeavour to keep parents informed of school procedures via the official fire information radio station ABC AM 891, the [www.bushfirereadyschools.sa.gov.au](http://www.bushfirereadyschools.sa.gov.au) and school website: [www.hccs.sa.edu.au](http://www.hccs.sa.edu.au).

The Principal is responsible for decision-making regarding the safety and movement of students and staff and all persons on the School site, unless Police and Emergency Services intervenes directly or through an authorised office, whose authority to act has been established beyond reasonable doubt.

## **8. CAMPS AND EXCURSIONS**

The aim of Camps is to enhance educational programmes through experiences which are not available within the school environment.

These experiences will consider students' different levels of development. During the Junior Primary years a child may have at least one sleepover at school. In the Middle years children could experience a stay at a catered facility for a maximum of two nights. In the Upper Primary years students may expect to experience camps where they significantly contribute to their structure and where they are away for up to three nights. Year 7 children will have the opportunity of travelling to Canberra.

Camps and Excursions will form an integral part of the teaching and learning for the Secondary School. For 2017 Year 8 students will participate in a Mission Trip to Fiji and Year 9 students will participate in a Mission Trip to Adelaide.

Parents will be consulted and informed of intentions and can expect that costs will be of prime consideration during planning. Staff follow particular school guidelines that ensure detail, safety and learning are paramount.

All classes are involved in educational excursions during the year. Student fees include general excursions and hence further payment should not be necessary. Permission forms for each major excursion need to be signed by parents prior to students participating. You will be provided with the necessary information about each excursion as appropriate.

## **9. CLASS REPRESENTATIVES**

Each class can benefit from having one or more class representatives (parents) who can assist the teacher organise social events for families to meet each other and the teacher, as well as an end of year function if appropriate.

## **10. CO-CURRICULA PROGRAMMES**

The School's co-curricula programme accommodates worship, leadership practice, performing arts, daily organisational involvement, resource management, carnivals, camps, competitions and clubs as well as a varied number of sports conducted throughout the year. Our aim is to promote and cater for a diversity of activity and a high level of student, parent and staff involvement.

Students can be involved from the beginning of their entry to HCCS until they leave. Co-curricula involvement is recognised as being a positive way to develop the child's character and social skills as well as providing opportunity to develop individual skills. It is acknowledged as a constructive way to advertise the School and its objectives to the broader community as much as developing a family atmosphere within the School's immediate community.

Early in the year staff will inform both parents and children of the detail of the co-curricula programme. Parents will be informed through the school newsletter or through special notices while the students will be informed directly through the class communication line.

With some activities there are associated costs. Parents will be notified of these. Should this become a burden parents are encouraged to discuss this with the appropriate staff as the School would not like to see students disadvantaged. In sport, students are expected to wear the School's uniform when representing the School.

### **Co-Curricula Activities include:**

- Worship Services/Devotions/Assemblies leadership
- SAPSASA (South Australian Primary Schools Amateur Sports Assoc.)
- SACSA (South Australian Christian Schools Assoc.)
- Student Leadership
- Road Crossing Monitors
- Tournament of Minds
- Clubs: *Debating, Poetry Recitation and Junior Orator*
- Choir
- Instrumental Music
- Band and Orchestra
- Gardening Club

## **11. COMMUNICATION**

Two way communications between home and School and between groups within the School is seen to be crucial for the effective operation and growth of our School.

The major forms of communication with parents are:

- The weekly Newsletter
- The HCCS website which is updated regularly
- Circulars and notices as necessary
- Class newsletters
- Students' Diaries or Communication Books
- Parent/teacher night
- Parent meetings and committees
- Parent/teacher interviews
- Student led conferences
- Student reports

Parents are strongly encouraged to contact teachers or the School Office to discuss any relevant concerns or provide feedback. Parents are invited to participate in as many School activities as their circumstances permit and to become involved in the various committees where possible. Details are available from the School Office.

## **12. COMMUNICABLE DISEASES**

Students who are unwell are not to attend School as the risk of cross infection is great. Please advise the School of your child's absence by phone or email, and provide written notification to your child's teacher upon your child's return to School.

In the event of a student falling ill at School, parents will be contacted and asked to collect their child from School. If a parent cannot be contacted, then the emergency contact number supplied by parents will be used. Please ensure that you have an emergency contact number lodged with the School in case you are not available.

It is likely that your child will contract some common childhood diseases during their time at School. Please contact the School as soon as possible, if you suspect one of the following illnesses, as often there are government health regulations which apply to attendance where a child has a communicable disease (eg chicken pox, shingles, parvovirus, measles, whooping cough, conjunctivitis, school sores).

The following websites are provided for your information:

- Child and Youth Health [www.cyh.com](http://www.cyh.com)
- Department of Health [www.dh.sa.gov.au/pehs/you've-got-what.htm](http://www.dh.sa.gov.au/pehs/you've-got-what.htm)

At times, there may also be students in attendance who may be receiving medical treatment and whose immune systems may be suppressed and would be at a heightened risk of infection.

Please take great care in keeping us informed of any changes to your child's health or medical conditions, as this will help us be aware of special requirements.

### **13. CONCERNS/ISSUES**

If parents have a concern about their child's school work, behaviour or classroom program, arrange a mutually convenient time to discuss concerns with the teacher. Teachers should not be disturbed while teaching or supervising the class. It is very difficult for a teacher to give appropriate consideration to a parent just prior to class commencing in the morning. After discussion with the teacher/teachers, if the concern is not resolved, then parents are encouraged to make an appointment to speak with the Deputy Principal or Principal.

### **14. CONSENT FORMS**

A Short or Local Excursion form is required for each student every year so your child/ren can accompany their teacher on short local excursions on foot. This is sent home early in the school year. However, where the excursion is beyond walking distance, a specific consent form will be sent home for each excursion and no student will be able to go on that excursion unless parental consent has been given. Please help to reduce your child's anxiety by returning these forms promptly.

### **15. CRITICAL INCIDENT MANAGEMENT**

A critical incident is determined by a threat to the School population from any source. The objective of a management plan is to create a safe environment as quickly as possible. There are three phases of an action plan that manages the critical incident. These are:-

- Preparation
- Response
- Recovery

Lockdown would be utilised should there be an immediate threat to the safety and security of the staff, students and visitors of HCCS.

Please note:

- All children must have adequate drinking water in the case of emergencies. Staff allow all children to have pop-top drinking bottles of water in the class at all times.
- The School community will be informed of the critical incident management plan.
- Practice drills will occur on a regular basis.
- Teachers will inform children of the need for a plan and drills.

HCCS Secondary follows the combined Critical Incident Policy and Procedure with Oakbank Area School as with all Work Health and Safety Policy and Procedures.

### **16. DIETARY RESTRICTIONS**

**Please also see Nut Awareness Policy**

Please advise the class teacher and Office Staff of any dietary restrictions placed on your child. If the restriction is due to a medical condition please provide a letter/action plan for your child's records. Should there be any changes during the year, please be sure to advise your class teacher and the School Office so that changes can be made to your child's records.

In view of students suffering allergic reactions to nuts and their products, please refer to the Nut Awareness Policy (Page 20).

## **17. DRUGS AND ILLEGAL SUBSTANCES**

Students are not permitted to smoke tobacco, consume or use alcohol or illegal, non-prescribed drugs while at School, in School uniform, engaged in School activities or in association with any School functions.

The possession of any of these substances and/or associated equipment at School or School-organised activities is also an offence.

Students who do not comply with these expectations will face serious disciplinary action. This disciplinary action will be complemented with counselling from inside and/or outside the School where that is felt appropriate.

Students who are aware of the use and/or possession of such substances and associated equipment at School or at a School function and who ignore their responsibility to report such matters may be included in any disciplinary action.

Failure to respond appropriately to counselling and disciplinary action, may result in the students' enrolment at the School being terminated.

## **18. EARLY LEARNING CENTRE (ELC)**

The ELC opened in July 2009 and has remained a success because of its delightful age appropriate programme. Families can enrol their children into the ELC from the age of 3.5 years old. All day sessions are offered with the option of Before and After School care if required.

The ELC will grow as HCCS families recommend it to friends as an emotionally safe and educationally stimulating place for pre-schoolers to be.

Children access specialist lessons in PE and Nature Play on the Rivermont property depending on their day of attendance.

## **19. EXTENDED EDUCATION**

All students deserve to be encouraged and supported in their learning. Therefore, teachers personalise the learning and differentiate the curriculum within their classrooms.

Some students may need extra support from time to time or on a more regular basis. This may be as remediation, extension or enrichment.

There are eleven support staff who work with identified students and teachers to maximise the learning opportunities and/or potential of the students requiring assistance.

The support programs are many and varied depending on the needs.

Support staff work closely with classroom teachers in helping students.

The School also operates the Learning Assistance Programme (LAP). This is coordinated by the School but is reliant on parent and community volunteers. If you would like to be involved in this program please contact the Front Office.

## **20. FEES AND FINANCIAL POLICY**

### **Introduction**

Our School must be financially viable and administered on sound economic principles in order to provide the educational programmes necessary to meet our Aims & Objects.

Because we are a 'modest fee' School, parents' contributions are critical to our viability and prompt payment of fees is very important for our financial planning.

If at any time you are unable to pay fees or other costs, please contact the Business Manager as soon as possible to discuss a solution. We are happy to facilitate specific arrangements where situations necessitate, but we do need to be kept thoroughly informed of any potential difficulties or problems.

We all have a responsibility to be good stewards of what God has given us, and this includes managing our finances and meeting our commitments. The School relies on all parents meeting their financial commitment, and in keeping the School informed of any instances where this may prove difficult because of unexpected circumstances.

### **Tuition Fees**

The Board has the responsibility to set fees. The Principal and Business Manager have oversight of the annual budget.

Fees and charges will be invoiced in the first week of Term 1. Students starting School during the year will have Fees and other Charges invoiced at commencement. A Fee Payment Plan is required each year seeking parents' intentions for payment of School Fees. It is important for each family to complete an intention form as it communicates your intentions and avoids any embarrassing phone calls or letters.

### ***Several methods of payment for parents are available:***

The preferred method is Direct Debit which allows for automatic payments to be processed fortnightly or monthly **at no cost to parents.**

Available is:

- Direct Debit (preferred option)
- Centrepay - Centrelink deduct payments and forward directly to the School each fortnight.
- BPAY / Internet banking
- Cash/EFTPOS
- Credit Card

Payments can be made annually, per term, monthly or fortnightly.

***All invoices are payable within 30 days and payment is required within that time frame unless formal arrangements via a Fee Payment Plan have been made with the Business Manager.***

### **Building Fund**

The Voluntary Building Fund is a vital part of the financial management of the School. It enables the School to meet its monthly loan commitments for land and buildings.

The Voluntary Building Fund is a fully tax deductible donation per family. Families are encouraged to consider donating generously to further assist in the development of improved facilities.

### **Notice of Withdrawal**

A term's notice is required prior to withdrawing students from the School. If parents fail to give that notice, a term's fee per student may be charged.

### **School Card – State Government Assistance**

If families have difficulty with the level of fees payable, it is possible that they may qualify for Government assistance.

***Application must be made each year for assistance.*** Criteria for School Card varies each year and families who believe they may be eligible are asked to contact the Business Manager to discuss the process.

Families who qualify for School Card will be given a rebate on fees and charges once the authorities have provided evidence of approval.

### **Fee Remissions**

One of the aims of the School is that it be open to families regardless of their economic status and so we invite families in difficult financial circumstances to discuss fee payment with the Principal or Business Manager. The School has a modest budget line available to support families in need and Fee Remissions are available each year on application. It must be kept in mind that the School Board has an obligation to manage the School on sound economic lines and any remissions have to be considered in the light of this obligation.

After discussion with the Principal or Business Manager, parents will be requested to make written application for a Remission and the School will expect applications to demonstrate a willingness to pay as much as is possible.

All discussions and disclosures will be treated in strictest confidence.



## 21. HEAD LICE

Students who show signs of head lice will be withdrawn from the classroom until the day after treatment has commenced.

Advice has been sought from the Department of Health and further information on prevention and treatment is available from the Front Office. Information can also be obtained at [www.health.sa.gov.au/pehs/environ-health-index.htm](http://www.health.sa.gov.au/pehs/environ-health-index.htm)

Head lice are **extremely contagious**. To quickly resolve the problem we ask that you follow the process set out below.

1. **Please check all family members every week.** During head lice outbreaks check every day. Part the hair and check the nape of the neck, behind the ears, around the crown, under fringes, at the beginning of plaits and under headbands. Look for head lice and live eggs.

### HEAD LICE:

- Are small insects (2-4mm long and about 1mm wide) with a flat body and six clawed legs, and are pale to dark brown in colour
- Crawl and do not fly, jump or hop
- Nymphs (babies/young head lice) take about a week to reach maturity, and live for another 2-3 weeks – each mature female can lay up to eight eggs a day.

### NITS (Eggs):

- Are tiny, hard, yellow to white in colour and are attached firmly to the hair shaft close to the scalp
- Hatch as nymphs after 7-10 days
- If more than 1-2 cm from the scalp are probably hatched or dead

**NOTE: Not all people with head lice will itch!**

2. **Treatment and removal of eggs should be completed before the child returns to School.** If your child is infected, please advise your child's teacher immediately so they can inform other parents of the need to check their children.

The two most common head lice treatment methods are:

### WET COMBING

- a. Generously apply conditioner (white makes head lice easier to see) to dry hair to completely cover the scalp and the full length of the hair.
- b. Untangle the hair with a wide-toothed comb.
- c. Put the head lice comb flat against the scalp and draw the comb through each section of hair from the root of the hair to the ends.
- d. Wipe the comb after each stroke onto white tissue or kitchen paper, checking each time for head lice and nits.
- e. Repeat for every part of the head at least five times.
- f. Dispose of tissues in a bin.
- g. Wash the hair with warm water and shampoo; rinse thoroughly.
- h. Scrub the comb with an old toothbrush in hot soapy water.

If you find live head lice, repeat steps (a-h), two to three times a week for three weeks.

When no more head lice or nits can be found, follow steps (a-h) once a week to keep everyone head lice free.

### CHEMICAL TREATMENT

- a. Purchase treatment preparation from chemist (not all are effective against nits).
- b. Always follow the manufacturer's instructions.
- c. Only treat those people who have active head lice, but continue to check everyone each day for 7-10 days as recommended.
- d. Always re-treat 7-10 days after the first treatment to kill any head lice that may have hatched from nits that survived the first treatment.

Seek medical advice before use on pregnant or breast feeding women, people with sensitive skin or infants less than 2 years of age. Avoid contact with eyes, nose or mouth. Hair should be left to dry naturally after treatment – heat may destroy the active ingredient. Avoid using hair conditioners for a day before and after treatment.

**3. Take the following steps to prevent the spread**

- a. Wash all clothing that has been worn, bed linen, towels, brushes hats and combs in hot water. Air blankets in the sun.
- b. Avoid head to head contact. Discourage students from playing with each other's hair. Keep long hair firmly plaited, or at least tied back. Avoid sharing brushes, combs, ribbons, hats and helmets.

## **22. HOME LEARNING/HOMEWORK**

### **Primary**

Home learning is seen to be a relevant part of a student's academic education and is set in accordance with the following:

- to develop study habits and time management skills
- to consolidate, reinforce, practice or complete work related to classroom learning and activities
- to encourage curiosity and stimulate interest.

Consideration has been given to the student's needs to practise sports, join clubs, participate in after school leisure activities or meet family commitments.

As well as reading, some simple tasks may be asked 3 or 4 times per week for no more than 5-10 minutes of Junior Primary children.

At Years 3, 4 and 5, tasks should occupy no more than 20-30 minutes per night for a maximum of 3 to 4 nights.

At Years 6 and 7, tasks should occupy no more than 30-40 minutes per night for a maximum of 4 nights.

### **Secondary**

Home learning will be posted electronically.

The School believes the role of the parent in relation to home learning is:

- to provide the correct atmosphere for study
- to provide reasonable supervision, including signing work or diary
- in the event of the student's inability to complete the home learning, to advise the teacher.

## **23. HOT WEATHER POLICY**

The School day does not vary with weather conditions except for lunch time. The students do not finish early in hot weather, due to our reliance on the public bus system to transport many of our students home.

All classrooms are air-conditioned and teachers modify their class activities on very hot days and during prolonged spells of hot weather. The School has a procedure on days of high UV weather to keep the students from experiencing too much exposure to the sun.

## **24. INSTRUMENTAL PROGRAMME**

### **Primary**

Private instrumental lessons on a user-pays arrangement, are offered to students at HCCS as an ongoing programme from one year to the next. The School Board, the Principal and the Staff have agreed to support this programme and all see it as a complementary part of the Performing Arts Curriculum.

Currently, over 100 students access the instrumental programme offered for Reception to Year 7 students. Tuition occurs during the School day and timetables are negotiated to cause the least disruption as possible to the classroom work. If you have any queries about this programme, please contact the Front Office.

Communication is sent home in November each year inviting families to consider access into this opportunity. The instruments offered in 2017 include:- Piano, Guitar, Drums, Recorder, Banjo, Viola, Flute, Violin, Trumpet, Cello, Saxophone, Trombone, Bass, Clarinet, Vocal and Harmonica.

If your child receives instrumental tuition and is absent on the day of lesson, please notify the music teacher directly, as soon as possible.

Many students learning an instrument participate in various ensembles and bands.

### **Secondary**

The Instrumental Program for HCCS Secondary is flourishing.

## **25. INSURANCE**

A 24 hour Accident Student Insurance policy is provided by the School for every student, whether accidents happen at School or at home. Please see the Business Manager for claim procedures. The School has the right to call an ambulance in an emergency, especially where parents cannot be contacted or the student is severely injured. The School has Ambulance cover for all students so that parents do **not** have to pay for ambulance costs.

## **26. LATE TO SCHOOL**

### **Primary**

All students who are late to school need to report to the Front Office. Late attendances are recorded on report cards. Please have students at school before the learning commences each day.

### **Secondary**

All students who are late to school need to report to their study period teacher. Late attendances are recorded on report cards. Please have students at School before the learning commences each day.

## **27. LEAVING SCHOOL GROUNDS**

### **Primary and Secondary**

Students are not allowed to leave the School grounds during the day unless a specific arrangement has been made between parents and teachers. Any students being collected by parents during the day need to be signed out at the Front Office or by the Secondary class teacher.

## 28. LIBRARY

### Primary

The Library is opened daily and during lunch periods. All students are encouraged to borrow books and Library resources as they wish and usually two articles at any one time.

Parent borrowers can obtain their own loan number and have access to the Parent Library and to those resources available to the students.

### Secondary

Students have access to the Oakbank Area School Library.

## 29. LOST PROPERTY

Lost property is sent to the Front Office if the class teacher is unable to trace the owner. Time and money can be saved **if all property is named clearly**. When an item is lost, please check at your child's classroom first, then visit the Front Office to search in the Lost Property Box. All items are cleared from the Lost Property Box at the end of term. If named, they are returned to the owner. If not, good quality items are sold through the second hand uniform shop. Remaining items are forwarded to Goodwill or a similar organisation.

## 30. LUNCH ORDERS

### Primary

Bought lunches are available each Friday via lunch order bags located in your child's classroom. A list of what can be purchased is available from the Front Office and you are asked to place the correct money with the order. Students need to place their order in their class lunch box by 9.15am. Should your child be late to School on the day he/she has a lunch order and the class lunch box has been collected, it is your responsibility to contact the provider. Any child who has forgotten to place his/her lunch order will be provided with a Vegemite sandwich and you will be advised.

### Secondary

Students will have access to the Oakbank Area School canteen on a daily basis. HCCS parents will be invited to assist in the parent support roster.

## 31. MEDICAL AND CONTACT INFORMATION

It is of vital importance that you advise us of any medical information that relates to your child. This will help us deal as quickly as possible with any emergency.

At the end of each year a form is sent home with parents' contact information as well as an emergency contact person and the child's medical information. Please ensure that you check this information and update as necessary. **If any contact information changes throughout the year please advise the Front Office.**

## 32. MEDICATION – ADMINISTRATION TO STUDENTS

When a student requires prescribed medication to be administered at school, this will be done from the Front Office for Primary students and by the Secondary Coordinator for the Secondary students. If this applies to your child, please contact Office Staff to make arrangements for this to be done.

The Medication MUST BE:

- Prescribed by a doctor.
- Provided by the parent or guardian in an original container, with pharmacy label.
- Within the expiry date of the product.
- Delivered to Office Staff as a daily supply (weekly supply will be accepted in some instances).
- Accompanied by written instructions from the parent, guardian or doctor. (It is preferred that long term medication be accompanied by a letter of instruction from the doctor). A form is available at the Front Office (Primary) and from Secondary Admin (Secondary) for this purpose.

All students who have Asthma are required to have a spare puffer at school and provide an Action Plan (available from the Front Office) from the doctor. All medication is kept in the Front Office (Primary) and with the students Pastoral Care Teacher (Secondary).

If your child requires emergency medication for any reason, (allergies, special circumstances), this will need to be stored in our First Aid Cupboard with clear instructions provided from your doctor. Please talk with Office Staff and make regular checks that the medication is up to date.

If your child suffers severe anaphylactic reaction as a result of insect stings/bites or food/nuts, and an EpiPen is required, an EpiPen is to be supplied and subsequently kept in our First Aid Cupboard together with an Action Plan provided by your doctor. It is imperative that the School has up-to-date signed medical information from the treating doctor and concise instructions with each EpiPen.

Panadol will not be administered to students unless required for a short term period following an illness or surgery. Parents will need to provide the medication and complete the appropriate form. Staff are required to record the details each time they administer medication to a student.

### **33. MOBILE PHONES - Student Use of Personal Technologies.**

Our aim is to promote and support teaching and learning in an environment free from unnecessary distractions or disruption. Therefore, mobile phones must be turned off during the School day.

#### **Primary**

Parent consent is required, in writing to the Principal, for Year 6 and 7 students who need to have a mobile phone at School. Exemptions for students in other year levels can only be approved by the Principal.

To encourage children to be responsible they must notify the class teacher that they have a mobile phone at School and take care of the phone themselves. The School takes no responsibility for these mobile phones.

Mobile phones will be confiscated if they are used inappropriately. Photographs are not allowed to be taken at School using a mobile phone.

iPads, eBooks and like technologies may be allowed at school to improve learning opportunities for particular children. The Principal will be consulted and the family must sign an iPad/eBook User Agreement.

#### **Secondary**

Mobile phones will be confiscated if they are used inappropriately. Photographs are not allowed to be taken at School using a mobile phone. Further information will be provided to parents at the commencement of the school year.

### **34. NEWSLETTERS, NOTICES AND MAGAZINES**

Newsletters are produced each week and distributed every Wednesday. Newsletters are available on the website [www.hccs.sa.edu.au](http://www.hccs.sa.edu.au) each week. The deadline for Newsletter items is strictly 9.00am Monday. Typed/handwritten items will be accepted for publication and there is a form available from the Front Office for your use. Typed newsletter items can also be emailed to [enquiries@hccs.sa.edu.au](mailto:enquiries@hccs.sa.edu.au). Newsletters and other notes are forwarded to parents with the oldest child in the family, so please check that communication arrives home.

Many families have elected to receive their newsletters electronically and the School encourages this delivery as we seek to be a 'green school'.

## **35. NOTES, FORMS AND CHEQUES FOR THE OFFICE**

### **Primary**

All money, notices and return forms being delivered to School by children should be placed in the Class Office basket, clearly marked with the child's name or family name and in the case of money, what the payment is for. Large amounts of cash should be brought directly to the Front Office. Please carefully seal all money in clearly marked envelopes. In the case of younger children a reminder is usually necessary and a check of the bags each day is a wise practice.

### **Secondary**

A daily communication process will be in place between the Primary and Secondary campus. All notes can be placed in the class basket.

## **36. NUT AWARENESS POLICY**

The School recognises that there are a growing number of students across both campuses who suffer potentially fatal anaphylactic reaction to nuts and nut products. Detailed information is available at the Front Office of the Verdun campus or at the Secondary campus.

### **Parents of these children are required to:**

- Provide supporting medical evidence
- Provide an action plan from the doctor
- Inform the School if the child can self-administer an EpiPen
- Provide EpiPen/s
- Ensure EpiPen/s are within the expiry date
- Educate their child/children
- Attend School activities held out of School hours or away from the School if possible

The School will provide reasonable care in a suitably safe environment. A statement on responsibility being shared between parents and School will be signed by both parties.

### **Students**

Students who suffer anaphylactic reactions need to be well informed about their condition.

### **Class**

In severe cases where an EpiPen has been prescribed, the child's class and closely related classes will be 'Nut Aware' and:

- A letter will be sent home outlining nut products that are prohibited
- A visible sign to indicate "Nut Aware Class"
- Emotional support will be provided for the student

### **Nut Aware Information**

In view of students suffering allergic reaction to nuts and their products parents are asked to please follow the directions listed below.

#### **1. Items not to be brought to school:**

- All types of nuts
- Peanut paste/butter
- Chocolate nut spreads, e.g. Nutella
- Muesli and health food bars
- Foods containing nuts
- Confectionery with nuts, e.g. praline and nougat
- Marzipan
- Items cooked in or containing peanut oil.

2. **We request also that children do not eat any of the above foods prior to coming to School.**
3. If undertaking **cooking with groups of students** please consult with the Front Office.
4. With products that “**may contain traces of nuts**” we suggest parents use only big brand products e.g. Arnotts and Uncle Toby’s as these companies’ quality control practices are believed to be of a high standard. Please ask at the Front Office for advice.
5. When preparing foods to share for special events, please ensure items do not include all types of nuts.

### **37. OFFICE HOURS**

The Administration of The Hills Christian Community School will be conducted on the Verdun Campus. The Front Office is open from 8.30am-4.00pm Monday to Friday during the term. Telephone messages can be left on the Answering Machine outside of these hours. The Front Office is also open for short periods during the school holidays.

### **38. OUT OF SCHOOL HOURS CARE – Primary School**

This service is provided before and after school and operates under the auspices of the School Board. Vacation Care is also available during each holiday break.

The service can be used as a child minding service or as an enjoyable social occasion for children. HCCS O.S.H.C. is a Commonwealth approved Outside School Hours Service. Parents can apply for the new Childcare Benefit from the Family Assistance Office. Details are available from the Front Office.

Fees and charges are invoiced weekly. Payment is required within 7 days of the invoice. It is preferred that parents set up a Direct Debit with the School for this service.

### **39. PARENT PARTICIPATION**

The School encourages parents to participate in the operation of the School both in its day to day activities and the education of their children generally. Parents make such a positive difference to student life and learning as they volunteer their time, skills and energy.

Specifically, parents can help teachers in classrooms, in the Library, with LAP (Learning Assistance Program), on excursions, as student mentors and with sport. You can also become members of the School Board and its sub committees and the Parents and Friends’ Committee. Further information on these is available at the School.

Parents who volunteer will be required to undergo a Police Check (not at the parents’ expense) and may be required to undergo Mandatory Reporting Training.

### **40. PARENTS AND FRIENDS – ROLES/RESPONSIBILITIES**

The Parents and Friends represents the body of the HCCS families. They facilitate social functions for staff and families, pastoral care for parents, encourage class representatives and welcome new families to the School. They also conduct fundraising activities in line with budget recommendations and oversee the uniform policy. They are open to any number of volunteers who are willing to become involved co-ordinating events and enjoy contributing to the spirit of the Christian Community at HCCS.

The School hostesses, whose role is to work in collaboration with The Parents and Friends, also assist in the welcoming of new families and co-ordination of morning teas and suppers.

## 41. PARKING

### Primary

Limited parking is available to visitors and the School site presents potential dangers for pedestrians. Please be vigilant at all times, particularly when accessing the School with children. For everyone's safety we ask you to observe the following precautions:

- *Please park in the designated parking areas only on Onkaparinga Valley Road.*
- *Please keep bus bays free.*
- *If you park by the R.S.L. Hall please escort your children across the road crossing. Enter via Onkaparinga Valley Road and exit behind the hall. **Always cross the Onkaparinga Valley Road at the School Crossing.***
- *If you use Sandow Lane be careful of children and be careful pulling out of the lane because visibility is limited. **Please note that parking restrictions apply as indicated.***
- *Parking in the ELC car park is restricted to parents of ELC students.*
- *DO NOT park behind staff cars at the bottom of Sandow Lane.*

### Secondary

There is no parking on the grounds of the Oakbank Area School with the exception of the designated car park in front of the Gymnasium.

## 42. PLAY-TIME/BREAK-TIME SUPERVISION

### Primary

At all times students are supervised in the yard for safety and behaviour. Staff members are rostered for duty before school at the School Crossing and after school at the Sandow Lane gate and bus stop with three staff rostered at recess and lunch. Our primary concern is student's welfare but supervision also provides staff with an opportunity to develop positive relationships amongst students.

### Secondary

At all times students are supervised in the yard for safety and behaviour.

## 43. PRIVACY STATEMENT

The Hills Christian Community School respects your privacy. The information we collect about you and your child is necessary for administrative purposes and will not be distributed to other organizations or individuals without your permission. The residential address of your child (identity not disclosed) will be forwarded to the Dept of Education, Training and Youth Affairs for the purposes of determining the School's Commonwealth funding entitlements. However, you do have the right to decline providing any of this information. Please refer to the website for our Privacy Policy.

## 44. REPORTING TO PARENTS

Reporting refers to the School's system of informing parents of their child's progress. This system has been refined over several years and has included parent input. It is based on the following practices:

- A parent/teacher information evening at the beginning of each year where the teacher outlines her/his philosophy and practice.
- An "open door" policy where a parent, through a formal request, may discuss their child at a mutually convenient time throughout the year.
- Interviews are held in Term 1 for all families. These are usually 10-15 minutes. Follow up interviews are held as negotiated.
- Student led Conference during Term 3.
- Formal written reports during Terms 2 and 4.
- Each year we review our reporting procedures to ensure parents are accurately informed of their child's progress.
- The reporting process at HCCS Secondary is published early in Term 1 each year.



## 45. SCHOOL DAY

### Primary

Students are to arrive at School between 8.30am and 8.55am each morning. A teacher is on duty from 8.30am, **so students are not to arrive beforehand.** **Staff Devotions are between 8.25am and 8.40am each day.**

<b>8.55am</b>	<b>Start of School Day</b>
<b>11:10 – 11.30am</b>	<b>Recess</b>
<b>1:00pm</b>	<b>Eating Lunch</b>
<b>1.10 – 1.50pm</b>	<b>Lunch play</b>
<b>3.25pm</b>	<b>End of School Day</b>

After School, students are to be collected as soon as possible, so that they are not left waiting for any length of time. The Yard is not supervised after school and so brief playtimes can only occur if parents are actively supervising. The safest place to collect students is from the top of Sandow Lane near Heysen playground. **If you wish to collect your child from the Verdun Hall, the students need to cross with the bus students and with the duty teacher at 3.35pm. Please avoid crossing Onkaparinga Valley Road at the Sandow Lane intersection as we consider this practice unsafe.**

Any students arriving before 8.30am may be sent to Out of School Hours Care at parents' cost.

Any child remaining at school after 3.50pm may be placed in Out of School Hours Care at parents' cost.

Any student arriving at school after 8.55am will be required to sign in at the Front Office.

### Secondary

The timetable for the Secondary campus at Oakbank is as follows:

<b>9am</b>	<b>Start of School Day</b>
<b>11:00am – 11.20am</b>	<b>Recess</b>
<b>1pm – 1:35pm</b>	<b>Lunch</b>
<b>3.30pm</b>	<b>End of school day</b>

## 46. SCHOOL DIRECTORY

A School Directory is produced by the School each year. Updates may be provided during the year. Not all families appear in our School Directory. This is for reasons of personal privacy where some families wish to protect their silent numbers. **You must advise the School if you DO NOT wish to have your home phone and residential address printed.**

## 47. SCHOOL UNIFORM –

In choosing our uniform we have kept in mind the policy of maintaining low expenses for parents. A second hand uniform pool is operated by a group of school parents. Details of this service can be obtained from the Front Office. All items of the uniform may be purchased from The Uniform Shop, 27 Hutchinson Street, Mt Barker, phone 8398 3983, website: uniformshopsa/com.au.

Students are generally required to wear their sports uniform to school at least one day per week, but may wear it two days per week to suit individual teaching programs. Families will be notified of the particular day of the week for sport and if a second day is necessary.

All parents have signed a declaration of support for the Uniform Policy in their admission form – you are asked to continue this support. If for any reason a student cannot comply with the Uniform Policy, a written note must be sent to School.

The School has a policy, which states that students are expected to wear uniform and parents who enrol their children must agree to this policy and make sure that students leave home each day properly attired. (see Appendix

The Uniform Policy is provided below for your information.

## Girls

Summer Term 1 and 4	Winter Term 2 and 3	Sports Uniform
<ul style="list-style-type: none"> <li>• Blue check dress (knee to mid calf length)</li> <li>• Polar fleece jumper with school logo</li> <li>• Short navy socks -above ankle only (no low cut or below ankle)</li> <li>• Long navy socks (to knee)</li> <li>• Black school shoes</li> <li>• Navy or brown school sandals – no socks</li> <li>• Navy/black sports brief (optional – instead of long shorts)</li> <li>• Navy/black sports brief (optional)</li> <li>• <b>Secondary</b> Rugby jumper with logo</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Reception – Year 2</b> Pinafore OR Pinafore check Trousers</li> <li>• <b>Year 3 – 7</b> Skirt (knee to mid-calf) OR Pinafore Trousers</li> <li>• Midford school-blue long sleeve shirt (tucked into skirt or trousers)</li> <li>• Navy v-neck knitted jumper with logo (not polar fleece)</li> <li>• Tie – navy with blue stripes</li> <li>• Long navy socks or navy tights</li> <li>• Black school shoes</li> <li>• Navy/black sports brief (optional)</li> <li>• <b>Secondary</b> Rugby jumper with logo</li> <li>• <b>Optional</b> Navy pants</li> </ul>	<ul style="list-style-type: none"> <li>• Navy pleated skirt or skort</li> <li>• Navy shorts (Perm-a- pleat)</li> <li>• New navy and white polo top with logo (being faded in)</li> <li>• New navy with logo shorts (optional)</li> <li>• Polar fleece jumper with logo</li> <li>• Microfibre tracksuit pants (with or without elastic cuffs) – <b>no logos or stripes</b></li> <li>• Fleecy navy tracksuit pants – optional for all year levels (<i>effective Feb 2008</i>)</li> <li>• Short white socks (above ankle with no logo)</li> <li>• Sports sandshoe</li> <li>• House colour polo top with collar (The Uniform Shop)</li> <li>• Navy/black sports brief (optional)</li> <li>• <b>Secondary Hooded jumper with logo</b></li> </ul>

## Boys

Summer Term 1 and 4	Winter Term 2 and 3	Sports Uniform
<ul style="list-style-type: none"> <li>• Midford grey shorts</li> <li>• Midford school-blue short sleeve shirt with straight lower edge and split (<i>effective Jan 2008</i>) (no tie)</li> <li>• Polar fleece jumper with school logo</li> <li>• Short grey socks</li> <li>• Black school shoes or elastic sided boots</li> <li>• Navy or brown school sandals – no socks</li> <li>• <b>Secondary</b> Rugby jumper with logo</li> </ul>	<ul style="list-style-type: none"> <li>• Midford long grey trousers (double knee)</li> <li>• Midford basic pant with elastic waist</li> <li>• Midford school-blue long sleeve shirt (tucked into trousers)</li> <li>• Navy v-neck knitted jumper with logo (not polar-fleece)</li> <li>• Tie – navy with blue stripes</li> <li>• Short/long grey socks</li> <li>• Black school shoes or elastic sided boots</li> <li>• <b>Secondary</b> Rugby jumper with logo</li> </ul>	<ul style="list-style-type: none"> <li>• Navy shorts (Perm-a- pleat)</li> <li>• New navy and white polo top with logo (being faded in)</li> <li>• New navy with logo shorts (optional)</li> <li>• Polar fleece jumper with logo</li> <li>• Microfibre tracksuit pants (with or without elastic cuffs) – <b>no logos or stripes</b></li> <li>• Fleecy navy tracksuit pants – optional for all year levels (<i>effective Feb 2008</i>)</li> <li>• Short white socks (above ankle with no logo)</li> <li>• Sports sandshoe</li> <li>• House colour polo top with collar (The Uniform Shop)</li> <li>• New navy and white polo top with logo (being faded in)</li> <li>• New navy with logo shorts (being faded in)</li> <li>• <b>Secondary</b> Hooded jumper with logo</li> </ul>

**YEAR SEVEN RUGBY KNIT JUMPER** – Year 7 students may wear this special top throughout the year.

### **General Requirements**

**Hats** – Navy blue slouch hat with logo. **The School has a strict NO HAT - NO PLAY policy for all students in Term 1 and Term 4 and when the UV rating is 3 or higher in Term 2 and Term 3.**

**Art Smocks** – Plain navy blue for Reception – Year 7 students.

**School Bags** – Navy blue with school logo. Available in three sizes from The Uniform Shop.

**Rain/Wind Jacket** – Must be navy or black. These items can be purchased from The Uniform Shop and are optional.

**Scarves and Gloves** – Must be navy. (Optional).

**Hair** – Shoulder length hair should be tied back. Hair cuts should be no less than a number 2 and hair should be of natural colour.

**Hair Accessories** – To be navy or fabric to match uniform. No claws, combs, butterfly clips etc.

**Jewellery** – No jewellery to be worn unless single sleepers/studs in pierced ears. No necklaces, anklets or bracelets.

**Make-up** – No make-up is to be worn to school. This includes nail polish.

**School Shoes** – Black leather school lace-up shoe with black shoe laces OR black leather elastic sided boots to be worn by both girls and boys all year round. Girls may wear black leather school shoes with buckle or Velcro strap. Girls are not permitted to wear black leather shoes with higher than normal heels. Black canvas/fabric fashion shoes do not offer enough support and are not permitted.

**School Sandals** – Should be leather T-Bar or Roman style. Fashion or surf sandals are not permitted.

**Sport Shoes Sandshoes** – Canvas sandshoes do not offer enough support and are not permitted.

### **Daily Physical Education**

Students are encouraged to bring sports shoes for daily Physical Education sessions, but **MUST** change back into school shoes afterwards.

## **48. SPORT EXTRA-CURRICULAR**

Sport at H.C.C.S. includes traditional sports and physical activities organised either at individual or team levels. It is based on competition and forms part of an extra-curricular programme.

The School believes sport and physical activities to be of great value to students as they can enhance character development and build good social relationships. Sport also caters for those students who display considerable talent, raises awareness of positive health practices and provides opportunities for students with motivation, self direction and goal setting. There should be no expectation that Sport is obligatory for all students but the School seeks to build positive attitudes toward Sport.

The parent Sports Committee endeavours to encourage and enable School sporting teams and activities.

Sport should not be confused with Physical Education (P.E.) The simple distinction is that Sport operates as an extra-curricular activity by choice and age whereas P.E. exists as one of the eight Curriculum Areas or as classroom instruction, for all students in the Primary and Secondary schools.

### **Competitive Sporting Activities off Campus**

Swimming	Swimming Carnival (Whole School) Mt Barker Courier Cup (U/10-U/13) SAPSASA State Championships (selected from Courier Cup)
Athletics	HCCS Sports Day (Whole School) Christian Combined School's Sports Day (SACSA) at Mile End (8-13yrs) Hills SAPSASA District Athletics Day at Oakbank (U/10-U/13) SAPSASA State Championships (selected from the Hills District Day)
Cross Country	SAPSASA Cross Country at Anembo Park ((U/10-U/13) State SAPSASA at Bonython Park (U/10-U/13) Christian Combined Schools' Cross Country Day (SACSA) (8-13yrs)
Football	SACSA Football (AFL) Year 4/5 and Year 6/7 Carnivals
Netball	Winter Competition in local district
Basketball	Winter and Summer Competition in local district SACSA Basketball Year 4/5 and Year 6/7 Carnivals
Lightning	Includes Soccer, Netball and Football at Uraidla (Years 6 and 7 – one day event) Carnival

HCCS Secondary will publish all extra-curricular sporting events at the commencement of the school year.

## **49. STUDENT BANKING - Primary**

Students can bank with the Commonwealth Bank (School receives a commission). Students must place their deposit books and money in the "Boxes/Bags" in each classroom by 9.00am Tuesday morning when they are taken to the Front Office for processing by bank staff or trained parent volunteers. Books may not be returned to students until the following day. Forms for new accounts are available at the Front Office.

## **50. STUDENT PHOTOGRAPHS**

These are usually taken in Term 3 each year by a commercial business. Individual, family, and class photographs are usually available. Information will be forwarded home when available.

In addition, the School will occasionally take photographs of various activities around the School for inclusion in School publications and on the School website. If for any reason you do not give consent for photographs of your child to be used in this manner, you must notify the School in writing.

## **51. SUNSMART POLICY**

With the raising of awareness regarding the damaging effects of prolonged exposure to the sun, the School has a policy of 'NO HAT, NO PLAY' during breaks and in lessons held outdoors in Terms 1, 3 and 4 and when the UV rating is 3 or over in Term 2. The same attention to safety applies to excursions and carnivals, particularly swimming events and the use of sunscreen is encouraged. Within the School programme, staff also support awareness raising and information transfer to students and parents alike. Sunscreen is provided.

## 52. SWIMMING - Primary

Under the School's Co-Curricular programme, swimming is offered to primary school children. The cost is charged to parents in the School Account prepared in Term 1. All students are given the opportunity to improve their practical skills and their understanding of aquatics and associated safety during lessons. This programme is convened and administered by qualified instructors. The School currently uses the Woodside pool for the swimming programme. The School buses students to the venue. Reports on students progress are available from the School on request.

Extra-Curricular swimming is offered in 1<sup>st</sup> Term through the Mt Barker Courier Cup (U/10 – U/13), as well as the SAPSASA and SACSA State Championships, where participants are selected from the Courier Cup Team.

## 53. TERM DATES - 2017

<b>TERM 1</b>	Children return Wednesday, 1 <sup>st</sup> February Term ends Thursday 13th April
<b>TERM 2</b>	Children return Wednesday 2 <sup>nd</sup> May Term ends Friday, 7th July
<b>TERM 3</b>	Children return Tuesday, 25th July Term ends Friday, 29th September
<b>TERM 4</b>	Staff and children return Monday 16th October Children finish the year on Wednesday, 13th December Staff finish the year on Friday, 15th December

## 54. TRANSPORT POLICY

The Hills Christian Community School Inc is committed to ensuring the safety, protection and welfare of students concerning the transporting of students from ages four until seven to and from school events, camps and excursions.

In South Australia, new child restraint laws became effective as of 1 July 2010.

Therefore, The Hills Christian Community School **will not** permit the transport of students from the ages of four until seven in private transport to and from school events, camps and excursions organized by HCCS without the correct child restraints.

## 55. VISITORS TO THE SCHOOL (*Including ALL Parents*)

### Primary

All visitors are asked to visit the Front Office on arrival. Parents, if staying longer than ten minutes, are asked to sign in before assisting in rooms and prior to departing. Your name will be registered and a visitor's label issued for the duration of your stay. This may seem an onerous and draconian practice but it is a reflection of the security measures that schools must adopt for the children's welfare. As it will take time for everyone to adjust to this request you will receive a polite and friendly reminder of the School's obligation should you forget to register at the Front Office.

### Secondary

All visitors are asked to visit the Oakbank Area School Reception on arrival. Your name will be registered and a visitor's label issued for the duration of your stay.

## 56. WORKPLACE HEALTH AND SAFETY

As is required by law, the School has in place regulations ensuring that the School's buildings, grounds and practices provide a safe environment. In monitoring safe practices we are required to implement instructions for children, staff, visitors and contractors. For each there are certain implications of which you will be informed when necessary. One that we need to be conscious of for students is adequate protection against the sun. If you volunteer to help the School, as is often requested, there is an expectation that you will comply with policy directives.

## **57. WORKING BEES**

In the past, the Board's Property Committee has held Working Bees each year at the School in order to keep maintenance of the property up to standard, and in some cases, to develop new initiatives. The support in the past has usually been excellent and much valuable work has been completed, thus enabling our fees and charges to remain at a comparatively modest level. EVERY FAMILY IS ASKED TO ATTEND A WORKING BEE if the request is made.

The Property Committee has tasks prepared for each Working Bee and the Property Class Representative will contact you to inform you of the tasks to be completed on the day.

This year, our process may change in that Working Bees will be held as the need arises. Parents will be given adequate notice of any proposed Working Bees.

## **58. WORSHIP**

### **Primary**

Parents are welcome to join us each Monday morning when the whole school meets for worship and devotions. The devotional talk is provided by local clergy.

### **Secondary**

The Secondary students will take part in the whole School devotions from time to time.

A combined Primary and Secondary School Easter Service is held in the week before Easter and a Christmas Service in the last week of the School year. Both celebrations are held in the evening and many students are involved and all families are invited to attend.

## NOTES