

Jervis Bay Christian Community School

Jervis Bay Christian Community School Ltd
ACN 079 694 616 ABN 20 079 694 616



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2009 Parent Information Booklet

Uniforms can be purchased/collected on Mon 19 & Wed 21 Jan. 9am – 3pm
Mon 19/1/08- Fri 23/1/09 Staff Development & Prep/Planning days

TERM AND VACATION DATES FOR 2009

TERM 1 (11 weeks)

Wed	28/01/09	First day of term 1
Thur	09/04/09	Last day of term 1

Easter Break Friday 10/04/09 – Monday 13/04/09

AUTUMN VACATION Tuesday 14/04/09 to Friday 24/04/09 (2 weeks)

Anzac Day holiday is Monday 27/04/09

TERM 2 (11 weeks)

Tuesday	28/04/09	First day of term 2
Friday	10/07/09	Last day of term 2

WINTER VACATION Monday 13/07/09 to Friday 31/07/09 (3 weeks)
[Includes 1 week Staff Development]

TERM 3 (10 weeks)

Monday	03/08/09	First day of term 3
Friday	02/10/09	Last day of term 3

SPRING VACATION Monday 05/10/09 to Friday 16/10/09 (2 Weeks)

TERM 4 (8 weeks)

Monday	19/10/09	First day of term 4
Thursday	10/12/09	Last day of term 4 (students)
Friday	11/12/09	Last day of term 4 (teachers)

SCHOOL HOURS ARE 8.35AM – 2.35PM

Please do not throw this booklet out!

The information contained herein is relevant throughout the whole year. Having this handy at all times will save both you and our school office a lot of time and questions.

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Staff for 2009

Principal:	Mr Geoff Wainwright, M.Ed.
Yr 4-6 teacher:	Mr Geoff Wainwright, M.Ed.
Yrs 2/3 teacher:	Mr McLennan, B.Ed.
K/Yr 1 teacher:	Mrs Lancaster, Dip.Teach. (Mon, Tues, Wed) Mrs Carol Gough, B.Ed. (Thurs, Fri)
Part-time Teacher:	Mrs Suzanne Bellette, B.Ed.
Bursar:	Mrs Claudia Symonds, B.B.A (Tuesdays & Thursdays)
Secretary:	Mrs Susan McColl (Mondays & Wednesdays)

Arriving Late/Leaving Early Procedure

Please ensure children arrive at school between the hours of 8.15am and 8.35am, so classes can begin on time and there is minimal disruption to the classroom routine. Children should play outside until the morning class bell sounds.

All students arriving at School after 8:35am or leaving School before 2:35pm **MUST** have the completed relevant pass. The passes are to be completed by parents/guardians only. Students are not able to sign themselves 'in' or 'out'. The passes are available at the school office, in the red registration folder.

Late Arrivals – Parents are to sign the Late Arrival Register and complete a late pass which is to be handed to the class teacher by the student when they enter the classroom.

Early Departures – Parents are to sign the Early Departures Register and complete an early departure pass which is to be handed to the class teacher by the parent when collecting the student from the classroom.

- One pass per classroom is required as they are attached to the classroom roll.
- If a student is more than 1 hour late (from the starting time) or is to leave more than 1 hour early (from the finishing time), a separate note of explanation will also be required.
- Students should not arrive at school before 8:15am (unless by prior arrangement) and should be collected by 2:45pm as there is no supervision available outside of these times.

Absences

Notes

Parents **must** notify the school in writing if a student is absent. It is a legal requirement that **every** absence must be covered by a note signed by a parent/guardian, setting out - the child's name and class, the date(s) of absence and a valid reason for absence. Please forward a note of explanation for the absence on the day the student returns to school.

Telephone advice

There is no need to telephone the school if your child will be absent for 1 day only. However, if it is an excursion day or a day when something out of the ordinary is planned that involves your child, we would appreciate you letting us know if they will not be attending. If any student is away for a prolonged period, more than 2 days, a telephone call to explain the absence would also be appreciated.

Banking

Students have the opportunity to bank money into their own bank account with the Commonwealth Bank through the school. Banking day is every second Thursday during the school term.

Banking Day Procedure:

- i. Student brings bank book with completed bank slip & money to school
- ii. Student places bank book & money into banking container when requested
- iii. Parent helpers count money & process bank deposit
- iv. Bank book is returned to student via Teacher by the end of day
- v. Parent to check & monitor that correct payment is received & recorded.

Banned items

Knives, flammable substances such as aerosol cans, spray deodorant cans, white-out (correction fluid), chewing gum/bubble gum, cigarettes, drugs, alcohol, cigarette lighters/matches, personal audio player and hand held electronic games are banned from school.

To maintain the safety of students and the proper operation of the school, the school may confiscate items it deems inappropriate.

Toys are generally not recommended for play at school as breakages can occur. Toys may be brought for news and then kept in the students school's bag. The school cannot take responsibility for lost or stolen property.

Bus Travel Arrangements

Bus Passes

Important Information for Students and Parents

Changes will be made to the School Student Transport Scheme (SSTS), effective from Term 1 of 2009.

The changes include:

- SSTS passes will be able to be used until 7:00 p.m. (extended from 4:30 p.m.), provided travel is on regular scheduled transport routes for train, bus and ferry services
- Families will be able to nominate two addresses for eligible children to travel to and from school, such as grandparents' house, after school care or for separated parents
- Infants and primary students with SSTS passes will be required to pay \$45 per child, with the fee rising to \$90 for high school students, however, the total fee cost will be capped at \$180 per family
- Commonwealth Health Care Card holders will be exempt from the fees.

With the exception of these changes, all current criteria for eligibility to the SSTS remain unchanged, including distanced based criteria and appeals processes.

The Department of Education will be providing more details to school principals for distribution to students and parents in relation to these changes prior to the end of Term 4 2008.

Eligibility

School students are eligible for subsidised transport if they:

- attend infants school (K-2) irrespective of distance from home to school *or*
- attend primary school (Years 3-6) and reside more than 1.6 km (radial distance) from the school attended measured on a radius from the centre of the school site, or 2.3 km or more by the most direct practicable walking route to the nearest point of physical entry to the school.

Applications

A new application must be completed when a student:

- enrolls in kindergarten
- progresses from Year 2 to be an eligible student in Year 3
- progresses from Year 6 to Year 7
- changes name, school, and/or address
- changes route (initiated by the student).

The student must surrender his/her old pass to the school when receiving a new pass, which has been issued because of a change of name, address or route initiated by the student. The school returns the old pass to the relevant operator. If the pass is lost, the parent or guardian must provide a statement to this effect when applying for the new pass.

Passes are not transferable and a lost pass incurs a replacement fee of \$10.00 payable to the Bus Company (Nowra Coaches). Please note: You cannot travel on the bus without a bus pass.

Buses set down and pick up out the front of the school on St George Ave. Students waiting for buses each afternoon must wait in an orderly fashion and must ensure that they are on time. Misbehaviour on buses will be seen to be a school discipline matter as well as a matter for discipline at home.

Bus Travel Supervision

Mr Wainwright is the supervising teacher for the bus travel of an afternoon. If there are any changes to instructions to the school regarding the bus travel of student's i.e parent or others picking up instead of bus travel, Mr Wainwright will need to know of these instructions from the parent, either audibly or in writing. **Please do not send a verbal message with the child.**

It is not recommended to leave any messages regarding changes to after school arrangements on the school answering machine in case the answering machine is not checked in time. For emergency contact, phone Mr Wainwright on 0434 391 935

Bus Code of conduct

- Behave safely at all times
- Respect the needs and comforts of other passengers
- Behave appropriately at all times (eg no use of offensive language, fighting, spitting, placing feet on seats or throwing things in or from the bus)
- Protect bus property and report any vandalism
- Show your travel passes or tickets to the driver on boarding and when requested
- Only use the travel pass for its intended purpose
- Maintain possession of the travel pass at all times
- Follow the driver's instructions about safety on the bus (eg instructions on where to sit)
- Adhere to the law that bans smoking on buses
- Only eat or drink (other than water) on the bus with the written permission of the operator
- Keep arms, legs and other parts of their bodies inside the bus
- Only attract the attention of the driver in the case of an emergency

Canteen

JBCCS has a canteen which operates every Monday for recess and lunch orders. Our canteen complies with State Government guidelines for 'Healthy Canteens'. A menu will be sent home with your child at the commencement of the school year. Please keep this menu to refer to during the year.

Please note that children cannot purchase lunch or recess 'over the counter'. All food and drink must be written on lunch order bags. This avoids children being responsible for the safe keeping of money during the day and also avoids purchases that have not been parent approved.

Canteen will always be open on a Monday – even if Monday is the first day of term.

How to order from Canteen:

- A separate bag is required for lunch and for recess – please indicate which you are ordering for
- Write child's name and class on bag
- Write out order
- Write amount for individual items, total and amount included
- Include correct money (no change can be given)
- Place bag in canteen tray before school

Collecting children by Car

K – 3 Children waiting to be collected by car by their parents, should wait on the school verandah. Year 4-6 students may wait in the car park area in front of the classrooms. Students must wait quietly for their Parents and are not permitted to play running games etc. Parents are asked to park their car and walk to the verandah/car park area to collect their child/ren and then escort them back to the

car. This arrangement is important to ensure the supervision & safety of all children while exiting the school property.

All children should be collected by 2:45pm as there will be no supervision available after this time.

Communication

Good communication between home and school is vital for the efficient running of our School and for the maximum benefit to be gained by your children in the schooling experience. Please make appointments to speak to relevant School staff if you have any problems or queries whatsoever.

Who do you see if.....	Person to Contact
You would like to visit part of the school for the day	Office Staff
You want to clarify a policy on education matters	Relevant teacher or Principal
You want to verify information brought home by a student	Relevant teacher or Office Staff
You want to clarify a policy concerning school administration	Secretary or Bursar
You have a question about school fees	Bursar
You want to pay any monies	Office staff
You have a question about bus passes	Secretary
You have a query about the uniform	Secretary
You wish to discuss an enrolment issue	Principal
You are temporarily unable to comply with the uniform policy	Class Teacher
Any matter of general policy which causes you concern	Principal
Any concern regarding specific subjects/homework	Class teacher
Your child complains of unjust treatment by other students	Class teacher
You have questions regarding the general daily running of the school	Office Staff
You have a question regarding travelling to and from school on buses	Office staff or bus company
You <i>anticipate</i> withdrawing your family from the school for a holiday, an extended period of time or for any other reason	Principal
You want to give notice to withdraw your child from the school	Office Staff
You have a question but are unsure whom you should contact	Office Staff
You have a question about assessment portfolios or reports	Class teacher
You have a question or concern about a child having emotional or behavioural problems	Class teacher

Grievance Procedure

From time to time a parent may have concerns over their child's relationship with a teacher or other aspects of their child's education. Should a parent wish to address this, we would want them to follow the appropriate grievance process. This grievance procedure means that:

1. Initial contact will be with the class teacher involved with a view to resolving the issue/conflict. This contact should only be made after the parent has clearly defined for themselves what they see the issue to be and what they believe is a fair and desirous outcome of the meeting;
2. If this first step fails to bring resolution, the parents may contact the Principal with a view to solving the conflict. This may involve the Principal discussing the matter with the teacher, directing the teacher towards a certain path of action, holding a mediation session with parties involved, or other appropriate strategy;
3. Strategies set in place should be given time to work. If they do not work the parents is to re-approach the school Principal to explore further options. If, after numerous attempts to address the situation, the parent comes to the point of believing that the School is unable to understand or deal with their concern, they may approach the Board. This approach must include a written account from the parent raising the concern;
4. The written concern will be distributed to all Board members before the Board meeting. This enables the issue to be prayed about in advance of the meeting and be placed on the meeting's agenda;
5. The Board would be the final arbiter in this case and their decision is final.

Daily School Times

Morning Class:	8.35am - 10.35am
Recess:	10.35am - 11.00am
Midday Class:	11.00am – 1.00pm
Lunch:	1.00pm - 1.30pm
Afternoon Class:	1.30pm - 2.35pm

Note: Students should not arrive at school before 8:15am (unless by prior arrangement) and **should be collected by 2:45pm** as there is no supervision available outside of these times.

Donations – Building Fund and Library Fund

As school fees do not and cannot provide all the funds needed to undertake building projects, new major capital works and the purchasing of new and updates resources etc., the school relies on donations to provide for the ongoing improvements to the school. Two funds have been set up for this purpose – the Building Fund and the Library Fund. **Both funds are tax deductible and donations to each are voluntary and are sincerely appreciated and most welcome.** If you wish to contribute to either Fund please contact the office staff.

Excursions and Parental Consent

All students are required to participate fully in the total education program of the school. This may involve participation in various excursions and field study trips. Details of excursions will be sent home prior to each excursion. Parents may be asked to help provide transport and/or supervision on excursions where possible, and may be invited to accompany the class on the outing. The School must have a signed permission note for each child before any student can participate in an excursion. All permission notes for excursions should be returned to Mrs McColl on either Monday or Wednesday mornings and placed in the 'Permission Notes' box located near the Office. It is very important that all permission notes for excursions are returned promptly to school. The cost of local excursions is included in the school fees so no extra financial commitment by parents is required.

Should you need to contact the school whilst they are on an excursion, the Mobile Phone no. is 0428 796 920.

Family Information

Each family is asked to provide the School with information relating to addresses, phone numbers, parents contact numbers etc. This information is a vital link in our communication with families. **Changes** to family information throughout the year, e.g. address, phone numbers etc. should be notified in writing to the School office. Families are asked to complete a 'Student Medical Information' form & 'General Privacy Consent' form annually. All medical conditions **must** be advised including students suffering with Asthma. A 'Student Asthma Record' card should be completed advising details of any medications and the frequency required if your child has Asthma..

Grounds/Maintenance Contribution

At this stage no monetary contribution is required for grounds maintenance. From time to time, "working bees" may be held to spring clean, garden or carry out minor improvements to the facilities. In an effort to reduce maintenance costs to school, your participation is sought and most welcome at the Working Bees and each family is asked to attend at least once per year.

Hats

School hats/caps must be worn by all students outdoors in the playground and during Sport. At JBCCS a '**no hat, no play – no excuses**' rule applies. Students without hats will be asked to remain in the shaded eating area during recess, lunch or sport.

Hats are not to be 'loaned' to other children. The only hat that is to be worn is the navy broad-rimmed hat available from the school office.

Hair

Girls - Girls hair should be worn tied back. Girl's hair ties, scrunchies, ribbons or head bands (no wider than 2cm) should be Navy or matching to tunic. No additional hair accessories are permissible.

Boys - Boy's hair should be neat & tidy (brushed daily) and no longer than collar length.

Boy's and girl's hair should be of natural colouring only with hair worn in a style which is not outlandish or does not draw attention to the child. All students need hair styles that ensure that they have clear vision at all times. The final decision on suitability will rest with the Principal.

Head Lice

To help prevent the outbreak of head lice, if a student has been checked and head lice are found we will contact parents to collect the child to be treated at home. We ask that you do not send your child back to School until treated and all 'nits' & eggs have been removed. The school reserves the right to check any students head who is suspected of having head lice. We also ask that you frequently check your child's head. The school policy is that all girls wear the hair either braided or in a pony tail to help prevent the spread of head lice. A popular prevention is to dilute tea tree oil with water in a spray bottle and to spray the Childs hat & head each morning.

Involvement by Parents and Friends

Classroom/School Helpers

Willing parents and friends are invited to indicate areas in which they would like to assist the class teacher. These areas may include listening to children read, typing children's stories, assisting in lessons, making teaching aids, covering books, assisting in the library or the school office etc. Parents may also have skills which they may wish to share with the children - woodwork, sewing, photography, pottery, macramé etc.

Parent assistance in areas such as these is invaluable to the quality of education at our school and enhances the partnership in education that should exist between home and school. Please speak to your child's teacher or relevant staff member to arrange a suitable time for you to help out. Parent helpers will need to sign on in the Visitor/Volunteer Register for each visit to school. See page 20 for more detail regarding Visitors and/or Volunteers.

Sub-Committees

The school has a number of sub-committees which report to the 'Management Committee' that assist the Principal in the running of the school. These sub-committees are as follows: Uniform, Maintenance, I.T and Fundraising. If you would like to participate on one of these committees, please see Mr Wainwright.

Management Committee

The Principal is assisted, in working through Management issues, by the Management Committee (MC). The MC operates on a voluntary basis, meeting monthly. The MC members comprise of:

- The Principal – as Chairperson
- 1 Staff representative
- 3 Parent representatives.

Each member of the MC serves for a term of one year (except the Principal) and is selected by the Principal.

Prayer Group:

Please support the school, students, teachers and School Board in prayer. A parent prayer group currently meets each Tuesday morning at the Jervis Bay Baptist Church at 8:30am. You are most welcome to attend.

Child Protection Policy

Schools are places where children have a right to feel safe and protected. This school has a duty of care and takes seriously its responsibility to not only ensure that students feel safe and protected, but that adequate measures are taken to minimize the likelihood that children are exposed to the risks of abuse: be they emotional, physical, or sexual abuse, domestic violence, or abuse caused by neglect.

Schools also have a responsibility to have procedures for identifying and reporting child abuse and/or neglect, whether it is apparent within or outside of the school context. If any officer of the school has reason to believe that a child has been abused or neglected, or is at risk or being abused or neglected, a notification must be made to the Department of Community Services, who will investigate the case. The school will also place a high priority on its efforts to protect staff from mischievous and false allegations of child abuse.

The practices and procedures which are followed at JBCCS are in accordance with all legislation, and take into account other appropriate practices and guidelines aimed at the protection of children. **All school volunteers will be asked to sign a “Working with Children Check” Consent form and a Prohibited Persons Declaration.**

Jewellery

Girls Jewellery permitted

Jewellery is to be limited to one (1) watch, one (1) small ring (signet) and a maximum of one (1) earring in each ear lobe only (a plain matching pair of studs or sleepers). Sleepers are not recommended for sports day. No nose adornments or extra body piercing is allowed.

Boys Jewellery permitted

Jewellery is limited to a watch only. No nose or ear adornments or body piercing allowed.

Library day

Library day for K-6 is each Friday. The children will have access to the school library to support their learning outcomes. Fluent reading skills are an important part of a happy school life and so the children are encouraged to borrow on a weekly basis from the library. Each child should have a **cloth library bag** to keep these books in so that they are safely stored both at school and on the way home. Children will not be permitted to borrow without a library bag. Should children forget to return their books a reminder notice will be sent home with them to assist them to locate any missing books. Parents who are interested in extending their child's reading experiences are also encouraged to arrange to come in and borrow additional books from the library to read with their children at home. Lost or misplaced books will need to be replaced at Parent cost.

Medication

Prescribed medication

Prescribed medication can only be dispensed at school by staff if given to the school office in the original container with Doctor's instructions printed on the label. A 'Parents Advice on Medication' form must be completed & signed by the Parent before the medication can be administered.

Non-prescription medication

The school is not able to administer non-prescription medicine. If the student requires non-prescription medicine, the parent should come to the school to administer the medicine or keep the child at home while receiving medication. Please advise your child's teacher if you need to come to school to give your child medicine or if your child is receiving medicine at home that could affect their performance or behaviour at school.

Asthma Puffers

As a general guide, puffers (eg Ventolin) should be kept on the student's person at all times, especially if the student is at risk of suffering from an event. The school does have a bronchodilator puffer stored in the first aid kit in cases of emergency. Any student who suffers from Asthma must have a completed 'Student Asthma Record' form (available from the school office) with Doctor's plan on file at school.

EpiPens

If your child is likely to require an EpiPen in the event of an allergic reaction, parents are required to leave an EpiPen and a Management Plan from their Doctor at the school Office. Discussion with the Principal and the First Aid Officer (Mrs Lancaster) is essential so that all staff can be fully acquainted with the child's treatment and management should an allergic reaction occur.

Insulin

If your child requires Insulin to be administered you will need to discuss their treatment with the Principal so that a suitable action plan can be developed.

Paracetamol

The school may administer Paracetamol to a student if it is deemed necessary but only if the Parent's permission has been given on the Student Medical Information form sent out at the beginning of the school year. The school will attempt to contact the parent before administering Paracetamol. If permission is not given, the Parent will be contacted and asked to collect the child for administering of Panadol at home.

Newsletter

Our school newsletter, called 'ParentLink', contains all the things you need to know and hear about our School including the achievements of your children.

'ParentLink' is distributed on Wednesday each week during term time and it is the eldest student's responsibility to ensure a copy is taken home. Extra copies are available at the office in the Parent Information Tray. We can email your newsletter to you if you would like an electronic copy. Please advise the office staff if you would like this to happen. We know that you lead busy lives and the ParentLink is one more thing to read, but it would be appreciated if you could read and note the information in it as the smooth running of our school depends upon this!

For this reason we will be faithful in compiling and distributing the P.L and trust that you will be faithful in reading and noting events and dates listed in it. Items for inclusion in the P.L must be sent to the School office no later than Monday morning weekly. **The school will act on the assumption that parents and students are aware of the information in the ParentLink.**

Nurture & Discipline

Behaviour

Jervis Bay Christian Community School expects a high standard of behaviour from its students. Obedience, courtesy and respect are essential factors in a student's behaviour towards teachers. Also, an individual student does not have the right to 'rob' his or her classmates of valuable learning time through disruptive behaviour. Care and respect for fellow students will be reflected in constructive, co-operative behaviour. Students who interfere with the learning or well-being of other pupils through unsatisfactory behaviour must expect to be chastised and corrected.

Code of Conduct

1. Love, respect and honour God
2. Love, respect and honour your Teachers
3. Love and respect your fellow pupils
4. Respect the property of others
5. Respect the truth
6. Learn all you can
7. Look after the school
8. Earn the school a good name
9. Be in the right place at the right time with the right equipment
10. Work and play safely with consideration for others

Discipline

Discipline forms a part of the overall nurture of a child. If you have any questions about discipline in the school, please don't hesitate to contact the Principal.

Nurture

A committee comprised of parents and teachers have agreed on a set of principles and procedures selected from Biblical Parenting Principles for Schools, which underlie the nurture and discipline of children in the school. The principles teach, that all children:

- ✓ Are precious in God's sight
- ✓ Need to obey 'first time', completely and without complaint or argument
- ✓ Need to consider those 'who come after them'
- ✓ Have a particular way where by they feel loved and appreciated
- ✓ Need to address adults by their title i.e Mr, Mrs Miss etc.
- ✓ Are given freedoms and extra responsibility as they are able to demonstrate responsibility at the elementary level
- ✓ May appeal a decision once they have demonstrated first time obedience, but only if the student has new information to offer

Growing Kids God's Way

GKGW is a 16 week video parenting course which assists parents to guide, nurture and discipline their children. The course provides practical steps to implement God's moral precepts which parents can apply at home. The principles taught in this course are implemented in the classroom so we strongly encourage all our parents to participate in the course to enable school and home to further work together. Courses are held annually. See the school office for more details.

Office Hours

The school office hours are as follows:

Monday – Thursday 8:15am – 3:00pm

Friday (office not staffed)

For emergency contact on a Friday – phone Mr Wainwright on 0434 391 935

Payment of Monies

In line with our School Safety Policy, we are endeavouring to make our school as 'cashless' as possible. We ask parents to note the following:

- When making payments for school fees or uniforms in person, parents are requested to pay by cheque, postal order or EFT.
- School fees may also be paid by Direct debit or EFT transfer. (Please contact the school office for details).
- If you do need to pay by cash, please pay with correct change as cash is not kept on the premises for security reasons.

Reports

Student reports and portfolios go out on the Friday of the second last week of each Semester. **The portfolio at the end of Semester 1 is to be returned within the week.** At the end of Semester 2 the portfolio is kept by the family as a record and memento of your child's year at school.

A parent/teacher interview, to discuss reports and portfolios, is held on Tuesday afternoon of the last week of Semester 1.

Uniforms

Rationale

The School Board, as the governing body, has set a policy relating to Uniforms for the school. This policy is designed to:

- Instil a sense of pride in the student for oneself and one's school.
- Provide a medium for the developing of a sense of responsibility and self-discipline
- A means of encouraging unity, equality and school identity.

Students are therefore required to wear full school uniform, unless otherwise advised, to ensure the above objectives are not fragmented and become mere platitudes. For this reason **it is imperative that there be a strong commitment by all parents and staff to the correct wearing of the full uniform.**

The uniform requirement is determined by the Principal with the assistance of the Management Committee. Uniform issues are usually referred to the Uniform Committee which is a sub-committee of the Management Committee. Any concerns or suggestions regarding the uniform requirement list should be addressed to the Management Committee in writing via the school office.

Summer uniform is worn for Terms 1 & 4

Winter uniform is worn for Terms 2 & 3

- Students must be dressed according to the uniform code of the school. Uniforms should always be neat, clean, in good repair and worn in a modest fashion.
- **All articles of clothing should be clearly marked with your child's name.**
- Parents should check that their children are correctly dressed in school uniform before leaving, and upon arriving home.
- If, for some reason, it is impossible for a student to be dressed in full uniform for a short period, a note must be provided to explain the reason.
- There is a two week period at the start and beginning of each uniform changeover period where students can wear either uniform depending upon the temperature of the day. Outside this period, all students must wear the summer or winter uniform as designated and no combination of both can be worn.
- Unless advised otherwise, uniform items are to be purchased from the school only. The purchase of uniforms is via a bi-annual order form for summer uniforms and for winter uniforms and parents are requested to make their purchases using the order system only. Parents are requested to check their requirements and sizing and to complete & return the order form by the due date. Please note: Except in exceptional circumstances, exchanges can not be permitted so please

check your sizing with the office before ordering. Late requests for orders may attract a \$10.00 postage charge.

- Clothing Pool sales are Mondays & Wednesdays only with Mrs McColl.
- To maintain consistency and accurate stock records, please do not ask other staff to assist with the ordering and/or purchase of uniforms.
- All Uniforms must be paid for before they can be sent home.

‘Out of Uniform’ Procedures

The following procedures will be consistently applied so that parents and students are aware of the need to operate within the guidelines of the School’s Uniform Policy.

- Step 1 An explanatory note, from a parent, addressed to the classroom teacher, and is to accompany the student out of uniform requesting that the child be excused for that day.
- Step 2 Daily uniform checks will be carried out by the classroom teacher.
- Step 3 In the case of students not in full uniform and not having an explanatory note, the parents may be contacted immediately, the student will be counselled (in terms of the above rationale) as to the need to be correctly attired and given an ‘Out of Uniform’ note, requiring a response by parents.
- Step 4 2 repeated unjustified breaches of uniform policy may necessitate student detention or a parent interview and will be regarded as a breach of discipline and subject to the measures of the School’s Discipline Policy.

Uniform Requirements

Girl’s Uniform requirements:

Summer:

Summer tunic
Navy anklets
Royal Blue Bomber Jacket
Or Navy Bomber Jacket (if Royal n/a)

Winter:

Winter tunic
or Winter skirt (Yrs 5&6 only)
White cotton blouse with ‘Peter pan’ collar
Navy tights **or** Navy anklets
Royal Blue Bomber Jacket
or Navy Blue Bomber Jacket

Boy’s Uniform requirements:

Summer:

Navy shorts
Navy polo shirt
Navy anklets
Navy & Royal blue Bomber Jacket
Or Navy Bomber Jacket

Winter:

Long Navy Trousers
Long sleeve navy polo shirt
Navy anklets
Navy & Royal blue Bomber Jacket
Or Navy Bomber Jacket

Sports Uniform – Girls & Boys

Summer

Unisex navy sports shorts
Purple polo shirt
Navy windcheater
Navy anklets
Optional - Culottes (Years 3-6 Girls only)

Winter:

Double kneed navy tracksuit pants or Unisex shorts/Culottes
Purple polo shirt
Navy windcheater
Navy anklets

Miscellaneous

Hat: Navy wide brimmed hat with school logo is to be worn by all students every day. Please purchase only from the school office – no other hat is permissible.

Bag: School Bag with logo, only – purchase from school office.

School Shoes: Boys and Girls are to wear traditional, polishable, black, leather, lace up school shoes only.

Girl's shoes – we discourage the choice of 'chunky' raised heel school shoes and recommend a 'flatter' style with a maximum heel of 4cm (preferably less) to avoid injury and the restriction of movement as all students are involved in daily fitness activities which include running, stopping quickly and changing directions. Students also regularly use the playgym which also requires shoes to grip well.

No boots, skate shoes, velcro or leather joggers of any description are permitted.

Sport shoes: Boys and Girls are to wear predominantly white lace up sports shoes on sports days only.

Girl's underwear – We recommend navy full brief style underwear or 'skungies' for modesty reasons as infant girls regularly sit cross legged on the floor and all girls (K-6) participate in daily fitness activities and use the playgym which involves climbing, sliding and hanging.



Uniform Price List - New (includes GST)

Girls

Summer tunic	(4-8) \$40.00	(10-14) \$43.00	(16) \$46.00
Navy anklets	Retail store		
Winter tunic	(4-10) \$60.00	(12-14) \$64.00	
Winter skirt (Yrs 5&6 only)		(16-20) \$48.00	
Royal blue bomber jacket/logo	(4,12,14) \$25.00	**sale price**	
or Navy blue bomber jacket/logo	(6, 8,10) \$32.00	(S) \$37.00	
White long sleeve blouse with peter pan collar		Available from Lowes Menswear	

Boys

Navy shorts	(4-14) \$18.00	(S) \$21.00
Navy polo shirt/logo	(4-14) \$21.00	(S) \$24.00
Navy socks	Retail store	
Long navy trousers	(8-14) \$30.00	(S) \$34.50
Long sleeve navy polo shirt/logo	(4-14) \$22.00	(S)\$25.50
Navy & Royal blue bomber jacket/logo	(14only) \$15.00	**sale price**
Or Navy blue bomber jacket/logo	(4-10) \$32.00	(S) \$37.00

Sport Uniform – Girls & Boys

Unisex sports shorts	(4-14) \$16.50	(S) \$19.00
or Navy Gaberdine Culottes (Yr3-6 girls only)	(14) \$28.05	
(other sizes available at Tots to Teens Nowra)		
Purple polo shirt/lge logo on back	(4-14) \$19.00	(S) \$22.00
Navy windcheater/logo	(4-14)\$22.50	(S)\$27.50
Double kneed navy tracksuit pants	(4-14)\$22.50	(S)\$26.50
Navy socks	Retail store	

Miscellaneous (All students)

School bag/logo	\$30.00
Navy wide-brimmed hat/logo	(S-54cm, M-56cm, L-58cm,XL-60cm) \$13.00

Uniform Price List - Second-hand

Tunic – summer girls.....	\$15.00
Tunic – winter girls.....	\$20.00
Navy Shorts – summer boys.....	\$ 4.00
Navy Trouser – winter boys.....	\$ 5.00
Navy Polo – boys.....	\$ 3.00
Sports shorts – summer unisex.....	\$ 4.00
Purple Sports Polo – unisex.....	\$ 3.00
Track Pants – winter unisex.....	\$5.00
Sports/Summer Windcheater – unisex.....	\$ 5.00
Bomber Jacket – girls/boys.....	\$ 5.00

- All second-hand uniforms are on a cash only basis.
- Please choose carefully as we are unable to refund second-hand clothing.

- Thankyou for your donation of second-hand uniforms, all proceeds are directed back to the school.
- Unfortunately we are unable to accept uniforms for consignment. If you wish you may advertise your uniforms for sale in the ParentLink.

School Fees

School fees are set annually at a level which will ensure the provision of a sound and fair level of educational resources for the effective running of the school. Our fees listed below are 'global' and include textbooks, sport, and local excursions (camps and major excursions are not included).

School fees for 2009 are as follows:

	1 st Child	2 nd Child	3 rd Child	4 th Child & subsequent
Tuition Fees (Per term)	\$714.00	\$533.50	\$176.00	No charge
Total Fees (Per annum)	\$2856.00	\$2142.00	\$704.00	No charge

Sports Day

Sports day is each Friday and students will need to come to school attired in the sports uniform for the whole day. Our school will be involved in swimming, cross country and athletics carnivals. These carnivals may be on a different day from Friday and parents will be advised via the 'ParentLink'. Parents are invited to attend carnivals. There is no cost to students for carnivals however, any parents or siblings wishing to attend may incur a small fee to cover transport costs (if applicable). Parents may also be requested to assist with transporting students and if so will be advised by note prior to the event.

Student Health

All care is taken to ensure the health and safety of the children whilst they are at school. All teaching and administration staff possesses current first aid qualification.

Illness & Accident

A First Aid kit is maintained at the school and staff will attend to minor injuries.

- For minor injuries such as splinters, cuts etc., the student is sent to and treated at the school office
- In the event of sickness eg. Vomiting or not feeling well, students are sent to the First Aid Officer, Mrs Lancaster, and observed (for at least half an hour).

Should the student not be well enough to return to class, parents will be contacted to come and pick-up their child.

- As a general rule - the school is not able to offer medical treatment beyond the dressing of cuts & grazes and the administration of Paracetamol (subject to parental permission).
- Should an accident happen while your child is at School and staff believes it to be an emergency, an ambulance will be called. Parents will be notified immediately after the ambulance has been called so that you may meet your child at hospital. Should the School be unable to contact parents, the emergency contact person on your Family Records will be rung.
- The School has ambulance cover only, for your child. **Any medical and hospital expenses are the responsibility of parents.**

Asthma

JBCCS is an 'Asthma Friendly' school. Most staff have undertaken training under the 'Asthma Friendly Schools Program' which aims to support the school community to in turn, help young people with asthma self manage and lead normal, active lives. All parents with children suffering asthma symptoms should complete a 'Student Asthma Record' card from the school office which details their 'Asthma Management Plan' and records medications administered while at school. Parents should provide a spare puffer clearly labelled with the child's name for use.

Infectious Diseases

These guidelines have been drawn up on the premise that children who have been ill with an infectious disease will not return to school unless they have fully recovered. The only exception to this rule is children with certain skin diseases may return once appropriate treatment has commenced.

For guidance about conditions not mentioned on the list, advice should be sought from the appropriate clinician or medical officer of a health authority. Records of children's immunisation status should be kept accurate and up to date.

All children should be immunised against measles, mumps, rubella, poliomyelitis, diphtheria, pertussis (whooping cough) and tetanus, according to the NHMRC recommended schedule before entry into a day care centre, pre-school or school. Therefore, the need to exclude case contacts should not arise.

Non-immunised contacts of index cases with a vaccine – preventable disease of childhood should be referred to a medical practitioner or an immunisation clinic.

Any child who is obviously unwell, should not be sent to school.

Infectious Disease Table

Condition	Cases	Contacts
Chicken Pox (Varicella & Herpes Zoster)	Exclude until fully recovered or at least 5 days after the eruption first appears. NOTE: Some remaining scabs are not an indication for continued exclusion.	Any child with an immune deficiency (eg Leukaemia or receiving chemotherapy) should be excluded for their own protection. Otherwise not excluded.

Conjunctivitis (Acute Infectious)	Exclude until discharge from eyes has ceased.	Not excluded
Salmonella (Campylobacter)	Exclude until diarrhoea has ceased.	Not excluded
Diphtheria	Exclude until medical certificate of recovery following at least two negative throat swabs, the first not less than 24 hours after cessation of antibiotic treatment and the other 48 hours later.	Exclude family/household contacts until cleared to return by an appropriate health authority.
Glandular Fever	Exclusion is not necessary	Not excluded
Hepatitis A	Exclude until receipt of a medical certificate of recovery but not before 7 days after the onset of jaundice.	Not excluded
Hepatitis B	Exclusion is not necessary	Not excluded
Hepatitis C	Exclusion is not necessary	Not excluded
Human Immunodeficiency Virus Infection (HIV)	Unless the person has secondary infection requiring exclusion in its own right.	Not excluded
Impetigo (School sores)	Exclude until appropriate treatment has commenced and sores on exposed surfaces are covered with a dressing.	Not excluded
Leprosy	Exclude until approval to return has been given by an appropriate health authority.	Not excluded
Measles	Excluded for at least 4 days from the appearance of rash.	Immunised contacts not excluded. Non-immunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If non-immunised contacts are vaccinated within 72 hours of their first contact with the index case, they may return to school.
Meningitis (Bacterial)	Exclude until well.	Not excluded
Meningococcal Infection	Exclude until well	Not excluded
Mumps	Exclude for at least 9 days after onset of symptoms.	Not excluded
Poliomyelitis	Exclude for at least 14 days from onset. Re-admit on a medical certificate of recovery.	Not excluded
Ringworm, Scabies	Exclude until the day after treatment has commenced.	Not excluded
Rubella (German Measles)	Exclude until fully recovered or for at least 4 days after the onset of rash.	Not excluded NOTE: Female staff of childbearing age should ensure that their immune status against rubella is adequate.
Streptococcal Infection (including Scarlet Fever)	Exclude until the person has received antibiotic treatment for at least 24 hours and the person feels well.	Not excluded

Tuberculoses	Exclude until production of a medical certificate from appropriate health authority.	Not excluded
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Student Requirements

The majority of the equipment that the children require is provided by the school, including their text books and exercise books. However, the following items need to be **supplied and maintained** by parents:

All Students:

- Cloth library bag
- Box of tissues per student

Additional Items for Years 2-6:

- Glue stick (large)
- 5 lead pencils
- Coloured pencils
- 30cm ruler
- Eraser
- Sharpener
- A pair of scissors
- Pencil case (that can hold a 30cm ruler)

Optional: Textas

Further Additional Items for Years 4-6:

- 2 Blue biros (flat sided – similar to Bic, Staedtler)
 - 2 Red biros
 - Display folder for homework
- **Please label all your child's equipment with his/her name**
- All children are asked to donate a box of tissues at the start of the year.
- Please ensure you top-up any supplies that have run low in your child's pencil case.

Items not to include:

- Whiteout
- Metal rulers
- Permanent marker pens
- Staplers
- Sticky tape

Volunteers / Visitors to the School

All visitors & volunteers (including parent helpers) must register their attendance and departure at School by **signing in and out** of the attendance register for each visit. The attendance register is the red folder 'Parents' folder located on the filing cabinet inside the school office door. You will be required to wear a sticker badge

for the time of your stay. **This is a legal requirement and your cooperation is appreciated as we are required to know who is on the premises at all times.**

All Volunteers are required to complete a 'Working with Children Check' consent form and a prohibited employment declaration. These forms need to only be completed once and are also kept in the red 'Parents' folder.

Wet Weather Procedure

Recess and lunch may be eaten in the classrooms during wet and inclement weather. Wet weather clothing (yellow raincoat and hat) should be brought to school by students each day and kept in a plastic bag in the child's school bag.

Working Bees

Voluntary Working Bees to assist in the development of the School grounds will be held from time to time. This is your opportunity to meet other parents and be involved in our School Community. Your help and attendance on these days is greatly appreciated. We ask that each family attend at least one Working Bee per year. Working Bees will be advised in the ParentLink.



Kindergarten Children – Check List

Be ready for school!!!

Does your child:

1. Know his/her name and address well enough to repeat them when necessary?
2. Know the safest way to and from school?
3. Always have a handkerchief and know how to use it correctly?
4. Know that hands should be washed before meals and after visiting the toilet?
5. Know how to use and flush the toilet without assistance?
6. Put away playthings and materials after using them?
7. Take off and put on outer clothing without help?
8. Try to speak in a clear voice with his head up and not down?

MUM! DAD! WHAT YOU CAN DO TO HELP

Will you

- talk to your child positively about school, where he/she will meet new friends, play games, sing and make things?
- teach your child how to put on and do up shoes?
- Strongly encourage correct pencil grip?
- label CLEARLY, with FULL NAME, ALL possessions your child will take to school, e.g. raincoat, hat, jacket, pullover, bag, case, plastic bottle?
- send your child to school on time, each and every school day if possible?
- give your child simple duties around the home? This will help to foster confidence in the performance of small tasks, and develop a sense of responsibility and of identity.
- allow your child to stay with relatives or friends for short periods so that he/she will accept the fact that it is not always possible to be with parents?
- encourage your child by admiring work when it is brought home? Give paintings and handiwork a place of honour for a few days at least.
- select suitable stories, picture books, computer games and television programmes for your child?
- show your children you support the school by an active involvement in excursions, class activities, special days, working bees, etc.?
- teach your child to undo his/her school bag and lunch box, and jacket?
- pray regularly as a family for the school and the other students?