



2021 School Essentials

Information Booklet

This document contains valuable information about the standards and policies of Wyong Christian Community School. You will need to refer to this throughout the year, so please keep it easily accessible at all times.

Vision Statement

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

Welcome to Wyong Christian Community School

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

Address: 100 Alison Road, Wyong
Mail: PO Box 550, Wyong NSW 2259
Phone Number: 02 4351 2020
Email: office@wyongccs.nsw.edu.au
Website: www.wyongccs.nsw.edu.au
Social Media: Facebook – www.facebook.com/wyongccs
Instagram – @wyongccs

Communication:

- o School App – free download from the App Store or Google Play
- o Fortnightly School Newsletter – emailed odd weeks
- o Junior School Fortnightly Focus – accessible via Canvas even weeks
- o EdSmart
- o Direct Email
- o Twitter – www.twitter.com/wyongccs or @wyongccs

We highly recommend using our School App for easy access to important school information. Our School App and Twitter are our sole means for instantaneous communication for changes or updates to excursion or sporting day return times, as well as emergency information regarding flooding and evacuations.

Office Hours:

Staff devotions are from 8:15am to 8:30am every day. Therefore, staff are not available during this time. The office is open from 8:00am to 4:00pm Monday to Friday during school terms. During school holidays, the office will be open for reduced hours (please see the Newsletter and School App for details prior to each holiday period). The office is closed during the Christmas and New Year period.

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

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

At WCCS, we want a school where:

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

This can be achieved by:

- o Prayer support.
- o Communication being honest and open. Parent/teacher communication may take place through the School App, Newsletter, interviews or student diary; however, it is most effective on an informal, regular basis.

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FIRST DAY ESSENTIALS

Wednesday, 27th January 2021: First Day for Years 1 - 12

Thursday, 28th January 2021: First Day for Kindergarten (start 9.30am)

Students are asked to arrive between 8:30-8:40am; leave bags at their classroom and wait outside for the bell. Arrival before this time impedes the preparation and prayer time of teachers. Playground supervision begins at 8:15am.

- K-12 School commences at 8:45am each morning
- K-6 School finishes at 3:00pm each afternoon
- 7-12 School finishes at 3:15pm each afternoon

All students are expected to arrive at school on time.

Children arriving late for school must report to the office for a Late Note. A parent or guardian is required to sign the student into school at the Student Reception Kiosk.

KINDERGARTEN STUDENTS

Thursday, 28th January 2021 – First Day for Kindergarten

Your Kindergarten child will commence school at 9:30am on Thursday, 28th January 2021 and finish at 3pm. On this day, please arrive to the Foyer of the MPC. The Kindergarten children will be collected from this area and will be taken to their classroom. You are welcome to then stay and share morning tea with fellow Kindergarten parents. This is a great way to get to know other parents and share the experience of starting your child in Kindergarten. During the day the children will be taken on a tour of the school, pointing out toilets, bubblers, bag benches, play areas, etc.

For the remainder of the school year, Kindergarten will commence school at the normal time of 8:45am and finish at 3pm. Kindergarten students are to wait outside their classroom at the start of each day.

CALENDAR

Term 1 (10 weeks)	First day	Years 1-12	Wednesday	27/01/21
	First day	Kindergarten	Thursday	28/01/21
	Last day	K-12	Thursday	01/04/21
Term 2 (10 weeks)	First day	K-12	Monday	19/04/21
	Last day	K-12	Friday	25/06/21
Term 3 (9 weeks)	First day	K-12	Monday	19/07/21
	Last day	K-12	Friday	17/09/21
Term 4 (10 weeks)	First day	K-11	Tuesday	05/10/21
	Last day	K-11	Thursday	09/12/21

EQUIPMENT REQUIREMENTS

Below is a list of stationery items that your student will need to purchase for their first day of school.

ALL STUDENTS *Please see Page 26 for food restrictions – Anaphylaxis & Allergies*

Year Group	Equipment
Kindergarten – Year 6	School Bag, lunch box and drink bottle (all clearly labelled).
Kindergarten, Year 1 and 2	<ul style="list-style-type: none"> o School bag (large enough to store an A4 scrapbook) o Paint shirt (this will NOT be returned) o Box of tissues to share with class o Library bag <p>NO pencil cases needed, as all materials are supplied</p>
Years 3 to 6	<ul style="list-style-type: none"> o Lead pencils, sharpener and rubber o Red biro and blue biro (after receiving pen licence - Year 4) o Coloured pencils/textas o Box of tissues to share with class <p>Work books will be sent home to be covered in some grades, other grades the class will create an artwork to cover books. All work books are to be covered and clearly labelled with name, class and subject.</p>

Students in Years 7 and 8

Subject	Equipment
Electronic Device	Year 7, 8 and 9 students are required to use the school mandated laptop, please see PLP section for further details. USB Sticks may be needed for some subjects if students are not familiar with the preferred option of cloud storage.
English	1 x A4 120 page ruled book
Mathematics	Year 7: Books will be provided by the school Year 8: 2 x A4 96 page grid books and 2 x A4 96 page ruled books Years 7 & 8: Scientific Calculator – Casio fx82AUPlus (available for purchase from the Canteen) and Years 7 & 8: Geometry Set
Science	1x A4 96 Exercise book – Theory book 1x A4 96 Science book- Practical book Pencil and ruler (compulsory for each lesson as part of Working Scientifically requirements)
HSIE	2 x A4 128 page ruled book with margin (1 for History and 1 for Geography)
PDHPE	1 x A4 96 page ruled book, water bottle
Bib Studies	1 x A4 192 page ruled book
Music	1 x A4 96 page ruled book, 1 x Manuscript Book, headphones
Languages – Spanish	1 x A4 96 page ruled book
Technology	1 x Display folder
Food Technology	2 x Display folders, 1 x A4 48 page ruled book, Full Apron (plain coloured, fabric – available at Canteen), Tea Towel
Textile Technology	2 x Display folders, 1 x A4 48 page ruled book
All Subjects	Set of headphones (or ear buds etc.); available at Canteen for approx. \$5. 2 red pens, 2 blue pens, 2 black pens and 2 x 2B pencils, highlighters, ruler, eraser, glue stick, pencil sharpener, scissors, pencil case, coloured pencils and/or textas (in a separate pencil case)
Access at Home	Bible – preferably TEV, NIV or NIVr versions Internet Access

EQUIPMENT REQUIREMENTS - Continued

Students in Years 9-12

Subject	Equipment
Electronic Device	Students in Years 10–12 are required to supply their own Electronic Device although the school is moving toward a Personal Laptop Program initiative. This is where the school mandates the device the students are to use and families purchase it through the school – please see PLP section for further details. The PLP is relevant to Years 7, 8 and 9 so Years 10, 11 and 12 students are still permitted to use their own device. USB Sticks may be needed for some subjects if students are not familiar with the preferred option of cloud storage.
English	1 x A4 120 page ruled book
Mathematics	2 x A4 96 page grid books (available for purchase from the Canteen) 2 x A4 96 page ruled books Scientific Calculator – Casio fx82AUPlus (available for purchase from the Canteen). Optional for Years 11&12 - Casio fx100AU Plus 2 nd edition. Geometry Set
Science (Years 9-10)	1x A4 96 Exercise book – Theory book 1x A4 96 Science book- Practical book Pencil and ruler (compulsory for each lesson as part of Working Scientifically requirements)
HSIE (Years 9-10)	2 x A4 128 page ruled book with margin (1 for History and 1 for Geography)
PDHPE (Years 9-10)	1 x A4 64 page ruled book, water bottle
Bib Studies (Years 9-10)	1 x A4 192 page ruled book
Music Elective	1 x A4 96 page ruled book, 1 x Manuscript Book, headphones
Design and Technology	1 x Display Folder USB Stick
Computer Electives	1 x Display Folder, 1 x A4 96 page ruled book USB Stick Headphones/ear buds
Textiles Technology	USB Stick
Food Technology	1 x Ringed A4 Folder with ruled A4 paper & plastic sleeves, 1 Display Folder, 1 x A4 96 page ruled book, USB Stick Full Apron (plain coloured, fabric – available at Canteen), Tea Towel
PASS Elective (Years 9-10)	1 x A4 64 page ruled book, 1 x Display Folder 1 x plastic A4 document wallet, water bottle
Other Electives Including Years 11 & 12	Years 9 & 10 - 1 x A4 128 page ruled book per elective Years 11 & 12 - 1 x A4 192 page ruled book per elective
All Subjects	Set of headphones (or ear buds etc.); available at Canteen for approx. \$5. 2 red pens, 2 blue pens, 2 black pens and 2 x 2B pencils, highlighters, ruler, eraser, glue stick, pencil sharpener, scissors, pencil case, coloured pencils and/or textas (in a separate pencil case)
Access at Home	Bible – preferably TEV, NIV or NIVr versions Internet Access

DO NOT BRING LIQUID PAPER OR PERMANENT MARKER PENS TO SCHOOL

PERSONAL LAPTOP PROGRAM (PLP)

In 2015, WCCS implemented a Bring Your Own Device (BYOD) program for students entering Secondary School. This program was altered in 2018. Students who are in Years 11–12 will continue with the BYOD program and will be required to bring their own device to school. All students in Years 7, 8, 9 and 10 and new students to the school will be required to purchase a school mandated laptop under the Personal Laptop Program (PLP).

A comprehensive booklet outlining the benefits of the PLP for both yourself and your student can be emailed on request. Alternatively you can collect a hard copy of the booklet from the front office.

The Personal Laptop Program will be phased in across all of Secondary in the coming years. Any students who are currently in Years 11–12 are welcome to embrace the benefits of the new program and purchase the specified device. All students in Year 7 will be required to have the new laptop.

Students in Years 7 - 12 are not permitted to use their BYOD/PLP in the playground during recess and lunch breaks. Students who have to use their device for educational purposes during breaks will be provided with a quiet place in the library where they can use their device. 'The Space' will also be open to students to engage in non-technology activities.

ILLEGAL OR PROHIBITED SUBSTANCES / ITEMS

The school's policy concerning the use of illegal substances or items is one of zero tolerance. Students who use illegal and/or prohibited items or substances are deemed to have broken the conditions of their enrolment. As such, the school reserves the right to terminate enrolment. This includes, but is not limited to, students who have knowledge of such activities. No student is permitted to consume alcohol on the school or church premises at any time, even if the child is 18 years old.

MOBILE TECHNOLOGY DEVICES

Students are permitted to bring their own electronic devices into school according to the following:

Years K-10: Students are encouraged not to bring mobile phones to school. Security and appropriate use of such devices is a concern for the school. There is a service that the office provides where they will look after phones if they are dropped there before school. If students choose not to utilise this service, they should not have their phone visible or audible at any time during the day. Students in Years K–10 are not permitted to use a mobile phone during school hours. Staff are permitted to confiscate devices should students not follow this.

Years 11-12: Students are permitted to bring electronic devices and mobile phones into school. It is entirely at their classroom teacher's discretion as to how they are used in class. Students are allowed to use such devices in study periods and at recess and lunch times. There is an optional service that the office provides where they will look after mobile phones if they are dropped there before school.

MOBILE TECHNOLOGY DEVICES - continued

All students who choose to access the internet at school using an electronic device are required to utilise the school wireless network exclusively. *Students are not permitted to use their own personal connections to the internet when on school grounds.*

Student access to the school wireless network is dependent upon compliance with WCCS's ICT Policy. Any use of this network requires personal responsibility and accountability for any usage under a student's login details – Matthew 12:35-37. In using the school's network, you willingly grant WCCS permission to conduct any necessary investigations regarding inappropriate use at any time.

Wyong Christian Community School takes no responsibility for lost, stolen or broken mobile technology devices whilst on the school premises.

YEARS 11 & 12 SUPERVISION POLICY

During study periods in Years 11 & 12, students are required to go to the Library.

LATE ARRIVAL AND EARLY DEPARTURE – Flexible Timetable

In Years 11 & 12, due to subject selection, students may not have a conventional full timetable. This may make a late arrival or early departure from school possible. Any student desiring a variation to the normal pattern of attendance is required to complete the variation of attendance form. This form will be emailed to parents for completion and return. Students who vary their attendance from conventional routine must ensure they sign in or out of the office EVERY TIME they arrive at or leave school.

CARS - Years 11 & 12

Student drivers need to be aware that they are under the same Australian and State Laws as adults. This means if there is any incident with student drivers and cars, the Police will be called and legal action may result. Students may receive instant detentions, suspensions, or expulsion as a school response for any inappropriate behaviour. Any incident involving student drivers should be reported to the school office.

Student drivers are required to follow the same procedure as any other driver on school property. That is, they are to:

- o Drive safely in the car park (no faster than 10km/h). Remember, there may be young students with mums and dads walking through the car park.
- o Students are not to loiter at or in their vehicles during the day.

All student drivers are required to park in the front carpark.

Students who drive need to take this responsibility very seriously.

ATTENDANCE

School Times

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

School finishes at: **3:00pm** for K-6 school students and **3:15pm** for 7-12 students.

Absences

Attendance at school is a requirement under the Education Act. Legitimate absences are provided for in the Act and the school must determine the acceptability of reasons given for such absences. If your child is absent for any reason, the parent is required to submit an absence via the School App, send an email (attendance@wyongccs.nsw.edu.au), telephone the school or present a note on the day of return to indicate the date of, and the specific reason for, the absence. This applies to partial and full day absences. School carnivals and excursions/camps are regarded as normal school days. Absences, other than for legitimate reasons, will be recorded as "Absent without satisfactory reason".

Notifying the School

Please use the School App or attendance email address to notify the school before 9:30am if your child will be absent on that day, or phone the school office directly. Any unexplained absences will be followed up with an SMS to check that the student is safe at home. When you receive the SMS, please inform the school office of your child's whereabouts.

Absentee Notes

Absentee notes are only needed if you have not notified the school by telephone or email of your child's absence. Notes with specific reasons for, and dates of, absences should be handed in at the office or to the class teacher upon return to school. Notes of explanation may also be sent via email (attendance@wyongccs.nsw.edu.au).

Application for Leave Outside of School Holiday Periods

If you are planning for an extended period of holiday leave (e.g. 4-6 weeks), you are required to notify our Principal in writing.

Late Arrivals

School commences at **8:45am**. Children who arrive after this time are **LATE** for school. Upon arriving to school late, a parent or guardian is required to sign their child in at the Student Reception Kiosk. Students will receive a slip to present to their class teacher upon arrival. If a child arrives late to school and is not signed in by a parent, an email will be sent to the parents to notify them of their child's arrival time at school.

Leaving Early

If your child has an acceptable reason for leaving early on any given day, the parent or guardian is required to sign their child out at the Student Reception Kiosk located in the office, at which time the parent will be given an early departure slip to take to the classroom teacher and collect their child. Students in Years K-10 will not be allowed to sign themselves out and meet parents in the car park. Students will not be collected from the classroom by staff to meet you in the office at a given time, except in emergency situations. If you would like your child to meet you at the office at a certain time, please provide them with a written and signed note (or in their Student Diary) which they can present to their teacher before being given permission to leave class and meet you at the office.

CARING FOR STUDENTS – A PASTORAL FRAMEWORK

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

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

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

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

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

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

Restoration

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

Range of discipline measures

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

- counsel
- loss of privilege
- detention (after school)
- internal suspension
- external suspension
- correction
- reparation
- community service
- probation
- reprimand
- detention (lunch)
- family conference
- expulsion

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

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

DISCIPLINE

Kindergarten – Year 6

In order to help the Junior School students enjoy a safe and enjoyable learning environment we have devised some simple rules, which apply to all K-6 children in our school.

CLASS RULES

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

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

REWARDS AND MERIT AWARDS

Children are rewarded for excellent behaviour and exemplary work habits with strategies such as:

- Merit Awards
- Their name in/on the "happy face"
- Sticker books
- Star charts
- Extra privileges
- Encouraging words
- A visit to the 5:16 Bean

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

- 10 Merit Awards = a **BRONZE** Award
- 2 **BRONZE** Awards (20 Merit Awards) = a **SILVER** Award
- 30 Merit Awards = a **PEARL** Award (Kindy to Year 2 only)
- 2 **SILVER** Awards (40 Merit Awards) = a **GOLD** Award

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

- Fruit of the Spirit Award
- Sports Award
- Academic Award

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

Junior School Students:

Please note that skateboards and scooters are not permitted to be brought to school.

DISCIPLINE - Continued

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

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

WHAT ARE THE SECONDARY SCHOOL DISCIPLINE PROCEDURES?

In Secondary School, we want to develop responsible students who are recognised for their positive behaviour. Each term students are recognised at our Celebration Assembly for their contributions towards the school in each subject. Other awards such as Service Awards, are also recognised at these assemblies. Positive behaviour may also be recognised with a Reward BBQ at the end of term for students who have consistently met the expectations of the school.

There are also times when negative behaviour needs to be corrected appropriately. The school has a series of consequences that can be applied by staff should they feel it necessary to correct a student. This may include pastoral strategies such as a teacher meeting with a student to talk through their behaviour or a behaviour card so the student and staff can monitor their behaviour. Lunchtime Detentions and After School Detentions are also utilised where appropriate. For more serious breaches of our agreed standards, In School and Out of School Suspensions may be put in place to help deal with the behaviour.

STANDARDS AT WCCS

Agreed Standards

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

WORK HARD, BE KIND, SHOW RESPECT

1. Respect for all persons, irrespective of differences.

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

2. Care for the feeling and comfort of others.

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

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

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

4. Behaviour that brings credit to your school.

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

5. Attitudes that create good morale amongst students.

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

Standards for the Classroom

Be courteous and respectful towards teachers.

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

STANDARDS AT WCCS - Continued

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

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

Look after personal and school property.

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

SCHOOL BOOKWORK PRESENTATION – Junior School

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

USING THE COMPUTER NETWORK AND THE INTERNET

The following information details the rules that apply to the use of computers and the internet while at school. All students are required to have read these rules and signed the appropriate forms before they are eligible to use the schools computers.

DIGITAL CITIZENSHIP AND ACCEPTABLE USE OF ICT AGREEMENT

Junior School (Stage 2)

LOOKING AFTER ME – Psalm 1

- I will only go on the computer when I have permission.
- I will only go to websites I am allowed to go to.
- I will only share pictures and stories about myself when my teacher tells me to.
- I will talk to my parents and teacher about all of my online friends.
- I will tell my teacher or parents if anyone is unkind to me on the computer.

LOOKING AFTER OTHERS – Galatians 6:1-10

- I will only say nice things about people.
- I will ask before I share a picture or story about a person.
- I will only go to places that are nice and I will tell my parents or teacher if I go to a place that is nasty, unkind or rude.

LOOKING AFTER PROPERTY – Matthew 25:14-30

- I will not download movies, games or music that I haven't paid for.
- I will check that the information I get on the web is correct.
- I won't leave rude or unkind messages on other people's spaces.

By signing this agreement, I undertake to always act in a manner that is respectful to myself and others, and to act appropriately and in accordance with Biblical principles.

I, _____ agree to follow the principles of digital citizenship outlined in this agreement and accept that failing to follow these principles will have consequences.

Signed: _____ Date: ____ / ____ / ____

DIGITAL CITIZENSHIP AND ACCEPTABLE USE OF ICT AGREEMENT

Junior School (Stage 3)

LOOKING AFTER YOURSELF – Psalm 1

- Choosing online names that are suitable and respectful.
- Only inviting people you actually know in the real world to be your friends in the online world.
- Only visiting sites that are appropriate and respecting the rules that websites have about age. Some sites are only for adults. If you wouldn't feel comfortable showing the website to your parents or grandparents then it's inappropriate.
- Setting your privacy settings so only the people you know can see you and your personal information.
- Only putting information online that is appropriate and posting pictures that are suitable. Not everyone seeing your profile or pictures will be friendly.
- Always reporting anything that happens online which makes you feel uncomfortable or unhappy.
- Talking to trusted adults, like your parents and teachers, about your online experiences. This includes both the good and the bad experiences.

LOOKING AFTER OTHERS – Galatians 6:1-10

- Show you care by not flaming (sending hurtful or inflammatory messages) other people, or forwarding messages that are unkind or inappropriate.
- By not getting involved in conversations that are unkind, mean or bullying.
- By reporting any conversations you see that are unkind, mean or bullying. Imagine if the things being written were about you. If you would find them offensive then they are inappropriate.
- Some websites are disrespectful because they show people behaving inappropriately or illegally—or are racist, bigoted or unkind. Show your respect for others by avoiding these sites. If you visit one by accident, close it and tell your teacher or an adult.
- Show respect for others' privacy by not trying to get into their online spaces without invitation, by not stalking them or copying their pictures.

LOOKING AFTER PROPERTY – Matthew 25:14-30

- By not stealing other people's property. It's easy to download music, games and movies, but piracy (downloading media that you have not bought) is just the name given to stealing online.
- By not sharing the music, movies, games and other software that you own with other people.
- By checking that the information you are using is correct. Anyone can say anything on the web, so you need to check that the research is correct by using reliable sites. When in doubt ask your teacher or your parents.
- By looking after other people's websites, acting appropriately when visiting them, not making changes or vandalizing them, and reporting any damage that you find.

By signing this agreement, I undertake to always act in a manner that is respectful to myself and others, and to act appropriately, and in accordance with Biblical principles.

I, _____ agree to follow the principles of digital citizenship outlined in this agreement and accept that failing to follow these principles will have consequences.

Signed: _____ Date: ____/____/____

DIGITAL CITIZENSHIP AND ACCEPTABLE USE OF ICT AGREEMENT

Secondary School

Respect Yourself – Psalm 139:13-16

I will show respect for myself through my actions. I will select online names that are appropriate. I will consider the information and images I post online. I will not post personal information about my life on the internet for all to access. I will not be obscene.

Protect Yourself – Psalm 1

I will ensure that the information I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behaviour directed at me. I will protect passwords, accounts and resources.

Respect Others – Philippians 2:3-11

I will show respect to others. I will not use electronic mediums to flame, bully, harass, or stalk other people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading, pornographic, racist, or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas.

Protect Others – Galatians 6:1-10

I will protect others by reporting abuse, not forwarding inappropriate materials or communications, and not visiting sites that are degrading, pornographic, racist, or inappropriate.

Respect Property – Matthew 25:14-30

I will treat others' property appropriately and not seek to actively damage it in any way. I will respect the intellectual property of others by appropriately referencing sources used. I will also avoid all opportunities for piracy - which is stealing in an online world.

Protect Property – Ephesians 4:28

I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license, and register all software. I will purchase my music and other media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity and in accordance with Biblical principles.

By signing this agreement, I undertake to always act in a manner that is respectful to myself and others, and to act appropriately, and in accordance with Biblical principles.

I, _____ agree to follow the principles of digital citizenship outlined in this agreement and accept that failing to follow these tenets will have consequences.

Signed: _____ Date: ____ / ____ / ____

These agreements were produced utilising content from the Global Digital Citizen Foundation

HOME AND SCHOOL – WORKING TOGETHER EFFECTIVELY

Parent Assistance

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

- o Excursion assistance
- o PE and sport
- o Reading groups
- o Craft helpers
- o Canteen assistance
- o Sports Carnivals
- o Home Readers
- o Maths groups
- o Bus driving
- o Prayer group
- o Musical assistance
- o Many other sundry tasks throughout the year

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

Voluntary Workers

All voluntary workers related to a current student (including parents, aunts, uncles and grandparents) are asked to visit the office and complete a Volunteer Declaration form. Once the declaration has been completed, voluntary workers will need to present to the office each visit to sign-in when they arrive on site. The sign-in software will print a name label which will need to be worn and clearly visible whilst on site. Voluntary workers will need to return to the office to sign-out before leaving the school grounds. Please note that any voluntary workers related to current student can only volunteer in the class of their relative/s, unless a Working With Children Check number is received and cleared by the school office.

Voluntary workers who are not related in any way to the students in our school will be required to complete a Working With Children Check. This can be done online via the NSW Kids Guardian website with verification required at the local Service NSW Centre. The Working With Children Check number will need to be received and cleared by the school office before volunteering begins.

Parents Prayer Group

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

Please let the office know if you are keen to be part of a prayer group. The morning may change pending the timetable and parent availability. Should it change, notification of this will be communicated in our School App and Newsletter.

HOME AND SCHOOL – WORKING TOGETHER EFFECTIVELY

School Board

The governance of the school is in the hands of a School Board, which consists of a Chairperson, Secretary, Treasurer, the Pastor of the Wyong Baptist Church and up to four other members of the Wyong Baptist Church.

Privacy Policy

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

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

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

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

COMMUNICATIONS

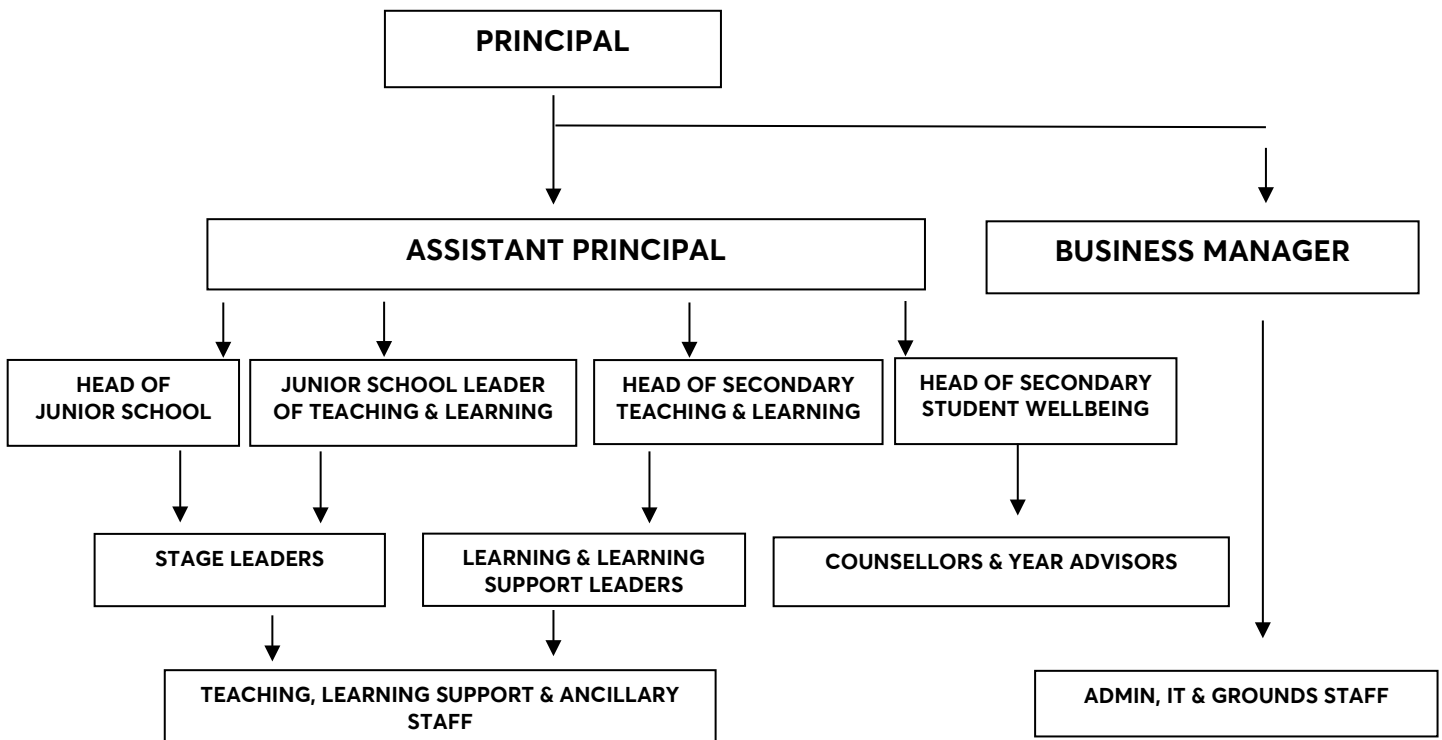
The purpose of this document is to provide families with a clear understanding of the communication channels that are in place within the school as well as including a copy of the "Communications Policy".

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

Senior Leadership Structure

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

Diagram: Senior Leadership Structure at Wyong Christian Community School



The members of the Senior Leadership Team are:

Principal:

Mr Ian Liney

Assistant Principal:

Mr Darren Milligan

Business Manager:

Mr Grant Kayes

Head of Junior School:

Mr Paul Marks

Junior School Leader of Teaching and Learning:

Mrs Kerrie Smithers

Head of Secondary Teaching & Learning:

Mr Stephen Moody

Head of Secondary Student Wellbeing:

Mrs Katie Worboys

COMMUNICATIONS - Continued

Information Nights

School Orientation

For parents with children entering the school for the first time, an Orientation Morning is held during November to familiarise them with school procedures. This enables the children to spend some sample time in their 'new' classroom. In November 2020, Orientation information was shared electronically.

Secondary School Information Evening

The parents of all students commencing Year 7 in 2021 will be invited to attend an information evening early in 2021 to receive detailed information regarding Secondary School.

Meet the Teacher Evening

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

Subjects/Electives Selection (Year 9 & Year 11)

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

School Newsletters

Newsletter

This is an important method of school/parent communication. Information regarding any forthcoming events and student information will be communicated through the fortnightly school newsletter, a.k.a. "Lighthouse News", issued via email on odd weeks of a school term on Mondays. It is important that parents read this fortnightly. The school newsletter is emailed to parents every second Monday. If you do not have access to the internet, you can request for a hard copy to be sent home via our school office. Each fortnight's school Newsletter can also be accessed via the School App and website.

Fortnightly Focus

Every Year K-6 class teacher creates a note for parents via CANVAS every second Monday on even weeks. This note is designed to keep parents informed about news specifically related to your child's class. A link to the note will be emailed directly to parents. Please remember you can phone our school office any time during the day to arrange to meet with our staff to discuss any issues of concern or to share stories of encouragement.

School Website

The school is continuing to develop its website as an important communication tool within the school community, as well as a window into WCCS for a wider audience. You are encouraged to regularly visit the website www.wyongccs.nsw.edu.au for access to regular publications and key school documents. We trust that over time, not only will you find the immediacy of this access helpful but that together we will contribute to a reduction in paper usage.

COMMUNICATIONS - Continued

Instantaneous Communication

Our school corresponds with parents via our School App and Twitter.

App: Download from the App Store or Google Play

Twitter: www.twitter.com/wyongccs

We highly recommend referring to our School App and Twitter, as this will be our means of instantaneous communication. *Please note that you do not need to be a member of Twitter to view this information. You simply need to type in the identified web address (as above).*

Parent/Teacher Interviews

Parent/Teacher Interviews will be held in the middle of each semester. Junior and Secondary School reports will be sent out at the end of Terms 2 and 4. The Parent/Teacher interviews are designed to enable regular discussion of your child's progress. Parent/Teacher Interview nights are **not** the only times that teachers are available to discuss your child's progress. **All teaching staff** are willing to meet with parents at all times throughout the year to discuss progress and any issues of concern.

Making Appointments

When parents have an enquiry (such as a clarification, a concern or a complaint) that they wish to discuss with a member of staff, it is always preferable to make an appointment time in advance to ensure the staff member's availability. These can be made by contacting the school office or emailing the teacher directly (please do not ring teachers during class times as teachers are not able to leave their classes. It is also often inconvenient for teachers to discuss issues before the school day commences). Parents are requested not to arrive at the school expecting that staff are available to see them; hence, the recommendation to make an appointment time.

Where to direct non-teaching enquiries:

- **General enquiries & clarification of newsletter entries:**
 - Contact the office staff – Mrs Janine Hellyer, Mrs Julie Barlow, Mrs Alison Atherton, Mrs Tammy Monk, Mrs Jessica Crocombe, Mrs Amber Robson, Mrs Natalie Papalexion, Mrs Tebah Humphris, Mrs Ann Berry, Mrs Susan Johnston and Mrs Alison Dalton.
- **Appointments to see the Principal:**
 - Contact the Principal's Personal Assistant, Mrs Janine Hellyer.
- **Fee Payments:**
 - Contact the Accounts Manager, Mrs Julie Barlow, or Business Manager, Mr Grant Kayes.
- **Difficulties with fee payments or applications for Fee Assistance**
 - Contact the Business Manager, Mr Grant Kayes.
- **Enrolment Enquiries**
 - Contact the Registrar, Mrs Alison Atherton
- **Marketing, Fundraising and Alumni**
 - Contact the Development Officers, Mrs Jessica Crocombe or Mrs Amber Robson

COMMUNICATIONS - Continued

Where to direct teaching enquiries:

(Clarifications, concerns, complaints)

- o **Class Matters:** If you have enquiries concerning your child's welfare, academic progress, homework, friendships, etc.:
 - o **For Junior students:** In the first instance, contact your child's class teacher.
 - o **For Secondary students:** If you have an enquiry about your child's progress in general, contact your child's Home Room Teacher. If you have an enquiry about your child's progress in a particular subject, contact your child's teacher for that subject.

- o **Higher School Certificate and RoSA Matters:** If you have any enquiries about your child's performance in Years 10, 11 or 12, particularly concerning the Higher School Certificate, you should contact the Head of Secondary School (Teaching & Learning).

- o **Significant School Matters:** If you have any enquiries about the school's academic program, you should contact the appropriate Head of School. Enquiries relating to curriculum for a specific Key Learning Area (KLA) should be directed to the KLA Learning Leader. These matters may include:
 - o Clarification of school policy in Key Learning Areas
 - o The provision of support for students with special needs
 - o Related curriculum matters such as student placements in class groupings (e.g. for primary mathematics, secondary elective classes), use of text books, involvement in academic competitions and benchmark testing, etc.

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

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

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

FINANCIAL MATTERS

Global Approach

Fees are determined by the School Board and are reviewed annually. Our fees are 'global' and include text books, sport, camps and excursions. This saves parents having to continually reach into their pockets.

Students electing to attend a TVET course or an External Course will incur additional charges. These fees vary depending on the course elected. For External courses, parents/guardians are responsible to pay the full fee upfront for the Year 11 course. Wyong Christian Community School will then cover the Year 12 course fees in the following year. Registration for these courses will be dependent on all fees being paid in advance. Please contact Head of Secondary School (Teaching & Learning) in regard to your TVET and External course interest and enrolment, and the Business Manager with regards to the fees for your TVET and External course.

If you have any financial difficulties meeting your school fees, please contact the school to arrange a confidential discussion of this matter with the Business Manager.

Billing Payments

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

Tax-Deductible Donations: Building & Library Funds

Families are welcome and encouraged to donate to the school's tax-deductible Building and Library fund. Please contact the Business Manager for further details.

Withdrawal of Students

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

Enrolment Policy

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

GENERAL INFORMATION

Canteen

The Canteen operates on Tuesday, Thursday and Friday. Students are able to purchase their recess from the Canteen at recess time. Lunch orders need to be written on a paper bag with your child's full name class, and please endeavour to include the correct money. Lunch orders need to be given directly to the Canteen no later than 8.45am. Parent helpers are always welcome in the Canteen. If you are interested in helping, please let the office know and they will pass your details onto the Canteen Manager, Mrs Karyn Newman.

Chapel

- **Junior School** – Every Friday morning at 9am the children meet for worship in the MPC. Special speakers bring an inspirational talk. All parents are invited to attend and participate.
- **Secondary School** – Once a week, the students meet together for worship in the Multi-Purpose Centre and a talk by our Chaplain and/or a guest speaker. Parents are encouraged to join the school community for this time of worship.

Compassion

As a school we support several sponsor children through Compassion. There will be several fundraising events throughout the year to support the children. All of the proceeds from our Clothing Pool are donated to Compassion. We pray that you will endeavour to continue your financial and prayer support for our Compassion children.

Excursions/Camps

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

Lost Property

All articles of clothing, tupperware, drink bottles, etc. must be clearly labelled with your child's name. Lost property will be collected throughout the week and held in the office. Every effort will be made to return labelled clothing, but it is the child's responsibility to check Lost Property for any lost articles. Unclaimed uniform items with no name label will be added to the second-hand Clothing Pool at the end of each term. Unclaimed non-uniform items will be donated to charity or discarded at the end of each term. The school cannot be held liable for donating or discarding unclaimed or uncollected items.

Money in Envelopes

When sending money to school with your child for any reason, please place it in an envelope with your name and information on the front of the envelope.

FIRST AID / EMERGENCIES

Parents are to notify the School Office of any changes to medical, contact or emergency contact information. **As part of its duty of care, the school needs to have continually updated information and permissions to cover any changes to the original information given.** Contact phone numbers and notice of any medical conditions are **essential**. Please notify us of changes of address, telephone numbers or ailments that require special treatment, etc. Please note that there may not be any staff available to administer first aid after 4pm.

Routines for First Aid

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

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

Food Allergies

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

WHAT THIS MEANS...

Our school will MINIMISE the following foods:

- o Peanuts
- o Tree Nuts (walnuts, almonds, cashews, pistachios, pecans etc)

These foods are identified by the ASCIA (Australasian Society of Clinical Immunology and Allergy Inc.) as being High Risk foods capable of producing allergic reactions in children and adults.

MINIMISING these foods means that we will LIMIT their availability on the school site, for school camps, events and functions. Our school Canteen will also limit these products, providing alternatives wherever possible.

Our school requests that parents refrain from sending their children to school with foods that contain peanuts, hazelnuts and tree nut products (this of course includes common foods such as peanut butter and Nutella).

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

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

FIRST AID / EMERGENCIES - Continued

Medication Administered at School

If your child requires medication to be taken at school you must bring it to the school office and complete a consent form. All details relating to the administering of the medication will be recorded. All medication will be securely kept in the school office. A detailed record will be kept of all medication taken by the student.

If your child requires Paracetamol on regular occasions, please provide the school with a supply of the preferred medication with a note requesting the medication to be administered as needed.

- NO MEDICATION SHOULD BE HELD BY THE STUDENT WHILE AT SCHOOL (with the exception of Asthma puffers and Epipens).
- If a child requests Paracetamol, we may administer it in accordance with parent permission that has been advised.
- We will contact the child's parents to seek permission for the administration of Ibuprofen, should your child's ailment not respond to Paracetamol.
- No medicine will be given without parental permission.

Head Lice

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

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

Please help us to eradicate this pest by checking your child's hair DAILY for lice AND eggs. If you would like further information regarding head lice, please ask at your local pharmacy.

FLOOD EVACUATION PROCEDURE – Summary for Parents

As part of the building requirements of Wyong Shire Council our school has submitted to Council a Flood Evacuation Policy which outlines details of the Flood Alert system put in place at our school. This policy is available from the school office upon request. The following information is of vital importance to parents as these procedures WILL be put into place should the need arise. We are committed to removing the children from any danger of floodwaters.

As outlined in the policy, the School App and Twitter will be regularly updated with a status report regarding the flood situation at the school. At the point evacuation is necessary, the School App and Twitter will be updated, and parents will be contacted via SMS/phone call to assist in removing children from the school grounds. Student Medical Information forms will be used for school staff to communicate with parents at this point. **PARENTS ARE REQUESTED TO ENSURE THAT THESE FORMS ARE KEPT UP TO DATE AND CONTACT NUMBERS ARE CORRECT.**

There are three levels of alert: **Yellow, Orange and Red.**

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

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

During the Yellow Alert the Principal or Office staff will -

- Ensure the School App and Twitter are updated with the latest information regarding the status of the school relative to flood concerns.
- Communicate with local Bus companies regarding their availability should evacuation be required.
- Principal arranges hourly checks on water levels in Wyong Bridge, Porters Creek, and Wyong Weir via the BOM website.
- If rain continues and more rain is forecast, school may be cancelled for the next day. Families will be communicated with via Twitter, Facebook and App to provide the most up to date information regarding the school and its ability to open.

When the Orange Alert is enacted (weir is at maximum level) the teacher will -

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

If the situation moves to **ORANGE** alert, the school will update the School App and Twitter to communicate this information, as well as arrange for all families to receive communication via SMS/phone call to come and collect your child. The School Executive will supervise the transfer of classes to the hall.

When the Red Alert is enacted (water is flowing into the grounds) the teacher will follow the directives of the Executive. This will be either supervising students in the Multi-Purpose Centre or at the time deemed appropriate vacate the premises themselves. During the Red Alert the Executive will stay on the property until all children have left.

PLEASE KEEP THIS PROCEDURE IN A CONVENIENT LOCATION IN YOUR HOME IN THE EVENT THAT SUCH CIRCUMSTANCES ARISE. CONTACT PHONE NUMBERS ARE:

SES Wyong: 4351 2244 RED BUS: 4332 8655 WYONG POLICE: 4356 6099 BUSWAYS: 4392 6666
COASTAL LINERS: 4392 3050

School App: Search 'Wyong Christian Community School' on the App Store and Google Play. Enable push notifications.

Twitter: www.twitter.com/wyongccs

TRAVEL & TRANSPORT

We are fortunate to be close to train and bus routes, therefore offering many parents a choice of transport options. Please contact your nearest bus company to find the most convenient bus service to your home. Parents of students in Kindergarten to Year 6 are required to inform the school of the "usual" travel home arrangements for your child. Notification is needed should these travel arrangements change.

Private Vehicle Conveyance (PVC) Subsidy

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

PVC is paid twice yearly after the end of the semester, usually in February and August, for the preceding semester. The amount paid per semester is based on the distance of your regular school trip for all of your eligible school students, and on each student's school attendance.

You can apply for the subsidy at any time during the school semester (January to June or July to December) for the current semester. The latest you can apply is the last day of Term 2 or Term 4.

Once your application is complete and has been accepted, there's nothing more to do. You'll automatically receive a subsidy payment twice a year until a student comes to the end of Year 6 or Year 12, and then you'll have to apply again for any remaining students, as your journey is likely to change.

For more information and eligibility criteria, visit the Service NSW website (<https://www.service.nsw.gov.au/transaction/apply-private-vehicle-conveyance-pvc-subsidy>).

Bus & Train Passes – Opal Cards

Pending eligibility, all students must apply for a School Opal Card for their bus and train travel.

Most students will not need to apply for a School Opal Card in 2019, as they can continue using their existing Opal Card. You will need to submit a new application if you are applying for a school travel pass for the first time, or requesting an additional pass as a result of a new shared parental responsibility situation (e.g. joint custody). You will need to re-apply or update your details if your child is changing schools, changed address, repeated a year or received an expiry notification.

Applications must be made by a parent or guardian if your child is aged under 15 years. Children 16 years of age and over must complete the application form themselves.

Depending on the modes of transport that your child utilises each day, students can apply for an Opal Card that incorporates both bus and train travel.

For more information or eligibility criteria, please refer to the NSW Transport website (www.transportnsw.info/school-students).

Bus Routines

Travel on buses is not supervised by parents nor staff. Should parents have concerns regarding bus behaviour or the safety of their children, they should contact the school.

TRAVEL & TRANSPORT - Continued

Public Transport Travel rules

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

Cyclists

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

Should a breach occur, parents will be informed and requested to withdraw permission for their child to ride a bicycle to and from school.

Students Driving to School

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

UNIFORM

Uniform Dress Code

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

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

Dress Standards

Shoes

- o Black leather lace-up shoes are to be worn and polished regularly. The upper must be made of strong, protective leather (greater than 2 mm unsplit), which must cover the instep and have full leather tongue. The shoe will also have a strong, supportive heel counter (back of shoe) as well as a protective sole (of safe thickness 17-25 mm) with supportive shank.



Suede or high cut leather shoes, platform soles or high heels are not permitted. **Buckle shoes may only be worn by girls in Years K-2 (lace-up shoes are compulsory for girls from Year 3 onwards).** Secondary School students must wear lace-up shoes.

Not acceptable styles:



Shirts

- o Boys' shirts are to be tucked in *at all times*.

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

1. On Sports Carnival / Gala Days - students wear full sports uniform
2. On camps
3. On specific excursions that require other clothes to be worn

UNIFORM - Continued

Hats

All students are required to have a hat at school and wear it during breaks. School hats can be purchased through the Uniform Shop.

Hair Ties

- o Plain white, black, navy or sky blue ribbons, head bands and hair ties are permitted. No floral or decorative variations are permitted.

Tattoos

- o Students are to have no visible tattoos.

Sports Uniform

Secondary School students are only to wear sports uniform at school on days they have sport lessons. Students are to wear full school uniform to school and change into sports uniform at school. Joggers are not to be worn with normal uniform.

PDHPE / Sports Shoe Policy

It is a firmly held belief of WCCS that the school environment should not cultivate pressures to conform to any fashion trend or particular image. We feel this supports both students and parents by removing the pressure to spend excessive amounts of money to follow constantly changing fashions. This is one of the reasons why the school takes a strong stance on sports uniform matters. For this reason shoes should be selected in accordance with suitability for sport and not in relation to brand names or a particular style, look or price.

All students are required to wear footwear that is designed for rigorous physical activity. Joggers and cross trainers are the styles of shoe that are designed for such purposes. Skate shoes, casual shoes, Dunlop Volleys and Converse shoes are all examples of shoes that do not provide adequate support for vigorous physical activity and therefore do not comply with the school's sports shoe policy. Should any student or parent be unsure about whether particular shoes are appropriate, then they should consult the PDHPE Staff or Head of School for guidance.

The ultimate discretion in regard to appropriate shoes will remain with the school.

Hair Guidelines

- o Hair must be neatly and conventionally styled.
- o No non-natural colouring of hair is permitted.
- o Girls with hair longer than shoulder length must have it tied back at all times. If a ribbon is used to tie hair back, it must be in the school colours (white, navy and sky blue) or black.
- o Plain white, black, navy or sky blue ribbons, head bands and hair ties are permitted. No floral or decorative variations are permitted.
- o Boys' hair is not to extend past the collar, nor is it to hang past the eyebrows, and cannot be tied back.
- o Boys must be clean shaven.

UNIFORM - Continued

Years K-10: Jewellery and Make Up Privileges

Jewellery:

- For females, ONE pair of earrings may be worn (one in each earlobe). They are to be plain, small studs (or sleepers).
- For males, no earrings may be worn.
- One watch may be worn.
- NO rings, anklets, bangles, bracelets, necklaces or additional body piercings, etc. are to be worn.
- Do not have extra piercings done during holiday time. Unhealed piercings will not be accepted as an excuse to wear prohibited jewellery.

Makeup:

- NO makeup is to be worn.
- NO nail polish is to be worn.

Years 11-12: Jewellery and Make Up Privileges

Jewellery:

- ONE thin, fine necklace may be worn.
- ONE discrete ring may be worn.
- ONE delicate bracelet may be worn on either left OR right hand.
- For females, two pairs of earrings may be worn (they must be in the earlobe). They are to be plain, small studs or sleepers.
- For males, no earrings may be worn.
- ALL earrings must be removed for subjects such as PE, TAS, etc., upon teacher's request.
- Anklets are not to be worn.
- Body piercings, other than in the ears for females, are not permitted at school.
- ONE watch may be worn.
- Do not have extra piercings done elsewhere on your body during holiday time. Unhealed piercings will not be accepted as an excuse to wear prohibited jewellery.

Makeup:

- Your makeup should not be noticeable. All makeup is to be lightly and conservatively applied.
- NO glitter makeup may be worn.
- Lip gloss or lip balm is to be either clear or a natural shade and therefore not noticeable. (Coloured lips are not acceptable – e.g. black, purple, red, etc.)
- NO nail polish is to be worn.

UNIFORM - Continued

Junior School Girls – Years K-6

<p>Summer</p> <ul style="list-style-type: none"> ○ Summer Dress ○ White socks ○ Black leather lace-up school shoes (no boots, suede, sandals or joggers) ○ Navy legionnaires cap OR navy flat brimmed hat with monogram 	<p>Winter</p> <ul style="list-style-type: none"> ○ Tartan tunic OR navy long pants ○ Sky blue unisex shirt with monogram ○ Navy or black tights OR white socks ○ Black leather lace-up school shoes (no boots, suede, sandals or joggers) ○ Navy legionnaires cap OR navy flat brimmed hat with monogram
<p>Summer Sport</p> <ul style="list-style-type: none"> ○ Blue/white/red polo shirt with monogram ○ Navy sports shorts with WCCS initials ○ White socks ○ Sports joggers ○ Navy legionnaires cap OR navy flat brimmed hat with monogram 	<p>Winter Sport</p> <ul style="list-style-type: none"> ○ Blue/white/red polo shirt with monogram ○ Navy sports shorts with WCCS initials OR navy microfibre tracksuit pants with WCCS initials ○ White socks ○ Sports joggers ○ Navy legionnaires cap OR navy flat brimmed hat with monogram
<p>Warm Tops</p> <ul style="list-style-type: none"> ○ Navy knit jumper with monogram, OR ○ Navy & red fleece zip jacket with monogram <p>Extra Warmth Option:</p> <ul style="list-style-type: none"> ○ Navy scarf with WCCS initials <p>Please note: No representative sports jackets/jerseys are to be worn at school.</p>	

UNIFORM - Continued

Junior School Boys – Years K-6

<p>Summer</p> <ul style="list-style-type: none"> ○ Sky blue short-sleeved shirt with monogram ○ Navy formal fitted elastic-backed shorts ○ Navy socks ○ Black leather lace-up school shoes (no boots, suede, sandals or joggers) ○ Navy legionnaires cap OR navy flat brimmed hat with monogram 	<p>Winter</p> <ul style="list-style-type: none"> ○ Sky blue long-sleeved shirt with monogram OR sky blue short-sleeved shirt with monogram ○ Navy formal fitted elastic-backed long pants OR navy formal fitted elastic-backed shorts ○ Navy socks ○ Black leather lace-up school shoes (no boots, suede, sandals or joggers) ○ Navy legionnaires cap OR navy flat brimmed hat with monogram
<p>Summer Sport</p> <ul style="list-style-type: none"> ○ WCCS polo shirt with monogram ○ Navy sports shorts with WCCS initials ○ Navy socks ○ Sports joggers ○ Navy legionnaires cap OR navy flat brimmed hat with monogram 	<p>Winter Sport</p> <ul style="list-style-type: none"> ○ WCCS polo shirt with monogram ○ Navy microfibre tracksuit pants with WCCS initials OR navy sports shorts with WCCS initials ○ Navy socks ○ Sports joggers ○ Navy legionnaires cap OR navy flat brimmed hat with monogram
<p>Warm Tops</p> <ul style="list-style-type: none"> ○ Navy knit jumper with monogram, OR ○ Navy & red fleece zip jacket with monogram <p>Extra Warmth Option:</p> <ul style="list-style-type: none"> ○ Navy scarf with WCCS initials <p>Please note: No representative sports jackets/jerseys are to be worn at school.</p>	

UNIFORM - Continued

Secondary School Girls – Years 7-10

<p>Summer</p> <ul style="list-style-type: none"> ○ Navy tartan skirt - the hem of the skirt should be to the knee ○ Sky blue blouse with monogram ○ Plain white socks ○ Black leather lace-up school shoes (no boots, suede, sandals or joggers) ○ WCCS cap with monogram 	<p>Winter</p> <ul style="list-style-type: none"> ○ Navy tartan skirt OR navy long pants (by pre-order) - the hem of the skirt should be to the knee ○ Sky blue blouse with monogram ○ Navy or black tights OR plain white socks ○ Black leather lace-up school shoes (no boots, suede, sandals or joggers) ○ WCCS cap with monogram
<p>Summer Sport</p> <ul style="list-style-type: none"> ○ WCCS polo shirt with monogram ○ Navy sport shorts with WCCS initials ○ Plain white socks ○ Sports joggers ○ WCCS cap with monogram 	<p>Winter Sport</p> <ul style="list-style-type: none"> ○ WCCS polo shirt with monogram ○ Navy microfibre tracksuit pants with WCCS initials OR navy sports shorts with WCCS initials ○ Plain white socks ○ Sports joggers ○ WCCS cap with monogram
<p>Warm Tops</p> <ul style="list-style-type: none"> ○ Navy knit jumper with monogram, OR ○ Navy fleece zip jacket with monogram <p>Extra Warmth Option:</p> <ul style="list-style-type: none"> ○ Navy scarf with WCCS initials <p>Please note: No representative sports jackets/jerseys are to be worn at school.</p>	

NOTE: All undergarments are to be plain white and short-sleeved.

UNIFORM - Continued

Secondary School Boys – Years 7-10

<p>Summer</p> <ul style="list-style-type: none"> ○ Sky blue short-sleeved shirt with monogram ○ Navy unisex shorts ○ Plain white socks ○ Black leather lace-up school shoes (no boots, suede, sandals or joggers) ○ WCCS cap with monogram 	<p>Winter</p> <ul style="list-style-type: none"> ○ Sky blue long-sleeved shirt with monogram OR sky blue short-sleeved shirt with monogram ○ Navy formal fitted long pants OR navy unisex shorts ○ Plain white socks ○ Black leather lace-up school shoes (no boots, suede, sandals or joggers) ○ WCCS cap with monogram
<p>Summer Sport</p> <ul style="list-style-type: none"> ○ WCCS polo shirt with monogram ○ Navy sports shorts with WCCS initials ○ Plain white socks ○ Sports joggers ○ WCCS cap with monogram 	<p>Winter Sport</p> <ul style="list-style-type: none"> ○ WCCS polo shirt with monogram ○ Navy microfibre tracksuit pants with WCCS initials OR navy sports shorts with WCCS initials ○ Plain white socks ○ Sports joggers ○ WCCS cap with monogram
<p>Warm Tops</p> <ul style="list-style-type: none"> ○ Navy knit jumper with monogram, OR ○ Navy fleece zip jacket with monogram <p>Extra Warmth Options:</p> <ul style="list-style-type: none"> ○ Navy scarf with WCCS initials <p>Please note: No representative sports jackets/jerseys are to be worn at school.</p>	

NOTE: All undergarments are to be plain white and short-sleeved.

UNIFORM - Continued

Secondary School Girls – Years 11 & 12

<p>Summer</p> <ul style="list-style-type: none"> ○ Navy tartan skirt - the hem of the skirt should be to the knee ○ White blouse with monogram ○ Plain white socks ○ Black leather lace-up school shoes (no boots, suede, sandals or joggers) ○ WCCS cap with monogram OR navy formal wide-brimmed hat 	<p>Winter</p> <ul style="list-style-type: none"> ○ Navy tartan skirt OR navy long pants (by pre-order) - the hem of the skirt should be to the knee ○ White blouse with monogram ○ Navy or black tights OR plain white socks ○ Black leather lace-up school shoes (no boots, suede, sandals or joggers) ○ WCCS cap with monogram OR navy formal wide-brimmed hat
<p>Summer Sport</p> <ul style="list-style-type: none"> ○ WCCS polo shirt with monogram ○ Navy sport shorts with WCCS initials ○ Plain white socks ○ Sports joggers ○ WCCS cap with monogram 	<p>Winter Sport</p> <ul style="list-style-type: none"> ○ WCCS polo shirt with monogram ○ Navy microfibre tracksuit pants with WCCS initials OR navy sport shorts with WCCS initials ○ Plain white socks ○ Sports joggers ○ WCCS cap with monogram
<p>Warm Tops</p> <ul style="list-style-type: none"> ○ Navy Blazer with monogram – compulsory for Years 11 & 12 (must be worn as outer most layer) ○ Navy knit jumper with monogram, OR ○ Navy fleece zip jacket with monogram <p>Extra Warmth Option:</p> <ul style="list-style-type: none"> ○ Navy scarf with WCCS initials <p>Please note: No representative sports jackets/jerseys are to be worn at school.</p>	

NOTE: All undergarments are to be plain white and short-sleeved.

UNIFORM - Continued

Secondary School Boys – Years 11 & 12

<p>Summer</p> <ul style="list-style-type: none"> ○ White short-sleeved shirt with monogram ○ Grey formal fitted shorts ○ Plain white socks ○ Black leather lace-up school shoes (no boots, suede, sandals or joggers) ○ WCCS cap with monogram ○ Black or navy belt (optional) ○ WCCS Tie (compulsory for Years 11-12) 	<p>Winter</p> <ul style="list-style-type: none"> ○ White short-sleeved shirt with monogram ○ Grey formal fitted long pants ○ Plain white socks ○ Black leather lace-up school shoes (no boots, suede, sandals or joggers) ○ WCCS cap with monogram ○ Black or navy belt (optional) ○ WCCS Tie (compulsory for Years 11-12)
<p>Summer Sport</p> <ul style="list-style-type: none"> ○ WCCS polo shirt with monogram ○ Navy microfibre shorts with WCCS initials ○ Plain white socks ○ Sports joggers ○ WCCS cap with monogram 	<p>Winter Sport</p> <ul style="list-style-type: none"> ○ WCCS polo shirt with monogram ○ Navy microfibre tracksuit pants with WCCS initials OR navy microfibre shorts with WCCS initials ○ Plain white socks ○ Sports joggers ○ WCCS cap with monogram
<p>Warm Tops</p> <ul style="list-style-type: none"> ○ Navy Blazer with monogram – compulsory for Years 11 & 12 (must be worn as outer most layer) ○ Navy knit jumper with monogram, OR ○ Navy fleece zip jacket with monogram <p>Extra Warmth Option:</p> <ul style="list-style-type: none"> ○ Navy scarf with WCCS initials <p>Please note: No representative sports jackets/jerseys are to be worn at school.</p>	

NOTE: All undergarments are to be plain white and short-sleeved.

