



2023

School Information Handbook

Vision Statement

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

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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](https://www.instagram.com/wyongccs)

Communication:

- School App – free download from the App Store or Google Play
- Fortnightly School Newsletter – emailed (odd weeks)
- Junior School Fortnightly Focus – via Canvas (even weeks)
- EdSmart
- Direct Email
- Canvas

We highly recommend using our School App for easy access to important school information. Our School App is our sole means for instantaneous communication about 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 (in Junior School), Home Room teacher (in Secondary School), 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:

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

This can be achieved through prayer support and open communication. Parent/teacher communication may take place through the School App, Newsletter, interviews or the student diary; however, it is most effective on an informal, regular basis.

First Day Essentials

First Day for Years 1 – 12: Monday 30st January 2023

First Day for Kindergarten (start 9am): Tuesday 31st January 2023

Students are asked to arrive between 8:30-8:40am; leave bags at their classroom for Junior School and wait outside for the bell. Arrival before this time impedes the preparation and prayer time of teachers. Playground supervision begins at 8:20am.

- 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 Slip from the Student Reception Kiosk.

KINDERGARTEN STUDENTS

Tuesday 31st January 2023: First Day for Kindergarten

Your Kindergarten child will commence school at **9am** on **Tuesday 31st January 2023** and finish at 3pm. Upon drop-off, please make your way to the Multi-Purpose Centre (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 and carers. This is a great way to get to know other parents/carers 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. Upon arrival each day, Kindergarten students will enjoy supervised play in the Junior School playground area. At 8:45am students will be directed to line up in front of their classrooms.

Calendar

Term 1 (10 weeks)	First day	Years 1-12	Monday	30/01/23
	First day	Kindergarten	Tuesday	31/01/23
	Last day	K-12	Thursday	06/04/23
Term 2 (10 weeks)	First day	K-12	Wednesday	26/04/23
	Last day	K-12	Friday	30/06/23
Term 3 (9 weeks)	First day	K-12	Monday	24/07/23
	Last day	K-12	Friday	22/09/23
Term 4 (9 weeks)	First day	K-11	Monday	09/10/23
	Last day	K-11	Thursday	07/12/23

Equipment Requirements

Below is a list of stationery items and equipment that you will need to purchase for your child's first day of each school year.

JUNIOR SCHOOL

Year Group	Equipment
Kindergarten – Year 6	School bag, lunch box and drink bottle (all clearly labelled)
Kindergarten, Year 1 & 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), labelled o Box of tissues to share with class o Library bag, labelled <p>NO pencil cases needed, as all materials are supplied</p>
Years 3, 4, 5 & 6	<ul style="list-style-type: none"> o Lead pencils, sharpener and rubber o Red biro and blue biro (after receiving pen licence in Year 4) o Coloured pencils/textas o Box of tissues to share with class <p>Workbooks will be sent home to be covered in some grades; in other grades, the class will create an artwork to cover books. All workbooks are to be covered and clearly labelled with name, class and subject.</p>

STUDENTS IN YEARS 7 & 8

Subject	Equipment
Electronic Device	All students in Years 7-12 are required to bring a laptop to school each day. We encourage families to partake in the PLP (Personal Laptop Program) initiative; however, other laptop models may be used if they adhere to the school's BYOD (Bring Your Own Device) Guidelines.
Access at home	Bible – preferably NIV or TEV versions
All Subjects	Set of headphones (or ear buds, etc.) - available at Canteen for approx. \$5. 2 red pens, 2 blue pens, 2 black pens, 2 x 2B pencils, highlighters, ruler, eraser, glue stick, pencil sharpener, scissors, pencil case, coloured pencils and/or textas (in a separate pencil case)
Biblical Studies	1 x A4 192-page ruled book
Drama	1x A4 96-page ruled book
English	1 x A4 120-page ruled book
Food Technology	2 x display folders, 1 x A4 48-page ruled book, full apron (plain coloured, fabric – available to buy from the Canteen), tea towel
HSIE	2 x A4 96-page ruled book with margin (1x for History and 1x for Geography)
Mathematics	1 x A4 96-page ruled books Scientific Calculator – Casio fx82AUPlusII (available to buy from the Canteen)
Music	1 x A4 96-page ruled book, headphones (<u>not</u> Bluetooth; must have leads to connect to keyboards)
PDHPE	1 x A4 48-page ruled book, water bottle
Science	1x A4 96-page ruled book (Theory book), 1x A4 96-page grid book (Practical book), Pencil & ruler
Spanish	1 x A4 96-page ruled book
Technology	1 x display folder
Textiles Technology	2 x display folders, 1 x A4 48-page ruled book, USB stick
Visual Arts	1x Visual Art Diary is provided for each student by the school

Equipment Requirements - continued

STUDENTS IN YEARS 9, 10, 11 & 12

Subject	Equipment
Electronic Device	All students in Years 7-12 are required to bring a laptop to school each day. We encourage families to partake in the PLP (Personal Laptop Program) initiative; however, other laptop models may be used if they adhere to the school's BYOD (Bring Your Own Device) Guidelines.
Access at home	Bible – preferably NIV or TEV versions
All subjects	Set of headphones (or ear buds etc.) - available at Canteen for approx. \$5. 2 red pens, 2 blue pens, 2 black pens. 2 x 2B pencils, highlighters, ruler, eraser, glue stick, pencil sharpener, scissors, pencil case, coloured pencils and/or textas (in a separate pencil case)
Biblical Studies (Years 9-10)	1 x A4 192-page ruled book
Design & Technology Elective	1 x display Folder, USB stick
Drama Elective	Years 9-11: 1x A4 Visual Art Diary (unlined) Year 12: 3x A4 Visual Art Diaries (unlined) – must have black covers
English	1 x A4 120-page ruled book
Food Technology Elective	1 x ring-binder A4 folder with ruled A4 paper & plastic sleeves, 1 display folder, USB stick, full apron (plain coloured, fabric – available at Canteen), tea towel
HSIE (Years 9-10)	2 x A4 96-page ruled books with margin (1x for History and 1x for Geography)
HSIE Electives (Years 11-12)	1x A4 128-page ruled book with margin, 1x display folder
Information & Software Technology (Years 9-10)	1 x display Folder, 1 x A4 96-page ruled book, USB stick, headphones/ear buds
Industrial Technology Multimedia (Years 11-12)	1 x display Folder, 1 x A4 96-page ruled book, USB stick, headphones/ear buds
Mathematics	1 x A4 96-page ruled books Scientific Calculator – Casio fx82AUPlusII (available for purchase from the Canteen).
Music Elective	1 x A4 96-page ruled book, 1 x Manuscript Book, headphones (<u>not</u> Bluetooth; must have leads to connect to keyboards)
PASS Elective (Years 9-10)	1 x A4 48-page ruled book, water bottle
PDHPE (Years 9-10)	1 x A4 48-page ruled book, water bottle
Science (Years 9-10) & Science Electives (Years 11-12)	1x A4 96-page ruled book (Theory book) 1x A4 96-page grid book (Practical book) Pencil & ruler (compulsory for each lesson as part of Working Scientifically requirements)
Textiles Technology Elective	Years 9-10: USB Stick, A4 display folder, A4 96-page ruled book, A4 Visual Art Diary Years 11-12: USB Stick, A4 display folder, A4 96-page ruled book
Visual Arts	1x Visual Art Diary is provided for each student by the school
Other Electives	Years 9 & 10 - 1 x A4 128-page ruled book per elective Years 11 & 12 - 1 x A4 192-page ruled book per elective

DO NOT BRING LIQUID PAPER OR PERMANENT MARKER PENS TO SCHOOL

Personal Laptop Program (PLP)

All students are required to have a school mandated laptop under the Personal Laptop Program (PLP) that they bring to school each day. A comprehensive booklet outlining the benefits of the PLP for both you and your student can be emailed on request. Alternatively, you can collect a hard copy of the booklet from the front office.

Students in Years 7 - 10 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. Year 11 students are also permitted to use their device in the Senior Common Area under C-Block.

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 per the school's *Enrolment Policy & Procedures*. 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 in secure device lockers 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 phones in secure device lockers if they are dropped there before school.

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 lessons in Years 11 & 12, students are required to do their work in the Library or the Senior Common Area under C-Block.

LATE ARRIVAL & 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.

All students in Years 11 & 12 are required to be at school between 11:45am-1:17pm each day, regardless of whether they have timetabled lessons then. This allows staff to know that students are onsite in case they need to see a particular student for any academic or pastoral matters. It also allows students to participate in Devotions each day, and it reinforces the value we place on community.

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:

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

All student drivers are required to park adjacent to the hedge 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 – NOTIFYING THE SCHOOL

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/carer is required to notify the school.

We encourage all absence notifications to be either electronic or via phone, rather than via a handwritten note. Please use the School App or attendance email address (attendance@wyongccs.nsw.edu.au) 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.

LATE ARRIVALS

School commences at **8:45am**. Children who arrive after this time are **LATE** for school. Upon arriving to school late, students must sign in at the Student Reception Kiosk in the front office. Students will receive a Late Slip to present to their class teacher upon arrival. If a child arrives late to school and is not signed in by a parent/carer, 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 carer is required to sign their child out at the Student Reception Kiosk located in the front 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 email their teacher or provide them with a written and signed note (or write 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

Parents play a vital role in the support, encouragement, effective nurture and discipline of their children by working *in partnership* with the teaching staff.

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

We are keen to develop self-discipline in our students. We believe that they should be responsible for their own actions; therefore, discipline (wherever possible) will be positive.

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 (lunch)
- detention (after school)
- community service
- internal suspension
- external suspension
- correction
- reparation
- reprimand
- family conference
- probation
- 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

JUNIOR SCHOOL

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 & 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

Each child receives at least one Merit Award every week from their class teacher unless they get their name in the teacher diary or a detention. Students can also receive Merit Awards from RFF (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**
- 20 **Merit Awards** = a **SILVER Award**
- 30 **Merit Awards** = a **PEARL Award** (Kindy to Year 2 only)
- 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
- Sport 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.

Discipline - continued

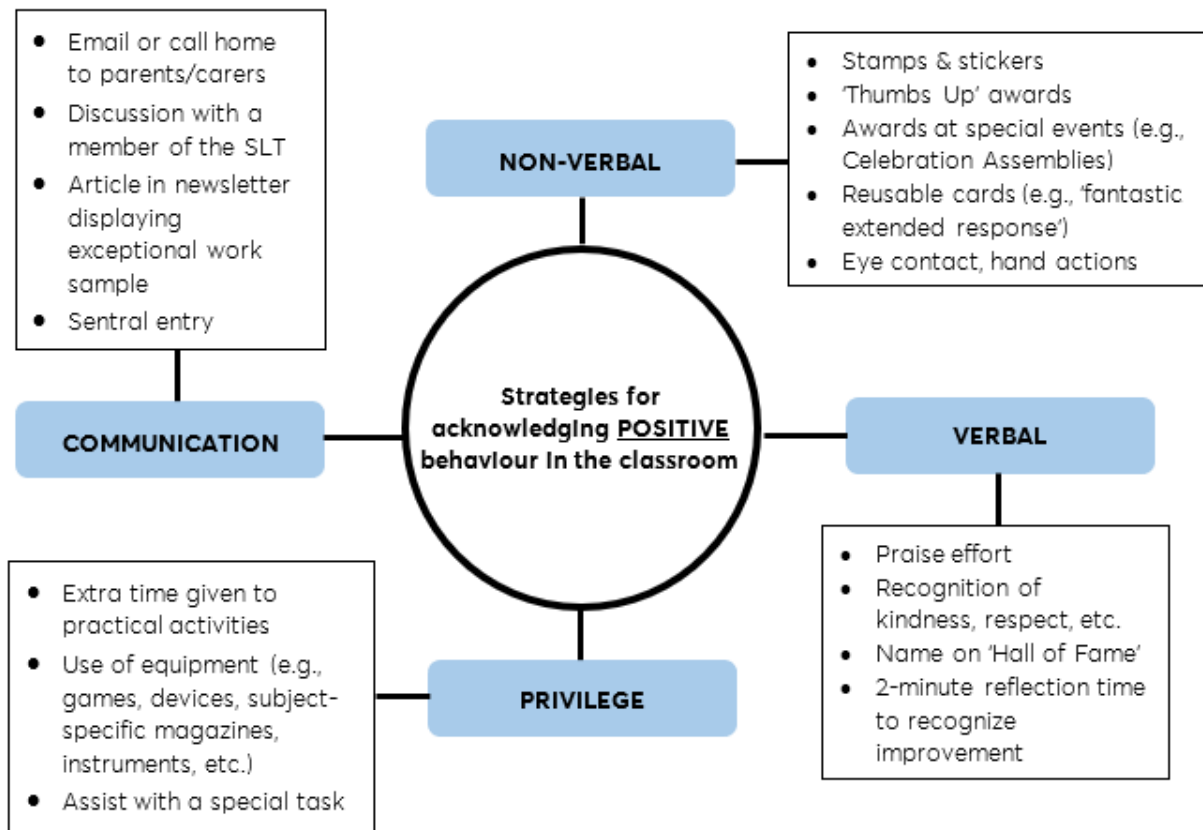
If a student looks like they are about to break a class or school rule they will receive a verbal or visual warning. When a class rule is broken:

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

SECONDARY SCHOOL

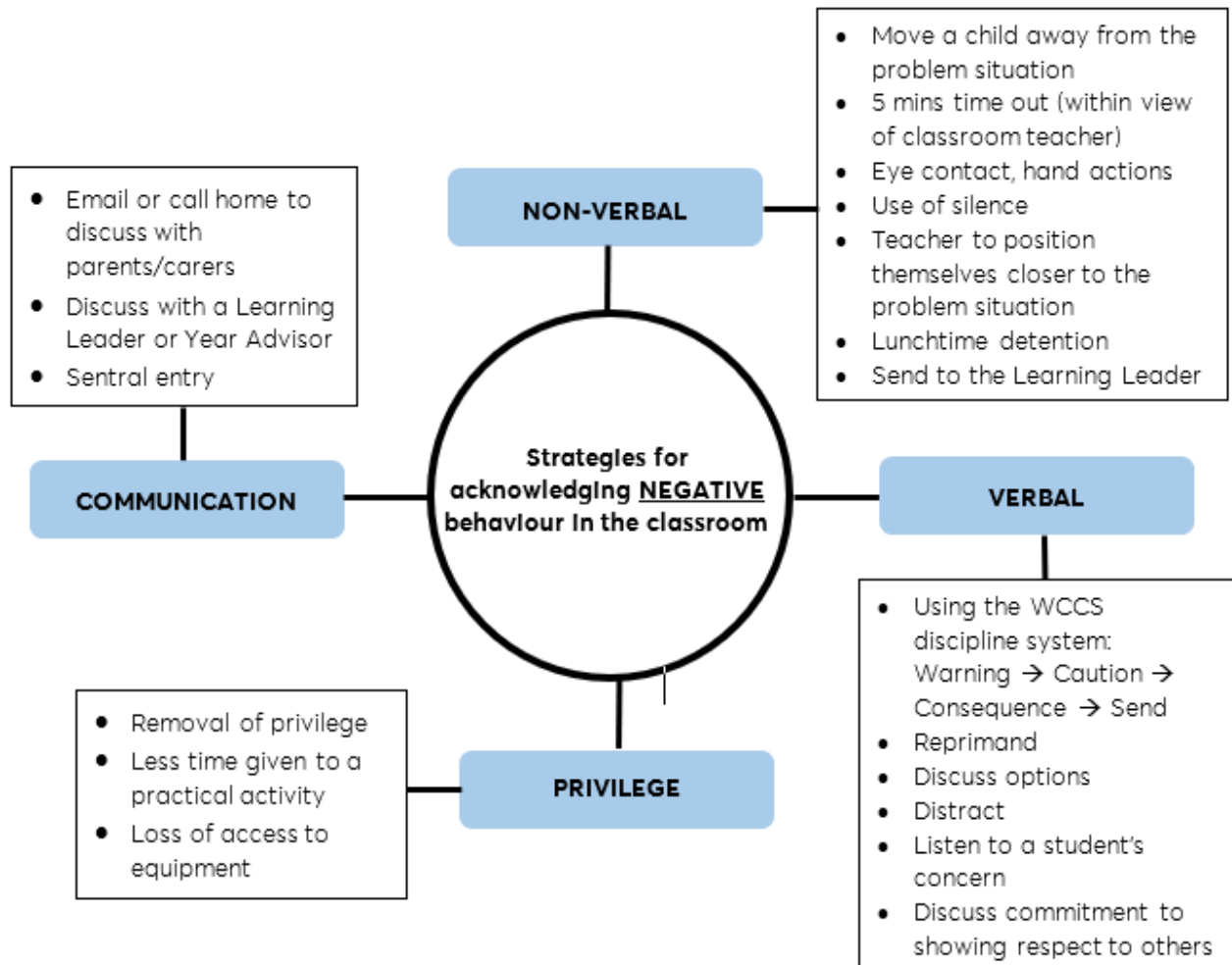
In Secondary School, we want to develop responsible students who are recognised for their positive behaviour. Each term students are recognised at our Celebration Assembly for their contributions towards the school in each subject. Other awards such as Service Awards, are also recognised at these assemblies. Positive behaviour may also be recognised in other ways for example; "Thumbs Up" awards, canteen vouchers and 'Pay It Forward' vouchers.

Students should develop a strong sense that staff notice when they are displaying positive behaviour choices. This may be created by staff in the following ways:



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, internal and external suspensions may be put in place to help deal with the behaviour.

Where possible, classroom misbehaviour should be managed by the teacher. Management strategies may include a combination of the strategies listed below:



In an ongoing attempt to encourage students to think through poor behaviour choices, the school may instigate the use of Discipleship Cards for Junior and Secondary students. This may be done for an individual subject or for all subjects.

A full copy of the school's *Discipline Policy* is available upon request.

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 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.

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

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

Look after personal and school property.

- Don't deface school property (notably textbooks, furniture).
- Take care of borrowed property.
- Maintain your own property in good condition.
- Be well organised and ensure that your own workbooks are well protected.
- Arrive in class prepared with device charged.

JUNIOR SCHOOL BOOKWORK PRESENTATION

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.

Digital Citizenship and Acceptable Use of ICT Agreement

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 school's computers.

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 - continued

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 - continued

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 using 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 excursion assistance, reading groups, Canteen assistance, sports carnivals, maths groups, bus driving, and many other 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. 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 where they will receive a Volunteer Handbook 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 Office of the Children's Guardian website, <https://www.ocg.nsw.gov.au/child-safe-organisations/working-with-children-check>. Verification is required at a local Service NSW Centre. A volunteer's Working With Children Check number will need to be received and cleared by the school office before volunteering begins.

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 the 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's *Privacy Policy* is available upon request.

SOCIAL MEDIA

When posting on social media, please ensure any references to the school, staff, students, and other school community members on social media are uplifting and affirming, and that such references cannot be construed to be denigrating the school, staff, students, or other members of the school community.

Please refrain from publishing photos of any students on social media, other than your own.

Communications

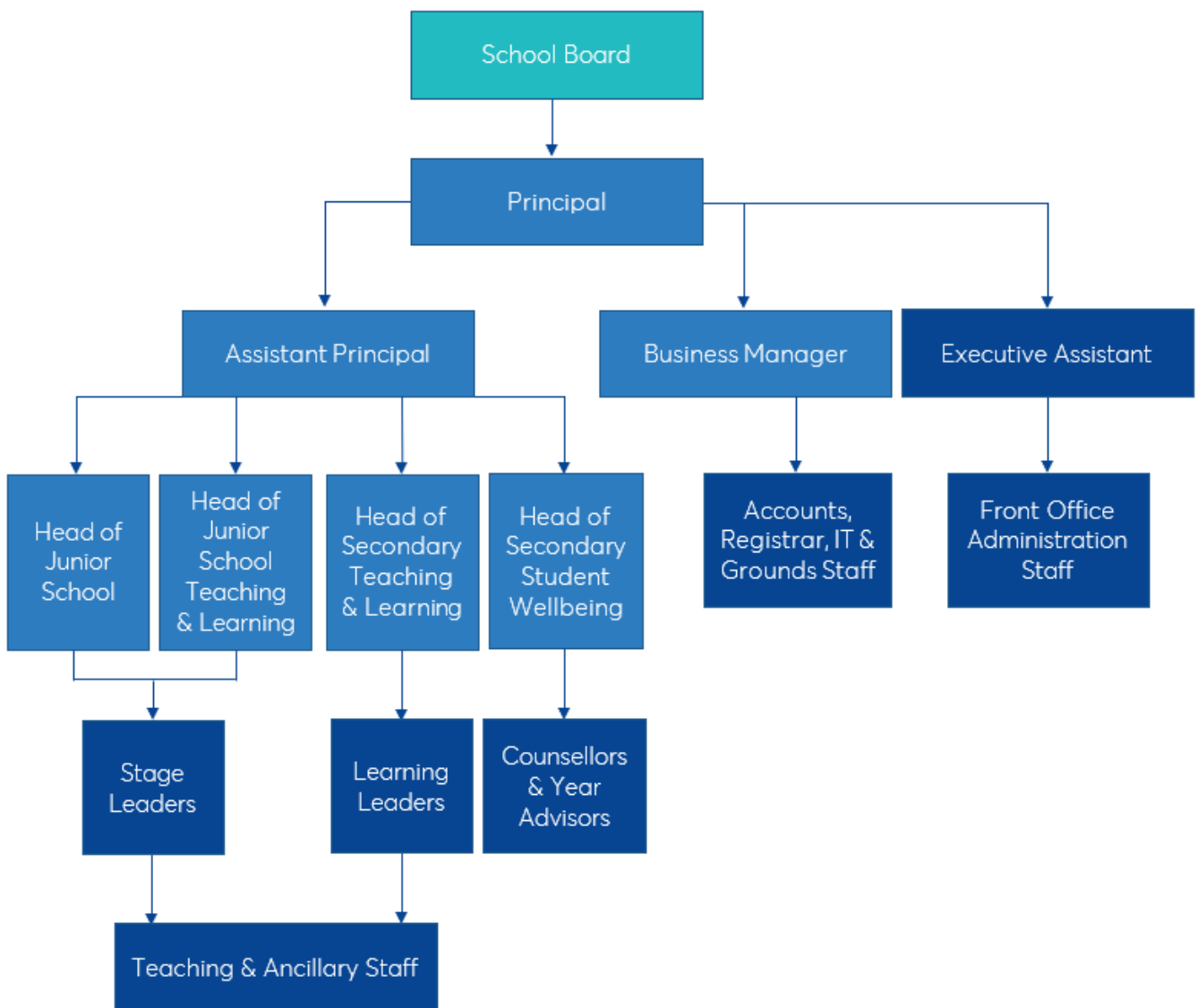
The purpose of this document is to provide families with a clear understanding of the communication channels that are in place within the school.

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



Communications - continued

The members of the Senior Leadership Team are:

Principal:	Mr Darren Milligan
Assistant Principal:	Mr Stephen Moody
Business Manager:	Mr Grant Kayes
Head of Junior School:	Mr Paul Marks
Head of Junior School Teaching & Learning:	Mrs Kerrie Smithers
Head of Secondary Teaching & Learning:	Mrs Leisa Williams
Head of Secondary Student Wellbeing:	Mrs Katie Worboys

INFORMATION EVENTS

School Orientation

For parents with children entering the school for the first time, Orientation Days are held during November to familiarise them with school procedures. This enables the children to spend some sample time in their 'new' classroom and build some connections with their peers.

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 how the teacher operates. Parents/carers can ask staff questions regarding curriculum delivery and pastoral care.

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. An Information Evening is held late in Term 2 to clarify 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.

Secondary School Information Evening

At the end of Term 3, the parents of all students commencing Year 7 for next year will be invited to attend an information evening to receive detailed information regarding Secondary School.

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. If you do not have access to the internet, you can request for a hard copy to be sent home via our school office. The newsletter can also be accessed via the School App and website.

Fortnightly Focus

The teachers of every K-6 class create 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 a meeting with our staff to discuss any issues of concern or to share stories of encouragement.

SCHOOL CALENDAR

Our school calendar, which is accessible via the School App and the website, is an excellent way to stay abreast of all the activities and events taking place at the school throughout the year.

Communications - continued

SCHOOL WEBSITE

The school is continuing to develop its website as an important communication tool within the school community, as well as a window 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.

INSTANTANEOUS COMMUNICATION

Our school corresponds with parents via our **School App**, which can be downloaded from the App Store or Google Play. We highly recommend referring to our School App, as this is our means of instantaneous communication. Please ensure you enable push notifications on the app so that you can be notified in the case of an emergency.

INSTAGRAM & FACEBOOK

Our school uses Instagram and Facebook to showcase the exciting activities that take place in our vibrant school community. Please note that student image permissions are strictly adhered to in all circumstances.

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.

WHERE TO DIRECT NON-TEACHING ENQUIRIES

- **General enquiries & clarification of newsletter entries:**
Contact our Administration staff via phone or office@wyongccs.nsw.edu.au
- **Appointments to see the Principal:**
Contact the [Principal's Executive Assistant](#)
- **Fee payments:**
Contact our [Bursar](#)
- **Difficulties with fee payments; fee assistance; fundraising & donations:**
Contact our [Business Manager](#)
- **Enrolment Enquiries:**
Contact our [Registrar](#)
- **Marketing, Communications and Alumni:**
Contact our [Marketing & Communications Administrators](#)

Communications - continued

WHERE TO DIRECT TEACHING ENQUIRIES

(Clarifications, concerns, complaints)

- **Class Matters:** If you have enquiries concerning your child's welfare, academic progress, homework, friendships, etc.:
 - **For Junior students:** In the first instance, contact your child's class teacher.
 - **For 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.
- **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).
- **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:
 - Clarification of school policy in Key Learning Areas
 - The provision of support for students with additional needs
 - Related curriculum matters such as student placements in class groupings (e.g., for primary mathematics, secondary elective classes), use of textbooks, involvement in academic competitions and benchmark testing, etc.

Student Wellbeing Matters: If you have any enquiries concerning student wellbeing, you should contact the Class Teacher (Junior) or the Home Room Teacher (Secondary) in the first instance. For more serious issues, contact the Learning Leader (Junior) or the Year Advisor (Secondary). These issues could relate to, but are not limited to, student attendance and punctuality, behavioural management and discipline, the playground or the uniform.

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. 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, the appropriate Year Advisor, Head of School or Assistant Principal if a broader problem, and the 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 textbooks, sport, camps and excursions. This saves parents being met with extra expenses throughout the year.

TVET & EXTERNAL COURSES

- **Years 9 & 10 External Courses:** Parents/carers are responsible to pay the full fee of any external course taken by a Year 9 or Year 10 Student. The fees will be charged separately by the School.
- **Years 11 & 12 External Courses:** Parents/carers are responsible to pay the full fee up front for the Year 11 Online Course. Wyong Christian Community School will then cover the Year 12 Online Course fees in the following year. These fees vary depending on the course selected.
- **Registration:** for any external courses will be dependent on all school fees being paid in advance.
- **TVET Courses:** Parents/carers are responsible for their portion of the fees incurred each year of the course. Both the Government and the school contribute to the cost of the course. In 2022, the Government contributed \$600 and the school contributed \$500, with the remaining balance being paid by the family. Please note that the bill for these courses comes through to the school in late October each year, so payment will be required by November.

Please contact our [Business Manager](#) regarding your TVET or Online course fees.

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 our 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 & Procedures* 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 & PROCEDURE

We have a comprehensive *Enrolment Policy & Procedure* 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 Tuesdays, Thursdays and Fridays. Students are able to purchase their recess from the Canteen at recess time. Lunch orders can either be ordered online via [MunchMonitor](#) (see School App) or given directly to the Canteen no later than 8:45am by writing the order on a paper bag with your child's full name and class (please endeavour to include the correct money). Parent helpers are always welcome in the Canteen. If you are interested in helping, please contact the office and they will pass your details onto the Canteen Manager.

CHAPEL

- **Junior School:** Every Friday morning at 9am the children meet for worship in the MPC. Special speakers bring a message from the Bible. All parents are invited to attend and participate.
- **Secondary School:**
 - Once a fortnight on a Thursday during Week A of the timetable, the students meet for worship in the Multi-Purpose Centre and hear a talk by our Chaplain and/or a guest speaker. Parents are welcome to join the school community for this time of worship.
 - Every alternate Thursday during Week B, '**Merge**' takes place. Merge is a mixed age group experience based on similar interests of teachers and students. Teachers lead activities that interest them and have students participate in the options that most interest them. Merge is conducted to create stronger cohesion amongst the many age groups in our community.

COMPASSION

As a school we support several sponsor children through Compassion. There will be fundraising events throughout the year to support these children. All 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 gets distributed via EdSmart emails 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.

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, email, phone numbers or ailments that require special treatment, etc. Please note that there may not be any staff available to administer first aid after 4pm on any school day.

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 as soon as possible. In the case of an emergency, every effort is made to contact parents or the child's designated emergency contact person.
3. Designated school First Aid officers 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.

FOOD ALLERGIES

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

What this means...

Our school will MINIMISE the following foods:

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

These foods are identified by the Australasian Society of Clinical Immunology and Allergy Inc. (ASCI) 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

Should a child be on medication at school, the parent/carer must complete a 'Consent to Dispense Medication' form (emailed to the parent/carer by Administration staff). Medications will be left with Administration staff, who will secure it in a locked cabinet in the front office. Medications must be provided in their original packaging stating the child's name, medication name, dosage, frequency, and expiry date to ensure the safe and accurate administering of medication to students. Each time medications are brought into school, they must be brought in their pharmacy packaging. No unmarked or illegible bottles/packets are permitted. If, for any reason, the medication is unable to be provided in its original pharmacy packaging, a photograph/photocopy of the packaging's prescription and instructions must be provided with the medication. A detailed record will be kept of all medication taken by the student.

- **NO MEDICATION SHOULD BE HELD BY THE STUDENT WHILE AT SCHOOL (with the exception of Asthma puffers, EpiPens and diabetic medications).**
- The school does not administer painkillers such as paracetamol or ibuprofen as a standard first aid strategy, as they can mask signs and symptoms of serious illness or injury.
- Should a student present to Sick Bay with symptoms that may require paracetamol, the First Aid officer will call the parent/carer to describe the symptoms and gain their permission to administer the medication in that instance. Their verbal permission will be recorded in our school database. Please note – this verbal permission is isolated to that instance of paracetamol administration, and any future need for paracetamol will require renewed parent permission.
- Antihistamines will not be administered by the school unless parent/carer permission has been received via phone call at the time of a student requiring them, or in the case of a student having them listed as a requirement on an Anaphylaxis Management Plan.
- In the case of a severe allergic response, emergency procedures will be followed. The school must be informed by parents/carers of any acute life-threatening allergies.
- There will be instances in first aid administration where a student will have Savlon® antiseptic cream, pawpaw ointment, or Stingose® gel/spray applied. Should a parent/carer not consent to their child receiving topical treatments such as these, they should notify the school via email.

Students with asthma are permitted to carry an asthma inhaler with them, as long as a parent/carer has provided written consent through the 'Consent to Dispense Medications' form.

HEAD LICE

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.

First Aid & Emergencies - continued

IMMUNISATION HISTORY STATEMENTS

The Public Health Amendment (Review) Act 2017 requires schools to ensure that parents/carers of children commencing enrolment in primary or secondary schooling provide the school with a current Immunisation History Statement.

Immunisation is not compulsory; however, during a vaccine-preventable disease outbreak, school students who are unvaccinated should be excluded from school, even during examination periods (please note, this does NOT relate to the COVID-19 vaccination).

For the complete *First Aid & Medication Policy*, please refer to the School App under 'Notices', or contact the school office for a copy.

Flood Evacuation Policy - Summary For Parents

As part of the building requirements of Central Coast 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 will be regularly updated with a status report regarding the flood situation at the school. At the point evacuation is necessary, the School App will be updated, and parents will be contacted via SMS to assist in removing children from the school grounds. PARENTS ARE REQUESTED TO ENSURE THAT THEIR CONTACT DETAILS, AND THE CONTACT DETAILS OF THEIR NOMINATED EMERGENCY CONTACTS, ARE KEPT UP TO DATE.

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

When the Yellow Alert is given by Senior Leadership (Porters Creek flowing strongly) the teacher will:

- Bring all loose equipment upstairs (where applicable).
- Account for all students.
- Ensure all students have their bags packed in readiness for orderly evacuation.
- Answer the concerns of any children who may be fearful.
- Follow the directives of Senior Leadership regarding school closure.

During the Yellow Alert, the Principal or Administration staff will:

- Ensure the School App is 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 regular 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 the School App and email 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:

- Cease all activities and have the students line up, ready to leave the classroom.
- When instructed, lead the students to the Multi-Purpose Centre.
- Stay in class groups in the MPC. 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 to communicate this information, as well as arrange for all families to receive communication via SMS to come and collect their child/ren. The Senior Leadership will supervise the transfer of classes to the MPC.

When the Red Alert is enacted (water is flowing into the grounds) the teacher will follow the directives of the Senior Leadership. 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 Senior Leadership will stay on the property until all students and staff 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 WYONG POLICE: 4356 6099 RED BUS: 4332 8655 BUSWAYS: 1300 692 929
COASTAL LINER: 4392 3050

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

Travel & Transport

We are fortunate to be close to train and bus routes, which offers many families a choice of transport options. Please contact your nearest bus company to find the most convenient bus service to your home.

The local bus companies that provide bus services to and from our school are:

- Red Bus: www.redbus.com.au
- Coastal Liner: www.coastalliner.com.au
- Busways: www.busways.com.au

Please visit their websites for timetable information and to view bus route maps.

SCHOOL DRIVE SUBSIDY

The School Drive Subsidy is available in areas where there is limited or no public transport. The subsidy is intended to partly offset the cost of using a private vehicle to drive the eligible student all or part of the way to school.

Note: The School Drive Subsidy is not intended for the following:

- Travel to before and after school care or child-minding premises
- Attending before and after-school activities (sporting, extracurricular)
- School excursions
- Sports events
- Work experience
- Vocational Education and Training (VET) at a location away from where the student is enrolled

To apply for the subsidy, the student must:

- be a resident of NSW;
- be aged 4 years 6 months or older and enrolled full-time in school;
- live in an area where there is limited or no public transport; and
- live more than the minimum distance to school (the minimum distance varies according to the year or grade the child is enrolled in).

For more information and to apply for the subsidy, visit the [Transport for NSW website](#).

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.

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.

Travel & Transport - continued

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 new School Opal Card each year, 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 carer 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).

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.

NB: No skateboards are allowed at school.

Uniform

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

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

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

SHOES

Black leather lace-up shoes are to be worn and polished regularly. The upper must be made of strong, protective leather, which must cover the instep and have a 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).

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).** Students in Years 3-12 must wear lace-up shoes.



Unacceptable styles:



SHIRTS

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

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.

TATTOOS

Students are to have no visible tattoos.

Uniform - continued

SPORT UNIFORM

Junior School students wear their sport uniform to school for the entire day every Friday.

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

PDHPE / SPORT SHOE POLICY

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 sport 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

- Hair must be neatly and conventionally styled.
- No unnatural colouring of hair is permitted.
- Girls with hair longer than shoulder-length must have it always tied back. If a ribbon is used to tie the hair back, it must be white, navy, sky blue or black.
- Plain white, black, navy or sky blue ribbons, head bands and hair ties are permitted. No floral or decorative variations are permitted. The Uniform Shop (Alinta) sell headbands in the corresponding fabric to the uniform for Junior School girls.
- Boys' hair is not to touch the collar, nor is it to hang past the eyebrows, and it cannot be tied back.
- Boys must be clean shaven.

Please see the following pages for specific uniform guidelines for all grades.

Uniform - continued

YEARS K-10: JEWELLERY & 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.
- A 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 & 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.
- A 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

SPECIFIC UNIFORM REQUIREMENTS

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/teal 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/teal 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 & teal 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• White sport 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• White sport 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 & teal 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) OR navy shorts• Sky blue blouse with monogram• Plain white socks• Black leather lace-up school shoes (no boots, suede, sandals or joggers)• WCCS school hat 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 – short or long sleeved• Navy or black tights OR plain white socks• Black leather lace-up school shoes (no boots, suede, sandals or joggers)• WCCS school hat 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 school 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• Plain white socks• Sports joggers• WCCS school hat 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, short-sleeved and not visible.

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 school 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 long pants OR navy unisex shorts • Plain white socks • Black leather lace-up school shoes (no boots, suede, sandals or joggers) • WCCS school hat 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 school 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 • Plain white socks • Sports joggers • WCCS school hat 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, short-sleeved and not visible.

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) OR navy shorts• White blouse with monogram• Plain white socks• Black leather lace-up school shoes (no boots, suede, sandals or joggers)• WCCS school hat 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 – short or long sleeved• Navy or black tights OR plain white socks• Black leather lace-up school shoes (no boots, suede, sandals or joggers)• WCCS school hat 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 school 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 sport shorts with WCCS initials• Plain white socks• Sports joggers• WCCS school hat 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, short-sleeved and not visible.

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 school hat 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 school hat 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 school 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 microfibre shorts with WCCS initials • Plain white socks • Sports joggers • WCCS school hat 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, short-sleeved and not visible.

SECONDARY SCHOOL UNIFORM INFRINGEMENTS

