



SCHOOL GUIDE

***'Train up a child in the way he should go; and when he is old,
he will not depart from it.'***

Proverbs 22:6

Disclaimer

This school policy gives an overview of the policies and procedures of Sherwood Hills Christian School. In general, the school will follow the school guide, but there may arise times when the school must act in accordance with a particular situation. This guide is not intended to foresee all possible scenarios within a family's time within the school. Parents will be notified of any changes to the school guide in a school newsletter and if they wish to have a paper copy of the school guide it is available on the school website.

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Mission Statement

The purpose of Sherwood Hills Christian School (SHCS) is to provide a Biblical Christian education in a nurturing environment, directed by professional, godly educators. Our staff serves as role models to facilitate academic, physical, social, emotional and spiritual growth. Our desire is to educate each student in all areas of academic achievement, and to fulfil the Biblical admonition found in Proverbs 22:6 "Train up a child in the way he should go: and when he is old, he will not depart from it."

Sherwood Hills Christian School assists parents in fulfilling their Biblical responsibilities for their children. The home, church, and school form a tripod of influence in the child's life. It is imperative that these three are in harmony. Parents enrol their children for the purpose of reinforcing the teaching of the home and church. Giving each student the knowledge with which to make a personal decision for Biblical salvation is a key objective of the school.

SHERWOOD HILLS CHRISTIAN SCHOOL MINISTERS TO THE WHOLE CHILD

Spiritually: Recognising that God's Word is the foundation for all of life, SHCS seeks to lead children into a personal relationship with Jesus Christ. Daily Bible readings and emphasis on practical Christian living provide a strong spiritual framework.

Academically: SHCS strives for academic excellence. Standardised achievement tests show SHCS students score above the national average in all academic areas.

Emotionally: Dedicated teachers who are interested in the needs of their students help the child grow with a sense of security and self-worth. The stability provided by the spiritual aspect helps students maturely meet the challenges of learning and living.

Socially: How students relate to each other and to their parents and teachers is an important emphasis at SHCS. Christian Bible principles not only encourage personal spiritual growth, but wholesome social growth as well.

Physically: SHCS understands the physical needs of the child. They work with the parent to help the child mature and to be healthy and strong.

Our goals are to assist students with:

- Establishing a personal relationship with Our Lord and Saviour, Jesus Christ
- Acquiring the knowledge and skills necessary to understand and express ideas through words, numbers and other symbols
- Developing a sense of self worth
- Developing a sense of personal responsibility in society
- Acquiring skills, knowledge and attitudes that will lead to satisfaction and productivity in the workplace
- Developing resourcefulness, adaptability and creativity
- Developing physical fitness and good health
- Gaining satisfaction from participating with others in various forms of artistic expression
- Developing an understanding of the role of the individual within the family and the role of the family within the society
- Developing respect for the environment and a commitment to the wise use of resources
- Acquiring skills that contribute to self-reliance in solving practical problems in everyday life
- Developing an appreciation for the application of the processes of learning

Vision Statement

Christ-Centred Education

Sherwood Hills Christian School has been established to provide a quality of education that gives glory to God by acknowledging Him as the One from whom and for whom all knowledge exists.

It seeks to work in harmony with Christian families to foster the development of students so that they will “grow up into Christ” as mature Christian adults, having an intimate knowledge of God through His Son Jesus Christ and a confident understanding of the purposes for which God has created them.

By providing a Christ centred education the school endeavours to encourage its students to strive for excellence in every area of personal endeavour for God’s glory.

It is the belief of the school that the responsibility for the education of children is delegated by God to parents and that children should be brought up “in the fear and admonition of the Lord”. The school endeavours to co-operate with the family as much as possible in the development of its students.

Each student in the school is acknowledged to be the specific creation of a loving God with strengths and weaknesses, gifts and talents. It is the mission of the school to identify these areas and to foster the individual development of each student in the context of a caring community of Christian believers. The contribution of each individual to that community and to society at large is recognised and valued by the school.

The staff of the school are persons called into a ministry to affect this development, rather than the expression of a career. The authority and responsibility of the ministry gifts of Christ rest upon them to effect growth and development in our students.

In its culmination, the quality of education does not rest with what a person knows, but who a person is and what that person becomes.

The school’s vision is linked with the vision of Sherwood Hills Baptist Church in providing a ministry that ultimately identifies and encourages each student to know Jesus Christ as their Saviour and to then develop into a mature Christian.

Motto

"Our Best for Christ"

Statement of Faith

We believe the Holy Bible was written by men divinely inspired and is inspired, inerrant and infallible Word of God preserved in the King James Bible for the English-speaking people today.

There is one and only one living and true God. In the Unity of the God Head, there are three personalities, The Father, The Son and The Holy Spirit, each executing distinct, but harmonious offices in the great work of redemption.

All individuals by nature are sinners.

A Church by definition is a local congregation of scripturally baptised believers covenanted together for the purpose of carrying out the commission given by Christ.

Salvation of sinners is completely of grace (not works) through the Mediatorial Offices of the Son of God.

All persons will be eternally saved at the time they repent of their sins and trust Christ to save them personally. These believers will live in Heaven eternally with Christ.

All persons that reject the plan of salvation set forth by God in His Word shall be doomed eternally to hell.

Mission work is the responsibility of the local Church. Churches may cooperate together on an equal basis for carrying out this work. The Missionary must be sent and directed by one local Church. Other Churches may help support such a missionary, sent and directed by one on a purely voluntary basis.

Jesus Christ is the Son of God, born of the Virgin Mary.

The first day each week should be kept sacred for religious purposes.

The end of the world is approaching and we believe that Christ will come and awaken His children from the dead, change the living saints and call them up to meet Him in the air. After which will ensue on the earth a period of Great Tribulation. In Heaven, the Marriage of the Lamb will take place. After that, Christ will come to earth and establish His Millennial Kingdom and reign a thousand years over all the earth.

Baptism is the immersion in water of a believer by the authority of Christ. This authority is vested in a local Church or congregation of baptized believers. Baptism shows forth, in a solemn and beautiful emblem, our faith in the Saviour, with faith's effect, in our death to sin and resurrection to a new life.

Sanctification is the process by which we are made partakers of God's holiness. It is a progressive work begun in regeneration, carried on in the hearts of believers, by the presence and power of the Holy Spirit, and the Sealer and Comforter, in the continued use of the appointed means especially, the Word of God, Self-examination, self-denial, watchfulness and prayer.

Baptism is prerequisite to the privilege of Church relations and the Lord's Supper in which the faithful members of the Church by sacred use of the unleavened bread and fruit of the vine are to commemorate together, the undying Love of Christ, preceded always by solemn self-examination.

Staff Details

We have dedicated Christian teachers whose purpose is to establish a Christian environment which is conducive to both academic and spiritual growth. Our teachers try to develop each student to his/her potential spiritually, physically, educationally and socially.

Mr Steven Nightingale

Principal/Administrator/High School Teacher

Pastor Don Stewart

School Chaplain

Mrs Romina Evans

Administrative Assistant

Mrs Grace Kruse

Administrative Assistant

Mrs Estela Abesamis

Office Receptionist

Mrs Tracy van Dijk

Financial Assistant

Mr Neil Kruse

High School Teacher

Mrs Gail Randazzo

PDHPE Teacher Years 1-12

Mr Matthew van Dijk

Science - High School

Mr Neale Slack

High School Teacher

SWD Year 7-12 Academic Supervisor

Mrs Shirley Nightingale

High School Teacher's Aide

Mrs Louise Carrick

P.A.C.E. Curriculum Supervisor - High School

SWD Supervisor

Mrs Sue Thomas

Head of Primary, Primary Teacher

SWD Year 1-6 Academic Supervisor

Miss Hazelynn Sapno

Teacher – Primary & High School

Mrs Samantha Nikijuluw

Primary Teacher

Mrs Sheriah Arellano

High School and Primary Music Teacher

Miss Jessie Evans

Teacher – Primary & High School

Mr Andrew Carter-locke

Teacher's Aide – Primary

Mrs Denise Haddad

Teacher's Aide – Primary

Mr Joshua Stashko

Teacher's Aide – Primary

Mrs Gabrielle Stashko

Kindergarten Teacher

Mr Daniel Stashko

Teacher's Aide - Kindergarten

School Times

	KINDERGARTEN	PRIMARY	HIGH SCHOOL
On-site Supervision Begins (<i>rear of Primary building</i>)	7:45am		
First bell rings, Students assemble	8:40am		
Second bell rings, Students enter classroom/chapel	8:45am		
RECESS	10:30-11:00am	10:50-11:10am	10:30-10:50am
LUNCH	12:00-1:00pm (Times may change)	12:45-1:25pm	12:30-1:25pm
Students Dismissed	3:15pm		
On-site Supervision Ends	3:30pm		

PLEASE NOTE:

- **NO CHILD SUPERVISION IS PROVIDED BEFORE 7:45AM AND AFTER 3:30PM.**
- *Primary students are advised to arrive at school now later than 8:30am in order to complete the morning procedures of conferencing and homework check each day.*
- *Kindergarten & Primary students congregate in the Primary playground area before and after school.*
- *High School students congregate in the Library outdoor area within the fenced gates before school.*
- *High School students must leave immediately after school. If they are waiting for pickup, they must stay in the Library fake grass area until 3.30pm unless they have a sibling in KINDERGARTEN/Primary then they move to primary area if they are still waiting to be collected.*

Attendance

All students are expected to be in school regularly and on time unless prevented by illness. Students are dismissed during school hours only for emergencies and only to the custody of the parents unless a written note indicating otherwise is received. Students must be signed in and/or out by a parent/guardian at the office. When possible please arrange medical appointments during non-school hours. Students coming to school late must first stop at the office and sign in before proceeding to their classrooms.

In order to provide for the added safety of the children, parents are to call the school office between 8:15am and 9:30am to inform us if their child is going to be absent that day. The school office will send an SMS notification on the day of your child's absence if you have not informed the school of your child's absence by 9:30am and a fee of \$1.00 per child will be added to your account. A student is required to have 90% attendance each term unless written verification of absence is received from your physician. Failure to attend 90% of school days will result in the student failing the term.

Sign In & Sign Out Procedures

There is a Sign In/Sign Out Register located in the front office. If a student arrives after the start of school, they are required to sign in at the office or in their relevant department (before 9AM), excluding the KINDERGARTEN students. If a student departs before the end of school, they must sign out at the front office only.

SIGN IN PROCEDURES

KINDERGARTEN: If a Kindergarten student arrives late, the parent/guardian must sign them in at the office and the receptionist will direct the student to their class.

PRIMARY & HIGH SCHOOL: If a Primary or High School student arrives late to school BEFORE 9AM, they must sign in directly in their department upon arrival and must inform a teacher that they are late.

Any late arrivals after 9AM, must sign in at the front office. Parents/Guardians of Primary or Kindergarten children must sign in on behalf of their child/children. High School students who have siblings in Primary or Kindergarten are permitted to sign in on behalf of their brother or sister.

SIGN OUT PROCEDURES

If a student needs to leave school prior to the end of school, there must be written permission detailing the reason and must be signed off by a parent or guardian. When possible, the parent or guardian must *sign out* the student/s at the front office.

After completing the 'Sign In or Sign Out', the student or parent/guardian must then provide the copy of the slip to a teacher in the relevant department for their records.

Kindergarten & Primary Pick-Up and Drop-Off

Students in the Primary Department are not permitted to leave the primary gates without the supervision of an adult or High School sibling. Parents are also requested to walk their children to the primary gates. Students who make their own way home via walking or public transport are exempt from the above procedure.

Different Person Picking-up Student

Parents are required to inform the school whenever a different person is picking-up their child/ren from school. This is especially important for Kindergarten and Primary students. Parents can either communicate in writing through their child's diary or contact the school office and the school office will inform the relevant teacher.

School Bus

The school provides a School Bus Service between the school and Campbelltown Station every morning and afternoon. The school bus will arrive each morning at Campbelltown station at approximately 8:25am. It will leave at 8:30am sharp each morning. Students who use the afternoon service are to quickly move to the front of the Church building at the silver seats once the 3:15pm school bell has rung. The bus driver will then inform all students to follow them to the bus. The bus driver will transport the students to Campbelltown station at 3:20pm to arrive at 3:35pm. The bus allows for 25 passengers including the driver.

If any family would like to have a regular position on the bus, please contact the school office to complete an application form subject to approval depending on availability. Places are limited each year and there is a waiting list. If you are on the waiting list the school will contact you when a place becomes available.

Financial Responsibilities for Families

Tuition Fees

Tuition fees are charged on a Bi-Monthly basis in the following months: February, April, June, August and October and are due to be paid on the 14th of the second month. The fee schedule is divided into the following categories: Kindergarten, 1st Child, 2nd Child and 3rd Child. Please note that the Kindergarten student is recognised as the first child in the tuition system, if applicable. Any child after the 3rd child is entitled to free tuition and enrolment fees.

A 5% discount is offered to families who pay the full Tuition amount by February of that school year. Full Tuition payment can be made via: direct deposit, BPAY, cash, cheque or EFTPOS only and cannot be paid with credit card.

LATE FEES of \$33.00 are charged if invoices are not paid in full by 14th day of the due month. This includes any amounts owing for uniforms.

Uniform Purchases must be paid for on the day of collection. If required under special circumstances approved by the Principal, uniform purchases can be placed on account if there are no outstanding amounts on the family's account. The amount owing for purchased uniforms would be charged in the following invoice. No uniform purchases can be placed on account in Term 4 and must be paid for immediately upon collection.

PLEASE NOTE:

If any account is two months in arrears - the family will be requested to withdraw its child/children from the school until such time as your account is paid in full. If a student has been withdrawn or expelled from school at any time, fees for the remainder of the term will be immediately payable.

Payment Methods

Direct Debit	We automatically debit your credit card on or around the 14th of the month to cover your tuition fees each month. Please request a form from the office. Please be assured that your personal credit card information is stored in a secure safe.
Other Payment Methods are available upon request.	

Payment Instalment Options

ANNUAL SCHOOL CAMP – Primary and High School

For those parents who have students in Primary (Yr4-6) and/or High School, the school offers an instalment option to help pay off the total cost of Camp which is held in Term 4.

RE-ENROLMENT FEE

Parents might also like to consider paying their end of year Re-Enrolment fees on a monthly basis. For those who have 2 or more children in the school, it will only add an additional \$10 per month (Feb-Nov) to your account, and for those with 1 child, only \$5.

Please contact the office if you need to request special consideration.

School Uniform Guide

SCHOOL UNIFORM GUIDE	KINDERGARTEN & Primary		High School	
	Boys	Girls	Boys	Girls
Summer (Term 1 & 4)	<ul style="list-style-type: none"> • Short Sleeve Shirt • Grey Tailored Shorts 	<ul style="list-style-type: none"> • Summer Dress 	<ul style="list-style-type: none"> • Short Sleeve Shirt • Grey Trousers or Tailored Shorts (optional) • Black Belt 	<ul style="list-style-type: none"> • Short Sleeve Blouse • Skirt
Winter (Term 2 & 3)	<ul style="list-style-type: none"> • Long Sleeve Shirt • Grey Trousers • School Tie • Wool Jumper 	<ul style="list-style-type: none"> • Long Sleeve Blouse • Winter Tunic • Tab Tie • Wool Jumper 	<ul style="list-style-type: none"> • Long Sleeve Shirt • Grey Trousers • Black Belt • School Tie • Wool Jumper 	<ul style="list-style-type: none"> • Long Sleeve Blouse • Skirt • Tab Tie • Wool Jumper
Shoes:	<ul style="list-style-type: none"> • Black Lace-up, Buckle or Velcro Shoes. No sandals, ballet-style, boots or sneakers. • K- 2 students must wear Velcro shoes due to safety issues. • Boys: SHCS Grey Socks (Summer & Winter) • Girls: White Socks (Summer), Black Tights (Winter, optional) 			
Notes:	<p>Students are permitted to wear the Black Tracksuit Jacket on its own over the school or sports uniform, and over their school or sports jumper as an extra layer in cold weather. The school (wool/hypoallergenic) jumper may be worn in the Summer Uniform period on cold weather days. Boys are only permitted to wear white undershirts under the school/sport shirt.</p>			
SPORT UNIFORM GUIDE	ALL DEPARTMENTS			
	Boys & Girls			
Summer (Term 1 & 4)	<ul style="list-style-type: none"> • Sport Shirt • Sport Shorts • Sport Jumper OR Sport Tracksuit Jacket 			
Winter (Term 2 & 3)	<ul style="list-style-type: none"> • Sport Shirt • Sport Shorts • Sport Jumper OR Sport Tracksuit Jacket • Sport Track pants (<i>Must be worn before and after school</i>) 			
Shoes:	<ul style="list-style-type: none"> • All athletic shoes should be lace-up or Velcro & must provide adequate support. • K- 2 students must wear Velcro shoes due to safety issues. • Shoes considered to be for “casual dress” purposes, are not adequate for sport. • White ankle socks for boys and girls 			
Notes:	<p>The Sport Shirt must be tucked into their Trackpants at all times unless they are actively participating in a sport event/program.</p> <p>Students are NOT permitted to wear their wool jumper for sport uniform as a replacement to their sport jumper or tracksuit jacket. <i>However, the tracksuit jacket may be worn over the sport jumper for extra warmth or protection from the cold/rain.</i></p>			

Uniform Guidelines

Uniforms are an important facet of our school as they are the distinguishing items that are noticed by the community. It is expected that children be presented in a neat and clean manner at all times when wearing the school uniform; i.e. before and after school, excursions, assemblies and chapel.

If a student does not abide by the rules and regulations listed in this policy, the student will be issued with a Uniform Violation detailing the reason and action to be taken to resolve the issue.

HAIR & JEWELLERY

- All hairstyles must be neat and kept clear from the student's face.
- Plain colour hair ribbons or bands must be a colour in the uniform (e.g. white, sky blue, black, grey or maroon).
- Students are not to dye, colour, bleach or tint their hair in any way, and must not be extreme in length or shortness. Students who break this guideline will be sent home until their hair is in keeping with the school standards. **The school reserves the right to decide whether a haircut or style is acceptable.**
- MALE STUDENTS: Hair must be kept off their ears, above their collars and above their eyebrows and should not be shorter than a 1.5 on the back and sides, and no shorter than a number 2 on top. Any stripes or cuts are not permitted, and the length or height in style on the top should be kept to a reasonable length in keeping with the overall school standard.
- Jewellery is restricted to watches (for girls and boys) and plain gold, silver or birthstone ear studs for girls only. Small sleepers are permitted; however, stud earrings are preferred due to safety reasons. No earrings are to be worn in the tongue, bellybutton, nose or any other part of the body except for the ear lobes. Earrings should be limited to no more than two holes per ear lobe. Boys are NOT permitted to wear earrings whilst in school uniform and will not be permitted to wear the plastic earring to keep the hole open in order for them to wear the earrings outside of school hours.
- Nail polish, other than clear, is not permitted. Light make-up will be allowed but the teacher reserves the right to judge in all cases. No type of false fingernails, including acrylic/gel nails are allowed.
- Hats must be worn at all times when a student is outside, except during sport for high school only.

CLOTHING STANDARDS

- Sports shorts, High School Skirts and Primary Dresses/Tunics need to be knee length or longer and must not sit above the knee. The hem of the female students' skirts/dresses must sit on the middle of the knee or longer.
- Boy's shirts are to be clean, neat and tidy, tucked into their trousers, not hanging around their waists.
- Trousers are to be worn around the hips, where intended.
- Clothing must not be form-fitting and must allow room for movement.
- Belts are required for pants that have belt loops and must be purchased from the school.

FOOTWEAR

The NSW Department of Education and Training's guidelines in relation to safety and footwear in schools, under the Work Health and Safety Requirements prohibit students participating in practical activities in school if not wearing substantial footwear deemed safe by the Department. Unsafe shoes include shoes made from unprotective, open-weave materials such as canvas and cottons or similar, and other materials that do not provide adequate protection.

- **Sport Shoes** - Students must have appropriate sport shoes in order to participate in sport. Any student who is not wearing proper sport shoes will be removed from the sporting activity, including House

Competitions. All athletic shoes should be lace-up or velcro (for K-2), may be of any colour and should provide adequate support for the feet. Shoes considered to be for “casual dress” purposes, are not considered suitable for sport.

- **School Shoes** - Black Lace-up shoes or buckles (for girls) (no sandals, boots, sneakers or ballet style). Students in K-2 only must wear Velcro shoes for both school and sport

HATS

- Primary students must wear regulation school hats during any playing or sport sessions whilst school uniform is being worn. High school students must wear their Hats during all breaks. Hats must remain at school. If hats are taken on an excursion, they need to be in a clean and respectable condition. Hats **MUST** have the student’s name written inside on the binding.
- Students not wearing hats at the appropriate time must sit in a shaded area and not take part in any activities in the playground. Staff members are to encourage students to wear their hats.
- Students wearing hats inappropriately marked, or written on with texta, biro, etc. other than in the correct place, will be asked to clean off the markings from their hat. Students will be issued with a Uniform Violation notice and must be issued with a new hat.

Please note that for some sports the wearing of a hat is not considered safe, this will be at the discretion of the teacher.

All uniform items are to be labelled clearly on the inside of the uniform with the student’s name to avoid unnecessary extra costs to the parent/guardian. We have a very large lost and found clothing pool due to the fact that the children’s clothing are not clearly labelled with their full name.

PLEASE NOTE: No student may contravene the uniform policy for any religious, charity or cultural reasons.

Uniform Shop

The opening hours of the Uniform Shop will vary each year. Please visit or contact the school office and they will accommodate any immediate needs. In most cases, please use the uniform shop within the hours of operation.

All uniforms (excluding shoes, tights and white socks) are to be purchased from the school.

PLEASE NOTE: If your child needs a size that we do not regularly stock, we can arrange for that specific size on special order. This will however, in some cases, require at least 2 weeks’ notice to the school and a possible extra cost. Please keep this in mind when purchasing uniforms for your child/children.

Unless specific arrangements have been made, all payments for uniforms purchased must be received by the end of the billing period in which the items were purchased. If a family’s account is in arrears, all uniform purchases must be paid for upon collection and cannot be placed on account.

The school reserves the right to be able to change uniform prices as and when it is necessary due to supplier increases. When possible, parents will be given written notification of any uniform cost increases.

Lost Property

The school holds Lost Property in the for Kindergarten and Primary students in the Primary Department, and on the second floor of the Library building for High school students. If any items which are not clearly labelled with a student name are not claimed by the end of the school year, it is transferred to the second-hand clothing pool in the Uniform Shop.

Lunch Orders

The school does not run a regular canteen service, apart from the primary tuck shop on Fridays which consists of snacks and sweet treats. The school currently has an arrangement with Domino's Pizza at Bradbury shops for lunch orders. All staff and students must complete their lunch order form before 9:15am. The lunch order form, reusable Ziploc bags, and red lunch order box are located outside the Primary Front Door Entrance.

The school office will take the lunch orders to the store, collect the lunches and deliver them to each department.

Sport

Sherwood Hills Christian School is committed to producing well rounded students that are challenged both physically and academically. We endeavour to provide opportunities for our students to compete against other schools each school year. We consider sport to be an integral part of our curriculum and insist that all students participate. If there are medical or physical reasons why your child should not participate, please inform the office and provide a doctor's certificate.

Annual School Events

School Calendar

Each school family receives a School Calendar every school year, which details the upcoming school events, excursions and key dates for each Term. The Calendar is also available on the website in the Parents section.

Educational Excursions

Each student from K-12 will attend educational excursions each year. These excursions will vary from year to year and the costs for all education excursions are covered by the school. Parents/guardians will be informed of excursions via the school's excursion program, Consent2GO. The parents/guardians will receive an email to their nominated email address with a link to the excursion information, a prompt to update any changed personal details, and to submit confirmation if their child will or will not be attending the excursion. The link will expire on the RSVP date mentioned in the excursion invite. No paper invitations will be provided. If permission is not granted, the student will not be permitted to attend the excursion.

Spring Fair

Every two years, the school hosts a Spring Fair in Term 3 or 4 for the entire school, incorporating food stalls, carnival games, activities and prizes, musical presentations, various booths, and displays highlighting student's work throughout the school year. The event is a Fundraising event for the school and an opportunity for the House teams to obtain points through food and game stalls. All family, friends and visitors are welcome to attend.

House Competition

The school runs a yearlong House competition where the students are separated into two Houses named Mascord and Robson. The students compete in sport and academic competitions to obtain and accumulate points for their House and the overall winner is announced on Award's Night.

Events may vary but generally follow this pattern:

Term One –	Team Sports – Minto Sports Stadium
Term Two –	Academic Quiz - School Chapel
Term Three –	Athletics Competition - Campbelltown Sports Stadium
Term Four –	Team Sports – Minto Sports Stadium

Graduate Dinner Functions

Student graduates in Year 6, 10 and 12 are invited to a dinner function held at the end of Term 4 to recognize their achievement.

Certificate Day

A Certificate Day is held during Chapel in Terms 2, 3 and 4 to recognize the Honour Roll Achievers from each department. In Term 4, the Certificate Day includes certificates recognizing High Achievers in each subject, as well as other various categories. Each student is awarded with a certificate recognizing their achievement.

Award's Night

Awards Night is held during the last week of school in term 4. It is a time in which we recognise the achievements of the students and congratulate the graduates. Students are to attend awards night in their school uniform. The venue and time will be sent home in a newsletter each year.

Yearbook

The yearbook details the previous year's school events, excursions, graduates, school photos and other specialty articles. A school yearbook will be provided to each family and Year 12 graduate in the following year.

School Photographs

The school photographs are held in Term 2 every year. Students are required to wear their full winter uniform (including black stockings for girls). Ordering information is provided prior to the day.

School Assembly and Chapel

The school conducts a morning assembly and chapel each Monday of the term, except for the first week of each term. During the assembly the students will recite the Pledges and sing the National Anthem and School song, which are printed below.

Each week a student of the week award is presented for each department, one for Kindergarten, two for Primary and two for High School. Each department will then present the certificates earned by students from the week before.

A song leader will then lead the school in recognising any birthdays from the week before and the school will sing Happy Birthday to those students. The song leader will lead the school in a chorus or hymn.

A short devotional is then given to the students either by the Pastor of Sherwood Hills Baptist Church, the Principal, a Teacher, or a visiting speaker.

Parents are invited and encouraged to attend the Monday school assembly and chapel.

Pledge and Anthems

Pledge to the Australian Flag

I pledge allegiance to the flag of the Commonwealth of Australia,
And to the democratic principles for which it stands,
A sovereign nation unto God, with freedom and justice for all.

Pledge to the Christian Flag

I pledge allegiance to the Christian flag, And to the Saviour for whom it stands,
One Saviour, Crucified, Buried, Risen, and Coming Again, with life everlasting to all who believe.

Pledge to the Bible

I pledge allegiance to the Bible, God's Holy Word, I will make it a lamp unto my feet, A light unto my path,
And will hide its words in my heart that I might not sin against God.

Australian National Anthem

Verse 1: Australians all let us rejoice, For we are one and free
With golden soil and wealth for toil, Our home is girt by sea.
Our land abounds in nature's gifts, Of beauty rich and rare,
In History's page, let every stage, Advance Australia Fair.
In joyful strains then let us sing, Advance Australia Fair

Verse 2: Beneath our radiant Southern Cross, We'll toil with hearts and hands
To make this Commonwealth of ours, Renowned of all the lands
For those who've come across the seas, We've boundless plains to share
With courage let us all combine, To Advance Australia Fair
In joyful strains then let us sing, Advance Australia Fair

Sherwood Hills Christian School Anthem

Verse 1: As we gather in this place, Lifting our hearts with joy and praise
Things we learn engrave our hearts and will shine for all our days

Chorus: Sherwood Hills Christian School, Let us serve the Lord
We obey the golden rule, as we read His Word
Live for Jesus trust in Him, all of our talents give
May we always do our best, and for Jesus we will live

Verse 2: Our School's a place we need to go where in the Spirit we can grow
Wisdom and stature we will gain, Jesus' love we will proclaim

Student Conduct

Sherwood Hills Christian School is a school with which we, as parents, friends, students, and staff are proud to be associated. It is a positive, Christian learning environment which runs effectively. We are proud of the fact that we have a minimal number of discipline problems. There are times, however, when discipline problems occur and need to be addressed.

At the beginning of the school year, each teacher will discuss with his/her class the expectations that he/she has. The discussion will include what will happen if students forget or choose not to follow the school guidelines.

Out of School Conduct

Students who attend Sherwood Hills Christian School must understand that the privilege to attend this school comes with certain responsibilities for their conduct whilst in school uniform and out of school uniform. If a student brings the name of the school into disrepute whilst in school uniform or out of school uniform that student will come under the discipline of the school.

Cheating

Students are expected to do their own work as directed by their teachers. To submit another's work as their own effort is prohibited. This includes copying, and securing answers from others or score keys for homework and tests. Penalties for dishonesty/cheating will be handled by the individual teacher/administrator and will result in students being excluded from the Honour Roll as well as the possibility of Detention or Suspension. Repeated offences will result in Expulsion.

Male/Female Relationships

We realise the importance of good Christian relationships and encourage boys and girls to get to know each other and develop an appreciation of the opposite sex in a healthy and acceptable way, as God intended. We stress group friendships and not pairing up and therefore a non-contact policy is in place.

The non-contact policy has a three-step process. If your child is seen to be in physical contact with a student whilst in school uniform or outside of the school:

1. Notify parents of the infraction
2. For a second offence the student will be suspended from school for a period of one week.
3. For a third offence the student will be removed from the school.

Disciplinary System

Please find below the general outline of our discipline system. In extreme cases, teachers retain the right to skip steps and use the appropriate discipline. In all cases, parents will be notified when their child has been disciplined with a detention, suspension, or expulsion.

Warning: Warnings are normally given at the beginning of the year. They are for the purpose of "drawing the line". Warnings may be given generally to the School as a whole or personally to the individual student. It is considered that once a general warning has been given, a personal warning is not necessary.

Demerit: A demerit will be given for any infraction which the Principal Teacher, Monitor or any adult (in a leadership role) may feel is warranted. Demerits are accumulated daily. In the Kindergarten and Primary

Departments if a student receives three (3) demerits in a day, he/she will receive a detention. In the High School Department if a student receives four (4) demerits in a day, he/she will receive a detention.

Detention: A detention will be served during the second half of the lunchtime period. Once the bell is rung for students to stop eating their lunch and enter the recreational period of lunch a student on detention must return to their prescribed classroom to serve their detention. Students may be required to stand or sit quietly when serving their detention. A student who receives a detention is ineligible for Honour Roll for that particular term.

Afternoon Detention: If a student receives three detentions in one week they will be given an afternoon detention. An afternoon detention will be served from 3:30pm – 4:30pm on the following Tuesday of each week. We the staff view afternoon detentions as the final step before suspension. Therefore, if a student receives three afternoon detentions in one term, they will be placed on an In-School Suspension for one week. If a student receives an additional three afternoon detentions in the same term they will be placed on an out-of-school suspension for one week.

Suspension:

In-School Suspension

An In-School Suspension is the first level of suspension for students who have committed a more serious offense that is deemed to be worth more than an Afternoon Detention, but not enough for an Out of School Suspension. A student on In-School Suspension must come directly to their prescribed classroom when they arrive at school, and during each period of break they must stay in the ACE classroom. The student will still attend each academic class while they are on In-School Suspension.

Out of School Suspension

A suspension may be given for behaviour that demands a more severe form of discipline or for a repeated offence in which the student has already received detentions in the past. A student will first be placed on a period of one week suspension. During which time the student will not be permitted to attend school or any school functions. Should a student be deemed to have committed an offense worthy of being suspended again they will be given a two-week suspension.

Expulsion: When a student has proven himself/herself to be a persistent discipline problem, it is necessary, for the testimony of the school, and other students, to expel that individual. Expulsion will be for the remainder of the school Year.

General Guidelines

Please find below some general guidelines for the school:

- Four demerits in one day will lead to a detention being issued. Each term a student will receive one mercy detention, as long as that detention is not an automatic detention for a more serious breach of conduct.
- Mobile phones and other means of technological communication are not permitted outside of student's school bags before, during or after school. Mobile phones are to be turned off once they enter the school grounds and throughout the whole day. If a parent needs to contact their child/children during the day, they can contact the school office and the message will be forwarded to the appropriate student.
 - First Offense - Automatic Detention
 - Second Offense - Automatic Afternoon Detention
 - Third Offense - One Week In-School Suspension

Each offense relates to committing the offense in one term. For each offense the student's phone will be sent to the school office and the student can pick-up the phone after school.

- If a student wears a smart watch to school, then the procedures and guidelines for mobile phone use will apply to the using of the smart watch at school or on excursions, including camps. Meaning that disciplinary action will be taken if a child uses the mobile phone abilities of the smart watch, such as but not limited to texting, calling or receiving of calls.
- Smart Watches must now be removed whilst the student is undertaking an exam. The watch can be given to the supervising staff member, and then collected when the exam is over. This is now common practice in Universities and many schools.
- Students are required to mark all their possessions clearly with their names.
- Cigarettes, alcohol and illegal drugs are strictly forbidden. Possession and/or use may lead to expulsion.
- If your child is found involved in possession of an e-cigarette device at school or is found actively vaping on school grounds, this act is considered a serious offence and will be dealt with an automatic school suspension, or depending on the circumstances, may lead to expulsion.
- Chewing gum, liquid paper, metal rules and permanent markers are prohibited.
- Girl's hair must be tied during sport and science lab classes.
- Trading cards of any kind are not permitted at school, and will be confiscated. The cards will be returned only when a parent collects them.
- **Parents with child/children in KINDERGARTEN or Primary need to drop off after 7:45am and pick up your child/children from the playground before 3:30pm each day.** All schools have been requested by the State Government and Department of Education to ask parents with Primary age children to drop off and pick up their child/children from inside the gates of the school. All primary students will remain inside the fenced area until they are collected by their parents. This includes family relatives or friends that may pick up your child/children. Please advise the office if you have arranged for someone else to collect your child. Students who catch the bus must go directly to the bus stop, if they have a sibling in High School they need to wait until that sibling comes and collects them.
- Once students arrive at school they are not permitted to attend the local shopping centre or leave the premises at any time without the knowledge of the school and permission having been granted from parents.
- Bullying, including cyber-bullying inside and outside of school, will not be tolerated. Students who continue to physically, verbally or in writing bully a student will be removed from the school.
- No electronic devices are permitted whilst the student is on school grounds or on an excursion unless specifically authorised. This includes, but is not limited to: iPads/tablets, music players, and gaming devices.
- Students who are absent on the day an assignment is due, or for an exam, **must have a medical certificate** or they will lose 10% of their mark for each day they are absent.

For a complete list of the school's policies, please visit the school website: www.sherwoodhills.nsw.edu.au

Student Gate Access

High School students will be provided with an access alarm code at the start of each school year, specifically for students to gain access for the three green external security gates and glass doors of the Library and Primary building. This code provides access only during school hours and should not be shared with parents/guardians or non-school related individuals.

Parent Correspondence

Newsletters

At the start of each month, from February to December, a monthly newsletter is emailed to each family. Each newsletter informs parents or guardians about upcoming events, school updates and any other relevant information for that particular month. These newsletters will also be available to view or download on the school website after the initial distribution.

Family Envelope

At the start of the new school year the students will be given a plastic envelope containing important information. This will be sent home with the student periodically to inform parents of our schedule and any other important information.

One of the aims of our school is to teach children responsibility. The envelope system is our normal means of communication with you. We need to ensure that you see all the letters, accounts etc. contained therein.

The eldest child in the family will bring the envelope home, and it will be his/her responsibility to return the envelope to the school. Your responsibility is to receive the contents, act as necessary, and sign the card inside the envelope to indicate you have received the material. Whilst we prefer both parents' signatures, circumstances at times may only allow one parent to sign and this will suffice.

The envelope must be returned the following school day. If the envelope is lost a *replacement fee of \$5.00* will be charged and will appear on your next invoice. In an effort to keep the school fees as low as possible, we have instituted this system. Please do your part to ensure this system runs smoothly.

Homework Diary

The Homework Diary is a means of communication between parents and staff for day-to-day questions, issues or notices. Some examples include: medication or early dismissals from school. Parents/guardians are encouraged to provide relevant information within this diary throughout the school year. If a student's diary is lost or severely damaged, a replacement diary will cost \$15.00 for a Primary Diary and \$20.00 for a High school Diary.

Family Contact Details

If during your time in the school your details change, please contact the school office for a change of details form. Alternatively, you can send in the change of details in writing or via e-mail to the school office.

Parent-Teacher Interviews

Parent-Teacher interviews are conducted twice per school year, in accordance with NSW Education Standards Authority (NESA) regulations. They are conducted at the start of Term 1 and Term 3. Available times will be communicated in the monthly newsletters. Parents are then asked to contact the school office to book one of the available times.

Parent-Teacher Meetings

Parents may at any time during the school year request a meeting with the classroom teacher. This is done by the parent contacting the school office, and the school office will organise an appropriate time for the meeting.

There also may arise times during the school year when a teacher will request a meeting with the parents of a student. When requested by a teacher the school office will contact the relevant parent and organise an appropriate time for the meeting.

NSW Educational Assessments

NAPLAN

The NAPLAN is the National Assessment Program for Literacy and Numeracy conducted by the Australian Curriculum, Assessment and Reporting Authority (ACARA). NAPLAN is a national assessment and all students are expected to participate. It is held during May each year. For further information, please visit: <http://www.naplan.edu.au/>

Subject Results

Within the first few weeks of term two, three and four a subject result notification is sent home for each student. The purpose of this notification is provide information to parents of their child's term results. The fourth term subject result notification is supplied with the Semester 2 Reports. Parents are asked to sign the sheet and return the bottom section to the school so that the school is aware that you have received the notification.

Student Reports

Families with students in the Kindergarten (KINDERGARTEN) Department will receive an academic report for their child/ren at the end of the second and fourth terms.

Families with students in the Primary Department will receive an academic report for their child/ren at the end of the second and fourth terms.

Families with students in the High School Department will receive an academic report for their child/ren at the end of the second and fourth terms. The second semester reports are handed out at the end of Awards Night.

Department Information

The school has three departments:

- Kindergarten Department
- Primary Department (Years 1 – 6)
- High School Department (Years 7-12)

Honour Roll

The goal of the Honour Roll Program is to recognise and encourage all-round achievement. The requirements for the Honour Roll are listed under each Department heading. For each term that a student earns Honour Roll they are rewarded with a certificate in school chapel and a day excursion. The cost of the excursion is not covered by the school. Students who earn Honour Roll for all four terms of the year are rewarded with a trophy at the school awards night in December.

Memory Passages

Every department provides a Memory Passage for each month throughout the school terms. If a student has successfully memorised all the passages in a Term, this achievement is recognized in the Honour Roll criteria. If a student memorizes all passages for the school year, they are awarded a trophy on Award's Night.

Kindergarten Department

Entry to Kindergarten begins with the Reading Readiness Test. This basic introductory test is one which assess whether the student is ready to embark on the ABCs with ACE and Christi Reading Program.

Kindergarten's ABCs with Ace and Christi Program

At Sherwood Hills Christian School, we utilise the "ABCs with Ace and Christi" program. This educational program is a phonics-based learning-to-read program that prepares students for the individualised ACE Pace curriculum. A number of outstanding reading tools, including a unique alphabet sequence, a song for each sound, poems, displays, and physical and motor development activities are incorporated into the program. The Bible stories and character development activities increase the students' spiritual understanding and help them develop moral integrity. Special reports are provided for progress in learning the sounds, Pace scores, averages, Scripture memory passages, and the Post Test score progress.

This comprehensive specialised reading program is absolutely brilliant and comes to life with puppets, songs, rhymes and games and is closely linked with all academics and elective subject areas and Key Learning Areas (KLA's):

- Maths
- English - Literacy, Grammar, Writing, Reading, Oral Expression, Listening
- Word Building - Sounds, Handwriting, Spelling, Comprehension, Phonics
- Science and Technology
- Human Society and Its Environment (HSIE)/History and Geography
- Personal Development, Health and Physical Education
- Creative & Visual Arts - Music, Drama and Arts & Crafts
- Animal Science
- Bible Reading

The Kindergarten program is limited to 10 children each year and has a fully qualified teacher and teacher's aide each year.

In order for Kindergarten students to progress to Primary, they must achieve 100% in the Kindergarten's Ace and Christi Reading Examination titled the 'The Post Test'. When a student passes this test, he/she will be awarded with a Diploma on Award's Night. This diploma is the highest honour in the Kindergarten Learning Centre, along with the Scripture Memory Trophy. If a student recites every monthly Scripture Memory passage in the school year, he/she will be awarded with a trophy on Award's Night.

Kindergarten 's Daily Classroom Program

The morning program mainly involves PACE work whereby the lesson is taught to the class as a whole. Then students have to complete their work individually and usually in their own private office. If students need help, they raise their *flag* and the supervisor will attend to them.

If students *do not complete* the required work, they will have to complete it as Homework. The teacher will write the date and pages required on the front of the PACE which will be placed in the student's Homework Folder. The PACE *MUST* come back to school the next day.

The afternoon program is extremely busy with elective subjects. Kindergarten 's elective worksheets will be placed in their respective A4 Folders, either kept on their desk or displayed around the room. The Kindergarten classroom displays many items of the student's work. The children are constantly encouraged to achieve a high standard of

work to do their very best for God and themselves which enables them to have a fine sense of accomplishment, as well as pleasing the Lord.

Kindergarten 's Homework

The Kindergarten 's specialised reading program is one that requires parents to maintain a level of homework for their child to obtain the most from the Kindergarten course. Students that regularly complete this sound/phonics and reading homework progress at an amazing rate and reach a very high standard. This enables the student to launch out confidently into the comprehensive Primary program.

Kindergarten students are expected to complete **at least** 20 minutes of reading homework per night and parents must register this in their Homework Folder.

Kindergarten's Reward System

The Kindergarten Learning Centre reward system revolves around awards, merits, stickers, points and prizes from the 'Prize Box'. Once students receive 7 stickers, they can choose a prize. Stickers are awarded for good behaviour, good work ethic, wonderful manners and Christian character. This system encourages students to perform at their best and grow in the character traits that would please God and bring Him glory. It also encourages peace and harmony in the classroom and fosters a sense of cooperation and friendship. The students are constantly encouraged to congratulate each other for their achievements.

Honour Roll - Kindergarten Requirements

- All monthly scripture passages recited
- Pass ALL Elective & Academic Subjects with 90% or above
- Excellent work ethic
- Shows Godly Character Traits especially obedience and respect to staff and kindness to others
- Must not be absent from school for more than 10 days in a term
- 12 Demerits or less per term
- No detentions

Stationery Requirements

Kindergarten students will be provided with a Kindergarten Start-Up Kit upon enrolment and will not be required to purchase any stationery items. Please label ALL of your child's items clearly.

Term 4 Swimming

During Term 4, the PDHPE program for Kindergarten students is "Learning to Swim". For 8 weeks, students are taken to a Swimming School for formal lessons by qualified swimming instructors. The cost for this is covered by the school.

General Guidelines

It is highly recommended that parents provide their child in Kindergarten with a spare pair of labelled underwear and socks in their school bags every day in case it may be required.

Friday Fruit Day

On Fridays, Kindergarten have a weekly "Fruit Day" where students are encouraged to bring in some fruit to share with their class for recess.

Primary Department

The primary program uses a combination of student-directed learning (PACE) and teacher-directed learning. Students will be involved in teacher-directed learning across each KLA, but will vary from year to year for each KLA.

Teacher-Directed Schedule

Math: Years 1 - 6

Science: Years 1 - 6

PDHPE: Years 1 - 6

Literacy: Years 1 - 6

Creative Arts: Years 1 - 6

Biblical Studies*: Year 1 – 6

History & Geography: Years 1 - 6

Music: Years 1 - 6

*No student is permitted to be removed from any Bible classes during their term of stay in the school.

Each year, students will attend excursions or incursions that relate to a unit of study they are undertaking. The cost for these excursions is covered by the school.

Diagnostic Testing

Upon enrolment in the Primary Department, newly enrolled students complete diagnostic tests in Maths, English and Reading Fluency, and Comprehension to determine their starting levels in their PACE books.

Honour Roll - Primary Requirements

- PACE average – 90%
- No failed PACES
- Teacher directed classes - average 80%
- No failed or incomplete teacher directed assessments
- All scripture passages recited
- No detentions
- Sufficient number of PACES completed each term – This is related to work habits
- Classroom behaviour – Attentive, demonstrates a positive attitude to learning and is respectful at all times towards teaching staff.
- Work habits – Goal setting, good scoring practices, consistently completing all homework, works independently
- Social habits – engaging in a positive manner with peers during class and play
- Attendance – Less than 10 days absent and must not miss more than 30% of a teacher-directed class
- Students who arrive late to school 10 or more times during the term without a certificate or approved leave will be ineligible for Honour Roll
- Stage 3 students (Years 5/6) - Less than 30 demerits per term

*Consequences given such as writing a letter of apology or a time-out for behaviours such as teasing other students, name calling or fighting will now be considered when determining Honour Roll. Students will be ineligible for Honour Roll if 3 or more instances of this type of behaviour occur.

** Students who are sent out of a class for being disrespectful, disruptive or misbehaving 2 or more times a term will be ineligible for Honour Roll.

*** Students will be advised when a behaviour/consequence is recorded.

Primary Classroom Rules & Guidelines

Communication

Each student is provided with a homework diary upon enrolment. The homework diary lists any homework for the student on a given day. It also serves as a method of communication between the teacher and the parent. The diary must be checked and signed by a parent/carer daily. Replacement cost is \$10.00.

Flags & Cubes

In the Student-Directed learning area, a system of flags and coloured cubes is used by students to communicate when they require assistance and what type of assistance they need. Students will be introduced to the system upon enrolment.

Consequence Guidelines

4 demerits = a lunchtime detention

Morning Diary Check – Students to earn a single demerit for any of the following or combination of under the code of HV = homework violation.

- ND – no diary
- DNS – diary not signed
- HND – homework not in diary
- IH – incomplete homework
- GNS – goals not set
- MH – maths taken as homework
- P – Pace violation = General code for demerits relating to pace work which students may receive at morning diary check.

The code HV to be entered in the demerit folder and an explanation of which individual demerits to be recorded on the explanation sheet located in the demerit folder.

Example: A student presents at morning diary check with incomplete homework and his diary is not signed. A HV demerit is issued against his name in the demerit folder and the explanations of IH and DNS recorded on the explanation sheet.

The issuing of demerits throughout the day is at the discretion of both supervisors and monitors. Warnings can be issued when considered appropriate. Issuing of lunchtime detentions is at the discretion of supervisors – alternative consequences such as a sport detention or loss of playtime can be issued in lieu of a lunchtime detention if considered appropriate. Please see Mrs Thomas for confirmation if unsure.

Students to receive one detention mercy per term.

Automatic detentions are issued at the discretion of the Head of Primary for very serious offences.

Alternative or natural consequences relating to a behaviour can be used in lieu of demerits throughout the day if deemed appropriate, such as – a student misuses an iPad, instead of a demerit they may lose computer privileges for a set period or are returned to their desk and given an additional page of Pace work. Students who leave their office should be instructed to return and raise their flag, unless the need is immediate.

When issuing consequences please consider:

- The age of students, expectations are greater for older students.
- The ongoing consequences of issuing a detention such as loss of honour roll.

- Consequences should not be issued in anger.
- Each student's individual needs should be considered.

Positive reinforcements should be used frequently. Stamps, positive verbal affirmations, stickers, prize box. Acknowledgement of good behaviours or a positive change in behaviour should be just as consistent as negative reinforcements.

Primary Reward System

Each student is provided with a Reward Chart stamp. Stickers are awarded when a student has showed various forms of good conduct or behaviour. When students receive a certain number of stamps, they are provided with the option of collecting merits or obtaining privileges (e.g. scoring, computer privileges). Merits are collected throughout the term.

Merit Sale

The Primary Department conducts a Merit Sale at the end of each school term. The Merit Sale provides students with the opportunity to purchase items with merits they have earned for the term. Items can include various toys, books, arts & crafts, games, etc.

Primary Library

Students are permitted to borrow books weekly for a two-week loan period. Any books that are lost or damaged must be replaced and the cost charged to the parent/carer's account.

Primary Choir

Students from Years 3-6 are invited to be part of the Primary Choir. The choir will perform during each term in Monday chapel and on Awards night.

Primary Camp

Primary camp is held each year during the fourth term for students in Years 4 - 6. The camp is for two nights and three days and is voluntary as parents are to cover the cost of their child's attendance. Full payment must be paid prior to the commencement of the camp. Payments can be made over the course of the year as instalments.

Primary Canteen

The Primary Canteen (or Tuck Shop) is open to all school departments every Friday of the term and is located in the Primary Kitchen.

Primary - Special Events

Scholastic Book Fair

The Scholastic Book Fair and Open Day is held in the Primary Department every year. The Book Fair lasts for 5 days, including a Family Event. This event provides parents and children the opportunity to purchase books or educational items from the fair. Events may include cake stalls, jumping castles, sausage sizzle, and school presentations.

Presentation Day & Grandparents Day

The Presentation Day & Grandparents Day is a fundraiser event conducted every two years. This event includes a special program for Grandparents in the morning and a school presentation before lunch. Food is provided by parents and volunteers, which is then sold as part of an International Food Fair Fundraiser.

Mother's Day Stall

The Primary Departments presents a Mother's Day Stall every year prior to Mother's Day to provide students with the opportunity to purchase gifts for their mothers/grandmothers. Parents are encouraged to donate any new, unwanted, or pre-loved items for the stall.

Primary Stationery Requirements

Updated as at May, 2023

- ☺ King James Bible (*available to purchase from the office if needed*)
- ☺ 1 x Large Glue Stick - To be maintained during the year
- ☺ 1 x Good Sharpener with shavings barrel - To be maintained during the year
- ☺ 2 x Good quality Erasers - To be maintained during the year
- ☺ 1x Coloured Pencils Set - To be maintained during the year
- ☺ 5 x Good quality lead HB pencils - To be maintained during the year
OR a Pacer with refills, suitable for **Years 4-6 only**
- ☺ 1 x 30cm Ruler with cm on one side and mm on the other side (no metal rulers)
- ☺ 1 Pair of plug-in Earphones - any style
- ☺ 5 x Display folders for elective handouts (A4 size)
- ☺ 1 x small box of Tissues
- ☺ 2 x Book organisers to keep PACES and other workbooks – Years 1-4 only
- ☺ 1 x large pencil case – Years 1-2
- ☺ 1 x suitable pencil case – Years 3-6
- ☺ 1 x pen holder to keep in student offices for loose pencils and pens - Years 1-4
- ☺ 3 x Standard 9x7 Exercise Books (at least 96 pages) covered – **NOT A4 for Years 1-3**
- ☺ 5 x Standard 9x7 Exercise Books (at least 96 pages) covered – **NOT A4 for Years 4-6**
- ☺ 1x A3 Spiral Bound Sketch Book for Creative Arts Class – Years 1 -6
- ☺ 1x Coloured Texta Set for **Years 3-6 only**
- ☺ 2 x Black Pens (*NO red and green pens please*) for **Years 3-6 only**
- ☺ 2 x Highlighters (yellow & green) for **Years 3-6 only**
- ☺ 1 x Dictionary (Student/Compact) for **Years 5-6 only**
- ☺ 1 x USB stick for **Years 5-6 only**

The above items need to be maintained throughout the year.

Students will receive a complimentary homework diary at the beginning of Term 1. Please note that a fee of \$15 will be charged to replace a homework diary that has been lost or damaged and unable to be used.

Please label all belongings clearly, and please ensure that all items are replaced as needed.

The following items are **NOT** needed:

- ☹ Scissors
- ☹ Sticky Tape
- ☹ Thumb Tacks/pins/ or the like
- ☹ Paper clips
- ☹ Blue tac
- ☹ Toys, playing cards or anything your child plays with
- ☹ Any other items that are not on the “needed” list

High School Department

Students in High School will either be using a combination of the ACE system (student-directed Paces) and some teacher-directed subjects, or only be studying using the teacher-directed subjects. If a student is using both systems of learning; they must satisfy both set of requirements to achieve Honour Roll.

The high school program consists of a combination of the PACE curriculum and the Board of Studies curriculum. Students who are better suited to student-directed learning will complete a majority of their studies using the ACE curriculum. Students who are better suited to teacher-directed learning will complete a majority of their studies using the Board of Studies curriculum. These decisions will be made by the relevant teachers in consultations with the parents.

Over the course of Years 7-12 students will complete additional subjects along with Math, English, Science, HSIE, PDHPE and Bible Class*. Students in Years 9 and 10 will have the option to choose their combination of elective subjects depending on what is available for that particular school year.

Year 7: **Music & Technology**

Year 8: **Visual Arts and Technology**

Year 9 & 10 Subject Electives: **Physical Activity and Sports Science (PASS)**

Commerce (Even Calendar Years only)

Food Technology (Odd Calendar Years only)

Music – Alternate Years – Violin (odd years) or Clarinet (even years)

(Instruments may be subject to change)

Years 11-12 **Mathematics, English, Modern History, Physics/Chemistry and Legal Studies**

Business Studies (Even Calendar Years only)

Public Speaking (Odd Calendar Years only)

*No student is permitted to be removed from any Bible classes during their term of stay in the school.

High School - Student Consultation Times:

These are times in which students can access the school IT resources for their homework or assignments, and they are also times in which they can receive some additional assistance with their work from a teacher.

Monday, Tuesday, Wednesday & Thursday During Lunch Break

Thursday Afternoons* 3:30pm - 4.30pm

Voluntary Student Devotions Friday Lunch

*ONLY with parent permission provided in diary prior to the day.

High School Student ID Cards

Each High School student will receive a Student ID Photo Card when they start High School.

High School Diary

Each High School student from Years 7 - 12 will receive a High School Diary at the start of each school year and contains essential guidelines regarding assessments, uniforms, attendance.

High School Assessment Rules & Guidelines

The Assessment Rules and Guidelines are as follows (these are also listed in the Assessment Guide booklet):

- 1. The Purpose of Assessment**
 - Assessment procedures provide an indication of a student's attainment over a wide range of syllabus outcomes.
 - Assessment covers the whole course in each subject, including knowledge, understanding, skills and processes and takes place at key points in the learning cycle.
 - Students will receive feedback after having completed the assessment activities, which will be used for the next phase of learning.
 - Assessment activities may be formal (e.g. semester examinations, common year task, assignment/research tasks) or informal (e.g. class test, topic test, in-class task).
- 2. The Assessment Schedule Booklet and Time Frame**
 - This assessment booklet provides you with the type of task, anticipated areas of learning to be assessed and weightings
 - Use your diary to record assessment tasks to assist you in managing and completing these tasks.
 - If you have a problem with too many tasks scheduled at the one time, see your Year Adviser immediately.
- 3. Attendance**
 - Attendance at all timetabled classes is compulsory, especially on the day an assessment task is to be submitted or completed.
 - Students must have an authorised reason to be absent from school and a written note must be supplied by the parent/carer to explain any absence. This must be shown to their teacher before submitting the note to the High School Monitor.
 - Whenever students are absent from school, it is their responsibility to ensure that they know what work/assessment notification has been missed and to catch up with that work.
- 4. Submission of Tasks**
 - For assessment tasks which are completed outside the classroom, all tasks are to be submitted by the designated day and time (as per teacher notification).
 - Tasks submitted after the designated times are late unless there are exceptional circumstances. Failure to submit a task by the designated time will result in:
 - A mark deduction of 10% of the maximum mark per day for 4 days (i.e. a maximum penalty of 40%)
 - This penalty will be followed by a letter of notification to parents that the student handed in their assignment after the due date.
- 5. Extensions to Due Dates or Special Consideration**
 - An extension of time for completion of tasks may only be granted by the appropriate Teacher.
 - Students must apply well before the due date of the task. If your extension is not granted, you must submit the task by the due date.

- Students are not permitted to ask for an extension the day before the assignment is due. Should you be having difficulty completing your assignment, early assistance must be sought.
- Students are not permitted to request to be absent from sport in order to study or complete assessments.

6. **Prior Knowledge of Absence**

- Where a student has a clash between an assessment task and another school activity, the student must notify the relevant Teacher and submit the work before the due date.

7. **Absence due to Illness/Misadventure**

- Absence from school on the due date for the submission of an assessment task, or on the day of an assessment task, will not be regarded as satisfactory grounds for the granting of an extension of time. This will not be varied unless there are **exceptional circumstances** (and only after consultation with the appropriate Teacher).
- Students are advised to complete all tasks to the best of their ability and to advise the school **immediately** if circumstances will prevent them from doing so.
- Any student who is absent on the day an assignment is due, or the day of an exam will be penalised in accordance with school guidelines. If a student wishes to have this penalty removed then they must present an "Illness/Misadventure Appeal" form found on the school server and school website.

8. **Technology and Assessment Tasks**

- Technology failure is **not**, in itself, a valid reason for failure to submit an assessment task. It is the responsibility of the student to back up all their work and to ensure that all reasonable steps are taken to prevent technology failure from hampering their ability to submit a task by the due date.
- To minimise problems in relation to technology, students should adhere to the following protocols:
 - i. When working at home, continually back up all work on the hard drive of your computer and on an external portable storage media (e.g. USB drive)
 - ii. When working at school, save the latest version of your work to your personal files on the school server.
 - iii. Tasks which are to be submitted electronically should be checked well before the due date to ensure that the data can be accessed at school:
 - Check the compatibility of your home software with the school's technology
 - Save a copy of the final version of your task to an email address that can be accessed at school, as well as bringing it to school on an external portable storage media.

9. **Oral Tasks**

- Students must be ready to present Oral Assessment Tasks on the **specified due date**.
- Students must show their teacher **concrete evidence** that the task has been completed on time.

10. **Zero Marks**

- A zero mark will be awarded when a student:
 - Does not attempt a task (non-attempt)
 - Does not make a serious attempt at the task (non-serious attempt)
 - Is found to be involved in malpractice (see Section 11 below). In such cases the parent/carer will be notified in writing by an official warning letter, which will also be placed in the school records.

11. **Malpractice in Assessment Tasks**

- Any student found involved in malpractice in completing an assessment task will be awarded a mark of zero for that task. Malpractice includes, but is not limited to:
 - Cheating OR Attempting to cheat OR Assisting others to cheat
 - Copying someone else's work in part or in whole, and presenting it as their own

- Using material directly from books, journals, CDs or the internet without reference to the source
- Submitting work to which another person (e.g. parent, subject expert) has contributed substantially
- Paying someone to write or prepare material
- Distracting other students from their work during an assessment task
- Disrupting the assessment task in any way
- Breaching school examination rules
- Using non-approved aids during an assessment task
- Contriving false explanations to explain work not submitted by the due date
- The decision with regard to malpractice having occurred will be taken by the class teacher in consultation with the appropriate Year Advisor.

12. Examination rules

- Students are to ensure that they have the necessary equipment with which to complete the exam: 2 pencils, spare lead, rubber, ruler and calculator for maths and science tests
- Students are not to communicate with another student during a test.
- Students will not be permitted to leave the examination room during the test. Students must ensure that they have used the toilet before an examination.
- If a student completes the examination before the allocated time, they are encouraged to go back through their answers during the remaining time.

PLEASE NOTE: Student results for assessments are based on 100% for that term, but each term's assessment contributes 50% to the semester result. This will vary for PDHPE each term.

Honour Roll - High School Requirements

Please Note: Any student who undertakes both student-directed and teacher-directed programs must satisfy both sets of requirements.

Student-Directed Requirements (PACE System)

- There are two academic requirements:
 1. No individual subject can have a term average below 70%
 2. Overall term average across all subjects must be above 80%
- No Failed PACE Tests
- No Detentions (Mercy detention is not included)
- No "R" marks in any subject's Personal Profile or in Desirable Traits and Habits
- Minimum of two (2) completed PACES in each subject
- Memorize and say all Scripture Memory Passages by the specified date
- Must not be absent from school for more than 10 days in a term.
- Must not have more than 10 Late Attendance to school in a term. (Documented appointments do not count)

Teacher-Directed Requirements

- There are two academic requirements:
 1. No individual subject can have a term average below 70%
 2. Overall term average across all subjects must be above 80%
- No Failed Assessments or Tests
- No Detentions (Mercy detention is not included)
- No "R" marks in any subject's Personal Profile or in Desirable Traits and Habits
- Minimum of two (2) completed PACES in each subject
- Memorize and say all Scripture Memory Passages by the specified date
- Must not be absent from school for more than 10 days in a term.
- Must not have more than 10 Late Attendance to school in a term. (Documented appointments do not count)

High School Classroom Rules & Guidelines

Disciplinary System

4 demerits = 1 lunch time detention

3 lunch time detentions = 1 afternoon detention

3 afternoon detentions in one term = one week in-school suspension

Category A - the following violations will incur one demerit

A1. Class disruption

- Out of seat
- Talking/Communicating
- Unnecessary noise or disturbance in class or while in transit from one class to another

A2. Attendance

- Tardiness: School, class & detention
- Demerits for tardiness is cumulative if tardiness is within one week

A3. Procedures (Not following procedures)

- Diary not signed
- Diary not placed in Year tray/Diary not up
- Diary left at home
- Failure to give Excuse slip/Detention slips
- Failure to return reply slips for Honour Roll outings & Excursions on time
- Failure to put PACES up.
- No Bible in the Chapel
- No books, necessary classroom items (e.g. calculator for Math), etc during class or PACES left at home

A4. Disobedience

A5. Uniform Violations

- Incomplete uniform (no hats/tabs/tie/belts)
- Not wearing school uniform properly (untucked shirts, sport shoes, etc.)
- Hair violations/jewellery/nail polish

A6. Out of bounds

- Loitering in school grounds without a pass.
- Loitering in school grounds/ around the premises after school.

A7. Toilet

- Use of toilets/bubblers during class hours.

A8. Others

- Locker keys left at home
- Hats left in the learning centre/school grounds.

Category B – the following will merit an automatic detention

B1. Repeated class disruption (A1)

- Disruption during Chapel Period.

B2. Disrespect at any time within the school ground whether it's towards a staff member or a student.

B3. Physical Contact

B4. Communicating during a test/Communicating during a PACE test

B5. Cheating on homework, projects & tests/Scoring Errors

B6. Disobedience (subject to staff member giving the detention, i.e. gum in school, repeated uniform violation)

B7. Filthy language or gestures

B8. Use of mobiles & electronic gadgets (iPods, Cameras, MP3s)

-Second Offense - Automatic Afternoon Detention

-Third Offense - One Week In-School Suspension

Each B8 offense relates to committing the offense in one term.

Please refer to 'Mobile Phone Policy' in the Policy Section of this document.

HOMEWORK GUIDELINES

NON-ACE students

- A student will receive a 'homework incomplete' stamp on the day the homework is due if 50% of the homework is not done. For each homework incomplete stamp a student receives, they are required to serve one lunch time stamp duty in the classroom.
- Students who get the Homework Stamp may be required to come in at lunch for work purposes.

ACE students

- A student will receive a 'homework incomplete' stamp for each PACE that is not completed for homework.
- Students who get a homework incomplete stamp may be required to come to the classroom during their lunch break to work on their PACES.

High School Discipline Policy – Teacher's Edition

The main goal of school discipline is to modify the behaviour of the student in a fair and equitable manner; whilst considering the student, the circumstances and the intended outcome. While some areas are straight forward with regards to what a student should receive in discipline, many are not so straight forward. Each situation will require you to follow the below guidelines and exercise the discipline in an appropriate and godly manner. Demerits and detentions are the easiest form of discipline and require very little effort on your part. I want you to take a more active role in modifying the behaviour of the students, and not just quickly go to demerits or detentions.

DISCIPLINE GUIDELINES

1. Discipline should never be decided when angry or frustrated.
2. Discipline should never be delivered when angry or frustrated.
3. Students who rarely require discipline should receive the same amount of mercy or grace as students who often require discipline.
4. Make a judgement about what discipline should be delivered to the student.
5. Have all the facts before deciding on discipline.
6. Not all students are the same or require the same discipline measures.
7. They are children and will act like children.
8. There is a difference between thoughtlessness and outright wilful disobedient actions.
9. Use other methods of discipline, not just demerits or detentions.
10. Before giving an automatic detention, decide if what they have done is worth a detention and worth losing honour roll for those who strive for honour roll each term.
11. Be Fair
12. Be Consistent
13. No Group Discipline – You cannot punish with demerits or detentions a whole class or group of people for the actions of one or more students.

1. FOUR DEMERITS IN ONE DAY WILL LEAD TO A DETENTION BEING ISSUED:

If a student receives 4 demerits or more in a day, then they will be issued with a detention. Detentions for 4 demerits are to be signed off by a teacher. Automatic detention will be signed by the teacher that issues the detention. Classroom demerits issued in Period 6 each day will be allocated to the next day's demerit count.

Students will receive one mercy detention per term for 4 demerits in a day. If a student receives an automatic detention then they will not receive a mercy detention for that particular detention.

2. OTHER FORMS OF DISCIPLINE:

- a. Timeouts – This is when you instruct the student to sit somewhere where there is supervision for a period of time. For instance you could tell someone to sit in the computer room at lunch as a reminder of a rule, instead of a detention.
- b. Take the time to speak with them about their behaviour in a private setting.
- c. Automatic detention should never be given without first speaking with the student/s involved.

3. STUDENT ORGANISATION

Students may receive one or more demerits for the following actions:

- a. Student diary is not signed by parent or guardian on a weekly basis. This will no longer build-up from week to week. The onus is on the student and the parent.
- b. Student fails to complete homework by the designated time. (per class)
- c. Student fails to bring required textbooks and workbooks to class. (per class)
- d. Student fails to bring diary to class. (per class if diary is at school, otherwise 1 demerit for the day if diary is left at home)
- e. Uniform violation – This could be hat on inside, wrong item of uniform, shirt untucked in the classroom.
- f. Late to class – (per class) This does not mean just making it through the door, this means you are at your desk when the bell goes, or waiting outside the door if the classroom is locked.
- g. Eating in class or during the five minute break between classes.

4. STUDENT BEHAVIOUR

Students may receive one or more demerits or a detention for the following actions: Please note that depending on the severity of the offense a higher punishment will be issued.

- a. Disruption in the classroom.
- b. Disobedience in any form
- c. Physical contact with a student.
- d. Chewing gum at school is banned, but first offense per term of failure to put chewing gum in the bin as you enter the school grounds in one demerit.
- e. Failure to place mobile phone or other electronic device in your school bag before entering school grounds.
- f. Hat not on during break times.
- g. Disrespectful behaviour towards another student.
- h. Dangerous behaviour towards another student.
- i. Failure to return detention slip the next school day.
- j. Out of bounds
- k. Cheating
- l. Dishonest behaviour

5. STUDENT BEHAVIOUR THAT WILL LEAD TO A DETENTION OR A HIGHER LEVEL OF DISCIPLINE

Students may receive a detention, an afternoon detention, suspension or expulsion for the following actions.

- a. Second offense of failure to dispose of chewing gum before entering school grounds. (Per Term)
- b. Second offense of failure to place mobile phone or other electronic device in school bag before entering school grounds. (Per Term)
- c. Third offense of failure to place mobile phone or other electronic device in school bag before entering school grounds will result in an afternoon detention. (Per Term)
- d. Wilful use of mobile phone or electronic device (Cellular Watch) on school grounds or school events, including excursions and camps. 1st Offense = Detention, 2nd Offense = Afternoon Detention, 3rd Offense = In-School Suspension (Per Term) **Please see the school's IT policy for students.**
- e. Aggressive physical contact with another student.
- f. Disrespectful behaviour towards another student.
- g. Disrespectful behaviour towards a staff member.
- h. Dangerous behaviour towards another student.
- i. Deliberate damage of school property.
- j. Disobedience in any form
- k. Swearing or any other offensive language, including blasphemy.
- l. Blatant disobedience.
- m. **Bringing the school into disrepute with your behaviour during school, outside of the school grounds, or whilst not in school uniform.**
- n. Physical fighting
- o. Consistent uniform violations.
- p. Bullying in any form, including on-line and social media.
- q. Inappropriate behaviour on-line towards the school, towards another student or towards a staff member.
- r. Dangerous behaviour towards another student.
- s. Failure to bring back detention slip for 2 days.
- t. Physical contact, including but not limited to holding hands, hugging and kissing, between students on school grounds, or whilst in school uniform.
- u. Late to school 3 times in a week.
- v. Cheating
- w. Dishonest behaviour, including but not limited to forgery of parent's signature, and plagiarism.

6. DETENTION PROCEDURES FOR THE STUDENT

When a student receives a detention, they are required to take the detention home and have one parent, guardian or carer sign the detention. The detention is then handed in the next day to Mrs Carrick. The student is then required to stay in the computer room during the first half of the lunch break. As stated above (5.p.) if a student does not bring back their detention signed in two days they will be issued with a second detention to serve.

7. AFTERNOON DETENTIONS

If a student receives 3 detentions in a single school week, they will receive an afternoon detention. They are required to take the afternoon detention home and have one parent, guardian or carer sign the detention. Afternoon detention may also be automatically applied should the situation require a more severe discipline measure. A student will serve the afternoon detention the following Thursday from 3:30pm – 4:30pm in the Homeroom.

8. SUSPENSION PROCEDURES

If a student commits an offense that is deemed worthy of being suspended, the school Principal will decide what type and what length of suspension is appropriate. The school has three (3) forms of suspension.

1. In-School Suspension – A student will still attend school but will stay with a teacher in an appropriate place from the time they arrive in the morning, and for all breaks. This allows the student to attend school but they do not socialise with their peers outside of the classroom.
2. Out of School Suspension – A student will be required to be absent from school for a period of between 3- 5 school days.
3. Two Week Out of School Suspension – A student will be required to be absent from school for a period of 10 school days.

The Principal must ensure that written records are kept of the investigation process that has led to the decision to suspend a student.

The Principal will meet the parents, guardians or carers of the student to inform them of the circumstances and the level of suspension.

9. EXPULSION PRODECURES

This discipline procedure should only be used after careful consultation and prayer. The Principal of the school will discuss the situation with a School Board representative and other stakeholders to determine if this measure is required. If this is the outcome of the decision-making process the Principal will meet with the student's parents, guardians or carers and inform them of the circumstances and the decision that has been made. The student will then be immediately removed from the school register.

The Principal must ensure that written records are kept of the investigation process that has led to the decision to expel a student.

Parents please note that not every act of disobedience can be listed in this document but is covered under the principles of being respectful to each person and to the property of the school.

High School Reward System

A Grade Certificates:

Students who receive a result from 90% and above will receive an A Grade certificate in Monday Chapel.

Memory Passage Certificates:

Students who successfully memorise and recite the monthly memory passage will receive a Memory Passage Certificate in Monday Chapel.

100% Certificate:

Students who are involved in the PACE system will receive a 100% certificate each time they achieve a score of 100% in their Pace test. This certificate will be given to the student during Monday Chapel.

High School Concession/Opal Cards

If students need to update their information or apply, they should go online to:

<https://apps.transport.nsw.gov.au/ssts/updatedetails>

Applications need to be submitted before 31 December to ensure student entitlements are updated and their current entitlement/card is not cancelled. If their application is submitted after 31 December, the system will automatically cancel a card and a new one will need to be issued and will then be sent to the address provided on the application.

High School Choir

High School students may participate in a representative school choir. The choir selection process is stringent and auditioning is required to be able to join the choir. There are two auditions throughout the year at the beginning of 1st and 2nd terms. Involvement in the choir includes vocal training and a large commitment on the students' part. The choir will sing specials in the Monday Chapel and on special school events.

High School Camp

The High School Department runs a 4-Day camp in Term 4 every year. It is an opportunity for students to build friendships and to grow spiritually. The cost for the camp can be charged in full or via instalments and is approximately between \$200-\$250 per student. Students are placed in 4 or 5 teams with staff members and guest speaker as a Team Leader. The program generally includes an 'Amazing Race' component, camp sporting activities, Scripture memorisation, and a morning and evening chapel service with the guest speaker. It is a voluntary school camp, however students who do not attend the camp are still required to attend school for that time period.

Explanation of the Year 10 Program

Sherwood Hills Christian School is a registered school with the NSW Education Standards Authority (NESA), but we are not an accredited Year 10 school. This means that the subjects delivered by the school are approved by the NESA as being courses that meet the requirements for accreditation, but as the school does not currently deliver a language course in High School we are unable to be classified as accredited.

The school offers a school-based Year 10 that requires each student to pass each subject, or complete the required amount of PACE work, before they can receive their Year 10 school-based certificate. Any student who does not pass each subject or complete the required amount of PACE work, will stay in year 10 the following school year until they meet all the requirements.

The school-based Year 10 that we offer is accepted by TAFE, apprenticeship programs and prospective employers as certification that a student has attained a certain level of education.

Explanation of the Senior Program (SAT, etc)

Sherwood Hills Christian School does not offer the NSW HSC program. The school offers a school-based Year 12 Academic Certificate. This certificate is recognised as an international year 12 certificate. Students who undertake a senior program of study do so with the majority use of the PACE program. Students are required to complete a specific amount of work in order to receive the ACE Year 12 Academic Certificate. If they do not finish and pass the required amount of work by the end of their Year 12 year, they will need to return to school in order to finish and pass the required amount of work.

The Scholastic Aptitude Test (SAT) and University entrance:

Students wishing to proceed onto University after completing their studies must take the SAT exam. This SAT exam takes place instead of the HSC exams. The SAT test is a university entrance exam that is recognised internationally. Students are required to take the SAT exam and then their marks are sent to the University Admission Centre (UAC)

for NSW. ATAR is the score received by students who sit the HSC. Since our students do not sit the HSC exams, the SAT score is used for the university application instead. UAC then transfer their SAT score into an ATAR equivalent and a student is offered a place in their chosen university course based on their SAT score.

The school provides SAT preparatory classes for two years to help prepare the student, and students are encouraged to take the exam in Year 11 and Year 12. The school then send the higher of the two scores to UAC. This test is taken at Macquarie University.

Sherwood Hills Christian School has an excellent record for students received offers for university. In the past 14 years over 90% of students who applied to University have received first round offers.

TVET Studies

Students in Years 11 & 12 may choose to undertake a one- or two-year course in a particular TVET course. This course will require parent payment of the course fees. This fee will vary depending on what course you enrol in. A student who enrolls in a TVET course is responsible for their own transport to and from the course.

Any student wishing to undertake a TVET course in Year 11 or 12 must inform the school office before the end of term 3 of their Year 10 or Year 11 school year. For more information regarding this program please visit their website: <https://www.tafensw.edu.au/courses/types/tvet.htm>

High School Vaccinations

The Sydney South West Area Health Service from NSW Health provide free vaccinations to Year 7 and Year 10 students as part of the yearly School Immunisation Program. The vaccinations are scheduled throughout the school year and include the following:

Year 7: Hepatitis B, Varicella Zoster Vaccine (Chickenpox), Dtpa (Diphtheria, Tetanus and Pertussis (whooping cough)) and Human Papillomavirus (HPV) Vaccine.

Year 10: Dtpa (Diphtheria, Tetanus and Pertussis (whooping cough)) - if they haven't already been vaccinated.

Please note that vaccination schedules may change when necessary according to the requirements of NSW Health.

Lockers & Keys

Each Year 7 to 10 high school student is designated a locker and combination padlock upon enrolment for their personal items. If a student loses or damages the padlock, the cost of a replacement key is \$15.

High School Stationery Requirements

GENERAL STATIONERY REQUIREMENTS

- 3 x HB Pencils OR 1 x Pacer Pencil (with lead refills)
- 1 x Eraser
- 1 x Blue or Black Pen (no red or green pens please)
- 1 x Ruler
- 1 x Protractor
- 1 x Compass
- 1 x Sharpener (with canister, capable of holding shavings)
- 1 x Highlighter
- 1 x Pencil Case
- 10 x A4 Exercise Books (for Electives, Class Notes, etc)

COMPULSORY CLASSROOM REQUIREMENTS

- **1 x King James Bible (available to purchase from the office if needed)**
- **1 x Scientific Calculator (preferred calculator CASIO fx-82AU PLUS II)**
- **1 x USB to save their work on – MUST bring to every class!**
- **1 x Personal Earphones (the type that sit inside the ear) – MUST bring to every class!**

OPTIONAL REQUIREMENTS

- Dictionary (desk size)
- 1 x Clear Drinking Bottle (filled with water only to bring to class)
- 1 x Small box of tissues (suitable to fit in their locker)

Please ensure that all items are replaced as needed throughout the year.

Anything not fitting these categories will need to be removed and taken home.

PLEASE NOTE:

Students will receive a homework diary at the beginning of Term 1. A fee of \$20.00 will be charged if a homework diary requires replacing. The homework diary remains the property of the school and MUST be returned to the high school department at the end of the school year.

Thank you.

Updated as at: 8/06/2023 1:57 PM



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