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Church/School Motto

“That in all things He might have the pre-eminence.” Colossians 1:18b

This school had its first enrolments in 1982. Since then it has continued to minister to the children of the members of the Coffs Harbour Bible Church. Currently the school extends from Kindergarten to Year 10. We are thankful to God for all He has done in the lives of the boys and girls who have been educated here.

The purpose of this book is to provide you with information about the organisation and structures of our school. It is hoped that this booklet will aid families by providing relevant information about our school. We are working together to help make the school a place where your child can learn in a Christ-centred environment.

Please read the information provided, and if there are any areas you may wish to discuss, please feel free to make an appointment at a mutually convenient time.

Stephen Truesdale
Principal

School Board
The Management Board for the school is the Diaconate of the church. David Mitchell, the Senior Pastor, is the CEO of the School Board.

The Principal
The School Principal is Stephen Truesdale, who is also a member of the School Board. He is also the high school head teacher and responsible for grades 7 – 10.

School Registration
Our school has been deemed as registered for K - 10 students with current registration until 2019. During this year the school will apply for registration K – 10 to the Board of Studies, Teaching Education Standards (BOSTES). BOSTES is currently under review and is set to have a name change in the beginning of 2017.
Record of School Achievement
The NSW Board of Studies, Teaching and Education Standards (BOSTES) requires that this school notifies all families with children enrolled in the school, that this School is deemed by the Board as Registered to offer courses for K-10. We have not sought Accreditation by the Board of Studies, and as a result exclude our students from obtaining the RoSA (Record of School Achievement). Please contact the Principal if you have any queries on the matter.

School Staff
The qualified teachers for this year will consist of the following staff:
- Stephen Truesdale (Principal and Teacher/Head Teacher for High School)
- Leigh Mitchell (Teacher/Head Teacher – Kindergarten to Grade 2)
- Lillian Crockett (Head Teacher – Grade 3-6)
- Jalene Phinn (Teacher)
- Megan McPherson (Teacher)
- Sunshine Bird (Teacher)
- Rebekah Truesdale (Teacher)
- Pastor David Mitchell (Teacher)

School times for Primary and High School:
- 8:15 am  Staff are on duty to supervise students
- 8:40 am  Students arriving after this time will need to be signed in by parents (into the Attendance Roll) unless they come on the bus
- 8:45 am  First bell - Students prepare for assembly
- 8:55 am  Second bell for assembly
- 10:30 am  Recess
- 10:55 am  First bell - Students prepare for classes
- 11:00 am  Second bell - Classes resume
- 12:20 pm  Lunch
- 12:35 pm  Lunch bell to play
- 12:55 pm  First bell - Students prepare for classes
- 1:00 pm  Second bell - Classes resume
- 3:00 pm  Classes stop to pack up, ready for dismissal
- 3:10 pm  Classes dismissed

Please do not drop children off before 8:15am as there will be no staff supervision. This time is important for staff to prepare for the day without having to supervise children.
2017 Term Dates for Students at School

* Term One  Tuesday, 31st January to Friday, 7th April
* Term Two  Wednesday 26th April to Thursday, 29th June
* Term Three Tuesday, 18th July to Friday, 22nd September
* Term Four  Tuesday, 10th October to Friday, 15th December

Special 2017 Dates to Observe

Swimming Carnival - Friday, 10th March (Tentative Booking)
Easter Holidays - Friday, 14th April to Monday, 17th April
ANZAC Day - Tuesday, 25th April
Queen’s Birthday - Monday, 12th June
Family and Friends Night - Thursday, 29th June
In-School Athletics Carnival - Friday, 18th August
Labour Day - Monday, 2nd October
Lower School Camp - 19th to 22nd September
Upper School Camp - 18th to 22nd September
Sports Carnival Sydney - Thursday, 21st September
Awards Night - Tuesday, 19th December

(Please note: School Uniforms on this night).

Enrolment Policies

It is the school’s policy that we only include children who have at least one parent as an active member of the Coffs Harbour Bible Church or who, by virtue of their regular attendance of the Church, demonstrates their intention to take out membership sometime in the near future and who have stated the same. This assumes they would reasonably be expected to be voted into membership.

Parents, by signing the enrolment form, agree to and realise that the Coffs Harbour Bible Church School has a highly dedicated staff and have confidence in their ability to fulfil their duty of care. The parents realise that from time to time children take issue with actions with which they do not agree and hence there may be conflict between staff and children, and children may need correction. The parents pledge that should this occur, they will, within reason, support the school personnel, correct their child if that is necessary, and call in for full details at any time they have a question concerning an incident.
The parents realise that building strong relationships with their child’s supervisor is as much their responsibility as that of the school. They agree that they will pray for the staff and program, and co-operate with them in discipline, accepting their judgement in all such manners. The parents pledge to lay a spiritual foundation through their own godly example in the home, and support the spiritual ministry to the children in the school.

The parents will endeavour to follow through with any work assignments or slips to be signed, see that children reach school on time, send written reasons for absence or lateness, and co-operate in training the children to respect school property.

The parents will endeavour to attend all parent functions and assist when they can. It is the parent’s intention to abide by the decisions and support the discipline of the school administration. The parents will support the school’s uniform policy, code of conduct, and payment of fees. An ‘Enrolment Pack’ can be obtained from the Principal.

**Attendance and Absence**
It is in the student’s interest that parents cooperate with the school in achieving punctuality and regular attendance at school.

Sick children should not be sent to school. Should sickness occur, a courtesy call to notify the school on the day of any absence would be appreciated. Parents will be required to supply a medical certificate for the student, if it continues into the third day, or upon the Principal’s request.

It is the parent’s responsibility to give a written note to explain any student absences. The note must be sent with the child on the day of return to school after an absence. Student diaries have yellow absentee notes at the back, which must be filled in. Parents must supply one note for each child in their individual diary. One note for multiple children is not permitted as your children may be in multiple learning centres and each teacher requires a note for the students in their room. If any notes are not forthcoming the class teacher will seek an explanation from the parents as these notes must be kept on file. A failure to supply a note or give reasonable explanation of the absence will be recorded as an unexplained absence on the school roll.

If you wish to take your child out of school for medical or family reasons, please send a note or inform the school by phone. A verbal message via a child is not sufficient.

If your student is delivered to school late, you must sign each student in using the ‘School Attendance Register’, to detail the time of arrival and reasons for arriving late.
to school (this information will be recorded in the School roll as a partial absence). Reasons for arriving late may include things such as medical or other appointments.

You will also need to sign out a child from school/classes during part of a day for various reasons, including things such as medical or student appointments. Parents will be required to fill in the ‘School Attendance Register’ to detail time of departure and arrival back to school (if applicable). This should include reasons for departure (this information will be recorded in the school roll as a partial absence).

If you want your child to have an extended absence, permission must be applied for in writing to the Principal. If you desire your student to take leave from school during the school term, you must notify the Principal in advance of your intention. If it is more than two days consecutive leave, you will be required to fill in an ‘Leave of Absence’ form. Please see the Principal for this form.

**Bicycles**

Some students travel to and from school by bicycles. Bicycles can be stored on the property during the day. Students must wear helmets when riding.

**Buses**

If your child is in Kindergarten, Years 1 or 2, they are eligible for free bus transport. If your child is in Years 3-8, then they are eligible for free bus passes if they reside more than 1.6km (radial distance) or 2.3 km by the most practicable walking route to the school gate.

If you think your child is eligible for a free bus pass, collect an application form from the school.

Where a bus route does not exist, parent/s may claim the Private Vehicle Conveyance Subsidy. If you think you may qualify for this, please collect an application form from the school.

**Honour Roll**

Each term students are able to qualify for Honour Roll Status. There are 3 categories - ‘Gold Honour Roll’, ‘Silver Honour Roll’ and ‘Bronze Honour Roll’.

To be considered for Honour Roll, a student must achieve high average scores in both class work and PACE work. Students must also demonstrate honourable behaviour and attitudes which will be reflected in avoiding detentions. Criteria for these Honour Rolls will be listed in the student’s folio which are given out each semester. These certificates will be presented to students at an time appropriate time at the conclusion of each term.
Immunisation
Parents should be advised by their G.P. to have their child fully immunised before commencing school. A certification of immunisation should be provided to the School upon enrolment.

If any parents have a problem with this requirement, they must inform the School when enrolling.

Year 7 students will have an opportunity to receive at school their vaccination program from the NSW Area Health Nurses. A letter outlining vaccinations and application forms will be sent home to parents. Please carefully read the information and if you would like your student to be a part of the program, complete and return the forms.

Envelopes
Each School family will be assigned a personal envelope to convey important messages from the School from. Please ensure the following procedures:
1. Prevent students from removing contents from the envelopes and reading communication before parents read it. The information is for parents and treated as confidential.
2. Note the content carefully, i.e. upcoming dates of special days or events.
3. Create a system whereby Mum and Dad have the opportunity to read all correspondence, and to indicate the same to us by both signing the envelope. Mum should not sign for Dad and vice versa. It is encouraged that both parents sign the envelope so that we know that information has been received, however a minimum of one is required to sign. If the envelope comes to school unsigned then it will return home the following evening.
4. The eldest child must return the envelope to school the following day after issue.

Equipment
On occasion, students may need to take home School equipment e.g. Literature books. Please make sure your children take care not to lose or damage these items. If they are lost or damaged parents are expected to replace the item or the item will be purchased by school and billed to parents account at the retail cost of purchase.

Excursions
The school will occasionally have excursions and field trips for students. Parents will be notified well in advance and be asked for permission for their child to attend the excursion. Cost of excursions will be covered in school fees.

School Camp
Each year in September the school will have a camp for all students and attend the Christian School Sports Carnival in Sydney. The High School will also have an opportunity to visit Canberra every 4 years during this week. School Camp will include at least two organised activities/excursions.
All students are encouraged to attend as these days are considered compulsory school attendance. If your child does not attend you will need to apply for a leave of absence from school attendance. (Please see attendance and absence details above). School camp is made available for parents and families to attend; however, they will need to seek their own accommodation. Parents are welcome to attend all excursions and events along with your child. Only parents that are considered as a carer for a student ie. K-2 parents or parents of a student with disabilities will be able to stay on site with the students.

Students in Kindergarten to Grade 2 will need to have a parent accompany them on camp if they would like to attend. In this instance, parents are allowed to stay on site with the camp. K-2 students will not be permitted to attend if a parent cannot accompany them.

School transport to camp, via buses, will be specifically for students and staff. Parents needing or wanting to accompany their students to camp and excursions must find their own way down to camp. Children that are not of school age will not be allowed to travel on the school bus, due to risks of not having sufficient child restraints.

**Discipline Policy**

The school provides discipline which encourages student’s individual growth to Christian maturity. The policy is based on the principles of procedural fairness.

In all matters of discipline, students are invited to state their version of events leading up to the need for discipline. Discipline will be administered fairly and according to the seriousness of the misdemeanour.

A system of ‘merits’ to reinforce appropriate attitudes and behaviours, and ‘demerits’ to discourage the opposite is employed. All teachers and monitors have the right to give either merits or demerits within stated limits. Three demerits or more earn a student a ‘detention’. A detention will be served on the day if possible or the next school day. A ‘detention slip’ is sent home for parents to sign and acknowledge the detention. Matters that are of a serious nature will be referred to the Principal by the supervisor.

To satisfy government legislation the school does not employ the use of corporal punishment.

**Fees**

Please see the Principal or the School Treasurer, Graham McPherson, for a list of school fees. They will be adjusted annually as a rule. You will be issued quarterly with a term invoice along with a statement of your current account. School fees can be paid in a couple of ways, please see below for further payment and account details.
The total cost for all schooling textbooks, stationary supplies, minor excursions and school fees, will be totalled for the year and divided into 4 instalment payments of equal amounts. This will keep the payment at the same amount and therefore not be significantly greater for first term due to the bulk of textbooks being purchased.

This payment structure is a consolidation of costs that you would pay over the year and placed under one fee rather than multiple fees. There will be a detailed letter given about the fee structure at the start of each year. There may be a slightly higher payment for high school students as opposed to primary school students. This is only in relation to curriculum costs being greater, however term fees will be the same for primary and high school. Please refer to the letter for greater details.

Parents will be required to purchase initial stationery items up front. After the student’s supplies have finished, the school will supply necessary items for the remaining year. This cost of extra stationery will be included in term fees. The stationery list will be given out so that you can prepare your students for the year.

Items **NOT** under the school fee structure which need to be paid for in addition, include:

- School uniforms and items on the school purchasing list.
- Camp Fees and Camp Excursions (Must be payed prior to leaving for camp)
- Musical instruments purchased or hired from the school.
- Swimming Carnival Entry for Parents and non-school children on the day.
- Any significant item not foreseen and not included in school fee structure will be included.
- ICAS competitions that the parents or students wishes to complete.

Items that **WILL BE** covered in the school bill are:

- All school curriculum material.
- NAPLAN testing and school prescribed tests or competitions.
- Term excursion costs.
- Pool entry for sport coaching.
- Tennis coaching cost.
- Stationary used after initial purchase. ie. glues, rubbers and pencils.
- Extra Art and TAS class costs (excluding Food Technology which the students complete every two years.
- Any elective courses.
Payment Method

- Cheques made out to the Church in an envelope marked “School Fees” and placed in the offering bag on Sundays.
- Direct Deposit using the account details below. Please put your ‘name’ and ‘school fees’ in the reference box:

<table>
<thead>
<tr>
<th>Account Name:</th>
<th>Coffs Harbour Bible Church Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB: 704 328</td>
<td>Account: 45315</td>
</tr>
</tbody>
</table>

Second Hand Uniforms
A pool of second hand uniforms is available, but is not extensive. If a parent would like to look through the uniforms, please speak to Brooke Duffy. Donations of good quality uniform items are appreciated if you no longer have the need for them.

Internet/Computers
It is school policy that the school’s computers and internet use must only be used during school time and under the supervision of School staff. It will be expected that students have access to a computer at home and will not need to use school computers or printers for homework or home assignments.

High school students need their own personal computer at school due to curriculum requirements, and will be given a laptop computer by the school so they can complete their tasks. These computers remain at school; however, the students take full responsibility in looking after them and charging them.

These laptops, for the high school students, will be purchased by the school and allow parents to pay them off over a two-year period. After two years, the computer belongs to the student/family. It will remain at school while the student is enrolled. Upon leaving the school the student will keep the laptop.

It is not recommended that students bring their own laptop from home as it may not have the requirements to run various programs. As the school will be responsible for maintaining them and making any necessary installations of programs it is easier for the school to work with one type of machine.

For more information on this please see Mr Truesdale.

Library
Every primary school class has a weekly lesson with the librarian and may borrow books at that time. Homework bags double up as library bags and school books are required to be taken home in this. We encourage all students to read at home.
Damaged or lost books must be compensated for. Notification of replacement cost will be given to parents and the cost placed on the school bill.

**Literature and Projects**
Students will be expected to read set grade appropriate literature. This will be checked on appropriate days. Other projects will be set by the teachers according to need.

**Health - Diseases and Infectious Illnesses**
The N.S.W. Health Department guidelines are that children be excluded from school for the following health reasons.

- **Chicken Pox**  Exclude for 7 days.
- **German Measles** (Rubella)  Exclude for 10 days from onset of swelling.
- **Lice** (Petriculoosis)  Re admit to school only after hair has been treated and hair is clear of nits and lice.
- **Measles** (Morbilli)  Exclude for 5 days from the appearance of the rash.
- **Mumps**  Exclude for 10 days after first spots appear.
- **Ring Worm**  Re admit on medical certificate only.
- **School Sores** (Impetigo)  Exclude if on exposed surfaces, unless covered.

**Area NSW Health Nurse**
The Area NSW Health Nurse makes a regular visit to vaccinate year 7 students. You will need to fill in and return documentation if you want your student vaccinated.

Vaccination treatment is outlined in a letter sent home to parents for year 7 students.

**Homework Policy**
Homework is an important part of the learning process. The following are guidelines for both parents and school staff:

Students are aware that if their daily goals are not achieved in the time permitted at school, these goals must be completed as homework. Any scoring for this work has to be done before the start of school the next morning.

Homework should be done with an attitude of quiet resolve to do the task accurately and thoroughly, and with efficiency of time. Homework requires a quiet, comfortable place, free of distractions and interruptions, for a reasonable period of time.
If homework is unable to be completed, then please write a note to the teacher explaining the reasons.

School Newsletter
The Principal produces a quarterly newsletter which incorporates coming events and educational news. It is sent home with the eldest child of each family.

Bullying Policy
The School is committed to providing a learning environment for students that is supportive, caring and free from bullying and harassment. Children are reminded continually that they are to show respect to each other. Bullying includes verbal taunts as well as physical threats. Older children are reminded of their responsibility to protect those younger than them. The school deals with bullying in the following ways:

Level 1: The classroom or playground teacher deals with low level bullying at the time the incident takes place.
Level 2: More serious bullying or Level 1 bullying that continues is referred to the Principal. Parents will be notified when a student becomes a repeat offender.

Tuckshop
Tuckshop operates at morning recess every Wednesday. Items vary in price and families are encouraged to support the tuckshop by adding their name to the roster and helping to provide items for sale. Funds raised will be sent as missionary support to the Glory Gate Baptist Church School in Fiji.

Uniforms
There is a standard uniform dress that exists all year round. Students are to abide by the dress code and failure to do so will bring notification to the parents seeking rectification. Please enquire with Brooke Duffy about a School Uniform Brochure. School uniforms are to be purchased from the school uniform shop. Order forms are sent home twice a year, but uniforms can be bought at other times if required.

Medications
If children need specialised medication/s to be administered by an adult, a note giving complete details must be supplied by the parent. Medication will be kept in safe keeping by the teacher.

Music
Music teachers are employed to teach children the basics of good and Godly music. Students will be encouraged to play a musical instrument and it is vital to their development that they practice at home between lessons. Students will need to purchase a recorder for use in grade 3 onwards for all of primary school.
Primary students will be a part of the School Choir and will have the opportunity to perform in public i.e. Eisteddfod, Nursing Homes and Family and Friends Night.

Secondary students will participate in Music Performance Classes which will allow them to develop choral and instrumental skills and performance experience.

**Parking**
The periods immediately before and after school are very hectic and the traffic around the school can be dangerous. Parents are asked to take special care driving and parking in the school ground. School staff are requested to park their cars in the car spaces furthest from the building. Parents are requested to use the car spaces closest to the main auditorium.

Please enter and leave the property in a slow and cautious manner and give the buses preference to come and go from the bus bay. Please supervise children on the concrete area outside the School building when delivering them to School.

**Child Protection**
The school is committed to providing a safe and secure environment for its students. The school acknowledges that it has a duty of care in respect to all children who attend the school. This policy aims to reduce the risk of child abuse, and to ensure that a caring and appropriate response is in place and taken. For this reason, also our school seeks to comply with all the regulations associated with NSW Child Protection Legislation.

We also seek to comply with all the mandatory reporting requirements for any offence. For further information see the Child Protection Policy of the Coffs Harbour Bible Church.

**Lost Clothing**
Clothes handed in are kept in a basket with Brooke Duffy. At the end of each term, unclaimed clothing is sorted and added to the used clothing pool. Name tags **greatly reduce** the amount of unclaimed clothing.

**Sport**
Sport is conducted weekly for all grades. Students are required to wear the School Sport Uniform on sport’s day. Please ensure that adequate footwear outlined in the uniform brochure, is provided for your child to engage in sporting activities.

**Sun Protection**
Students, who do not wear a school hat, will be located in a sun protection area during recess times. Our position is ‘No Hat - Play in the Shade’. Students are required to wear a hat during sport and physical exercise sessions. Students are permitted to leave their hats in their school office overnight.

Parents are encouraged to provide their children with sun screen.
Grievances and Complaints

There will be occasions when parents have concerns about aspects of their child’s schooling. Since the school values the maintenance of ‘Christian harmony’, the following procedures should be followed as soon as possible after the problem arises:

Issues are to be dealt with according to Biblical principles which, in the school context, are outlined below:

- Matters of relatively minor concern should, in the first instance, be directed to the class teacher. Matters which parents consider as more serious should be referred directly to the Principal. Parental concerns will be treated sensitively and fairly.

- Where there are perceived issues arising between one parent and another, resulting from an issue between students, parents should leave the matter for the school to deal with. Phone calls between parents often only exacerbate the issue.

- Issues of concern relating to parents and the school should not be discussed publicly until the appropriate school personnel are aware of the matter and have had time to deal with the issues.

Privacy Policy

The Coffs Harbour Bible Church School is bound by the National Privacy Principles (NPPs) contained in the Privacy Act 1988 (Privacy Act). The Principles are designed to protect the confidentiality of information and the privacy of individuals by regulating the way personal information is managed. Personal information is, generally, information or an opinion relating to an individual which can be used to identify that individual.

Throughout the year, it will be necessary for the school to send your personal information and data to various government and non-government organisations. The school will not disclose your personal information except as necessary to perform the tasks listed below, or as required or authorised by law, or with your permission.

Personal information is collected and used by Coffs Harbour Bible Church School to:

- provide services or to carry out the School statutory functions,
- assist the School services and its staff to fulfil its duty of care to students,
- plan, resource, monitor and evaluate School services and functions,
- comply with Federal and State reporting and record keeping requirements,
- comply with statutory and or other legal obligations in respect of staff,
• investigate incidents or defend any legal claims against the School, its services or its staff, and  
• comply with laws that impose specific obligations regarding the handling of personal information.

The purposes for which the School collects personal information of students and parents include:
• keeping parents informed about matters related to their child’s schooling,
• looking after students’ educational, social and health needs,
• celebrating the efforts and achievements of students,
• day-to-day administration,
• satisfying the School’s legal obligations, and
• allowing the School to discharge its duty of care.

Under the NPPs, you may be able to obtain a copy of any personal information which the school holds about you. The NPP's provide some exceptions to your rights in this regard, for example we will not provide information when this would have unreasonable impact upon the privacy of others. To make a request to access this information, please contact us in writing.

The school aims to keep the personal information it holds accurate, complete and up-to-date. A person may update their personal information by contacting Principal of the school. However, every year the school will send out an information pack for the next year which includes a data collection form. You may correct your details on this form.