Parent Handbook 2017

...empowering students to make a difference in their world for Christ

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INTRODUCTION

Taree Christian College, located in a picturesque setting 6km west of Taree, is a coeducational non-government school catering for students from Kindergarten to Year 12.

The College was established in 1985 by Taree Baptist Church and the Church maintains an active interest through the College Board that ultimately has the governing authority over the College.

While initially established to provide Christian education for children from Christian homes, enrolments are also accepted from families with no Church connection who desire education based on Christian values and teaching. All members of staff are committed Christians active in their own local Church.

Christian values, positive character, leadership and academic achievement are developed through specific activities, responsibilities and awards.

The College is well-equipped with modern facilities. We have interactive whiteboards in all Primary and Secondary classrooms, a well-equipped Library and computer laboratory. A multi-purpose hall, comprising an indoor basketball court, theatrette and Drama classroom was opened in 2011. A new secondary block, and expansion to our Design & Technology shed were built in 2012 and another secondary block to accommodate growth in 2013 and specialised kindergarten classrooms in 2014.

Within the next five years, areas of the Primary School and the College Canteen will undergo a redevelopment to modernise and improve these areas.

COLLEGE DETAILS

The College address is:
423 Kolodong Road Taree 2430

Phone: 6539 0100
Fax: 6551 3234

Email: admin@tareeccs.nsw.edu.au
COLLEGE VISION STATEMENT
Empowering students to fulfil their God given potential and make a difference in their world for Christ.

MISSION STATEMENT
Taree Christian College has been called into existence by God “To educate excellently from a Christian perspective, developing and nurturing students’ character, faith, knowledge, skills and values in the context of a dynamic, caring and creative Christ-centred community.”

COLLEGE OBJECTIVES
To empower our staff to be at the cutting edge of education ministry, reflecting Christ in their lives.

To introduce students to Jesus as their Lord and Saviour and nurture them as they grow in the knowledge and love of God as revealed through His Word.

To provide a safe and loving environment through a sense of belonging to the family of God.

To network with all local church denominations and prepare students to serve God faithfully throughout their lives.

To help students identify and develop their God-given gifts and talents, by providing opportunities and training for Christian service and leadership.

To provide an excellent Christian education that caters for each child’s individual needs.

To promote and provide academic excellence in every facet of teaching and learning.
Dear Parents/Carers

Welcome to Taree Christian College.

As our College population continues to grow, we warmly welcome each new student and parent/carer to become part of a supportive education community, working together for the benefit of our children.

As you can see by our Vision, Mission Statement and Objectives, we have high expectations of what can be achieved in your children’s lives as they progress through this College. These objectives can only be achieved as the College and parents work together for the well-being of our children. We are partners with you in seeing them grow up to be all they were created to be.

I encourage you to communicate frequently with the teachers and become part of the College community. Your children will benefit from the relationships you build with their teachers as you assist in College activities. Our best form of advertising is the personal recommendations of satisfied parents as they tell others about our College.

Our College’s proven academic record demonstrates the competence and professional expertise of our staff, but more than that, I am encouraged by their Christian character and genuine love for our children. They will not only teach your children in the academic areas, but will also be examples in how to live. It is an important and sometimes difficult job, and I know they appreciate the encouragement and assistance parents are able to give.

This handbook is intended to provide you with a handy reference for the way we do things in the College. Please do not hesitate to contact the Front Office if you require further information.

We look forward to working with you in the education of your children.

Warm regards

Mr David Coleman
Principal
TERM DATES 2017

Term 1  (Year 1 to Year 12) Monday 30 January - Friday 7 April
(Kindergarten) Tuesday 31 January - Friday 7 April
Easter Good Friday 14 April - Easter Monday 17 April
Term 2  Wednesday 26 April - Friday 30 June
Term 3  Monday 24 July - Friday 22 September
Term 4  Monday 9 October - Wednesday 13 December

SCHOOL BELL TIMES

The school day is comprised of 5 x 55 minute classes, plus devotions.

Roll Call/Devotions.....................9.10am
Period 1.....................................9.25am
Period 2.................................10.20am
Recess......................................11.15am
Period 3.................................11.35am
Period 4.................................12.30pm
Lunch.................................1.25pm
Period 5.................................2.05pm
School finishes..................3.00pm

SCHOOL TIMES

Students should arrive at school between 8.45am and 9.10am.

Please note that there is no teacher supervision in the Primary School prior to 8.45am. Early arrivals must go to the covered area outside the Canteen for minimal supervision.
TO WHOM DO I SPEAK?

We wish to provide parents with quick access to information and assistance during the school day. The Front Office is open Monday to Friday within the school term, from 8:30am until 4:00pm. To help direct your call please ask for:

**Principal**
David Coleman
Legal or confidential matters

**Business Manager**
Mark Drury
Financial matters

**Class/Roll Call Teacher (first point of contact)**
Any matter concerning the academic, social, spiritual welfare of an individual student

**For Primary**

**Head of Primary—Jason Reed**
- Procedural or policy matters affecting students
- Uniform details, bullying, welfare and discipline matters

**Primary Coordinators**
Organisation, well-being and discipline of students K-6, including Kindergarten information and orientation

Sue Chittick  Melissa Tindall  Sandra van Dyk

**For Secondary**

**Head of Secondary—Wayne Green**
- Procedural or policy matters affecting students
- Uniform details, bullying, welfare and discipline matters

**Director of Studies—Adam Day**
- Organisation, well-being and discipline of students in Years 10 -12, including NESA, TAFE and Distance Education issues
Key Learning Area Coordinators
Advice on academic matters, homework, exams, reports, subject selection

- **Christina Attard**: Mathematics
- **Michael Lawson**: English & HSIE
- **Jenny Lawson**: English & HSIE
- **Sally Collier**: PDHPE & Sport
- **Kate Donaldson**: Creative Arts
- **Aleisha Sage**: Science
- **Mathew English**: Biblical Studies

**Learning Support Coordinator**
Gail Parker
Organisation and wellbeing of students with learning needs and/or academic enrichment

**Careers Advisor**—Jenny Wallis
- TAFE & University Course Information
- Post school pathways
- SchoolBox Coordinator

**Aboriginal Support Teacher**
Michael Saunders
Matters involving Indigenous students including academic, social and spiritual welfare of Aboriginal/Torres Strait Islander students

**College Counsellor**—Liz Harris
- To support students

**Principal’s Assistant**
Magaret Saunders
Principal’s Calendar
Volunteers

**Credit Manager**
Janine Lambert
College Fees
Income Declarations
Direct Debit Forms

**Enrolments Manger**
Heather Johnson
Enquiries and Interviews
College Tours

**Community Relations Manager**
Kylie Reed
Community Promotions
Community Events

Administrative matters including attendance, bus travel, lost property, College Events.

- Karen Reeman
- Melissa Thornhill
- Jenny Fletcher
CONFESSION OF FAITH

We believe in the divine inspiration, the infallibility and supreme authority of the Old and New Testaments in their entirety and that the Holy Spirit so moved the writers that what they wrote are authoritative statements of truth for all matters of faith and conduct.

We believe there is one God in whom there are three equal Divine Persons, revealed as the Father, the Son and the Holy Spirit, and who of His own sovereign will created the heavens, the earth and all that is contained within the Universe.

We believe the Lord Jesus Christ is the eternally existing, only begotten Son of the Father, conceived by the Holy Spirit and born of the Virgin Mary. As God He became flesh and dwelt among us; as man He was God.

We believe all men are in a fallen, sinful and lost condition through the rebellion of Adam and Eve, who were created without sin, and in this state of depravity are helpless to save themselves and are under the condemnation of God to eternal punishment in hell.

We believe that salvation from the penalty and consequences of sin is found only through the substitutionary, atoning death and resurrection of the Lord Jesus Christ.

We believe it is the Holy Spirit alone who convicts men of sin; leads them to repentance; creates a faith within them and regenerates and fills those who believe in the Lord Jesus Christ as Lord. It is the indwelling Spirit who bestows the Gifts of the Spirit and manifests the Fruit of the Spirit in the believer.

We believe Christ died for our sins, was buried and the third day rose from the dead, that He appeared to men who touched Him and knew His bodily presence and that He ascended to His Father.

We believe the Lord Jesus Christ will return in person with His saints and that the full consummation of the Kingdom of God awaits His return.

We believe those who have been regenerated by the Holy Spirit will receive a resurrection body at the return of Jesus Christ and be forever with the Lord, while those who have not believed will be resurrected to stand at the Judgment Seat of God to receive His judgment and eternal condemnation to Hell.

We believe in the actual existence of Satan who is the father of all evil and opposed to God although ultimately subject to the purposes of God and destined to be confined forever to Hell.

We believe the Church is the body of Christ composed of all believers in the Lord Jesus Christ, which finds its visible manifestation in the local community of believers and ministers through the cooperative exercise of God-given gifts by the entire membership.

We believe there are two ordinances instituted by the Lord Jesus Christ: Baptism by immersion of all believers as a prerequisite for church membership*; The Lord's Supper which is a memorial and proclamation of the Lord's death until He returns.

* Variations to these clauses will be accepted to allow for different convictions about these two beliefs.
At Taree Christian College we seek to imitate Jesus Christ’s character qualities:

C.H.R.I.S.T.

COMPASSION
Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.
Ephesians 4:32

HUMILITY
Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves.
Philippians 2:3

RESPECT
Show proper respect to everyone; love the brotherhood of believers, fear God, honour the King.
1 Peter 2:17

INTEGRITY
The man of integrity walks securely, but he who takes the crooked paths will be found out.
Proverbs 10:9

SELF CONTROL
The grace of God…teaches us to say ‘No’ to ungodliness and worldly passions, and to live self-controlled, upright and godly lives in this present age.
Titus 2:12

TRUSTWORTHINESS
‘Well done, my good servant!’ his master replied. ‘Because you have been trustworthy, in a very small matter, take charge of ten cities.
Luke 19:17
STUDENT LEADERSHIP

Taree Christian College has a prefect body selected from Year 12 and Year 6 students who are elected by their peers and the staff. This comprises of College Captains and Prefects. Prefects lead most of the College ceremonies and events.

Secondary Leadership for 2017

**School Captains** - Noah Haynes & Keren Macpherson

**Prefects** - Rachel Brown, Abigail Minett, Lily Nesbitt, Maitrix Sumpner-Johnston, Olivia Wendell and Mitchell Wilson

**Primary School Leadership for 2017**

**Captains** - Lily Green, Taylor Donaldson

**Vice-Captains** - Bella Balcombe, Justin Colville

**Student Leaders** - Isaiah De Wright, Indigo Fardell, Olivia Fernance, Braxton Hamming, Connor Thornhill, Ella Wendell

**Captains**

In addition, two primary class captains are elected each term for every class throughout the year.

I pledge before the Lord Jesus Christ to serve the students of Taree Christian College.

I will seek to lead by Godly example, and uphold the standards and expectations of the school, both here and in the wider community.

Student Representative Council—S.R.C.

Student governance is a vital part of the life of the College. The SRC consists of students from Years 7 - 12. This group is the student voice within the College and we believe students should be given the opportunity of ‘Letting their lights shine before men, so that they can see their good deeds and glorify their Father in heaven’ (Matt. 5:16).

When students feel that they are genuinely part of the decision making process, then they will own those decisions and see them through to fruition. In doing so they gain valuable life skills and leadership skills. The SRC is responsible for organising most of the student fundraising for various events through the year under the guidance of the SRC Coordinator, Mrs Cal Wiersma, and other staff.
PARENTS AS ‘CO-WORKERS’ IN EDUCATION
The time students spend at school is limited; only six hours of each of the 200 school days in a year. The home can therefore exert a much greater influence on a child than the College.

In supporting your child, we suggest that you:
- Talk to your child positively about Taree Christian College, where he/she will meet new friends, learn and contribute to a positive environment
- Label CLEARLY, with FULL NAME, ALL possessions your child will take to College, including, raincoat, hat, jacket, bag, case, drink bottle
- Send your child on time every day
- Give your child duties around the home. This will help to foster confidence in the performance of tasks and build responsibility and accountability
- Encourage your child by checking work when it is brought home
- Show your children you support the College by being actively involved in College activities
- Pray regularly as a family for the College
- Carefully read the College Newsletter/Sneak Peek
- Keep in contact with your child’s teacher/s

You are an important part of the education of your child. You can aid us by:
- Taking an interest in what is happening to your child
- Check his or her school books
- Phone us about anything that concerns you

Parents are always welcome to call us or come and see us.

Familiarise yourself with the Mission Statement and Objectives of the College and support these in every way that you can. Also, support the discipline your child receives at the College.

Check that your child is doing homework, test his or her reading and spelling and ring us if troubled by what you find.

Finally, please support the College, teachers and Board in prayer.
- Special prayer points are regularly included in the Newsletter/Sneak Peek
- Regularly pray for us in our endeavour to help empower your son or daughter to make a difference in their world for Christ
WELFARE AND DISCIPLINE GUIDELINES

The goal of all discipline is self-discipline, and an awareness of the need to be held responsible for one’s actions and their effect upon others.

STUDENTS’ RESPONSIBILITIES

- to work to the best of their ability
- to exhibit courtesy and respect towards those in authority over them
- to treat each other with courtesy, kindness, fairness and respect, as well as to endeavour to cooperate with each other and be tolerant to each other’s point of view
- to respect and care responsibly for property of their own and others
- to follow TCC rules

TEACHERS’ RESPONSIBILITIES

- to promote maximum learning for all students in a caring environment with respect for the needs of individuals
- to be an example of faith and character to the students
- to encourage consistently acceptable patterns of behaviour

PARENTS’ RESPONSIBILITIES

- to provide an example of, and to encourage good behaviour patterns and appropriate language in children, as a child’s first and foremost significant teacher
- to support and cooperate with the College in matters of discipline
- to liaise with the child’s class Teacher/Head of Primary or Secondary as needs arise

Discipline is seen as a training process, where emphasis is upon proactively guiding students towards what is right, rather than punishing them for wrong behaviour (Proverbs 22:15, 23:13-14).

In the disciplinary process, the following strategies may be taken for breaches of College rules and cases of misconduct:

- class teacher resolution
- lunch-time or after school detention
- counselling and prayer to lead the student to repentance
- cooperative solutions with the teacher, parents, students and administration
- suspension and withdrawal of enrolment

In the encouragement process, the following strategies are used:

- verbal/written affirmation by class teacher
- Merit Award
- Certificate of Merit
- end of Term Awards for a variety of reasons – academic, diligence, excellence and effort
- end of year awards at Presentation Night and Awards Assembly

If you have any questions about discipline in the College, please don't hesitate to contact your child's Class Teacher, or Section Coordinator.
ICT & COMPUTER GUIDELINES

Taree Christian College is committed to incorporating Information Computing Technology [ICT] into learning in a meaningful, valuable and cost-effective manner to help ensure the provision of excellent, inclusive education at the College that will bring glory to God. Integration of technology in the classroom is essential to enable students to develop many of the competencies fostered by the Australian Curriculum, and to reach their full academic potential. **It is a compulsory requirement that all students from Years 5 to 12 have a working device to use in class.**

The use of ICT devices – Apple iPads, tablet devices, and laptop/notebook computers – is in accordance with the College’s Bring Your Own Device [BYOD] program constructed to provide tools and resources designed to empower the 21st Century learner.

- Students must ensure that their device and its cover/case are both clearly labelled
- All tablets must be fitted with a folio-style protective case that fully covers the back, sides and front screen of the tablet/laptop when closed
- A tablet applications list (and web-based learning sites) will be provided by staff throughout the year. The suggested applications contain general apps that will be used across many subjects as well as subject specific applications
- Gaming/social media applications should only be installed with the permission of the parent and be age appropriate and not interfere with the operation of the device for school purposes
- Students must bring their devices to every lesson unless specifically requested not to by the teachers responsible for that lesson
- Devices must be brought each day in a fully charged condition
- Students in Years 5-10 will not be permitted to use their devices outside of the classroom – in the playground during recess and lunch times – as the risk of accidental damage is too high
- As part of the learning process, students may be required to use Web 2.0 tools which involve publishing and editing online. When using online learning tools students must take great care with what they post, especially if it is to remain in the public domain
- Whilst at College, students should not attempt to access social media websites such as Facebook. Educational sites such as Edmodo may be accessed, however all communication and posts published to these sites must be appropriate and sensitive to the values upheld by the College
- Student’s College email account should be their primary means of electronically communicating with one another and staff whilst at school. They may email their class teacher to the teacher’s College email address if the purpose of the email is school-work related and with the prior permission of the class teacher
- Parents are responsible for use of the device by students at home. It is strongly recommended that the device is used and stored in a communal area of the house and not in the student’s bedroom
- The College assumes no responsibility for devices left on the premises overnight, nor during transport to and from the College
- The IT Department (Helpdesk) is available to help staff, students and parents each school day (from 8.50am – 4.00pm)
- Any minor issues should first be reported to the class teacher. If no simple solution is found, students will be directed to the IT Department (Helpdesk) for further investigation
STUDENT MATTERS

ABSENCES, LATE ARRIVALS AND EARLY DEPARTURES
Rolls are marked at the beginning of each day and any absences are notified by SMS. Parents are encouraged to ring the College before 9.30am if their child is absent. If a student is absent from school, a note outlining the reason must be brought from home the day they return to school, even if you have placed a phone call to the Front Office. Absent notes are available from the Front Office or Skoolbag App. Without this note, a student will be recorded in the official roll as an ‘Unexplained Absence’.

If a student arrives late to school, they must first go to the Front Office to be marked present and receive a late note to present to the class teacher on arrival.

Students may not leave the College grounds during school hours. If a student wishes to depart early they must be picked up by a parent/carer. Parents should write a permission note for their child to show their teacher communicating their early departure. All students must be signed out by a parent/carer.

Senior students may be given extra privileges but must ‘sign in and/or out’ at the Front Office.

Extended Leave/Holidays
Parents/Carers must complete an ‘Application For Exemption From Attendance At School’ prior to the planned absence (available from the Front Office upon request). The Principal will then issue a ‘Certificate of Exemption from School’ which will be given to the parents. A copy of the certificate will be placed in the student’s file.

ACCIDENTS
The College is not able to provide private medical insurance to each individual student. That is seen to be the responsibility of Medicare or the private health insurance the student’s parent/carer may have that covers the student. The College does provide Personal Accident insurance and this covers students on all College sponsored activities. This insurance provides a lump sum payment in the event of the death of a student or permanent disablement. The College also has Public Liability insurance that is to financially protect the school if negligence has caused death or injury to students, staff or the general public.

If your child is injured at school, or on an excursion, the College will organise ambulance transport if required. If the child is covered by Private Health Insurance the Private Health insurer will cover the cost of the ambulance transport. If the child is NOT covered by Private Health Insurance the College’s ambulance cover, provided through the NSW Ambulance Service, will pay for the ambulance cost. Any initial and ongoing medical treatment may be covered by Medicare or the Private Health Insurance of the parent or carer.

AFTER SCHOOL ACTIVITIES
The College at times offers a variety of after school activities to support and enhance students learning.

A range of activities on various mornings and afternoons may include:
Maths Club, Sport Training (e.g. rugby, soccer), Music bands and ensembles. Further details are available at the start of the year.
In order to prevent confusion regarding involvement and transportation, it is essential that parents make clear arrangements with their children regarding attending these activities before they come to school.

**ASSEMBLY**
Monday mornings K-6 meeting, Thursday mornings 3-6 meeting and Thursday afternoon for K-2 in the MPC for Primary School. Monday morning at Taree Baptist Centre for Secondary School. At Assemblies, announcements are made and class and sports awards are given out. Parents/Carers are welcome to attend these assemblies.

**BANNED SUBSTANCES**
Smoking is not permitted on the College property, on excursions, or by pupils in school uniform on their way to and from school.

The following items are not permitted at the College:
- alcohol or drugs, knives, guns or other weapons (Police will be called in regard to these items)
- cigarette lighters, matches or cigarettes
- liquid paper and thinners, aerosol cans e.g. deodorants

**BOOK PACKS AND STATIONERY REQUIREMENTS**
The College offers Book Packs for purchase through Kookaburra Educational Resources and they contain the general stationery items for Years K-6 in Primary School and Years 7-10 in Secondary School. Book Packs are ordered online at www.kookaburra.com.au. Book Packs are ordered for each student by parents/carers at the end of the year and collected from the Front Office at the beginning of Term 1.

Students books are expected to be covered with their name clearly written on the front. No inappropriate language or pictures are allowed, inside or on the covers.

For a list of specific stationery requirements either contact the Front Office or log onto the College website (www.tareeccs.nsw.edu.au).

Library Bags, Bibles, and Home Readers covers are available for purchase from the Front Office throughout the year.

**CANTEEN**
The College canteen operates Monday to Friday
The canteen is open before school, at recess and at lunch time and is available for all students.

Lunch orders can be placed at the canteen and the procedure is as follows:
- **Kinder to Year 6**: MUST write lunch orders on a paper bag and orders are given to their class teacher in the morning then delivered to the canteen and returned to the class for lunch time.
- **Year 7 to Year 12**: place their lunch order at the canteen before school or at recess and collect their order at lunchtime from the canteen.

The canteen operates through the support of parents on a rostered basis. All parents are welcome to assist in this vital aspect of College life.
CAREERS ADVICE
The College’s Career’s Adviser is available to meet with students and parents to discuss future careers options and appointments can be made through the College office. The Career’s Adviser works with senior students to inform and educate them about their future options. The careers area located in the Director of Studies office, has a variety of materials available for students, including University information, career specific booklets, TAFE options and TVET Courses as well as University Entrance Guides. There are also various opportunities throughout the year where students are able to attend Careers’ Expos. The College Career’s Adviser organises Year 10 work experience, traineeships and educational opportunities.

CHAPEL
Chapel Services are held every Tuesday in Primary, and every Silver Friday in Secondary School. Special speakers from the Churches represented in the College and other guests bring an inspirational talk to the students. A variety of other segments, including a worship time occur at each Chapel service. Chapel services are normally held from 12.30—1.25pm and parents are most welcome to attend.

CHRISTIAN GROWTH
Students are given the opportunity to participate in Chapel, Bible study, prayer times and other discipleship courses throughout the year. Weekly lunchtime discipleship groups are held from time to time for Infants, Primary and High School students. Christian teaching is seen to be integrated in all aspects of the curriculum. A daily devotional time occurs during roll call for all students.

CO-CURRICULAR ACTIVITIES
Students have the opportunity to become involved in a number of activities and events during the year, some of which are listed below:
- Choir (Infants, Primary and High School)
- Missions and Outreach
- Debating Teams
- Sporting Teams
- Inter-School Competitions
- Australasian Schools Competitions and other Competitions
- Aboriginal Cultural activities
- Tournament of the Minds
- Taree Eisteddfod
- Duke of Edinburgh
- Chapel Band
- Other programs associated with local churches
  - e.g. mainly music (Pre School Music Program at Taree Baptist Centre)

COLLEGE BANKING
Student banking, is available with the Commonwealth Bank through the College office each Wednesday. See the office for more details.

COLLEGE CHAPLAIN
The College’s Chaplain is available to assist students with their spiritual needs.
COLLEGE GROUNDS
Students are not permitted to play on equipment after hours.

COUNSELLING
The College has a qualified counsellor available to discuss matters affecting students’ well-being at school. A referral is normally made through the Class/Roll Teacher or Section Head with the permission of parents/carers. On-going issues may be referred to other services as appropriate.

EMAILS
All students are issued with a College-based email address. For Years 5-12, this is to be the primary means of electronically communicating with one another and staff whilst at the College. They may email their class teacher to the teacher’s College email address if the purpose of the email is school-work related and with the prior permission of the class teacher.

Students should not access their personal (non-school) email address whilst at school, or use any form of social media.

EQUIPMENT
It is essential that students come prepared with the correct equipment each day. All textbooks, home readers, sporting and College equipment are on loan from the College and it is expected that students treat the resources with respect and return them in good condition. If a College resource is lost or damaged whilst in a student’s possession, it is a College expectation that it is replaced.

EXCURSIONS & OFF-SITE EVENTS
Students are given opportunities to attend events and performances, compete in sporting activities and be involved in ministry opportunities off campus. In this event your child will receive a permission note with the details of the excursion. It is a requirement of the College that the note is signed by a Parent or Carer and returned to the Front Office for your child to attend.

If an excursion is required for a subject the cost is covered by the College; if it is an extra curricular activity it may require an extra cost.

Details of the excursion will be available on the Skoolbag app.

FEES
Unless arrangements for periodic payments have been made with the College, all fees are payable in advance by the invoiced due date of each term. Where payment is not made within seven days of the due date a late payment charge may be enforced. The College encourages the use of BPay and regular payment plans. Parents are required to give at least one term’s written notice of termination of enrolment and failure to do so may render them liable for one term’s fees. College fees will continue to be billed for one quarter of a year after the receipt of written notice (e.g. a student leaving at the end of a term needs to give written notice at the beginning of the term). Incidental items are unable to be added to fees e.g. excursions, hats, stationery items.
FINANCIAL MATTERS
All monies sent to school should be in an envelope clearly marked with the student’s full name and year. Secondary students need to bring money to the Front Office before school. Primary School students need to give their envelope to their class teacher.

HEALTH WHILST AT SCHOOL
What if your child is feeling sick or injured whilst at school?
When a staff member on duty or class teacher is informed your child is feeling unwell or has injured themselves in the playground they are sent to the sick bay located in the administration building. Your child is then assessed by the administration staff and appropriate action is taken.
Either your child will be able to rest for a while, or yourself or nominated person will be contacted to collect your child.

Medications at school
If your child is required to take any regular medications whilst at school please complete a ‘Consent to Dispense Medicines & Inform Appropriate Staff’ form and return to the Front Office.

Immunisations
Immunisation is a wonderful safeguard to health and we suggest that you consult your doctor concerning protections against childhood diseases. It is a Health Department requirement that the College is advised of students’ immunisation records before they are enrolled in Infants and/or Primary School.

High School students are offered immunisations throughout the year through the Hunter New England Area Health Service School Based Vaccination Program. Written parental permission is required before any immunisations are given. Ensure you watch the Newsletter/Sneak Peek and Skoolbag app for upcoming vaccination dates.

LIBRARY
Students of Taree Christian College are blessed in having an excellent, comfortably furnished, air conditioned Library with an Audio Visual Room. The facility has a mezzanine floor containing a senior study and a seminar room. The library is equipped with computers for students to use, all with Internet access.

The Library is open before school (8:50am) and at lunch time during the week for students to borrow, read, research or complete homework. Primary School students are encouraged to borrow books each week by bringing a clearly labelled library bag. Durable College library bags can be purchased from the Front office for $10.

LOCKERS
Lockers are issued to every Secondary School student on a yearly basis. There is no initial fee for the locker, but a replacement key will cost $10.00 payable to the Front Office. They are to be kept free of pictures and damage. Students can only access the lockers during recess and lunch and before school (not in-between classes).
LOST PROPERTY
Please mark all clothing and private property to ensure quick return to owners. Unnamed lost property is held in the office for a time before being donated to the Clothing Pool or to charity.

MOBILE PHONES
Mobile phones are only to be used by students after school finishes at 3pm. If students need to use their mobile phones they should request permission from a teacher. If students use mobile phones in an inappropriate manner they may be confiscated for up to five days. If it is essential for your child to have a mobile phone before or after school, it must be switched off and kept in a locker, or left at the Front Office for safe keeping during school hours. Phones should not be left in school bags during the day.

Students who are caught using their mobile phones inappropriately whilst at the College will have their mobile phone confiscated for a period of time before it is returned to the student.

Primary students are not permitted to use electronic devices such as Game Boys or Nintendo DS, during school hours.

NEWSLETTER & SNEAK PEEK
The College Newsletter and Sneak Peek are released regularly to keep parents informed and up to date with the happenings around the College. The Newsletter and Sneak Peeks are sent to parents via email and will be available on the College website (www.tareeccs.nsw.edu.au) and the Skoolbag app (which is an application that can be downloaded onto your smart phone). Please inform the Front Office if you change your email so that you can continue to receive these important forms of communication.

STUDENT DIARIES
Each student in Years 7-12 will be provided access to a paper student diary to be used for recording homework, assignments, timetables, messages from teachers about particular lessons, quick messages between parents and teachers.

SPORT
Gala Days and other sporting events are features of College life and regular opportunities for exercise, PE and Sport are provided for the student’s benefit.

Primary School Sport
Sport is held weekly on Fridays. Students are required to wear their sport uniform on this day. Off-site sporting activities occur from time to time for all students e.g. Fishing, Gymnastics, Swimming, Tennis— appropriate notes will be issued.

Secondary School Sport
Years 7-10 participate in sport once a fortnight. The sports undertaken range from in-school activities (such as softball, basketball & walking) to out-of-school activities (such as swimming, Ten Pin Bowling and cycling). The students are required to wear their sport uniform to school on Sport days (and days they have PE).
What if your child is unable to do sport or PE?
Please provide a note and your child will be given an alternate activity.

TELEPHONE CALLS
Students are only allowed to use the College office phone in case of an emergency.
For important matters only, parents may leave messages for children and we will make every attempt to deliver the message through our office runners.

Please do not send text messages to your child during school hours.

Please phone the office before 2.00pm if you wish to ensure your child receives the message before the end of the day.

TRAVEL
Bus passes are available, as your child is entitled to free transport to and from school if you live more than 2.8km from the College. Applications are lodged at the NSW Website. Further information is available from the College office.
Where there is no suitable bus available and children are brought to school (or taken more than 2.8km to the nearest bus stop) by private vehicle, a conveyance subsidy is available. Please contact the College office for bus and/or private conveyance forms.

UNIFORM
A copy of the school uniform requirements is available from the College office and any questions you have concerning this should be referred to the College office. All items of uniform are to be purchased direct from Workwise Clothing, located on Whitbread Street, Taree. Parents should check that their children are correctly dressed in uniform. All clothing should be clearly labelled with your child's name. If, for some reason, it is not possible for a student to be dressed in full uniform, a note must be provided to explain the reason.

High quality school bags with the TCC logo are available from Workwise Clothing. These are recommended but not compulsory. Hats and caps are available from the College Office for purchase.

UNIFORM SHOP/CLOTHING POOL
The College operates a Clothing Pool for second hand uniforms. Parents may buy second hand items or leave used clothing for donation. With all enquiries, please see the administration staff in the College office.

VOLUNTEERS
Parents are invited to help in a variety of ways. Volunteers are a vital part of our College community. We are always in need of people who are willing to step in and help. The College wouldn’t be able to function properly without the help of parents and others who generously give their time to help.

If you can spare ANY time through the year, or if you can be available to be called on to help, please contact the Front Office. Keep an eye on the College Newsletter and Sneak Peek to be informed of volunteer needs we have.

All volunteers must sign in at the office and wear an identification badge. All volunteers will be asked to provide their Working with Children Identification number and complete a Volunteer Training Session.
**WELCOME PACKS**

Your family will receive a ‘Welcome Pack’ at the beginning of each year, which includes information sheets and forms. These are to be completed and must be returned to the College before students can participate in excursions or special events.

Your child’s ‘Student Emergency and General Consent Form’ will need to be checked, any changes to information noted, the form signed and return to the office as soon as possible. In the event of an emergency where your child requires ambulance transportation these details are sent with your child to the hospital so it is very important these details are accurate and up to date.

*N.B. Please inform the Front Office promptly of any changes in the circumstances outlined on the General Consent Form e.g. address, mobile phone numbers etc. Copies of any legal documents pertaining to school matters must be sent to the Front Office.*

**WITHDRAWAL OF ENROLMENT**

If for any reason you withdraw your child from the College, please inform our Enrolments Manager in writing as soon as possible. You are reminded that one term’s notice in writing is required otherwise a term’s fees may be payable in lieu of notice.
<table>
<thead>
<tr>
<th>CONDITION</th>
<th>SYMPTOMS</th>
<th>DO I NEED TO KEEP MY CHILD AT HOME?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox</td>
<td>Slight fever, runny nose, and a rash that begins as raised pink spots that blister and scab.</td>
<td>Yes, for 5 days from the onset of the rash and the blisters have dried.</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>The eye feels scratchy, is red and may water. Lids may stick together on waking.</td>
<td>Yes, while there is discharge from the eye.</td>
</tr>
<tr>
<td>Gastroenteritis</td>
<td>A combination of frequent loose or watery stools, vomiting, fever, stomach cramps, headaches.</td>
<td>Yes, at least for 24 hours after diarrhoea stops.</td>
</tr>
<tr>
<td>German Measles (Rubella)</td>
<td>Often mild or no symptoms: mild fever, runny nose, swollen nodes, pink blotchy rash that lasts a short time. Can cause birth defects if pregnant women are infected.</td>
<td>Yes, for at least 4 days after the rash appears.</td>
</tr>
<tr>
<td>Glandular Fever</td>
<td>Fever, headache, sore throat, tiredness, swollen nodes.</td>
<td>No, unless sick.</td>
</tr>
<tr>
<td>Hand Foot and Mouth Disease</td>
<td>Mild illness, perhaps with a fever, blisters around the mouth, on the hands and feet.</td>
<td>Yes, until the blisters have dried.</td>
</tr>
<tr>
<td>Head Lice</td>
<td>Itchy scalp, white specks stuck near the base of the hairs; lice may be found on the scalp.</td>
<td>No, as long as head lice management is ongoing.</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Often none in small children; sudden fever, loss of appetite, nausea, vomiting, jaundice (yellowing of skin and eyes), dark urine, pale stools.</td>
<td>Yes, for 2 weeks after first symptoms or 1 week after onset of jaundice.</td>
</tr>
<tr>
<td>Impetigo</td>
<td>Small red spots change into blisters that fill up with pus and become crusted; usually on the face, hands or scalp.</td>
<td>Yes, until treatment starts. Sores should be covered with watertight dressings.</td>
</tr>
<tr>
<td>Influenza</td>
<td>Sudden onset fever, runny nose, sore throat, cough, muscle aches and headaches.</td>
<td>Yes, until they look and feel better.</td>
</tr>
<tr>
<td>Measles</td>
<td>Fever, tiredness, runny nose, cough and sore red eyes for a few days followed by a red blotchy rash that starts on the face and spreads down the body and lasts 4 to 7 days.</td>
<td>Yes, for at least 4 days after the rash appears.</td>
</tr>
<tr>
<td>Meningococcal Disease</td>
<td>Sudden onset of fever and a combination of headache, neck, stiffness, nausea, vomiting, drowsiness or rash.</td>
<td>Seek medical attention immediately. Patient will need hospital treatment.</td>
</tr>
<tr>
<td>Molluscum Contaglosum</td>
<td>Multiple small lumps (2-5mm) on the skin that are smooth, firm and round, with dimples in the middle. Lumps in children are mostly on the face, trunk, and upper arms and legs. Symptoms can last 6 months to 2 years.</td>
<td>No.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Fever, swollen and tender glands around the jaw.</td>
<td>Yes, for 9 days after onset of swelling.</td>
</tr>
<tr>
<td>Ringworm</td>
<td>Small scaly patch on the skin surrounded by a pink ring.</td>
<td>Yes, until the day after fungal treatment has begun.</td>
</tr>
<tr>
<td>Scabies</td>
<td>Itchy skin, worse at night. Worse around wrists, armpits, buttocks, groin and between fingers and toes.</td>
<td>Yes, until the day after the treatment has begun.</td>
</tr>
<tr>
<td>Scarlet Fever</td>
<td>Sudden onset sore throat, high fever and vomiting, followed by a rash in 12 to 36 hours.</td>
<td>Yes, until at least 24 hours of treatment has begun and the child is feeling better.</td>
</tr>
<tr>
<td>Slapped Cheek</td>
<td>Mild fever, red cheeks, itchy lace-like rash, and possibly cough, sore throat or runny nose.</td>
<td>No as it is most infectious before the rash appears.</td>
</tr>
<tr>
<td>Whooping Cough</td>
<td>Starts with a running nose, followed by persistent cough that comes in bouts. Bouts maybe followed by vomiting and a whooping sound as the child gasps for air.</td>
<td>Yes, until the first 5 days of a special antibiotic have been taken.</td>
</tr>
</tbody>
</table>