



Bairnsdale Christian Community School
'Wisdom for Life'

PARENT HANDBOOK 2016



Welcome!

Welcome to our School community. We are very pleased and blessed that you have joined us. It is a privilege to join with you in partnership to educate, nurture and train your child(ren).

We look forward to getting to know you and hope you will feel welcomed and very much a part of the community that is our School.

Vision Statement

Our School is a vibrant Community partnering with parents to educate, nurture and equip their children to the highest standard so they shine wherever they are, discovering their unique gifts and serving God significantly and passionately in a complex world.

Important Dates & Times

Term Dates 2016

Term 1: Mon 1 Feb - Thu 24 Mar

Term 3: Mon 18 Jul - Fri 16 Sep

Term 2: Mon 11 Apr - Fri 24 Jun

Term 4: Mon 3 Oct - Fri 9 Dec

Bell Times

8.50am Line up and morning announcements

11.00am - 11.20am Recess

1.00pm-1.50pm Lunch

3.10pm School finishes

Preps do not attend school Wednesdays during term 1.

Office Hours

Monday to Friday 8.30am to 4.00pm during school terms.

Staff

All staff are Christian men and women dedicated to the goals of Christian education.

Staff are chosen carefully to preserve the aim of the school, and for their outlook, experience, training, qualifications and teaching ability.

The teachers provide Christian role models for their students, and reinforce and uphold the standards of a Christian home.

Teachers employed in the school meet the requirements of the Victorian Registration and Qualifications Authority.

The school adopts a professional approach to all facets of education, and teachers are encouraged to keep abreast of current developments within the various subject disciplines. Reading, in-service training days and further study are all encouraged, and an active relationship is fostered with other schools of a similar outlook.

General Information

Roll Marking

Rolls are marked for morning and afternoon sessions. Parents are asked to ensure that their children are always on time for the start of school. If your child is late to school, please obtain a late pass from the office which is to be given to the class teacher.

Student Absences

If your child is absent from school, please send a written note to the class teacher to advise them of the reason.

Leaving School

Children are not permitted to leave the school grounds during the day without a parent or without the parent's permission. If a child needs to leave during the normal school day, parents are asked to sign their child out, and on their return, sign the child in at the office in the Daily Sign Out register. If a child needs to leave school during school hours, please communicate this to the child's teacher in the morning or the day before. This alleviates anxiety on the part of the child and helps us maintain good duty of care.

Lunch & 'Fruit Boost'

Students eat lunch in their classrooms under the supervision of their teacher. A second bell is rung 10 minutes into the lunch break for those who have finished eating to go out and play. Staff are always on duty in the playground to supervise students during all breaks. During wet weather students may be allowed to play inside and are supervised by teachers.

Students are asked to bring a piece of fruit every day for 'Fruit Boost' which they eat at a dedicated time in the morning session.

Canteen

Canteen operates on alternate Fridays with a different hot food item offered each time. Order forms are sent home with the newsletter and need to be returned by Wednesday mornings with correct money. Drinks and snacks are also available to purchase. All food must be pre-ordered. If you would like to volunteer to help out with canteen, please contact the office.

End of Day Procedures

School notices are given out at the end of each day to the eldest child in each family. Students catching buses will need to move to the bus zone at the front of the school to wait. A teacher will be on duty at the bus interchange at Bairnsdale Secondary School before and after school.

Parents can pick up children between 3.10pm and 3.30pm. Students are not to cross the car park unless with a parent, or they are to walk around the outside edge of the car park. Students should walk along the gap in front of parked cars and not behind them. A teacher will be on duty in the car park after school.

Parent Participation

Parents and grandparents are a valuable resource with many skills and interests so we invite your involvement in the life of the school at many different levels. Some of the ways to be involved include Parents & Friends committee, fundraising activities, fellowship activities, canteen, library assistance, reading program, sports activities, classroom assistance, Meals on Wheels, excursions, camps, sharing special skills/assisting with groups of children, e.g. cooking, drama, hobbies, computing, art and craft.

Consultation Procedure

At BCCS we respect and support the responsibility of all parents to inquire, consult, seek clarification or raise an issue of grievance regarding their children. In all of these situations parent(s) will always be directed to speak to the teacher concerned firstly. If after this has taken place, the question/concern/grievance has not been adequately resolved the Principal should then be approached and involved for further negotiation and resolution.

Fees

Invoices are sent home in the first week of each term and are payable by the end of that term. A 5% discount is given for fees paid within 21 days. Fees can be paid to the school office by cash or cheque, or by direct payment to the school account. For direct EFT payments please refer to school invoices or newsletters for BSB and Account numbers. Please contact the office if you have any questions in relation to fees.

Reports

Interim reports are sent home at the end of terms 1 & 3, and Semester reports are sent home at the end of terms 2 & 4. Parent teacher interviews are held twice yearly, but parents are encouraged to contact their child's teacher informally if they have any concerns or to discuss their child's progress.

Newsletters & Notices

Weekly newsletters are sent home with the eldest child in the family on Thursdays. Parents will also receive a copy via email. Current and past newsletters are also available on our website:

www.bccs.org.au

Permission forms and notices are generally, but not always, sent home with the eldest child. They are colour coded: Green forms require filling in, signing and returning; Yellow forms contain important information, often regarding changes to events or reminders.

Bus Travel

Students who live more than 4.8km from the school can apply for travel on the government bus system. Contact the office for an application form.

Student Banking

Students can open a Commonwealth Bank Student Account through the School. Application forms are available from the school office. Students can bring their money for banking on Thursdays.

Facebook

BCCS has a public page on Facebook, which we use to promote the school to the wider community. We also have a group page just for school parents and staff, which we use to post reminders, changes to events, etc. to keep you better informed. It also allows you, as parents, to get in contact and chat with other parents about school activities etc.

Forms will be given to new families to request permission to use photos of their child/ren on Facebook and to explain how to access the private group page.

Class Activities

Library

Students are given individual class time in the library during the week. Students are allowed to borrow books from the library but will need to bring a cloth library bag to protect books. Any books that are lost or returned damaged will be paid for by parents.

Information & Communication Technology

ICT is increasingly involved in all areas of the curriculum. Classes regularly use the computers in the computer room both to complete assignments and improve ICT skills. Classes also have their own set of iPads to use at the teacher's discretion.

Physical Education

Physical activities and exercise are a daily part of our school life. Dedicated PE lessons take place on Thursdays. Students are to come to school dressed in their sports uniform on Thursdays.

Swimming Lessons

These are conducted every year in first term. Students are taught by fully trained instructors at the Bairnsdale Aquatic and Recreation Centre (BARC). Parents will be informed of details via consent notes.

Music Lessons at School

We have tutors who come in to the school for private music lessons during school times. Lessons are to be organised directly with the tutor. More information and contact details can be obtained from the School Office.

Assemblies

These are held once every 2 to 3 weeks on Friday mornings. Each class takes turns at preparing and presenting the Assembly. Parents are most welcome to attend.

Buddies

Each year older students are matched with younger students to help build positive relationships and community in the school.

Enrichment Activities

Enrichment activities are held during the year to give students a wider range of experiences. Parents are invited to participate and share their skills and expertise with the children.

Interschool Activities

Our school is part of the Mitchell Cluster of schools, and where possible, we join together for excursions, sporting carnivals and cultural activities.

Excursions/Camps

All students go on a variety of trips during the year to enhance their educational experience. Younger children will participate in stayovers and campouts progressing up to a week-long camp for grade six.

School Events

Following is a brief description of some of the major events in the life of the school. More detailed information will follow throughout the year.

Fellowship/Dedication Evening

A relaxed, informal night to meet new families/staff members, to share a meal together and dedicate the year to God. BYO dinner with a short official dedication and introducing of new Grade 6 Leaders.

Family Fun Day

Our biggest event and fundraising activity for the year. We strongly encourage everyone to get involved as it is a big event to organise and is much loved by students, parents and the wider Bairnsdale community.

Junior School/Promotional Dinner

This is a yearly event but will most likely be a little different this year. Primarily it is used to promote the school to prospective parents. More details to come.

Grandparents' Day

An opportunity for Grandparents and special friends to visit the students at school. The morning usually consists of Grandparents spending time with the students in their classrooms, a morning tea and then a short concert by the students.

Family Maths Games/Science Night

Held during Literacy/Numeracy Week this night alternates each year between a Maths Games Night and a Science Night. A light dinner with everyone contributing is followed by activities in the classrooms.

Family Night

Our end of year celebration night/concert and the graduation of our Grade 6 students. We strongly encourage everyone to attend as it is a wonderful time of reflection and celebration. Followed by a shared supper, bring a plate to share.

End of Year Family BBQ

Usually held on the last day of Term 4. A relaxed family dinner and 'chill' time to finish the year. Meat and bread provided. BYO everything else - this includes cutlery and plates!

Uniform

The aim at Bairnsdale Christian Community School is to have the students present themselves in an acceptable and pleasing manner. Complete, correct uniform is expected to be worn at all times whilst attending school. This standard is expected whilst travelling to and from school or while at any event outside the school where the school is being represented.

Uniform is to be in good repair and neat in appearance. If for any reason students cannot comply with uniform requirements an explanatory note from the parent/guardian must be provided and given to their teacher. This applies to basic school uniform and sports uniform.

Changeover Time

1st and 4th term - Summer uniform

2nd and 3rd term - Winter uniform

School hats only are to be used and must be worn 1st and 4th terms and other times at the discretion of the teachers. Children not wearing hats will remain under covered areas during all play times.

Marking

All articles of clothing are to be clearly identified with the student's name.

Availability

New uniforms are available from the school office. Most articles are available only through the school except socks, tights and shoes. Some second hand uniform is also available, in limited stocks and sizes. It is wise to try clothes on, especially pants and skirts. Payment for all uniform must be made on collection.

General Appearance

Hair: All students are required to wear their hair in a style and manner approved by the school. Hair is to be kept neat and tidy and extremes in style and colouring are to be avoided. Hair of shoulder length or longer should be tied back with either maroon or navy scrunchies or elastics (plain colours only, no prints). Lace is not acceptable.

Jewellery: Students are not to wear jewellery other than a watch.

Students with pierced ears may wear only one set of matching plain studs or small sleepers in the lower ear lobe, i.e. no more than one earring per ear. No other piercing or tattooing is permitted.

Nail polish and make up is not permitted to be worn at school. Students finger nails are to be kept at a reasonable and safe length.

Summer Uniform

- Maroon school polo shirt (long or short sleeved)
- Navy school windcheater
- Girls: school culottes
- Boys: school navy shorts
- Plain navy or white socks
- Black lace-up school shoes or black pull-on boots
- School hat

Winter Uniform

- Maroon school polo shirt (long or short sleeved)
- Navy school windcheater
- Girls: school winter skirt (plain navy tights optional)
- Boys: school navy pants
- Plain navy or white socks
- Black lace-up school shoes or black pull-on boots

Sports Uniform

Students come dressed in sports uniform on sport days.

- Maroon school polo shirt (long or short sleeved)
- Navy school windcheater
- Summer: Navy school sports shorts
- Winter: Navy school trackpants
- Predominantly white sneakers
- Plain navy or white socks

Uniform Prices

Summer Uniform

Short sleeve polo top	Size 4-14	\$ 27.00
	S,M	\$ 29.00
Boys - shorts	Size 4-14	\$ 20.00
	S,M	\$ 22.00
Girls - cullottes	Size 4-14	\$ 28.00

Hats

Legionnaires	\$ 14.00
Wide brimmed hat	\$ 20.00

Winter Uniform

Long sleeve polo top	Size 4-14	\$ 30.00
	S-L	\$ 32.00
Windcheater	Size 6-14	\$ 27.00
	16-XL	\$ 29.00
Boys - long pants	Size 4-16	\$ 25.00
Girls - skirt	Size 4-14	\$ 52.00

Sports Uniform

Unisex summer shorts	Size 4-14	\$ 19.50
	S,M	\$ 21.50
Unisex winter track pants	Size 4-16	\$ 27.00
	S,M	\$ 29.00

School Bag	\$ 41.00
------------	----------

Communicable Diseases

The following information indicates the minimum period of exclusion from schools required for infectious diseases cases and contacts. This is a condensed version only. A full list of Communicable diseases and their exclusion requirements is available from the school office.

**Child/ren excluded (contacts not excluded)*

Amoebiasis (Entamoeba histolytica)*

Campylobacter*

Chicken Pox - child/ren excluded, any child with an immune deficiency or receiving chemotherapy must be excluded.

Conjunctivitis*

Diarrhoea*

Diphtheria - child/ren excluded, family/household contacts excluded until cleared to return by the secretary.

Haemophilus type b (Hib)*

Hand, Foot and Mouth disease - child/ren excluded until all blisters have dried, contacts not excluded.

Hepatitis A*

Herpes ('cold sores') - young children unable to comply with good hygiene practices should be excluded while the sore is weeping. Sores to be covered by dressing, where possible. Contacts not excluded.

Human immuno-deficiency virus infection (HIV/AIDS)*

Impetigo*

Influenza and influenza like illnesses*

Leprosy*

Measles - child/ren excluded, unimmunised contacts should be excluded for 14 days after the onset of the rash.

Meningitis (bacteria)*

Meningococcal infection - child/ren excluded, contacts excluded unless receiving carrier eradication therapy.

Mumps*

Poliomyelitis*

Ringworm, scabies, pediculosis (head lice) - re-admit child/ren the day after appropriate treatment has commenced, contacts not excluded.

Rubella (German measles)*

Salmonella, Shigella*

Severe Acute Respiratory Syndrome (SARS) - child/ren excluded, contacts not excluded unless considered necessary by secretary.

Streptococcal infection (including scarlet fever)*

Trachoma - re-admit child/ren the day after appropriate treatment has commenced, contacts not excluded.

Tuberculosis*

Typhoid fever (including paratyphoid fever) - child/ren excluded, contacts not excluded unless considered necessary by secretary.

Verotoxin producing Escherichia coli (VTEC) - child/ren excluded if required by secretary and only for the period specified by the secretary, contacts not excluded.

Whooping cough - child/ren excluded, unimmunised household contacts aged less than 7 years and close child care contacts excluded for 14 days after last exposure to infection or until they have taken 5 days out of a 10 day course of antibiotics.

Worms (Intestinal) - child/ren excluded if diarrhoea present, contacts not excluded.

Exclusion of cases and contacts is **NOT** required for Cytomegalovirus Infection, Glandular fever (mononucleosis), Hepatitis B or C, Hookworm, Molluscum contagiosum, or Parvovirus (erythema infectiosum fifth disease).

Australian Democratic Principles

Bairnsdale Christian Community School seeks to declare its support for and adherence to the principles and practice of Australian Democracy.

As a Christian School we are fully committed to the spirit of Romans 13 which teaches about the role of government and our place of obedience to duly approved authority. In this light we acknowledge with thankfulness to God, that the School is able to prosper under the principles and practices of a democratic nation and the policy frameworks of both its Federal and State Governments.

We are very grateful that we, together with all Australian citizens, have the freedom to pursue our religious beliefs and to live out of a religious Worldview that is founded upon those beliefs.

We honour and are committed to the fundamental freedoms of speech and association for all Australians so long as those freedoms are not used to subvert the rule of law.

We accept the right of our elected Governments and their officers to prescribe certain conditions pertaining to the programs and teaching practices of schools.

We acknowledge that all people are entitled to be treated equally before the law, and as far as it lies within our capacity to do so, we will endeavour to treat the members of our community with equity and fairness.

We are committed to living in peace with our fellow Australians irrespective of differences in faith, race or culture, while at the same time not in any way compromising the integrity of our own beliefs, practices and values. As Christians we are committed to the social value of respect for all persons, derived from and founded upon our reverence for God who created all of humanity in His image and our reverence for Jesus Christ whose selfless sacrifice and restorative life is available to all who come to Him in trust and faith.

We are committed to an education that references its policies and programs to a Christian worldview. As such, within the parameters of our enrolment policy, the School is open to all families who seek and education based on Christian principles and standards.

In conclusion our School is open to the normal processes of accountability required by Governments and commits to ethical and transparent practices in respect of each of those requirements.