



Parent Information Handbook 2012



Vision Statement

Kuyper Christian School is a community of families, teachers and friends who acknowledge Christ as the source of truth and life as revealed in the Bible and His world.

We serve Christ by supporting parents in their God-given responsibility to nurture their children.

We recognise the worth and uniqueness of each individual and provide a co-operative environment that seeks to develop the whole child, so that each one may grow in their relationship with God and serve Him.

Table of Contents

Welcome to the 2012 school year at Kuyper Christian School. May this year be a blessing to all.

Please support the school in prayer and participation.

This document contains valuable information about school standards and procedures - before the year commences, please ensure that you and your child have read the information carefully and **keep the handbook accessible** for future reference.

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Organisational Structure

Kuyper Christian School is part of Christian Education National.

Parent Control is a structured governance model and is achieved through an elected Board of Directors. The Board of Directors are nominated and elected by the Association which is the legal and moral owner of the school. Parents at Kuyper Christian School, who can sign off on the 'Biblical Basis' can become members of the Association. All Association members are eligible to be on the Board of Directors.

The Board of Directors is responsible for the strategic direction of the school and employs the Principal for the day to day management of the school. There are clear lines of responsibility and accountability in all Christian Parent Controlled Schools.

Kuyper Christian School comprises both composite and straight classes. This situation is fluid and often changes from one year to another.

Each class can have up to 32 students, with a maximum of 24 in Kindergarten. The Principal is responsible for the overall running of the school, other coordinators through out the school report to the Principal.

All students are **immersed** in a world of co-operative, purposeful and interesting learning. Within this context, the talents of individual children are nurtured. Opportunities are provided to use these talents as the children work out their relationship with God, people and the environment. Indeed, it is realised that **relationship** is the most effective teaching strategy and teachers have high expectations for their students and for themselves. Supporting the dignity of each child as an image bearer of God, discipline is firm, loving and realistic. **Group work, co-operative learning and peer assistance** are features which seek to balance any limitations that a class of similarly aged children might impose.

Basic primary learning skills are given priority according to the abilities of each child. The constraints of whole class standards are recognised and each child is encouraged to accept the challenge of personal **improvement**. The pursuit of individual excellence is not only sought in reading, writing and counting, but also in areas such as wisdom, submission, determination, happiness and creativity. Basic skills are always viewed as tools to be used in learning how to be God's person in His world; in how to be a healer in a hurting society; in how to be bold in the face of mediocrity; in how to be peaceful and peace making in times of conflict; in short, in how to be Christ like.

A wide range of topics and situations are experienced as students learn about God, people and creation. The **inter relationship** of subject areas is recognised and an integral overview or practice is established. Areas such as conflict, grief, ugliness and unrest are not hidden from the children, but appropriate realism is maintained with discernment. The need for a sound general knowledge is impressed upon all students, but this is presented as subservient to the need for being a wise and caring young participant in the issues of society.

Sports, excursions, cultural or interest visits, camps, concerts and computer studies are important aspects of the program.

Who was Abraham Kuyper?

Abraham Kuyper, an extraordinary and historic figure, was a pastor, theologian, scholar, journalist, educator and statesman. Though beginning in the parish ministry, he moved on to become editor of two Christian periodicals, founded the first Dutch political party and the first Christian Democratic Party in the world and established the Free University in Amsterdam, a Christian university founded on Reformed worldview principles. He served as Prime Minister of the Netherlands from 1901 to 1905. He was also a courageous advocate for equality regardless of social status, race or gender at a time when that notion was not the overwhelming sentiment of the day.

Kuyper articulated more clearly than anyone the importance of recognizing that everyone has a worldview (a personal and also corporate way of perceiving and interacting) with reality. Kuyper taught us that we must discover and understand what this means to each individual and to the mind and systems of the culture we are trying to reach with God's word and grace. This is the essence of effectively carrying out God's great commission throughout the world.

As Kuyper explained it, a worldview that is reformed in character holds that all of life is to be lived unto the glory of God. In this, there is no area of life that is not subject to the Lordship of Christ, the witness of the believer, and the work of the church. The Bible is the inspiration, insight and guide that informs, instructs and motivates the Christian to give effective witness in the context of his and her day. The direct application of scriptures into every area of our lives, and in addressing the nature of the world around us, makes our faith both a public as well as private matter.

Today, Kuyperian cultural and social thought, along with his biblical worldview, are the subject of theological, scholarly and societal studies at the *Kuyper Center for Public Theology* at Princeton Theological Seminary, *The Kuyper Scholars Program* at Dordt College, *The Kuyper Foundation* in England and at seminars in colleges and seminaries throughout the world.



Abraham Kuyper

"There is not a square inch in the whole domain of our human existence over which Christ, who is Sovereign over all, does not cry: 'Mine!' "
Abraham Kuyper (1837-1920)

Executive Staff 2012	
Principal	Mr Mark Collett
Co-ordinators	
Primary	Mrs Sue Huxley
Secondary	Mr John Dickens
Curriculum K-10	Mr Luke Pereira
Educational Support Coordinator	Mrs Sue Davies
Primary Teachers 2012	
Prep	Mrs Kim Bates
K/1	Mrs Jo Kean
1/2/3	Mrs Sue Huxley
4	Mrs Lyndal Mitchell
5/6	Mr Luke Pereira
Teacher Librarian	Mrs Kaelene McCaull
Secondary Teachers 2012	
Year 7 Core Teacher	Mrs Jen Scanlan
Year 8 Core Teacher	Mr David Thomas
Year 9 Core Teacher	Mr Rod Leenman
Year 10 Core Teacher	Mr John Dickens
English (Yrs 7, 8 & 10)	Mrs Jen Scanlan
English (Y9)	Mr Rod Leenman
Maths (Yrs7 & 8)	Mr David Thomas
Maths (Yrs 9 & 10)	Mr Mark Collett
Science	Mrs Elizabeth Porter
Design & Technology	Mr John Dickens & Mrs Tiana Black
Food Technology	Mrs Tiana Black
Computer Studies	Mr John Dickens
Visual Arts	Mrs Jen Scanlan
PD/H/PE & PASS	Mr David Thomas
PE (Yrs 9 & 10)	Mr John Dickens
Music	Mrs Tiana Black
Biblical Studies	Mr Rod Leenman
Geography	Mr Rod Leenman
History	Mrs Jen Scanlan
LOTE (Language) Yr 8	TBA
Drama	Mr David Thomas

Non – Teaching Staff 2012	
Bursar	Mrs Kerri Bennett
Secretary	Mrs Tina Vander Reyden
Administration	Mrs Lyndal McCarthy
Library Assistant	Mrs Sue Stuu
Teachers' Aides	Mrs Julie Wilson
	Mrs Ruth Webb
IT Support	Mr Bill Kewley
Maintenance	Mr Mark Fleming
Cleaner	Mrs Elizabeth Gardiman
Bus Driver	Mrs Colleen Keen

KCS in 2012

30 January 2012

Year 1 to Year 10 students

The school year commences with an opening assembly at 9.00 am in the school hall
All parents are welcome to attend.

New Students

On arrival, all new students must go to the Administration Block. They will be given clear directions from that point.

Kindergarten and Prep students will start school on Tuesday 31 January 2012.

School Office

The office is open Monday to Friday from 8.00am till 4.00pm.

Phone No: 4573 2999

Fax No: 4573 2436

Address: 294 Redbank Road, North Richmond, NSW 2754

Email: admin@kuyper.nsw.edu.au

Website: www.kuyper.nsw.edu.au

School Times

Infants / Primary & Secondary

Start	Recess	Lunch	Finish
8.52am	10.55am – 11.15am	I/P 12.50am -1.00 (Eating) I/P 1.00pm - 1.40pm (Play) S 1.00pm - 1.40pm	3.26pm

From 12.50pm – 1.00pm all Kindergarten to Year 6 students sit quietly to eat lunch. Playtime commences after lunch is eaten.

Early Arrivals

All students are to arrive at school between 8.30am and 8.55am if possible. Any students arriving before 8.35 am must stay in the covered area adjacent to the administration building. Students should not arrive before 8.20am.

Punctuality

Students are always to be at school in time for the start of the school day. Students arriving after 9.00am must report to the office for a late pass. The late pass must be signed by the parent / guardian and given class or core teacher.

2012 School Term Dates

Staff	Students
Term 1 Start - Monday 23 January End - Thursday 5 April	Term 1 (10 weeks) Start -Monday 30 January (Yrs 1-10) Tuesday 31 January (Kindergarten/Prep) End - Thursday 5 April
Term 2 Start - Monday 23 April End - Friday 29 June	Term 2 (10 weeks) Start - Thursday 23 April End - Friday 22 June
Term 3 Start - Monday 16 July End - Friday 21 September	Term 3 (9 weeks) Start - Monday 16 July End - Friday 21 September
Term 4 Start - Monday 8 October End - Friday 14 December	Term 4 (10 weeks) Start - Tuesday 9 October End - Thursday 13 December

Kindergarten Rest Days

Parents of Kindergarten should feel free to keep their child home for a day if they are showing signs of tiredness.

This may be more important during first semester.

Assemblies

'Celebrations' are whole school gatherings to celebrate the diversity of gifts from God to each member of our school community. They occur every second Friday at 9.00am in the Resource Centre. Singing, Bible reading, class performances, drama, and the sharing of work are all celebrated communally. The school newsletter announces the date of Celebrations each fortnight.

Parents, family and friends are always welcome to attend.

Separate Primary and Secondary assemblies are held every Monday morning

Attendance / Absence

Attendance at school is a requirement of the NSW Education Act 1990. Legitimate absences are provided for in the Act and the school must determine the acceptability of reasons given for such absences. If your child is absent for any reason, he/she is required to present a short note on the day of return to indicate the date of, and the specific reason for the absence. This applies to partial and full day absences.

School carnivals and excursions/camps are regarded as normal school days. Any absence, other than for legitimate reasons, will be recorded as "Unexplained Absence". Significant numbers of unexplained absences will be reported to the Home Liaison Officer (DET).

Accurate records of attendance and reasons for absences are a condition for school registration.

- **Wherever possible, medical or similar appointments should be arranged outside of school hours.**
- **Parents need to call the school before 9.30am, advising us of your child's absence or late arrival at school. If you do not call, a SMS (text message) will be sent to you regarding the absence.**

Absentee Notes

Notes with specific reasons for and dates of absences must be provided after each and every absence. These should be addressed to the class teacher (primary) or core teacher (secondary). The reasons for student absences, absentee notes **cannot** be sent to the school in electronic form because the main method of validating correspondence is a personal signature.

Leaving Early

If your child has an acceptable reason for leaving early on any given day, a separate note must be given to the class or core teacher at the start of the school day. Prior to leaving the school an early leave pass will be given by the office. The early leave pass is to be presented to Police or other Government Officers if a student is approached for evidence for being out of school.

Students leaving school early are to be collected from the office.

PLEASE NOTE:

When taking holidays outside term breaks and if parents are keen for homework to be provided during that time away please see your child's teacher 1- 2 weeks **BEFORE** you leave

ICAS – International Competition Australasian Schools

Kuyper Christian School participates in the Australasian Schools Competitions prepared by the University of NSW. The competitions, which are held between May and September, include Science, Maths, English, Writing, and Computer Skills. There is a small cost for each subject chosen. Notification and details of the competitions are sent out at the beginning of each year, providing parents with the opportunity to indicate their child/children's participation.

Kuyper Christian School also participates in The Mathematics' Challenge.

Banned Substances

Kuyper Christian School is a drug-free zone. Cigarettes, alcohol and all illicit substances are banned. This rule extends to all school-related activities. Any students found to be using or carrying any of the above substances will be suspended and/or expelled from school.

Knives, cigarette lighters, matches and spray deodorant cans are dangerous and prohibited at school and any school-related activity.

Bookwork Standards

The standard of work presented in workbooks is to be maintained at a high level throughout the year. To assist in keeping this standard high, the following guidelines apply:

1. The front page of each book will be the standard for every page through out the book.
2. Margins, headings, underlining, tables, handwriting, corrections and spelling errors will be guided by the class teacher.
3. All work books and text books are to be kept covered throughout the year (preferably with paper & plastic)
4. No pages are to be removed from any workbook unless instructed by the teacher concerned.
5. Illustrations are to be done neatly.
6. Handouts are to be neatly trimmed and glued into books.
7. When students are marking their work, a small neat tick or cross is to be written in red pen at the end of each answer.
8. Students need to be made aware that they should concentrate on the substance of the work set out and not make the presentation of their work an end in itself.
9. Exercise books are for school work. No graffiti allowed.

Camps / Excursions

From time to time your child will be required to attend excursions or camps. The purpose of camps/excursions is for students to learn skills, build relationships and be challenged in their responses to issues of life. Attendance at these camps and excursions is, therefore, a requirement of school curriculum and are compulsory. Information will be circulated well ahead of the date of any event.

Signed permission notes are necessary for each event and these must be returned to school by the date specified. Students who do not return their signed note by the set date will have to remain at school. No permission notes will be accepted on the day of the camp / excursion.

Because legislation prohibits attendance without signed permission, students will not be permitted to phone parents for verbal permission.

Years 5 – 10 students attend an annual school camp. Camps are as follows:

Year 5 and 6	Hill End	29 – 31 August
Year 7 and 8	Lake Macquarie	23 – 25 May
Year 9	Canberra	19 – 21 March
Year 10	Gerroa	TBA
Elective PASS	Somerset	22 – 24 August



Careers Guidance

The Year 10 Coordinator meets with each Year 10 student during the year to give individual advice on future directions.

Careers Assessment is conducted by a psychologist, costing \$95, providing individual reports on strengths and possible occupations. This is optional. Students who enroll at Tyndale for Years 11 and 12 are able to use the services of the Tyndale Careers Advisor - Andrew Dane during Year 10, without cost. Information on Open Days, eg. TAFE, apprenticeship and traineeship offers are regularly provided to Year 10. Handbooks and Job Guides are also provided. The Nepean Careers Market UWS is also an option for Students.

Writing a resume, interview techniques, looking for and applying for jobs are taught as part of the Year 10 PD/Health program.

Communication between Home & School

Newsletter

Notification regarding events and student information is communicated through the newsletter. The weekly newsletter is a significant contact between the school and home and reading it is essential. On receipt of a family email address the newsletter will be sent electronically. Newsletters can also be viewed on our website: www.kuyper.nsw.edu.au.

Diaries

All students in Years 7 -10 are issued with school diaries, which facilitate communication between home and school. If parents need to communicate with teachers they can do so by means of their child's diary.



A diary should be seen as an ordinary exercise book, and as such should be kept in good condition. The diary needs to be signed weekly by parents and will be checked by the Core teacher. Its main use is to be a good record of your homework, assignments and school events. If you wish to have a personal diary or journal for your own purposes, please keep this entirely separate.

Boomerang Books

All Primary students are issued with a Boomerang Book, which facilitates communication between parents and their child's teacher. At the commencement of each week school notes are sent home via the Boomerang Book. The notes detail the weekly classroom activities, include prayer points and any other relevant information.

When necessary, parents are recommended to use the Boomerang book to write to their child's teacher. Confidential notes, however, must be given directly to the teacher. Permission notes should be returned to the class teacher.

Reports

Student reports are sent home twice a year – at the end of Term 2 and 4.

Interviews

Formal Interviews are scheduled after the half yearly reports. Upon receiving the half yearly reports parents are encouraged to make an appointment with the appropriate members of staff to discuss their child's progress. At the end of the year, there are opportunities provided to meet with your child's teacher to discuss the yearly report.

By contacting the office, parents can request interviews with staff at any other time of the year.

Competition

Jesus' teaching emphasised loving one's neighbours, sharing resources and being generous. He called people to develop and **exercise their gifts in the service of others**, not in self-aggrandisement. He encouraged **cooperation** rather than **competition** between persons as they interacted.

There have been many effects of competition in education. Some young students have acquired an incapacitating fear of failure, some have acquiesced in mediocrity, and yet others have been consumed by their motivation to be the best.

It is easy for teachers to fall back unthinkingly on competition to motivate effort when pressed by the demands of the curriculum. That such tactics are apparently effective does not make them right.

Competition does have its place, and is intrinsic to such activities as debating and sport. One cannot have a debate or a game of basketball without an opponent, without entering into competition. But this spirit of competition must involve the pitting of one's skills against another's for the mutual encouragement of all participants within the context of the activity itself.

This is very different to other areas of the curriculum where competition is not intrinsic. Spelling, Maths and Written Expression can be done without competition. One does not need a rival to pen a poem, to create a play, to describe a marvellous science experiment. Competition only confuses the real issues in such areas!

Therefore, Kuyper teachers should encourage **Christ-likeness** in those areas where competition is intrinsic to the activity and avoid using competition where this is not intrinsic. Cooperative strategies where children lead and submit, where help is given and received, where there is patience and mutual encouragement, where unworthiness before the Creator is fostered, are used at Kuyper.

Education Support

Education Support services are available for students from Years K-10. Student need for additional support is assessed both at point of entry and when new areas of need are identified after enrolment.

Dedicated Education Support Staff and Teachers Aides prepare and deliver individual and small group assistance, predominantly in the context of regular classes.

Homework Club is available for students in Years 7 to 10 who require extra help with homework or assignments. In Years 9 and 10 individual assistance and goal-setting is provided to students as needed for the completion of assessment tasks. Numbers are limited, please approach the Support Team for an application

Enrolment Conditions

Enrolment at the school is subject to the following terms and conditions:

1. That parents will allow the child to share fully in the life and program of the school in accordance with the policies of the school.
2. That parents will accept the school's Behaviour Management Guidelines and agree to support the authority of staff.
3. That parents undertake to provide the child with the correct uniform as approved by the Association, and ensure that the child is always sent to school neatly and modestly dressed in the required uniform.
4. That all fees are paid by the due date, unless special arrangements have been made.
5. That an interest component may be applied on all accounts in excess of 60 days overdue. The charge will apply unless an agreed arrangement has been entered into and adhered to. The rate of interest is 2% per month (subject to periodic review), calculated daily. Where adequate arrangements are made and adhered to, interest will not be applied.
6. That parents are required to give 1 term's notice of the withdrawal of their children from school. Otherwise, apart from special circumstances, as determined by the school, the payment of one month's fees and levies (10% of annual fees and levies) is required in lieu of notice and in addition to other fees or levies due.
7. That the school may suspend or terminate enrolment at its discretion for failure to comply with these conditions or other serious breaches of the school's guidelines, rules and regulations.

Equipment

Infants – Primary

The school provides students in Kindergarten to Year 6 with pens, pencils and exercise books. Please provide the following personal equipment and ensure that your child always has them at school. All items must be labelled.

Prep	A small cushion for rest time Library bag Spare underpants and socks (just in case)
Kindergarten / Yr1	A small cushion for rest time A painting smock - Dad's old shirt or T-shirt Library bag Spare underpants and socks (just in case)
Year 1/ 2 / 3	A painting smock - Dad's old shirt or T-shirt Library bag Recorder A4 clipboard folder for carrying homework to and from school Year 3 Coloured pencils Bible USB
Year 4	Library bag Recorder A4 clipboard folder Coloured pencils USB
Year 5 / 6	A painting smock - Dad's old shirt or T Shirt Library bag Coloured pencils Recorder Bible USB

During week 1 of each term ALL Students are asked to bring one box of tissues for classroom use.

Available for purchase from the school office:

- **Bibles** \$18.50
- **Calculators** \$21.50
- **Recorders** \$8.50
- **Library Bags** \$5.00
- **Replacement Diaries** \$5.00

Secondary

The school will provide A4 lecture books and Maths Grid Writing book.

All workbooks are to be covered with paper and plastic, or with contact. They are to be clearly labelled with name, subject and class.

Students in Years 7 – 10 will need to supply the following:

- Bible
- Diary
- Red, blue or black pens, lead pencil, eraser and ruler (not metal)
- Glue
- Scissors
- Coloured pencils - pencil case
- Compass, protractor and set square
- Calculator - Sharp model no EL531WHB – BK (to be purchased from school office)
- PDHPE Work Booklet (Years 7 -10)
- Physical Activity and Sport Studies Work Booklet (Yr 9 & 10 PASS elective students only)
- USB flash drive to enable digital files to move between school and home (1GB min)

Evacuation Plan

In the event of an emergency where the students and staff need to evacuate buildings all students will be guided to the Secondary oval. In the event of a full evacuation students will be transported to Hawkesbury Valley Baptist Church, Terrace Rd, North Richmond.

Fees

Accounts will be issued at the beginning of Term 1 showing the fee for the full year. Families can choose to pay in four equal instalments (due in the first week of each term), or by ten equal instalments (due by the 15th of the month) using a direct debit bank account debit scheme or by cash, cheque or credit card at the office.

A discount of 5% on **tuition fees** is offered to families who pay the total years fees by the end of the second week of Term 1.

Statements will be posted at the beginning of each term, showing the amount paid. If requested statements can be either posted or emailed on a monthly basis. .

Enrolment Deposit

Upon receipt of a written offer, a \$500 refundable deposit will be required from the family to confirm and secure the place. This fee is per family, regardless of the number of students enrolling.
 School fees include stationery and textbooks.
 Additional costs will be charged for calculators, Bibles, diaries and PDHPE workbook if required.

Building Fund

The school has its own Foundation allowing gifts to the Building Fund and Library to be tax deductible. Parents are invited to assist in the expansion of the school by making tax-deductible payments at the Front Office. A receipt will be issued.

Schedule of Fees

TYPE OF FEE	2012
Tuition Fee – Single Child Family	3254
Tuition Fee – Two Children	4830
Tuition Fee – Three or more	4830
Improvement Levy (Per Family)	250
Per Child Additional Expenses - Primary	
Primary Sport / Excursions	120
Primary Camps (Yrs 5 & 6 only)	280
Per Child Additional Expenses - Secondary	
High School Levy	930
Secondary Sport / Excursion / Camps	590
Elective PASS (Including camp)	350
Elective Industrial Technology	65
Elective Food Technology	65
Elective Visual Arts	45

Prep Class 2012

Per Day (2 day program available)	30
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Payment of Fees

The following payment options are available:

1. Internet banking -
School banking details:
Bank Name: National Australia Bank
Branch: Richmond NSW
BSB: 082 – 918
Account Name: Abraham Kuyper Christian Education Association Ltd
Account Number: 03765 – 4016
2. Direct Debit - Forms are available from individual banks. While direct debit can be activated at any time during the year it is convenient to arrange direct debits from your account to commence from February each year, with payment over 10 months from February to November. Payments are to be made by the 15th of each month.

Please use the same information as Internet Banking.

Remember to **type in your name** when paying so that your payment can be readily identified.

3. EFTPOS - You can transfer money from your account to our account.
4. Credit Card - Mastercard, Visa
5. Cash - if paying by cash please wait for a receipt from administration staff. **The school does not accept any responsibility for cash that is not receipted.**
6. Cheque - please make cheques payable to Abraham Kuyper Christian Education Association Ltd, (A.K.C.E.A. Ltd), or Kuyper Christian School.

If there are any queries in regards to fees or if a family is unable to pay fees according to the above terms, a confidential arrangement with the Bursar can be made prior to the due date. To make an arrangement of this sort it is essential that the Bursar is contacted by phone, letter or in person **before the fees are due.**

Debt Recovery – Process

If an arrangement/commitment made in confidence with the Bursar, is not honoured:

- the Bursar will inform the Finance Sub-Committee to arrange a meeting with the parties involved
- The Finance Sub-Committee will make recommendations to the Board regarding the debt situation.
- As a last resort, a debt collection agency will be engaged

Withdrawal of Students

Parents are required to give one terms notice, **in writing**, when withdrawing their children from the school. Apart from special circumstances, as determined by the school, the payment of one month's fees and levies (10% of annual fees & levies) is required in lieu of notice and in addition to other fees and levies due.

First Aid

Medical information forms are included with this package. Parents are required to complete the forms and return to the school during the first week of school. It is compulsory for all schools to hold **up-to-date** medical information about students. Parent contact phone numbers are imperative.

The First Aid Room is situated in the administration building.

Routine for use of First Aid facilities is as follows:

1. To go to the first aid room students must have permission from a teacher or the office staff;
2. Students are permitted to stay for up to one hour before either being returned to class or picked up by a parent;
3. When a student is suspected of having a potentially contagious condition, he/she will be sent home as soon as possible;
4. Designated School First Aid staff reserve the right to call an ambulance.



Medication

In the event of your child requiring medication to be administered at school

- Office staff must be advised **BEFORE** school starts.
- Instructions must be straightforward and in writing. ie dosage and time to be given.
- Medication needing refrigeration must be clearly labelled.
- Provide a measure if needed.

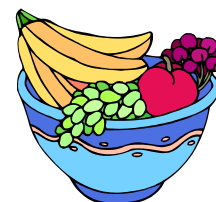
The same applies when recurring medication is administered at school.

Please note that paracetamol (such as Panadol) is not provided by the school.

Food

All students are to bring an adequate lunch and morning tea from home. Food must be in manageable portions eg: cut sandwiches. Tinned fruit and glass containers / bottles are not permitted. Students are also encouraged to bring plenty of water in warmer weather.

Some students enrolled at Kuyper Christian School have severe allergies and food intolerances. Eating foods that they are allergic to can cause a life-threatening reaction, requiring immediate medical attention. Contact with foods do not usually cause anaphylaxis.



Kuyper Christian School staff members have been trained to administer immediate first aid to treat symptoms.

Please do not include the following items in your children's lunch boxes:

- Peanut butter
- Nutella
- Fruit and nut mixes
- Biscuit and spread dips containing nutella, other hazelnut spreads, peanut butter
- Muesli bars
- Chocolate

Parents are asked to be aware of labels and, to the best of their ability, provide products that do not contain peanuts or other nuts for their children. All parents should encourage their children to avoid sharing or trading food and sharing eating utensils.

Because good eating habits are supported, 'junk food' is not encouraged.

Fundraising

During the year students in Years 8, 9 and 10 hold fundraising events to raise money for our two sponsored children from Indonesia, TEAR fund and Christmas Child Appeal.

Students also participate in World Vision 40 Hour Famine. Year 8 Market Day is held in Term 4.



Grievances

When people work together issues develop.

In order for staff and parents to work together all matters of concern must be dealt with effectively and Biblically. While addressing issues appropriately may cause apprehension, Kuyper Christian School recommends the following guidelines and procedures for prayerful and healthy resolution.

An Issue Arises



In the first instance

Telephone or write a note to the classroom teacher to make an appointment. The best times for appointments are after school. If the matter is brief, telephone conversation is appropriate. Please be aware that teachers are unable to leave the classroom to speak with a parent during the school day.
(Leave a message giving times you are available and telephone numbers where you may be contacted.)



The issue is more complex or remains un-resolved

Arrange to speak with the **Year Coordinator**
(Either in person or by telephone)



Where an issue persists



If the issue arises out of the discipline of a student, pastoral care, uniform policy, management or student morale then approach the **Principal** who is responsible for all such matters. Likewise approach the **Principal** if the issue is one regarding classroom practice, curriculum content or teaching strategies.



Has the issue become a grievance?



Failing a satisfactory resolution of an issue or when serious concerns arise

If an occasion arises where a parent has been unable to resolve an issue, he/she should arrange an appointment with the **Principal**. If necessary, he/she will advise regarding the options beyond that point.

Homework

The policy at Kuyper Christian School encourages independent study habits. Therefore, grade-appropriate homework is set at each year level. It is the responsibility of parents to inform the appropriate teacher, **in writing**, if and when family activities prevent their child from completing homework. If homework expectations are unrealistic parents are encouraged to inform the appropriate teacher.

While homework is generally not set over holiday periods there may be times when a longer-term assignment will have a completion date after a holiday period. These tasks will be given well in advance of such a break.

Parents must inform teachers if their child takes considerably longer than the recommended time to complete tasks.

As a general guide the following are homework time suggestions:

Grade	Suggested time per day	Grade	Suggested time per day
Year 1	10-15 minutes	Year 6	30-40 minutes
Year 2	15-20 minutes	Year 7	40-50 minutes
Year 3	20 minutes	Year 8	1 hour
Year 4	20-30 minutes	Year 9	1.5 hours
Year 5	20-30 minutes	Year 10	1.5 hours

Information Nights and Orientations

The Education Subcommittee holds various, topical Parent Information Nights during the course of the year. In addition the following events are also available:

Community Night

Early in the school year parents have the opportunity to meet Staff, Board and Principal to hear about major plans for the year. This is an important evening and all parents are advised to attend.

Orientation

Parents and children entering Prep, Kindergarten and Year 7 can attend an orientation morning during November. This familiarises them with school procedures and provides an opportunity for children to spend a morning in "Prep", "Kindergarten", and "Year 7".

Year 7 Information Nights

At the end of Term 2, Year 6 students have an opportunity to discover more about Secondary school. "Surviving High School" and Year 7 orientation day will be towards the end of Term 4.

School Certificate Information Night

Held in Term 1 for parents and students in Years 9 & 10.

Year 11/12 Information Night

This is held during Term 2 for students and parents in Year 10.

Senior School Elective Night

At the end of Term 3 a night is set aside for parents and students in Years 8 & 9 to discuss electives for the following year

FORMAL ASSESSMENT PLAN K - 10

Early Stage 1	Stage 1	Stage 2	Stage 3	Stage 4	Stage 5
<p>Weekly quizzing of sounds and letters</p> <p>Annual Standardised Reading Test for selected students</p> <p>Biannual annotated work samples to accompany Reports</p>	<p>Weekly oral reading check</p> <p>Weekly Spelling test</p> <p>Weekly number facts quiz</p> <p>Biannual Standardised Reading Test (Term 1 & 3)</p> <ul style="list-style-type: none"> ▪ PAT Reading ▪ PAT Maths <p>Biannual Standardised Spelling Test (Term 1 & 3)</p> <ul style="list-style-type: none"> ▪ SWST <p>Biannual self assessment work samples to accompany Reports</p>	<p>Weekly oral reading check</p> <p>Weekly Spelling test</p> <p>Tables test at regular intervals</p> <p>End of Maths unit Check</p> <p>End of LIGW Unit & Science assessment</p> <p>NAPLAN (Yr 3)</p> <p>Biannual Standardised Reading Test (Term 1 & 3)</p> <ul style="list-style-type: none"> ▪ PAT Reading ▪ PAT Maths <p>Biannual Standardised Spelling Test (Term 1 & 3)</p> <ul style="list-style-type: none"> ▪ SWST <p>Biannual self assessment work samples to accompany Reports</p> <p>English, Maths and Science Competitions UNSW. (student/parent choice)</p> <ul style="list-style-type: none"> ▪ Accelerated Reader 	<p>Biannual comprehension check -PAT Comprehension</p> <p>Weekly Spelling test</p> <p>End of Maths unit Check</p> <p>End of LIGW unit & Science assessment</p> <p>NAPLAN (Yr 5)</p> <p>Biannual Standardised Reading Test (Term 1 & 3)</p> <ul style="list-style-type: none"> ▪ PAT Reading ▪ PAT Maths <p>Biannual Standardised Spelling Test (Term 1 & 3)</p> <ul style="list-style-type: none"> ▪ SWST <p>Biannual self assessment work samples to accompany Reports</p> <p>English, Maths and Science Competitions UNSW (student/parent choice)</p> <ul style="list-style-type: none"> ▪ Accelerated Reader ▪ Comprehension Cards SRA 	<p>Enrolment testing – WIAT 2</p> <p>Weekly Spelling Test</p> <p>February – Standardised Testing:</p> <ul style="list-style-type: none"> ▪ SWST Spelling ▪ PAT Reading ▪ PAT Maths <p>NAPLAN (Year 9)</p> <p>August – Standardised Testing: (Year 9)</p> <ul style="list-style-type: none"> ▪ SWST Spelling ▪ PAT Reading ▪ PAT Maths <p>English, Maths and Science Competitions UNSW. (student/parent choice)</p> <p>Topic Tests: Maths, LIGW, Science</p> <p>School Certificate Practice (Year 10, Term 3 Week 4)</p> <p>Assessment Tasks: all KLAs, throughout year</p> <p>School Certificate Trials (Year 10, Term 4 Week 2)</p> <p>School Certificate Exams (Year 10, Term 4 Week 4)</p> <p>October - ESSA (Year 8)</p> <p>Assessment Tasks: all KLAs, throughout year</p>	<p>February – Standardised Testing:</p> <ul style="list-style-type: none"> ▪ SWST Spelling ▪ PAT Reading ▪ PAT Maths <p>NAPLAN (Year 9)</p> <p>August – Standardised Testing: (Year 9)</p> <ul style="list-style-type: none"> ▪ SWST Spelling ▪ PAT Reading ▪ PAT Maths <p>English, Maths and Science Competitions UNSW. (student/parent choice)</p> <p>Topic Tests: Maths, LIGW, Science</p> <p>School Certificate Practice (Year 10, Term 3 Week 4)</p> <p>Assessment Tasks: all KLAs, throughout year</p> <p>School Certificate Trials (Year 10, Term 4 Week 2)</p> <p>School Certificate Exams (Year 10, Term 4 Week 4)</p>

Managing Student Behaviour

Aim of discipline

The aim of discipline is to help correct and develop behaviour for self-discipline to grow. As followers of Jesus, Kuyper Christian School hopes that discipline does not just lead to self-control but to a Christ -controlled life. To this end, staff and students commit themselves to the following principles.

A self-controlled person:

- does not resort to idle threats and blustering;
- will understand why certain behaviours are considered wrong;
- will take time to listen to others
- will be patient with explanations;
- expects others to be well behaved;

"Make every effort to add to your faith, goodness; and to goodness, knowledge; and to knowledge, self-control." (2 Peter 1:6).

We all need to show each other respect, because what we do will always influence others. (1 Corinthians 12:26). As each of us is part of this Christian School we should obey God's instructions and use the gifts God has given us for the common good not leading others astray. (1 Corinthians 12:7;1 John 3:7).

Discipline should recognise the age and maturity of the person and not belittle the person through word or deed. Staff and students should recognise the importance of talking politely to those in authority, and peers. Students are expected to obey those whom God has placed in positions of authority. If a student does not understand, or agree with an instruction that has been given by someone in authority, it is expected that the student will comply with the instruction and then approach the teacher or administrator respectfully, at a time convenient to them.

Understanding Behaviours that Need Managing

Since the purpose of any discipline is to bring students to a greater wisdom about themselves and their actions towards others, our aim when addressing behaviour is to encourage students to be like Christ. This should always be our purpose, since we are called to be imitators of him.

In our school there are three main areas of behaviour that may need to be addressed:

1. Behaviour towards others

- a. Disruptive behaviour during instruction
 - Talking whilst the teacher is talking
 - Annoying actions towards others
 - Calling out
- b. Defiant behaviour
 - Refusing to follow teacher instructions
 - Inappropriate language
 - Sexist or racist comments
 - Crude, rough or indecent language
- c. Intimidation
 - Humiliating comments (belittling, disparaging remarks)
 - Violence and threatening with violence
- d. Property damage
 - Theft

- Vandalism
 - Tampering with other peoples' property
- e. Putting the welfare of others at risk
- Possession of illegal drugs
 - Possession of alcohol or tobacco
 - Possession of offensive weapons
 - Threatening or using violence

2. Behaviour towards the wider school community

In many ways any of the behaviours above are also behaviours that are against the school community. However, there are other behaviours that may impact on the reputation of the school community. These things include:

- Poor conduct whilst on school excursions, travelling to and from school, or while wearing the school uniform outside of school;
- The improper wearing and maintenance of the school uniform;
- Disobeying those in authority;
- Showing discourtesy towards others;
- Littering.

3. Behaviour towards schoolwork

One of the key aspects of schooling is the requirement that students devote themselves to their studies. This is the expectation of the school community and the main reason for the school's existence. Therefore a student may need to be disciplined if they:

- Do not apply themselves to the work set for them in class
- Not completing homework
- Not being prepared for class
- Poor book work
- Not looking after equipment; exercise books, textbooks, science and D&T materials etc.

Range of Discipline Measures

Where required, a range of disciplinary measures may be used depending on the seriousness of the issue, the previous profile of the child etc. These include:

- | | | |
|---------------------------------------|---|------------------------|
| ○ Counsel | ○ Correction | ○ Reprimand |
| ○ Deprivation | ○ Reparation | ○ Detentions |
| ○ Community service | ○ Family conference | ○ Removal from class |
| ○ Probation, and ultimately expulsion | ○ Cleaning, repairing replacing or paying for property damage | ○ Isolation/suspension |

Detentions

The school may use lunchtime detentions in instances when students in Years K to 10 do not respond to other forms of correction. In the case of students from Years 7 to 10, an afternoon detention may be imposed by the Head of Secondary, when students have not responded to lesser penalties and/or their actions are serious enough to warrant a more significant detention being imposed.

Where a student has been given an Afternoon detention, the parents will be notified, in advance, by the School to allow for appropriate transport arrangements to be made.

Removal from class

In cases where a student fails to respond to correction by a teacher, the student may be removed from the classroom for a period of time.

Suspension

Suspension and probation will only be used where the significant application of lesser disciplinary measures has produced no change in behaviour, or where, in the judgment of the Head of School, it is the most appropriate measure to use, given the seriousness of the offence. When a student is either isolated from class or suspended from school. Work will be set by the relevant teachers, and must be completed **before** the student is permitted to return to class.

Probation or Expulsion

These may be used where, in the judgment of the school, it is the most appropriate measure to use, given the seriousness of the offence.

Mobile Phones

Primary students may bring mobile phones to school only if they hand them in at the office before school and pick them up again at the end of the day. For secondary mobile phone use please refer to Technology Usage section

Use of School Phone

The school office provides phone access to students in emergencies, provided permission has been given by a teacher. In cases of illness or injury, the school office staff will contact parents on behalf of students.



Non School Uniform Days

At times the school will have charity fund raising days. On those days students may come in non-uniform as a way of raising funds for the charities we support. Although these are 'free' dress days, certain standards need to be followed:

- Clothing worn to school must adhere to Kuyper's guidelines on modesty eg. no midriff or shoe string tops or short shorts, short skirts or short dresses
- **Correct footwear** as required for OH & S must be worn.
- Sun care standards, such as hats, apply.

NB: The Principal or his/her representative will be the final authority in all matters pertaining to dress.

Parent Involvement

Kuyper Christian School welcomes the active participation of parents in the life of the school.

All families have the opportunity to fill out a Parent Involvement form indicating their area of expertise or interest. This form is enclosed with this package.

Parents are welcome to participate in a wide range of activities, e.g.

Excursion assistance
Reading groups
Craft helpers
Photocopying
Working Bees

Sport transport assistance
Library assistance
Sports Carnivals
Gardening
Community Development

If you have any particular talents or interests that you would be willing to share with students please indicate them on the Parent Involvement form.



Parking

For maximum safety when dropping students off at school, please consider the following:

- the bus bay and mail box delivery area must be kept clear.
- avoid parking on the opposite side of the road.
- Do not park in the driveway at the Secondary end of the school – keep clear for buses.

Children are encouraged to use the gate near the infants play equipment, the gate near the Admin building or via the secondary parking area when arriving at and leaving school. Access via the bus bay gate is for bus travellers and special needs only.



**PLEASE NOTE THE 40KM / HR ZONE BETWEEN
8.00 – 9.30AM and 2.30 – 4.00PM**

Pastoral Care in Secondary School

The Pastoral care of students in the Secondary School is generally dealt with by their Core Teacher who has constant dealings with students in their class from day to day. Each day usually begins with a 15 minute Core Class, which:

- Allows teachers a specific time each week to nurture and lead children in The Lord and allow Him to do His wonderful work in their lives.
- Recognises that teachers have a dramatic, even life forming effect on students through their influence and knowledge being imparted.

Core Aims:

1. To help the students learn to be thinkers. This means probing attitudes and beliefs, helping them to work out the basis for their world view.
2. To confront students with the reality of the living God and to challenge them regarding their relationship with the Lord Jesus.
3. To assist students to see how these core values can affect everything they do at school, home and in the wider community.

Core Teachers exercise a pastoral care and an administrative and curriculum responsibility over their class. Students and parents should view them as their first point of contact for assistance within the school.

Peer Support Program

The secondary school has a Peer Mentoring Program which aims to foster the spiritual, mental, social and physical wellbeing of young people and their community. All secondary students will be involved in the program.

The peer support program

- Is peer led, skills based, and sustained throughout the year groups
- Provides students with a supportive learning environment in which to develop skills, understandings, attitudes and strategies to make healthy life decisions
- Enhances peer connections throughout the school
- Develops and maintains positive relationships within the school community

- Develops skills in resilience, assertiveness, decision making, problem solving and leadership

Personal Items

From time to time students choose to take personal items, such as toys or magazines, to school. Since the school does not take responsibility for personal items please ensure they are labelled.

Please be aware of and considerate about what your child brings to school. Suggestive or violent reading material, photographs or toys do not have a place at school.

Mobile Phones, electronic games, MP3 players, ipods and headphones are **not** to be used at school. In the event of inappropriate or non-permitted items being brought to school, they will be confiscated and returned to parents.

Policies and Procedures

There are a number of Policies and Procedures that are approved by the Association and administered under the supervision of the Executive.

- Attendance Procedure
- Child Protection Policy & Procedure
- Code of Conduct
- Communication Policy
- Complaints and Grievances
- Critical Incidents and Disaster Policy & Procedure
- Discrimination Policy
- Drugs Policy
- Education and Financial Reporting Policy & Procedure
- Educational Support Policy & Procedure
- Fundraising Policy
- Health Care Policy
- Homework Policy
- Information & Communication Technology Policy
- Managing Student Behaviour Policy
- Occupational Health & Safety Policy & Procedure
- Pastoral Care Policy
- Privacy Policy
- Recruitment Policy
- Reporting & Overview Policy
- Risk Assessment Policy
- Staff Manual Policy
- Student Leadership
- Student Welfare

Most of these are public documents and available either from the school office or on the school website.

Resource Centre - Library

The Kuyper Resource Centre provides resources for the whole school community, including students, teachers and parents.

A large range of books and other resources are available for borrowing.

Each week, Prep – 6 students have an opportunity to borrow books during their library lesson and all students have access to the library before and after school and at lunch times.

Parents are also welcome to borrow any of the available resources before and after school and at lunch time. Seeing parents using the library is a great encouragement to students to do the same.

Library Hours

Library hours vary each year depending on staffing in the library. Each year the school community will be notified about opening times, through the school newsletter.

Book Borrowing

- All students Prep – 6 need a book bag (available for purchase at the office).
- Prep and Kindy students can borrow one book each week and Years 1 – 6 are able to borrow up to 3 books per week.
- Secondary students are given more flexibility, however, the general rule is no more than 5 books at one time.
- All books are borrowed for two weeks and if not returned by the due date a reminder letter will be sent to parents, then, if necessary, a further letter listing the cost of the book will be sent out.
- When books are still not returned and there has been no contact from parents regarding the books a third letter will be sent notifying parents that they will be invoiced by the bursar for the cost of the missing books.

Following up unreturned books is time consuming. Parents are requested to assist Library staff by teaching children good habits and ensuring that books are returned on time.

Parent Assistance

At Kuyper, staff and parents endeavor to work together as a community in furthering Christian Education for students. Parents play an important role in the day to day function of our Resource Centre and all parents are encouraged to prayerfully consider helping, regularly or occasionally, in the library.

Secondary Subject Choices

All mandatory subjects, as prescribed by the Board of Studies, are taught for the required number of hours in Years 7 to 10. These include: English, Mathematics, Science, Music, PD/Health/PE, German, Visual Arts, Music, and Design and Technology. In addition, Kuyper offers Computer Skills in Years 7 and 8, Sport Years 7 to 10 and Biblical Studies years 7 to 10.

Kuyper is pleased to be able to offer a wide range of subject choices in Years 9 and 10. Students are able to elect up to 5 different subjects over two years. The subjects offered vary according to the needs and interests of each group of students. More information is provided at the Electives Information Night.

Sport

Sport is on the following days:

Kindergarten - Year 2..... Thursday
Years 3 - 6.....Friday
Years 7 - 8.....Tuesday
Years 9-10 PASS..... TBA



Sports uniform is to be worn to school on these days.

During (PE) Physical Education lessons High School students are to change into PE uniform during lunch.
Monday Y9/10 & Thursday Year 7/8

Student Community Involvement

Kuyper encourages community involvement as part of responsive discipleship and providing leadership opportunities for older students. This year, our involvement includes:

- Primary choir singing in nursing homes
- Secondary art students making scarecrows for the Kurrajong Scarecrow Festival
- Year 10 students organise the World Vision 40 Hour Famine
- Year 9 organising gift collection for Operation Christmas Child
- Year 8 class planning, organising and running fundraising activities for Compassion Child sponsorship and TEAR Fund Gift Program
- Anzac Day Service at Kurrajong
- Senior students involved in local scripture classes at the end of the year

Student Recognition

Encouragement certificates are awarded to children throughout the year. School staff may choose these as a form of recognising specific attitude, service or performance in a variety of areas. These are usually handed out at Friday 'Celebrations'.

At Kuyper, staff seek to recognise and encourage all the gifts God has given.

Technology Usage

Our creative, technological and innovative ability is part of bearing God's image. We have been created to create and bring God glory. Technology is one way in which this can be done. Technology has made some aspects of life easier, cheaper and faster for humans. But it is important to keep in mind that like all good things technology can be misused. With this in mind the executive at Kuyper established parameters to maximise the positive experiences provided by **Technology** whilst trying to eliminate possible problems associated with its misuse.

Computer Use

Kuyper Christian School seeks to provide an excellent Internet services as well as the school's internal computer network. In order to safeguard your child, the school actively monitors school-based Internet and network activity. To assist in this process, all students will be issued with a user name and password. This will allow students to have a 'secure' area on the school's internal network to save and retrieve files related to their schoolwork.

To provide students with a better understanding of the responsibilities associated with computer access, the school has developed an 'Acceptable Use Policy'. All students will be required to read this policy and sign a Computer Network User Account Application.

Portable Technology

The following must be understood by students and parents.

The responsibility for the well being of the portable technology remains with the student; the school is not liable for any damage.

Mobiles Phones

Mobile phones may be brought to school provided students complete and application form for mobile phone use. Phones must remain turned off and out of sight from the time that the student enters the school property to the time that the student leaves the school property. Phones are not to be used on excursions unless prior arrangement has been made, in which case parents will be notified in advance of the exception.

The school office provides phone access to students in emergencies, provided permission has been given by a teacher. In cases of illness or injury, the school office staff will contact parents.

Personal Electronic Devices (PED)

The use of PED's such as Laptops, iPads and Tablets is coordinated by the Core teacher, in communication with parents and support staff. Students who do not bring a laptop to school are not disadvantaged in any way as use of computers is regularly timetabled for each class.

Years 7/8 students may only bring a PED to school if advised by the school to use one for specific reasons such as handwriting skills or organisational issues. A contract can be obtained from the office and must be signed by parents and the student.

Years 9/10 students: may bring a PED to school for educational use at their parents' discretion. A contract can be obtained from the office and must be signed by parents and the student.

Conditions for PED use include:

- Only for class use.
- To be fully charged at home, ready for class use as power outlets are not available.
- Class teachers may limit laptop use at their discretion.
- Either exercise books OR a PED must be consistently used for notes and activities, i.e. ALL the work for that subject must be in one place
- Kept closed during teacher explanations, demonstrations or class presentations
- Teachers may view or collect the PED to check work at any time
- Network cables on school computers are not to be unplugged, internet and network use is via the wireless network. If the wireless network is unavailable, a USB flash drive must be used to transfer work for printing or take home.
- Games, movies, You tube, music clips, etc, are not to be shown at school
- Social networking sites are not to be accessed at school, unless directed by a teacher.

Other:

- **Electronic games, MP3 players, iPods etc** are **NOT** to be used at school.
- **Electronic games, MP3 players, iPods etc** are **NOT** to be used on excursions and camps unless the teacher conducting the excursion has given permission on the excursion note.
- The filming or recording of staff or students without permission is not permitted.
- Adult content (M rated material or material that a teacher considers "Adult") is **NOT** permitted in any form.

Transport

Bus rules

- Students are to remain in available seats at all times.
- Students must keep all parts of the body in the bus.
- Eating or drinking is not permitted on the bus.
- Students must keep reasonable noise levels while travelling on the bus.

All reported inappropriate behaviour, on school buses, will be followed up at school.

Buses

- Westbus provide the school with transport.
- Kuyper provides its own bus service from Bligh Park then on to Wilberforce, Freemans Reach then to school. To make use of this service please contact the school office.

West Bus - Bus Passes

All students must carry a pass in order to access subsidised travel on bus services. Bus passes are obtained by filling out an "Application for Travel form" available at the office. If a form has not been specifically completed for Kuyper Christian School please do so before the new school year.

- There is no need for students with current passes for this school to complete another form.
- Any change of address must be notified immediately.

PLEASE NOTE:

- Conditions on the back of the pass state clearly that they are not transferable.
- Students are only covered for travel to school and their own home bus stop.
- Students travelling on a route other than their direct route home, may be asked for payment.
- Parents of children who have lost their bus pass can call 131500.
- The cost of replacement for a bus pass is \$10.00 and payment can be made by credit card over the phone or at the Westbus depot, Thorley St, South Windsor.

Bus routines

- In the event of un-notified alterations to bus schedules parents are advised to contact the bus company or the school office.
- Each afternoon a supervising teacher is present, at the school.

Kuyper Bus Conditions

The Kuyper bus service is ONLY for students who live in Bligh Park, Windsor, Wilberforce and Freemans Reach, where there is no regular Westbus Service.



Private Conveyance Subsidy:

- Is available to parents of students who reside more than 1.6 km from the nearest bus stop.
- Is accessed by completing an "Application for Private travel form" which is available from the school office.

School travel policies apply from the time a student leaves home in the morning until he/she reaches home in the afternoon.

Uniform

Uniform Policy

- All students are required to wear correct uniform.
- When a uniform breach is unavoidable a written explanation is required.
- All uniform items must be clearly labelled.
- Please note that OH&S and duty of care requirements for all students make the wearing of black leather shoes not negotiable.

Black leather polishable shoes must be worn at all times.

Acceptable Shoes at Kuyper Christian School

Secondary School Shoes

Plain black, polishable leather shoes are to be worn. For safety reasons, no jogger style, soft leather, or punched holes completely through the shoe. Plain black laces. Heels to be no more than 25 – 35mm high. Shoes must cover the upper surface of the foot.



WHY?

To meet Occupational Health and Safety requirements, school shoes must provide physical protection to the foot in case of liquid spills or falling objects. Heels that are too high and platforms that are too thick, or too inflexible, introduce danger as they present the possibility of ankle injury. In addition, school shoes must not represent a danger to other students.

Consequently, school shoes must be chosen which comply with the uniform policy and standards outlined below. The bridge of the foot must be enclosed and heels must be of limited height.

Primary School Shoes

While we would prefer primary students to wear black leather lace-up shoes, we realize that young children have trouble tying their laces. Therefore, in the primary school students may wear polishable black leather ankle boots, velcro or buckle shoes.

Please assist us in caring for your child by providing them with shoes that meet the uniform policy and provide the protection for the foot required under Occupational Health and Safety guidelines.

Uniform Shop

The Uniform shop supplies all the regulation uniform at prices and quality comparative with local stores.

The Uniform shop will be open during the last week of the school holidays on Tuesday 24 January 2012
9.00am – 10.00am & 2.00pm – 3.00pm

During school terms the Uniform Shop is open

- Tuesday morning 8.00am – 9.00am

- Other times by booking an appointment only
- Uniform order forms are available at the school office.
- Orders for uniforms can be handed in, phoned or emailed to the office
- **PAYMENT for uniforms must be made on collection**

Uniform / Grooming Guidelines

- Students are expected to model dress standards appropriate to the school
- All Uniform items are to be clean and in good repair.
- Hair must be neat and tidy, and of a natural colour (hair longer than shoulder length is to be tied up).
- Make up and nail polish is not permitted.
- Girl's dresses / skirts will have a finished length of not more than 7-cm above the floor when kneeling.
- Headbands are to be bottle green, white or black
- Throughout the year summer and winter designs are interchangeable for **all** students.
- All items are to be clearly labelled with your child's name.

Hats

- KCS has a *No Hat, No Play* policy for all outdoor activities.
- Each student new to the school in Kindergarten to Year 6 will be issued with a complimentary hat.
- All students who have outgrown or lost their hats must purchase a replacement.
- Students must have a hat with them every day of the school year.

Jewellery

- Necklaces and chokers are not allowed (exception being medical tags).
- Any student may wear **one** pair of earrings, either gold or silver sleepers or studs only.
- One small ring is allowed to be worn.
- One small bracelet is allowed to be worn.
- Students will be required to remove their bracelet or ring if requested by a member of staff for a particular activity;
- All other forms of facial jewellery are not permitted.

Sports Uniform

Kindergarten to Year 10 students may wear their sports uniform to and from school on the official SPORTS DAYS only.

Chewing Gum

Students with braces may apply for a Gum Pass, otherwise chewing gum is not permitted at school.

Uniform Requirements

Please note: All items except shoes, white sport socks & white/green skivvies are to be bought at the School Uniform Shop.

PREP

Prep T shirt
 Green sport shorts with white stripe
 White sport socks
 White or black joggers
 Green school hat

PRIMARY

Girls:

Green checked dress with short sleeves for warmer weather
 Green checked pinafore with white school blouse & white skivvy for cooler weather
 Green trousers with white blouse
 Green zip jacket or jumper with school emblem
 Green socks (to be worn covering ankles)

Fawn stockings or tights can be worn with winter pinafore
Black leather school shoes
Green school hat
Bottle Green School Scarf

Boys: Bottle green shirt with Bottle green skivvy under shirt in winter.
Grey shorts or trousers
Green zip jacket or jumper with school emblem
Grey socks
Black leather school shoes
Green school hat

Sport: Green polo shirt with school logo
Green sport shorts with white stripe
Green netball skirt (to be worn with green sport underwear) – option for girls
Bottle Green Microfibre Tracksuit
Green track pants for cooler weather
White sport socks
White or black joggers
Green school hat

SECONDARY

Girls: Green check dress with white collar
Green check skirt worn with white school blouse with white singlet underneath (no T shirts)
Green trousers worn with white school blouse
Green bomber jacket or school jumper with school logo
Green socks (to be worn covering ankles)
Black tights may be worn with the skirt only (tights are not to be worn with the dress)
Black leather school shoes
Blue school hat
Bottle Green school Scarf

Boys: Navy school shirt (no t-shirt to be worn underneath)
School tie (to be worn when appropriate)
Grey shorts or trousers
Green bomber jacket or school jumper with school logo
Grey socks
Black leather school shoes
Blue school hat



Sport: Blue sport shorts
Blue/ green polo shirt
Blue track suit with school emblem
White socks
White or black joggers
Blue school hat

SCHOOL BAG

All students except Prep must have the Bottle Green Backpack with school emblem.

Year 10 Jersey

In Term 3 students in Year 9 have the option of ordering a school jersey for year 10. An appropriate nickname can be placed on the back of the jersey along with the year. The order is placed after payment has been received from parents.

Visitors

All visitors to the school must check in at the office to sign in and receive a visitor's badge.

School policy prohibits the inclusion of 'friends' in the normal running of a school day. The school has a 'Duty of Care' to enrolled students only and is not responsible for unenrolled students.

In special circumstances, as permitted by the Principal, a 'visitor' may be allowed to join the normal school program.

Working Bees

An exciting year is planned for working bees this year which can only be achieved with your help.

Working bees in 2012 are;

Term 1- **3 March**,

Term 3 – **28 July**

Term 2- **5 May**

Term 4 - **3 November**.

They will also be announced in the school newsletter. Parents may be needed for pre planning to help for smooth running on the day. Great time of socialising. Any questions or enquiries contact the school office.

Community events are opportunities to be involved with the school and fellowship with other families.

Work Experience

The Executive Staff and Board have seriously considered and discussed the Work Experience Program. Looking at various options, current legal requirements for insurance and risk assessment and OH&S training, have necessitated that the school does not run a Work Experience Program. However the value of Work Experience cannot be overstated. Therefore the school will support parents who wish to pursue Work experience for their child during school breaks.

The Executive Staff and Board will keep abreast of any changes to the Work Experience requirements and if possible reconsider the program in light of those requirements.

Years 11 and 12

Kuyper Christian School is a K – 10 campus, with provision for Years 11 and 12. Fee sharing, transport and careers arrangements are in place with our sister school, Tyndale Christian School, at Blacktown.

Kuyper students who attend Tyndale for Years 11 and 12 and their younger siblings remaining at Kuyper are regarded as attending the same school, with lesser fees therefore being applied.

Tyndale provides a private, free minibus service for former Kuyper students in Years 11 and 12 only. It runs daily from this area, including Kurrajong, North Richmond, Richmond and other locations as needed by our students. It is a safe service, as no other students are picked up. The traveling time is one of great camaraderie for our students.

A Years 11/12 Information Night is held in The Kuyper Resource Centre each year, for any student considering further study. The Board of Studies presents the requirements for the HSC, VET courses and other options. Tyndale presents the importance of continuing Christian education, the range of courses, including TAFE courses, offered, with advice on how to choose subjects.

Students, and their parents, who are interested in attending Tyndale will be invited to an orientation and lunch at Tyndale, where they will be introduced to the Principal and reconnect with former Kuyper students. Transport will be provided.

Students graduating from Kuyper at the end of Year 10 will be supported in whichever school they choose for Years 11 and 12. We make them aware of local information nights and will provide references for Scholarship applications. Please make an appointment to see the Year 10 Coordinator for individual advice on the suitability of your son or daughter for further study, courses and schools.