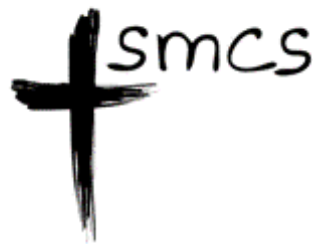


Snowy Mountains Christian School

Educating children... for the journey of life



2022

Parent Handbook

Snowy Mountains Christian School

Cnr. Barooka Avenue & Boona Street

PO Box 53

Cooma NSW 2630

Phone *6452 4333*

Email *office@smcs.nsw.edu.au*

Web *www.smcs.nsw.edu.au*

Principal

Ella Meyer

Primary Coordinator

Dani Wadland

Secondary Coordinator

Elyse O'Connor

From the Principal

Dear Parents and Guardians,

Welcome to Snowy Mountains Christian School.

On behalf of the school, I would like to say how thrilled we are that you and your child(ren) are a part of our school family.

This booklet is intended to help all families settle into the school and to be a reference for day to day matters.

Our curriculum is Christ-focused and taught by Christian teachers. We believe it is vital for parents to encourage and foster their children's spiritual understanding and development and, as a school, we will do all we can to assist you in this important task, through the educational program.

We are privileged to partner with you, the parents and guardians, in the education of your child(ren). As such, you are an integral part of SMCS and we **welcome** your:

- involvement in aspects of school life as opportunity invites;
- service through volunteer help;
- attendance at various functions and activities;
- thoughts, concerns, and encouragement of any aspect of the school.

I look forward to sharing the journey this year with you.

Yours in Christian education,

Ella Meyer
Principal

About Our School

Core Vision

To provide the opportunity of a Christian education to all families on the Snowy-Monaro.

Core Purpose

Snowy Mountains Christian School exists to prepare children for life by training them, in partnership with their parents, to grow in character, skills and knowledge; realising their full potential in Christ to serve, as they understand more of God's truth in an atmosphere of God's love and mutual respect.

Core Values

Each Core Value springs out of a Christ centred worldview where every thought, word and action is consistent with the person of Jesus Christ.

LOVE - Love God and each other.

RESPECT - Respect each other in word and action

TRUTH - Grow in the knowledge of the truth

INTEGRITY - Possess and express integrity

School Affiliation & Registration

Snowy Mountains Christian School is a member of Christian Schools Australia (CSA), a non-profit company which assists the development of Christian Schools in Australia and throughout the world.

Each member school of CSA is committed to giving their students Christ-focused and individualised teaching, through biblically based curriculum that is related to their cultural heritage and environment, meeting strict government requirements.

The school is registered and accredited by the NSW Education Standards Authority

Management Structure

The school is managed by a School Board. The Principal is responsible to the Board for the day to day running of the school and for the maintenance of good communication with parents.

In practice, the Board facilitates a partnership between Cooma Baptist Church, our school families, the staff and Christian Schools Australia Ltd. Their direct contribution to the school is recognised as an essential part of its life and vitality.

Enrolment

Following the completion of an Enrolment Application Form and the payment of the appropriate, non-refundable application fee, prospective parents will be required to attend an interview with the Principal.

If satisfied that enrolment of the student at the school is appropriate, the school will then make a written offer of enrolment.

The school is currently offering places from Kindergarten to Year 10. Kindergarten children are not usually accepted for enrolment until they have undergone school readiness testing with our Kindergarten teacher, and their fifth birthday occurs on or before 30 April in the year of enrolment

School Prayer

Almighty God, Our Father in Heaven.

May your name be always honoured in our school.

We thank you for Jesus our Saviour,

Our nation, families and friends.

May your word guide and teach us how to live.

May our lives bring glory and honour to you.

May we develop and cherish our talents and gifts and use them in your service.

We ask this in the name of Jesus Christ

our Lord and Saviour.

AMEN

2022 Term Dates

Term	Date	Length
Term 1	Monday 31 January – Friday 8 April	10 weeks
Term 2	Tuesday 26 April – Friday 1 July	10 weeks
Term 3	Monday 25 July – Friday 23 September	9 weeks
Term 4	Monday 10 October – Wednesday 7 December	8.5 weeks

Whole School Devotional Assembly

Each Monday morning at **8.45am**, the whole school meets to hear announcements and to start the week. Parents are most welcome.

K-6 Assembly is held bi-weekly. See the newsletter for confirmation of day and time, and when your child's class is presenting at the assembly. Parents are invited to attend to see class items and the presentation of special awards. Sometimes special speakers are invited to bring an inspirational talk to the children.

High School hold chapel services on various occasions and are deeply involved in service to the Cooma Community.

Whole school (K-10) assemblies are also held from time to time. Parents will be notified of these through the school newsletter. Parents are invited to attend.

Absences

Notes must be supplied within one week of a student's absence.

It is a legal requirement for every absence to be covered by a note that is signed by a parent. This note must include the child's name and class, the date(s) of the absence, and a valid reason. Telephone messages are helpful, but they must always be followed up by a note. If a student is to be absent on leave (i.e. not due to illness), an application for leave will be given to the family to complete and put forward to the Principal for approval. It is preferable for the school to set the student work to ensure that they are not disadvantaged by such leave.

Accidents

In case of sudden illness/accident the school will endeavour to contact parents at home or at work. In serious cases, if neither parent can be contacted, children will be taken to receive appropriate medical help.

Arriving Late or Leaving Early

All students who arrive late to school must report to the school office where they sign the REGISTER before continuing to class. High School students may sign themselves in, Primary students need a parent/carer to sign them in. This register allows us to keep a proper record of all the students on site in case of an emergency

Similarly, all students who need to leave school before the end of the day must also sign the REGISTER at the school office. Students will only be permitted to leave if they are accompanied by a parent and have a signed note explaining the circumstances.

Partial absence in the middle of the day. See **Leaving the school grounds**

Banned Items

Items that are banned from SMCS fall into one of two categories:

- * Those that are potentially harmful and illegal.
- * Those that could cause distractions or disruptions.

Some items that are banned and result in an official warning and confiscation include: knives, fireworks, firearms/sharp implements, weapons or replicas of weapons, offensive material, cigarettes, drugs or alcohol. Items which result in confiscation are: laser pointers, trading cards or toys to trade, chewing gum or bubble gum, permanent markers, spray cans (including spray deodorants & hairspray).

In general, it is often unwise for students to bring personal items to school, particularly if those items are valuable. Please note that *the school cannot accept any responsibility to care for such items* if or when a student brings them to school.

By LAW, students are not permitted to bring knives of any sort. Please DO NOT send your child to school with a knife to cut their food during the day. Any food such as fruit that requires cutting should be cut at home and wrapped appropriately.

1st offence:

The banned item will be confiscated for a day. Student can pick up from the office.

2nd offence:

The banned item will be confiscated for a week. Parent to pick up from the office.

3rd offence:

The banned item will be confiscated for a term. Parent to pick up from the office.

Bell Times

8.45am	Primary – Monday only with assembly Secondary start of day
9.00am	Period 1 (Whole School)
9.45am	Period 2
10.30am	Period 3
11.05am	Primary eat Recess
11.15am	Recess
11.35am	Period 4
12.20pm	Period 5
1.05pm	Lunch 1 st half
1.25pm	Lunch 2 nd half
1.45pm	Period 6
2.30pm	Period 7
3.00pm	Primary end of day
3.15pm	Secondary end of day

Monday all students commence at 8.45am for assembly.

Parents are asked to ensure that students **do not arrive earlier than 8.30am**, as we cannot guarantee supervision and earlier arrivals impede the preparation and prayer time of staff. On arrival, all students are to go to the Link. Parents are also asked to phone the school after 8.40am. Parents should collect their primary aged children from the western doors of the Sanctuary at 3.00pm, unless advised by the School. Primary students are not permitted to enter the car park unsupervised after school.

Bus Passes & Bus Behaviour

Parents can apply online at transportsw.info/school-students for a bus pass to cover student travel to and from school. Certain parents may also qualify for a *private vehicle subsidy*. Please contact the office for details.

As the school cannot supervise students while travelling by bus to and from school, parents must accept full responsibility for their children’s behaviour. Nevertheless, SMCS students are expected to wear their full school uniform and to adopt exemplary standards of behaviour when they do travel by bus. Any students who misbehave at bus stops or on buses may face disciplinary consequences at school.

Child Safe Policy

The safety, welfare and wellbeing of children, including protecting children from child abuse, is the paramount consideration in decision-making at Snowy Mountains Christian School. The School seeks to create a safe and caring environment where Christian values inspire and affirm the highest standards of ethical conduct in relation to the care, support, and welfare of the students entrusted to it.

Schools are places where children have the right to feel safe, supported and protected. The School has a duty of care towards the students and employees and SMCS takes this responsibility very seriously. This includes the need to take adequate measures to prevent the likelihood that children are exposed to the risks of abuse; be they emotional, physical, or sexual abuse, domestic violence, or abuse caused by neglect.

SMCS follows and supports the Child Safe Standards, outlined by Office of the Children’s Guardian NSW.

The Child Safe Standards



In all actions taken and decisions made that significantly affect a child, account is be taken of the culture, disability, language, religion, gender identity and sexuality of the child, and if relevant, the person with parental responsibility for the child.

SMCS actively seeks the partnership with parents, caregivers and volunteers to develop strong positive relationships to support their children through their education. This occurs through formal parent-student-teacher conferences, formal and informal communication, and the many events held throughout the School.

Schools also have a responsibility to have procedures in place to identify and report child abuse and/or neglect, whether it is apparent within or outside of the school context. The school will also place a high priority on its efforts to protect staff from mischievous or false allegations of child abuse.

The practices and procedures which are followed at SMCS are in accordance with all applicable legislation and take into account other appropriate practices and guidelines aimed at the protection of children. The school's policy and procedures may be amended from time to time to take into account any amendments to child protection legislation and regulations. *The SMCS Child Safe Policy and Procedure can be found on the School's website.*

The school is a mandatory notifier of child abuse or neglect. If any teacher of the school has reason to believe that a child is at risk of serious harm then a notification must be made to the relevant authority, who will investigate the case.

All parents/friends of the school who are involved in school activities are required to provide a Working With Children Check (WWCC) Number. This is available free of charge, upon application, from the Service NSW office. *It is school policy that those who have not applied for a Working with Children Check Number may not participate with students in school activities.*

Christian Growth

Opportunities are given for children to read the Bible, lead assemblies and participate in group prayer times. Children are given responsibilities in the school and older children care for younger ones. Students are given numerous opportunities to participate in "Community Service" throughout the year.

Christian teaching is seen to be an integrated daily pattern of precept, example and practice. We have daily Bible Readings and prayer times. These are supplemented by Christian Perspectives studies and inspirational addresses at school assemblies/events.

Class Parent Reps (Representatives)

The partnership with the parents/ carers in our school community is very important at SMCS. Schools, parents, and the community should work together to promote the health, well-being, and learning of all students. When schools actively involve parents and engage community resources, they are able to respond more effectively to the health-related needs of students.

Research (https://www.education.nh.gov/instruction/school_health/health_coord_family.htm)

Why Family and Community Involvement Is Important | Coordinated School Health Resources for NH | School Health Services | Office of School Health | Division of Instruction | NH Department of Education Family and community involvements foster partnerships among schools, family and community groups, and individuals. www.education.nh.gov shows that students whose parents are involved in their education are more likely to:

- Adapt well to school
- Attend school more regularly
- Complete homework more consistently
- Earn higher grades and test scores
- Have better social skills
- Show improved behaviour
- Have better relationships with their parents
- Have higher self-esteem
- Improves school-related behaviours
- Positively impacts academic achievement
- Reduces school suspension rates

In order to help our parent body to connect and build relationships, each class will have an appointed Class Rep. The main role of this Rep is to facilitate an occasional social event for the families in the class. They will also enact assistance for a family that might have illness and need a meal or two. eg. a meal roster that parents can choose to be included. The Class Rep is not to act as a go-between or point of contact for student related issues. These issues go directly to the teacher.

You will receive correspondence from your child's Class Rep, when events are planned and when your assistance may be requested.

Communications & Grievance Procedures

The following guidelines are provided in order to facilitate effective communications and to assist parents, students and staff to work together. They complement the regular, informal communications that already occur between members of the school community.

Underlying Principles

All members of the school community are encouraged to discuss matters of concern with the person(s) concerned. This should be done in an honest, open and Christian manner with a desire to seek resolution.

Raising concerns with teachers

Matters relating to the progress of an individual student, or classroom-related matters should initially be raised with the class or subject teacher concerned.

If the matter is of some importance, please make an appointment with the teacher through the school office to enable the teacher to collect any information you may require and to allow them to devote sufficient time to discussing the problem with you.

Grievance procedures for parents & students

From time to time, a parent may have concerns over their child's relationship with a teacher or other aspects of their child's education. SMCS values the partnership with all people in the school community.

All members of the school community are liable to say and do things which may cause others some discomfort. We need to be free to work through this process no matter what the role of those involved is in the school.

The school believes it is important that these issues are raised in a way that will facilitate open and honest discussion, with a view to bringing understanding and resolution for all parties involved. The School is committed to handling grievances in line with biblical principles and encouraging all parties to act in a way that reflects the fruit of the Spirit as outlined in Galatians 5:22-23: *“love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control”*.

In keeping with the school's desire to act in a way that reflects the fruit of the Spirit, it is imperative that parents and staff members who have grievances always behave with personal and professional integrity, and refrain from discussing these grievances with third parties at any stage of the process (unless the third party is the mutually agreed support person outlined below), otherwise the issue may become more difficult to resolve.

Should a parent wish to address this, we would want them to follow the appropriate grievance process which is found in the Policy.

Unresolved concerns, including matters relating to the implementation of school policy, should be raised firstly with the relevant Coordinator and then, if necessary, the Principal.

For Primary Students, please initially contact Dani Wadland.

For High School students, please initially contact Elyse O'Connor.

If, following discussion with the Principal, the matter is still unresolved, parents are encouraged to approach the School Board in writing through its Chairperson. Concerns relating to the Board, including issues of governance, principles and policy should also be directed in writing to the Board Chairperson.

A more detailed Policy and Procedure can be viewed at www.smcs.nsw.edu.au and a copy can be requested at the School Office.

General Communications

The school uses various means of communicating with parents, including:

- **School newsletter:** Sent to the SMCS community every second Thursday.
- **Class communication:** Each class teacher communicates with parents from time to time by Class dojo, class newsletters and notes, email, and the Yr 7-10 school diary.
- **Class Parent Reps (Representatives): For Primary Classes only.** Please see section on page 10

Curriculum

In preparing students for life, the SMCS curriculum aims to teach a biblical perspective of the world. Direct encounters with the Bible's context and teachings, helps achieve this aim.

SMCS teaches the seven Key Learning Areas outlined by the NSW Educational Standards Authority within distinct Christian Perspectives program.

We rely heavily on teaching traditional reading, writing and arithmetic skills in the lower years, utilising the best modern teaching practices.

SMCS also offers an excellent and varied Sports and Performing Arts program with specialist teachers developing individual and group skills. Extracurricular activities include: Public speaking, instrumental tuition, musical/drama productions, community service, sports, chess and gardens.

Diaries — Years 7-10

Student diaries are particularly important and are to be carried to all classes. This is not a personal diary but a working diary and is to be used for recording their timetable, all homework, due dates for assignments or other special events, and communication between the home and school.

We ask parents to check their child's diary at the end of each week and in this way parents and staff maintain contact and remain informed.

If a student in Yrs. 7-10 has an empty diary, they are in danger of becoming disorganised.

Parents should speak to students about their diaries regularly, and if necessary, contact a teacher.

Students are given a diary at the start of each year and if they lose or destroy their diary another may be purchased from the school's Office.

Discipline

The school expects a high standard of behaviour from its students. Obedience, courtesy and respect are essential factors in a student's behaviour towards teachers. Also, an individual student does not have the right to deny his or her classmates of valuable teaching time through disruptive behaviour. Care and respect for fellow students will be reflected in constructive, cooperative behaviour. Students who interfere with the learning or well-being of other pupils through unsatisfactory behaviour will undergo a disciplinary process. The school has a written Nurture & Discipline Policy and disciplinary process.

Corporal punishment is prohibited at SMCS. The school does not explicitly or implicitly sanction the administering of corporal punishment by non-school persons, including parents to enforce school discipline.

Discipline forms a part of the overall nurture of a child. If you have any questions about discipline in the school, please do not hesitate to contact the relevant coordinator.

Electronic Devices

While electronic devices are not banned from being brought to school, no electronic media or items are to be used during school hours (8:30-3:15pm). However, in High School, some items such as phones or iPods might be used at times, **only** with expressed permission of teachers and only for educational purposes or as directed by teaching staff.

All such items must be turned off and placed in the office on arrival to school (for security) or in their bags in their allocated lockers. ***If students need to contact their parents during school hours, they are to do this through the School Office and not use their mobile phones.***

Any items that are used during school hours without permission as described above will be confiscated.

- Mobile Phones: confiscated until end of school day
- Any other item/s: confiscated until the end of the day for the first offence, until end of the week for the second offence. If the offence continues then the item will be confiscated for the entire term, with parents having to pick them up from the office.

All confiscated items can be collected from the office at the end of the confiscation period.

SMCS accepts NO RESPONSIBILITY for the loss of, theft of, damage to, or the unauthorised use of any mobile phone brought to school.

If you need to communicate with your child, please make contact through the front office administration.

Yondr – Mobile Phone Pouches

We will be making our school a phone-free space to improve teaching and learning! We will be using a system called Yondr to achieve this goal. Yondr has been used across the world in over 1,000 schools. The goal of these spaces is to encourage people to engage with each other and their surroundings.

We believe that mobile phones have great utility. We have also found that learning and social behaviour improve drastically when students are fully engaged with their teachers and classmates.

The Yondr Program employs a simple, lockable pouch that stores a mobile phone. Every student will secure their phone in a personally assigned Yondr pouch when they arrive at school. Students will maintain possession of their phones and will not use them until their pouches are opened at the end of the school day. Students are required to bring their Yondr pouch to and from school each day and are responsible for their pouch at all times.

Frequently Asked Questions

What if I want to reach my child during the school day?

We want our students to be engaged in their learning. Please refrain from contacting your student during the school day unless it is an emergency. Contact the office at 02 6452 4333 to reach your child.

What if there is an emergency?

In case of an emergency, we direct our students to safety first. School staff will be able to unlock a Yondr pouch in a matter of seconds for students once they are in a safe and secure location.

Will my student's phone be safe?

Students are in possession of their phone - in their Yondr pouch - for the entire school day. We will advise students to store the pouch in their backpacks where it is completely safe.

What if the Yondr pouch gets damaged?

The Yondr pouch is property of Snowy Mountains Christian School. If a student damages or tampers with a Yondr pouch, they will be held responsible. The student's phone will be confiscated by the school until a parent/guardian comes to the school to pick up their child's phone and a replacement pouch may be assigned. The student will only be allowed to bring a phone back to school if they or their parent/guardian pay a \$50 fee to replace the damaged school property. They will also be required to spend two lunchtimes in community service around the school.

Note: Damage consists of any signs that the physical integrity of the pouch has been compromised, whether intentional or unintentional, as determined by the school.

How can I clean my student's Yondr pouch?

Yondr pouches can be washed in cold water for a short cycle and dried on a short cycle and/or air dried. Pouches can also be cleaned with a disinfectant cleaner.

Equipment List

Available from School Office. Note that liquid paper/correction pens/permanent markers are NOT permitted.

Excursions

Some special excursions will be held during the year where it is felt that this will make a genuine contribution to the student's learning. From time-to-time, small groups of students may be involved in performances or activities within the district. These could include participation in education week activities, community service, ministry visits by the school, music groups or educational excursions to places of interest. All excursions will be covered by consent notes that will be sent home prior to each excursion. The cost of excursions will be payable as instructed in each permission note.

Extra-Curricular Activities

Amongst the variety of extra-curricular activities offered at SMCS are a range of sports, instrumental tuition, drama, chess, public speaking, skiing, gardening, caring for the environment, visiting pre-schools and nursing home.

Fees

These are set annually and kept as low as possible. A separate Fees Information Sheet is available from the school office. **School fees will be generated the first week of each term and are due and payable within 30 days.**

If at any time you find you cannot meet your commitments in this area, we ask that you contact the school as soon as possible to discuss alternatives. Direct Debit, Merchant facility and payment plan proforma is available at the school.

All questions or concerns relating to fees should be directed to the Financial Administrator.

Funding

The school finances are primarily drawn from Government funding, school fees and gifts to the school. State and Federal funding make up approximately 60% of total funds.

The Scholarship Fund is a tax-deductible fund to which parents may donate, to support students.

Building and Library Funds are available for any person wishing to make a tax-deductible donation to the school.

The Grace Fund is a school fund which anyone can donate to, to support students in need.

For bank details regarding these Tax-Deductible and Other Funds, please contact the Financial Administrator: finance@smcs.nsw.edu.au

General Consent & Information Form

Each year, parents are asked to complete a General Consent & Information Form. This form details special medical needs your child may have and current family information which is necessary to keep school records up to date.

Note that parents must inform the Office promptly of any changes to the details included on this form (e.g. address, phone numbers, medical conditions, family circumstances etc).

Homework

Each class is regularly set homework. See the school office for a copy of the policy. We recommend the following as a general guideline FOUR times per week in K-6 and FIVE times per week in Yrs. 7-10.

Kinder	10 min review plus reading together
Year 1	20 min review plus 4 min reading
Year 2	20 min + 5 min reading
Year 3	30 min + 10 min reading
Year 4	30 min + 15 min reading
Year 5	40 min + 20 min reading
Year 6	40 min + 20 min reading
Years 7-8	75 min + 45 min reading
Years 9-10	110 min + 45 min reading

If your child says that they have no homework, please check with the class teacher. Regular revision of classwork is especially important in High School.

Infectious Diseases & Immunisation

Immunisation is a wonderful safeguard to health and we suggest that you consult your doctor concerning protections against diphtheria, whooping cough, poliomyelitis and tetanus. It is a Health Department requirement that the school receives proof of immunisation before children are enrolled in the school.

It is probable that at some time during your child's time at school, that he or she will contract one or more of the common diseases listed below. For the sake of all school families, and also often as a requirement of Public Health Policy, you are asked to inform the school whenever your child is sick with an infectious disease.

- *Measles* - Isolation and exclusion from school at least five days from appearance of rash.
- *German Measles* - Isolation and exclusion from school until fully recovered. For at least 5 days after the rash appears.
- *Whooping Cough* - Isolation immediately. Exclude from school for at least 3 weeks from the onset of the whoop, until fully recovered or a medical certificate is obtained.
- *Mumps* - Isolation and exclusion from school until fully recovered. For at least 10 days after the swelling occurs.
- *Chicken Pox* - Isolation and exclusion from school until fully recovered. For at least 7 days after the first spots appear.
- *Ringworm* - Isolation and exclusion from school until appropriate treatment has begun. The school may ask for a medical certificate to say this has happened.
- *Impetigo* - Isolation and exclusion from school. Your family doctor should be consulted. If the sores are being treated and are properly covered by a clean dressing, children

are permitted to attend school. If they are not covered and are on exposed parts of the body such as scalp, hands or legs, exclusion is necessary until sores have healed.

- *Acute Conjunctivitis* - Isolation and exclusion from school until all discharge has ceased.
- *Pediculosis (head lice)* - Isolation and exclusion from school until treatment with anti-lice lotion has been undertaken and hair is free of all nits and lice.
- *Scabies* - Isolation and exclusion from school until proper treatment has begun. The school may ask for a medical certificate to say that this has happened.
- *Meningococcal Meningitis* — be aware of symptoms that may include fever, headache, stiff neck, vomiting and rash, consult your doctor immediately if you are concerned.

During the COVID-19 pandemic: As this is a constantly changing situation, the school refers the Government and NSW Public Health Advice. Please refer to the school's latest email or announcement and follow NSW Public Health Advice.

If your child is sick or has flu-like symptoms, they must stay home. Please have them tested and notify the school office of this matter and subsequent results.

The official general advice to prevent the spread of infection has four elements:

- Practise good hygiene
- Practise social distancing
- Follow the limits for public gatherings
- Understand how to self-isolate when/if you need to
- Mask wearing for High School students
- Encouraging Primary school students to wear a mask if they wish to

Information, Communications & Technologies (ICT)

ICT Goals

The purposes of the school computer facilities are to provide computing resources (computers, software, network access, etc.) for educational activities, with priority to providing support for classes.

ICT Acceptable use

Use of the school's electronic facilities is a privilege, not a right. The computer laboratory and digital classroom facilities are intended primarily to support the direct instructional purposes of the faculty. Priority will be given to completion of assignments, exercises, and projects necessary for completion of the requirements for faculty subjects.

Use of the facilities is governed by the policies of the school and the local, state, and federal laws. The use of faculty facilities for purposes that violate school policy, are illegal, or are unethical may result in temporary or permanent loss of privileges or imposition of other sanctions.

Students may also be disciplined for the misuse of the internet or electronic mail in respect of material, which is offensive or unlawful, which may or may not be pornographic. A pattern of

behaviour (for example, repeated use) is a factor for consideration in determining disciplinary measures (including dismissal).

Snowy Mountains Christian School reserves the right to establish policies and rules as needed for all aspects of use.

ICT Backing up data

While all care is taken to protect data, students using the Computer Lab are responsible for saving all their work in their appropriate private document portal (OneDrive).

ICT Security Policy

The SMCS Wireless network is a closed secure network available to Staff only and is secured with a security key to only allow access to certain SMCS computers within the school and is not available to the general public. This security protocol thus inhibits students from accessing the wireless network as this would give them unrestricted and unsupervised access to the entire school network and internet which could lead to legal issues for SMCS. For all users of SMCS computer facilities, security permissions have been set for their network accounts. After a user logs in, they will only have access to folders that are deemed necessary for their efficient use of the school network.

The Administrator Account login should be used by the Network Administrator only and not used by the general users of the SMCS Computer network as this gives complete access to all files on the network and completely unrestricted access to all changes that can be made to both the server and the network as a whole.

Please contact the school office if you would like a copy of the SMCS ICT Policy and Procedure.

Leaving the school grounds

Students may not leave the school grounds between the time that they arrive for school and the time they leave after school. Parents/guardians must sign the REGISTER at the Office when taking their child out of school during school hours. Parents must also re-sign the register on returning their child to school. All part-time absences need to be covered by a note addressed to the HOME TEACHER of your child. This is a crucial aspect of our 'Duty of Care' and our legal obligations.

Visitation of Students

It is not a customary practice to allow students visitors during school hours. Of course, there are certain circumstances and situations when this is necessary. All such exceptional visitations must be pre-approved by the Principal. It is important that we maintain the atmosphere and stability of children within the school environment.

Any messages or items that need to go to the child can and must be communicated through the Office.

Library

Primary children can borrow from the Library during their class designated 'Library Day'. Students are only allowed to borrow if they have a Library bag, so that we care for our books. High School students may borrow at convenient times throughout the week.

Lost Property

Please ensure all clothing is labelled. The "Lost Property Box" is in the Link. All unclaimed, unnamed clothing will be given to the Second-hand Uniform Shop at the end of Term 2 & 4, if not collected.

Medical

Full details for your child's medical history and family details are required in order to care for them appropriately. This information will be recorded as part of the enrolment procedure and needs to be updated each year. Please notify the school office of any changes to this information as soon as possible so that our records remain accurate.

Parents of children with specific health issues must contact the school office to discuss their child's needs whilst at school.

If students need to contact their parents during school hours, they are to do so through the School Office and not from their mobile phones.

Students who are unwell should not be sent to school as we do not have the facilities to monitor or care for sick children.

First Aid

The First Aid/Sick Bay is attended by Office Staff (First Aid trained).

School Procedures in Case of Illness, Accident or Emergency

- ***Illness***

The student reports to the office, with permission from their teacher. Their attendance will be recorded in the student's file. If necessary, the office staff member on duty will notify the parent of the need to collect their child.

- ***Minor injuries***

The student reports to the office, with permission from a teacher when possible, where assessment and first aid will be administered by Office Staff. Treatments will be documented in the student's file.

- ***Serious illness/injury requiring doctor or hospital***

If needed, the classroom teacher or teacher on duty should use a red or yellow emergency card to send to the office for assistance. A student should be transferred to Sick Bay only if it is completely safe to do so. A staff member who has been trained in First Aid will assess the student and determine whether to call an ambulance.

In all cases of serious illness or injury, an attempt will be made to contact the parent/guardian according to the information available on the school database. In the event of injury or illness to a student requiring urgent hospital or medical treatment, including but not limited to injections, blood transfusions, etc, and where a parent or guardian is not readily available to authorise such treatment, the Principal or other member of staff may authorise such treatment without the school, staff member or any agent of the school incurring any liability to the student, parent or guardian in so doing. Parents/guardians agree to be liable for and indemnify the school, its employees, and agents in respect of all costs and expenses arising directly or indirectly out of emergency medical treatment.

- **Prescription and restricted medications**

Parents must inform the school of any prescribed medications being taken by students. All medications to be taken during the school day are to be given to the office staff & stored in a locked cupboard in the school's front office.

Instructions regarding changes to medication orders must be in writing from the doctor or the parent/guardian.

Assistance will be given by the Office staff in the administration of prescribed medication, such as antibiotics, when required in writing by parents/guardians. All medications administered by the school will be recorded in the student's file. All students are responsible to come to the school office for their medication. Parents must ensure that medications are not 'out of date.'

- **Pain Relief Medication**

Paracetamol (Panadol) and other pain relief medication is not a first aid treatment and will not be issued by the school without parent's permission. Pain from injury or unknown cause will be treated with icepack and rest. If this is not effective the student's parents/guardian will be contacted and withdrawal discussed. In the event a parent indicates a student will need non-prescription pain control the school will accept written instructions for a period not exceeding six days.

Mobile Phones

Please refer to 'Electronic Devices' on page 13 for more information.

Mufti Days

These are usually held on the last day of term to raise money for a special cause. Any clothing or footwear worn on a mufti day must be modest and appropriate for the occasion. It must also meet any relevant safety requirements. It is important to note that final decisions regarding these standards are left to the discretion of the supervising teacher and/or the Principal.

Newsletter

In addition to any individual notices about changes to routine or special events, the School Newsletter is issued on alternate Thursdays during term. This is a vital avenue of

communication between home and school and we ask that you watch out for it and note the contents carefully. The Newsletter is available by email and at the school.

Property Management

SMCS is a ministry of Cooma Baptist Church and shares its site with the church. The school works closely with the church, taking into consideration all users of the property.

Parent Participation

Being a small, low fee independent school, we value the contributions from parents and friends in a volunteer capacity. This can be done through serving on committees, library help, working bees, volunteering in your child's class, cooking for fetes & covering books etc.

Parent-Student-Teacher Conferences

Formal Parent-Student-Teacher Conferences are held in Terms 1 and 3. We encourage parents/carers bring their child to these conferences, so that valuable communication and future planning, is positive and more effective. The school Newsletter will inform parents of the specific date for these interviews, and parents can book interview times via the school's website or alternatively contact the school office to book an interview time.

Parents are welcome to discuss their child's progress with a teacher at any time, but if they have serious concerns, it is best to contact the office to arrange an appointment for a mutually convenient time.

Privacy

SMCS adheres to the Privacy Act. SMCS does not distribute the private information of school families, such as addresses, telephone numbers, medical information, etc, without the prior permission of those involved. Parents/guardians are asked to sign a Privacy Form that is part of the General Consent Form. This gives the school permission to use student details for educational purposes.

Reports

Parents/guardians receive two formal school reports each year. The Semester 1 report is issued in June or July and the Semester 2 report is issued in December.

School Office

The school office is open from 8.40am to 4.00pm daily during term times.

The front double doors of the Administration Building lead into our reception/office area. This is the main visiting area of the school. Please come to the school office for all enquiries, to make appointments, to pay school fees, to enquire about enrolments, to pick up a child from sick bay, to sign a child in or out of the school for appointments, submit late notes, or to make enquiries about lost property.

Sport

At SMCS, students participate each week in sport and other physical activity. Throughout the year we offer a wide range of seasonal sports. Many students are given an opportunity to represent the school at regional, state & even national levels. Furthermore, our students can

also participate in local netball and soccer competitions under the school name, with coaches who are volunteer parents, when there are enough students/parents.

Each student belongs to a HOUSE for school sport.

The houses are: GOULD (Green) and LIDDELL (Blue).

At the beginning of each term, parents will be notified about the sports available and any costs that may be involved. We seek to offer a number of “no cost” options each year, and to keep the costs associated with other sports to a minimum.

Statement of Faith

1. About God

God is the Creator and Ruler of the universe. He has eternally existed in three personalities: the Father, the Son, and the Holy Spirit. These three are co-equal and are one God. (Genesis 1:26-27, 3:22; Psalm 90:2; Matthew 28:19; 1 Peter 1:2; 2 Corinthians 13:14).

2. About Jesus Christ

Jesus Christ is the Son of God. He is co-equal with the Father. Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all people by dying on a cross. He arose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven’s glory and will return again some day to earth to reign as King of Kings and Lord of Lords. (Matthew 1:22-23; Isaiah 9:6; John 1:1-5, 14:10-30; Hebrews 4:14-15; 1 Corinthians 15:3-4; Romans 1:3-4; Acts 1:9-11; 1 Timothy 6:14-15; Titus 2:13).

3. About the Holy Spirit

The Holy Spirit is co-equal with the Father and the Son of God. He is present in the world to make men aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth, and guidance in doing what is right. He gives every believer spiritual gifts when they are saved. As Christians we seek to live under His control daily. (2 Corinthians 3:17; John 16:7-13, 14:16-17; Acts 1:8; 1 Corinthians 2:12, 3:16; Ephesians 1:13; Galatians 5:25; Ephesians 5:18).

4. About the Bible

The Bible is God’s Word to us. It was written by human authors, under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. Because it is inspired by God, it is the truth without any error. (2 Timothy 3:16; 2 Peter 1:20-21; 2 Timothy 1:13; Psalm 119:105, 160; 12:6; Proverbs 30:5).

5. About Human Beings

People are made in the spiritual image of God, to be like Him in character. People are the supreme object of God's creation. Although every person has tremendous potential for good, all of us are marred by an attitude of disobedience towards God called "sin". This attitude separates people from God and causes many problems in life. (Genesis 1:27; Psalm 8:3-6; Isaiah 53:6a; Romans 3:23; Isaiah 59:1)

6. About Salvation

Salvation is God's free gift to us but we must accept it. We can never make up for our sin by self-improvement or good works. Only by trusting in Jesus Christ as God's offer of forgiveness can anyone be saved from sin's penalty. When we turn away from our self-ruled life and turn to Jesus in faith we are saved. Eternal life begins the moment one receives Jesus Christ into their life by faith. (Romans 6:23; Ephesians 2:8-9; John 14:6, 1:12; Titus 3:5; Galatians 3:26; Romans 5:1).

7. About Eternal Security

Because God gives us eternal life through Jesus Christ, the true believer is secure in that salvation for eternity. Salvation is maintained by the grace and power of God, not by the self-effort of the Christian. It is the grace and keeping power of God that gives us this security. (John 10:29; 2 Timothy 1:12; Hebrews 7:25, 10:10,14; 1 Peter 3-5).

8. About Eternity

People were created to exist forever. We will either exist eternally separated from God by sin, or eternally with God through forgiveness and salvation. To be eternally separated from God is Hell. To be eternally in unison with Him is eternal life. Heaven and Hell are real places of eternal existence. (John 3:16; 1 John 2:25, 5:11-13; Romans 6:23; Revelation 20:15; Matthew 18:8, 25:41,46).

Uniform Standards & Procedures

Parents must check that their child is dressed in correct school uniform before leaving home and upon arriving home

High School

Completely black leather shoes

Maroon hat – not caps (compulsory in terms 1 & 4)

Maroon polar fleece jacket or jumper with logo (no hoods) or Maroon woollen jumper with school crest

Maroon or black scarf and beanie (no designs)

Plain black jacket or parka (no logos)

Optional black leather belt

Boys

Short sleeved maroon polo with school name embroidered

Long sleeved maroon polo (optional for cooler weather) with school name embroidered

Summer

Black Bocini CK1304 school shorts (not cargo or denim) to be worn with plain grey over the ankle socks

Winter

Black school trousers (not cargo, denim or corduroy) to be worn with plain grey over the ankle socks

Boys may continue to wear the formal uniform but must wear the complete uniform if choosing this option.

Girls

Short sleeved maroon polo with school name embroidered

Long sleeved maroon polo (optional for cooler weather) with school name embroidered

Summer

Skirt in school check (to be worn with short white socks)

or

Black Bocini CK1304 school shorts (not cargo or denim) to be worn with plain white over the ankle socks

Winter

Skirt in school check (to be worn with grey tights or white over the ankle socks)
or

Black school corporate style trousers (not cargo, denim or corduroy) to be worn with white over the ankle socks

Sports – Boys & Girls

Maroon & gold polo with school initials embroidered

Maroon jacket with SMCS on back *or* Maroon polar fleece jacket or jumper with school name embroidered

Winter: Maroon tracksuit pants (no designs/logos)

Summer: Black basketball shorts (no designs/logos)

Short plain white socks

Joggers

Primary School

Completely black leather shoes

Maroon hat – not caps (compulsory in terms 1 & 4)

Maroon polar fleece jacket or jumper with logo (no hoods) or Maroon sloppy joe with school crest

Maroon or black scarf and beanie (no designs)

Plain black jacket or parka (no logos)

All boys - Optional black leather belt

Boys

Short sleeved maroon polo with school name embroidered

Long sleeved maroon polo (optional for cooler weather) with school name embroidered

Summer

Grey LW Reed L 486 6 school shorts (not cargo or denim) to be worn with plain grey over the ankle socks

Winter

Grey LW Reed L 486 6 school pant (not cargo, denim or corduroy) to be worn with plain grey over the ankle socks

Girls

Short sleeved maroon polo with school name embroidered

Long sleeved maroon polo (optional for cooler weather) with school name embroidered

Summer

Dress in school check to be worn with plain white over the ankle socks

Or

Grey LW Reed L 486 6 school shorts or Grey LW Reed G386 SK skort (not cargo or denim) to be worn with plain white over the ankle socks

Winter

Pinafore in school check (to be worn with grey tights or white over the ankle socks)

or

Grey LW Reed L 486 6 school pant (not cargo, denim or corduroy) corporate style trousers to be worn with white over the ankle socks

Sports – Boys and Girls

Maroon & gold polo with school initials embroidered

Maroon jacket with SMCS on back *or* Maroon polar fleece jacket or jumper with school name embroidered

Winter: Maroon tracksuit pants

Summer: Black basketball shorts (no designs/logos)

Short plain white socks

Joggers

Uniform Standards and Grooming Guidelines

Uniforms should be neat, clean and worn in a modest fashion.

Skirts/dress

The lengths of the skirts and dress should be touching the floor when kneeling upright (worn **just above** the knee).

Grey opaque stockings may be worn with the skirt or pinafore in winter.

Shoes

Plain black leather school shoes are to be worn (no joggers or suede)

Socks

Socks should be worn above the ankle. Sport socks are only permitted when wearing the sports uniform.

Hair

Students should wear their hair in a clean, neat and tidy manner.

Hair should be tied back if it extends beyond the shoulders.

Fringes should not extend below the eyebrows.

Hair that could fall over the face should be tied back securely.

Extreme hairstyles, including shaved or "number 1", Mohawks, rat tails, tracks, dreadlocks and extreme undercuts are not acceptable.

Hair should not be coloured to an unnatural colour or pattern.

Hair Accessories (including ribbons)

Hair accessories should be discreet and must be in school colours. Scrunchies made from the matching uniform material (summer or winter as appropriate) can be worn. Decorative hair clips are not to be worn.

This is an important WH&S issue and reduces the transmission of head lice. This standard applies equally to boys and girls.

Hats

A **"No hat, play in the shade"** policy applies in terms 1 & 4. If students do not have their hat, they will need to stay in the shade.

Wide brimmed maroon hats are to be worn. Caps are not permitted, because they do not cover the ears and do not provide the cover required to prevent sun damage.

During terms 2 & 3 students are allowed to wear a **plain maroon or black beanie**.

All staff and students are encouraged to apply SPF 30+ (or higher) broad spectrum water-resistant sunscreen 20 minutes before going outdoors, and to reapply every 2 hours when outside for extended periods.

Makeup

No makeup, nail polish, or unnatural hair dye is permitted.

Jewellery

No jewellery, apart from a watch and/or silver or gold stud or sleeper earrings are to be worn in the ear.

No other visible or adorned piercings are permitted.

Stretchers (e.g., tapers, eyelets, plugs, spirals, etc.) are not permitted.

Other

Tattoos are not permitted.

No visible facial and body piercing is allowed other than in the earlobes.

Sports uniform

Sports uniform is worn on days that are designated for sports.

Please help your child to understand that they represent their school when they are in the wider community and it is expected that they will wear their uniform with pride and in the manner outlined above.

Procedures

Please expect that the uniform standards above will be firmly enforced by school staff. If, for some reason, it is not possible for a student to be dressed in correct school uniform, a note must be provided to explain the reason and the anticipated time by which the infringement will be rectified. This however does not preclude the student from obtaining consequences.

Any note from parents must be presented to the roll call/class teacher at the beginning of the day to obtain the signature to denote the sighting of the note and the consequence will be decided by the relevant coordinator.

If there is an infringement of the standards set above the consequences will follow that of the Nurture and Discipline Policy. Consequences may include and are not limited to:

Minor infringements without an explanatory note, lunch time detention and infringement noted in the student diary. Minor infringements with acceptable explanation, lunch time detention (at Coordinator's discretion) For continued and persistent minor infringement, more serious consequences may follow.

Major infringement (e.g., refusal, protest, defiance etc) will be dealt with by relevant coordinator.

Textbooks

All textbooks are loaned to students with an understanding that they will be returned to the school undamaged, except for normal wear and tear. The cost of replacing lost or damaged textbooks and Library books is charged to the parents of the student concerned.

Toys and personal items

Students are discouraged from bringing any personal items of value to school. Such items include toys, electronic equipment, jewellery or other fragile items that could be broken or cause a distraction to others. SMCS accepts no responsibility for the loss of, theft of, unauthorised use of, or damage to any personal items that are brought to school.

Uniform Shop

Our school uniform is available from Cigana's Your Workwear, 36 Bombala Street & Hip Pocket Workwear, 98 Sharp Street, Cooma.

All items of school clothing such as jumpers, hats, sports gear, painting smock, etc, should be marked on the label with the student's name.

The school cannot accept responsibility for returning lost items unless they are properly labelled. Lunch boxes and drink bottles should also be identified with your child's name.

We also have a supply of second-hand uniforms available to the school community. Contact the office staff about your needs.

Visitors

All visitors to the school must report to the School Office and sign the VISITOR'S REGISTER on entering and exiting the school.

Withdrawal of Enrolment

If for any reason you intend to withdraw the enrolment of your child(ren), then we ask you to notify the school in writing as soon as possible. **One term's notice** is required. It is desirable that a Parent/Principal interview be held to provide an opportunity for the school to benefit by learning of parents' concerns or suggestions. An opportunity can also be made for your child to say goodbye to teachers and peers.

Exit Interview

The Office will contact you once notification of withdrawal is received to make an appointment with the Principal and/or with his or her delegate.

Please note that it is a requirement of the NSW Department of Education that a student is enrolled at another school before they can withdraw from their current school. We kindly ask that if you intend to withdraw your child from Snowy Mountains Christian School, that you inform the Office Administration of where your child has enrolled.

Working Bees

Families are expected to participate in at least one Working Bee per year. There is at least 1 working bee per semester. These are an important service to our school and help reduce the maintenance costs. The working bees are also a good opportunity for the school community to get together for a time of fun and fellowship.

Snowy Mountains Christian School
Educating children... for the journey of life