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High School Times

Home Room	8.50am - 9.00am
Period 1	9.00am - 9.50am
Period 2	9.50am - 10.40am
RECESS	10.40am - 11.00am
Period 3	11.00am - 11.50am
Period 4	11.50am - 12.40pm
LUNCH	12.40pm - 1.20pm
Period 5	1.20pm - 2.10pm
Period 6	2.10pm - 2.55pm

Primary School Times

Morning Assembly/Roll	8.50am - 9.00am
Morning Session	9.00am - 11.00am
RECESS	11.00am - 11.20am
Middle Session	11.20am - 12.40pm
LUNCH	12.40pm - 1.20pm
Afternoon Session	1.20pm - 2.55pm

2017 Student Term Dates

Term Dates	Commence	Conclude
Term 1	30/1	7/4
Term 2	26/4	30/6
Term 3	24/7	22/9
Term 4	10/10	13/12



School Code of Conduct

All students are expected to know and observe these rules. Failure to do so will lead to disciplinary action which may involve your home and school life.

As a student of Richmond Christian College I will:

- 1. Seek to honour God in all that I think, do and say
- 2. Learn all I can
- 3. Respect my fellow pupils
- 4. Respect adults
- 5. Respect the truth
- 6. Respect the property of others
- 7. Look after our School
- 8. Earn my school a good name
- 9. Be in the right place at the right time
- 10. Move and play safely

These values are reflected in all sorts of ways. We teach students to take responsibility for their actions, for what they say and do. We count on parental support for these values at home.

School Philosophy

The school aims to educate children from a position that is consistently Christ-centred and that demonstrates the relevance of the Word of God to the whole of life. The school aims to:

- Educate the whole child in the physical, intellectual, social and spiritual realms
- Provide an individualised education where each child is able to accept themselves as a unique person, created by God, with a responsibility to develop their own gifts to the highest potential, while recognising that they are to be used for the common good within the body of Christ
- Provide a loving atmosphere so that school is an enjoyable learning experience
- Foster a loyalty to, and a sense of responsibility for Richmond Christian College
- Teach the child to recognise all authority as under God. Therefore to act respectfully and obediently toward parents, teachers, church leaders and community leaders

Outcomes

Students will be expected to:

- Learn that Christ is central to all aspects of life, including education
- Understand the distinctive nature of the school Christ focused, bible centred
- Be happy at school
- Show kindness, care, love and encouragement to one another and staff
- Express disagreement or dissatisfaction in the right way



- Appreciate and encourage the use of gifts and talents found in others
- Develop self-discipline in school work, homework and organisation of personal belongings
- Do their best for God
- Care for their personal (eg books, uniform) and school (eg playground) resources
- Identify with the school as a body (students/staff/parents) of which they enjoy being a part and for which they are prepared to work and make sacrifices of self
- Respect students, staff and other adults
- Obey instructions willingly

Hints for helping the growth of your child

- Pray and personally follow Biblical models of behaviour and attitudes.
- Ask how you can help with a problem rather than demanding your 'rights'.
- Encourage the child and teacher; you'll be surprised at how they then become an encouragement to you.
- Communicate with the child and the teacher.
- Don't listen to one side get the whole picture.
- Don't fume over worries that aren't real.
- Involve yourself in school activities.
- Help in the classroom, attend assemblies, working bees, parent/teacher nights, etc.
- Read the newsletter. Care about your child's progress (and show it).
- Look at their books and check their homework.
- Consider the teacher.
- Teachers may be busy, but they do care about your child.
- Support them and you will support your child.
- Listen to your child.
- Ask them how school is going.
- Check on their study habits.
- Pray and read the Bible together.

Communication

Good communication between home and school is vital for the efficient running of our School and for the maximum benefit to be gained by your children in their schooling experience. Please make appointments to speak to relevant School staff if you have any problems or queries whatsoever.

CHANGES to any of the information on your initial enrolment form through the year, e.g. address, phone numbers etc. should be notified in writing to the School office. All medical conditions MUST be noted. Students suffering with Asthma MUST be written on the form (please indicate whether they require their puffers daily or just whenever required) and their medication clearly advised.

Any issues should be dealt with quickly. Contact your child's teacher as soon as you can. Fears can often evaporate when confronted, but if they don't, they need to be addressed. Staff will contact you when problems arise that they feel need your input. Serious problems may require an interview.



Newsletters are used to provide families with information, ideas and activities that are relevant to our school. They are normally produced on Fridays and emailed to all families, if you do not have an email address please let the school office know, so that other arrangements can be made.

Reports of student's progress are provided at the end of Term 2 and Term 4.

Parent Teacher Interviews are held after Term 2 examinations and as the need arises. Parents are welcome to arrange interviews at convenient times.

Parent Information Evenings are held to provide parents with up-to-date information about what is happening in the classroom.

It is a legal requirement for the school to maintain student attendance records. It is the parent's legal obligation to send their children to school and provide notes for any absences. Notes that are more than seven days late will be recorded as an 'unexplained absence'.

School Grievance Procedure

Communication is a vital element for our school.

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. Should a parent wish to address this, we would want them to follow the appropriate grievance process. This grievance procedure means that:

- Initial contact will be with the teacher involved with a view to resolving the conflict. This contact should
 only be made after the parent has clearly defined for themselves what they see the issue to be and what
 they believe is a fair and desirous outcome of the meeting;
- If this first step fails to bring resolution, the parents may contact the relevant coordinator. The School office and all staff can advise who the relevant coordinator is;
- Should the coordinator be unable to help address the situation satisfactorily, the parents may then contact the Principal with a view to solving the conflict. This may involve the Executive discussing the matter with the teacher, directing the teacher towards a certain path of action, holding a mediation session with parties involved, or other appropriate strategy;
- The Board would be the final arbiter in this case and their decision is final.

Child Protection Awareness

Schools are places where children have a right to feel safe and protected. This school has a duty of care and takes seriously its responsibility to not only ensure that students feel safe and protected, but that adequate measures are taken to minimize the likelihood that children are exposed to the risks of abuse be they emotional, physical, sexual, domestic violence, or abuse caused by neglect.

Schools also have a responsibility to have procedures for identifying and reporting 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 and false allegations of child abuse.

The practices and procedures which are followed at RCC. are in accordance with all 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 School is a mandatory notifier of child abuse or neglect. If any officer of the school has reason to believe that a child has been abused or neglected, or is at risk of being abused or neglected, a notification must be made to Family Community Services, who will investigate the case.



Parental Involvement in the Classroom

Parents are always welcome to help in the classroom. Due to Child Protection regulations, **ALL volunteers must provide a current volunteer Working With Children Check** clearance that will be verified with the office of the Children's Guardian.

General Information

ARRIVING LATE OR LEAVING EARLY

ALL students arriving at School after 8.50am or leaving School before 2.55pm MUST report to the Office on arrival or prior to departure.

If you know in advance that your child will have to arrive late or leave early a note must be provided to the school prior to the event.

Parents must accompany students too young to follow the instructions below.

LATE ARRIVALS (after 8.50am) - Students do not go straight to class.

If the parent/caregiver is with the student, both parent and student come to the office first and the parent signs the student in.

If the student's parent or caregiver does not come into the office, the student signs themselves in and a letter must be sent in by the parent stating the reason for the late arrival.

EARLY DEPARTURES (before 2.55pm) - Students must be signed out by the person picking them up.

If the person picking the student up is not on our records, there must be a letter to the school prior to the event stating who the student is being picked up by. If there is no note or record of the person picking up the student, the office will ring the parent/caregiver before releasing the student into the care of the person who has come to pick them up.

Late arrivals and early departures may be noted as partial absences.

ATTENDANCE/ABSENCES

In N.S.W. it is a legal requirement that children attend school each day that instruction is provided. Parents are obliged to provide the School with a satisfactory explanation of all absences from the School indicating the date of, and reason for the absence. It is not necessary to phone the School for 'one-off' absences.

If you know in advance that your child is going to be absent from school, an **APPLICATION FOR EXEMTION FROM ATTENDANCE AT SCHOOL FORM** or an **APPLICATION FOR APPROVAL FOR LEAVE FORM** must be filled in and sent to the school office prior to the date the student is going to be away.

Families are encouraged to holiday or travel during school vacations. If travel during school term is necessary the following considerations apply:

- If the principal accepts the reason for the absence, the absence will be marked as "L"
- If the principal does not believe the absence is in the student's best interests and does not accept the reason, the absence is unjustified and will be recorded as "A"
- If the period of absence is in excess of 50 days, the student may be eligible to enrol in Distance Education.

In the case of illness or an unforseen need for a student being absent, the student should bring a note of explanation signed by their parent/caregiver on the day of their return. This note is handed to their teacher at roll call.



On the day/s of an unexplained absence a text stating: Richmond Christian College: FYI has not arrived at school today. Please send in a note, with a justified reason, within seven days of returning to school, this will ensure they do not incur an unexplained or unjustified absence on their permanent record. Have a great day! (Please do not respond to this text, contact the school for more information.), will be sent.

If a note of explanation is not brought in within seven days of the student returning to school, an unexplained absence will be logged on their permanent record.

PARENTS/CAREGIVERS AND VISITORS TO THE SCHOOL

Anyone who is not an employee or a student of the school must sign in at the office and receive a badge before entering any part of the school. When you are leaving the school you must come back to the office and record the time you are leaving.

DROP OFF ZONE

The curb along the front of the school is a '2 minute drop off and pick up zone'. Drivers are not to leave their cars in this zone. If a driver needs to leave their car they are to park in the marked parking areas or on the gravel parking area.

PEDESTRIAN CROSSING

When crossing the parking area, always use the footpath and pedestrian crossing even if it is the long way around. It is unsafe to cross anywhere else.

BANNED ITEMS

Weapons such as knives, flick knives, firearms; flammable substances such as aerosol cans, spray deodorant cans, permanent markers, liquid paper; chewing gum/bubble gum; cigarettes; drugs; alcohol; cigarette lighters/matches; energy drinks e.g. Red Bull.

Transport

- All Kindergarten to Year 2 students are eligible for free bus travel. Older students living further than 2 km from school are also eligible. Bus pass applications are available on line at: www.transportnsw.info/school-students. Bus passes must be shown to drivers to obtain free travel.
- Those traveling by passenger bus to school who have a minimum of 1.6 km to travel to their nearest bus stop, transport subsidies are available. Please enquire at the office about these.
- Pupils should wait for their transport (car or bus) within the school grounds (at the undercover area in the Primary block).
- Students are permitted to cycle or walk to school.
- Any change to children's travel arrangements must be communicated to teachers and the office staff, especially if someone else is picking the children up from school.

Bus Rules

- Students are to remain seated at all times.
- Students must not put any part of their body out of the windows.
- Eating or drinking is forbidden on buses.
- Students are not to make unreasonable noise or engage in boisterous behaviour while traveling in buses.
- Correct uniform is to be worn to and from school at ALL times.

In the event of a child being reported to the school for breach of bus behaviour the parents will be notified. Misbehaviour on a school bus could lead to withdrawal by the Bus Company of the privilege of free travel and suspension from school.



Infectious Diseases

These guidelines have been drawn up on the premise that children who have been ill with an infectious disease will not return to school unless they have fully recovered. The only exception to this rule is children with certain skin diseases may return once appropriate treatment has commenced.

These recommended periods are issued as a guide to teaching staff and medical practitioners, and may be notified in individual cases as circumstances warrant. Variation in the recommendations may be warranted in cases of local epidemic.

In cases of doubt, or for guidance about conditions not mentioned on the list, advice should be sought from the appropriate clinician or medical officer of a health authority. Records of children's immunisation status should be kept accurate and up to date.

It is a government recommendation that all children should be immunised against measles, mumps, rubella, poliomyelitis, diphtheria, pertussis (whooping cough) and tetanus, according to the recommended schedule before entry into a day care centre, pre-school or school. Therefore, the need to exclude case contacts should not arise.

Non-immunised contacts of index cases with a vaccine - preventable disease of childhood should be referred to a medical practitioner or an immunisation clinic.

Condition	Cases	Contacts	
Chicken Pox (Varicella & Herpes Zoster)	Exclude until fully recovered or at least 5 days after the eruption first appears. NOTE: Some remaining scabs are not an indication for continued exclusion.	Any child with an immune deficiency (eg Leukemia or receiving chemotherapy) should be excluded for their own protection. Otherwise not excluded.	
Conjunctivitis (Acute Infectious)	Exclude until discharge from eyes has ceased.	Not excluded	
Salmonella (Campylobacter)	Exclude until diarrhoea has ceased.	Not excluded	
Diphtheria	Exclude until medical certificate of recovery following at least two negative throat swabs, the first not less than 24 hours after cessation of antibiotic treatment and the other 48 hours later.	Exclude family/household contacts until cleared to return by an appropriate health authority.	
Glandular Fever	Exclusion is not necessary	Not excluded	
Hepatitis A	Exclude until receipt of a medical certificate of recovery but not before 7 days after the onset of jaundice.	Not excluded	
Hepatitis B	Exclusion is not necessary	Not excluded	
Hepatitis C	Exclusion is not necessary	Not excluded	
Human Immunodeficiency	Exclusion is not necessary	Not excluded	
Virus Infection (HIV)	Unless the person has secondary infection requiring exclusion in its own right.	Not excluded	



Condition	Cases	Contacts	
Impetigo (School sores)	Exclude until appropriate treatment has commenced and sores on exposed surfaces are covered with a dressing.		
Leprosy	Exclude until approval to return has been given by an appropriate health authority.	Not excluded	
Measles	Excluded for at least 4 days from the appearance of rash.	Immunised contacts not excluded. Non-immunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If non-immunised contacts are vaccinated within 72 hours of their first contact with the index case, they may return to school.	
Meningitis (Bacterial)	Exclude until well.	Not excluded	
Meningococcal Infection	Exclude until well.	Not excluded	
Mumps	Exclude for at least 9 days after onset of symptoms	Not excluded	
Poliomyelitis	Exclude for at least 14 days from onset. Re-admit on a medical certificate of recovery.	Not excluded	
Ringworm, Scabies	Exclude until the day after treatment has commenced.	Not excluded	
Rubella (German Measles)	Exclude until fully recovered or for at least 4 days after the onset of rash.	Not excluded NOTE: Female staff of childbearing age should ensure that their immune status against rubella is adequate.	
Streptococcal Infection (including Scarlet Fever)	Exclude until the person has received antibiotic treatment for at least 24 hours and the person feels well.	Not excluded	
Tuberculosis	Exclude until production of a medical certificate from appropriate health authority.	Not excluded	
Typhoid and Paratyphoid Fever	Exclude until production of a medical certificate of recovery.	Not excluded	



Condition	Cases	Contacts
Whooping Cough (Pertussis)		Exclude non-immunised household contacts ages less than 7 years for 14 days after the last exposure to infection or until they have received 5 days of a 14 day course of antibiotics.

Equipment

Students are required to respect their own equipment, other students' equipment and school equipment.

All personal equipment and clothing should be labeled.

Students should provide equipment suitable to their needs and as instructed by their teacher. Young students will be provided with most equipment with more responsibility placed on older students to provide their own. Exercise books are provided by the school.

Books should be covered and be kept at a high standard all year.

The school may, at times, be able to provide some of their equipment and/or offer it for sale to students at cost price. These items may not be resold and must be used at our school for legal (tax) reasons.

Equipment for specialist subjects (D&T, Food Tech etc) is generally covered within the school fees (each elective subject will have an allowance added to school fees). From time to time students may be asked to provide an item, ingredient etc for a special or individual task.

Extra Curricular Activities

Local Excursions

To broaden the students' learning experience it is sometimes useful to take them out of the classroom. Parents will be asked to return a recognition/consent form acknowledging their child/ren are able to participate in a given excursion. Excursion activities are an integral part of the curriculum and it is expected all students will attend.

Camps and Long Excursions

Camps provide a longer time for students to gain information and skills. Camps may have a number of aims, including spiritual, social, physical and academic development. Due to the cost involved for long excursions and camps, families are generally responsible for meeting the cost of these. When possible, application is made for government funding to assist these educational experiences.

Excursions and Parental Consent

All students are required to participate fully in the total education programme of the school. This may involve participation in various excursion and field study trips.

When parental permission is required for an activity, excursion or sport, verbal permission and permission received by email is not sufficient.

All notes must be signed and returned to the school for your child/ren to participate in any activity requiring your permission.



Sport

For various sports it may be necessary to travel to local amenities. Sport times may vary so that students are protected from the sun at critical periods of the day during summer months.

Carnivals are normally held for swimming, cross country and athletics.

For cross country, swimming and athletics, we will hold a school carnival and several students may be chosen to represent our school at state level. Our school is a member of the Christian Schools Sports Association (C.S.S.A.).

Fees

School fees are a vital source of income for our school. They play an important role in providing resources and programmes within the school curriculum. Without these fees our school could not operate. It is therefore imperative, for the financial well being of our school, that fees are paid promptly. Invoices for annual fees are issued at the beginning of the year or following enrolment. There is an option of an upfront payment which attracts a 5% discount or alternatively payments can be made weekly or fortnightly.

To assist families the school offers a direct debit arrangement. If you wish to use this payment option please attend the school office promptly to make the necessary arrangements.

Any parent/guardian who is experiencing financial difficulty is welcome to make an appointment to discuss the situation so a suitable arrangement can be made. Any matter discussed will be treated with absolute confidentiality.

Any parent/ guardian who has not made payment, a direct debit arrangement or requested an appointment by the due date for fees, will be contacted immediately and their child/children's position at the school may be placed in jeopardy.

Please do not hesitate to contact the school, during school hours or email the finance officer at finance@ richmond.nsw.edu.au if you wish to discuss school fees further.

2017 School Fees

	Tuition (per term)	Classroom Levy 1	Operational Levy 2	TOTAL (per Term)	TOTAL (per Annum)
1st Child	\$343	\$202	\$165	\$710	\$2,870
2nd Child	\$207	\$125	\$103	\$435	\$1,740
3rd Child	\$104	\$63	\$52	\$219	\$876
4th Child	\$72	\$43	\$37	\$152	\$608
TOTAL (with 1 child)	\$343	\$202	\$165	\$710	\$2,870
TOTAL (with 2 children)	\$550	\$327	\$268	\$1,145	\$4,610
TOTAL (with 3 children)	\$654	\$390	\$320	\$1,364	\$5,486
TOTAL (with 4 children)	\$726	\$434	\$358	\$1,518	\$6,094

PRE-KINDY	Wednesdays - Thursdays - Fridays	\$30 per Day
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Uniform

Enrolment at Richmond Christian College involves an agreement to wear the school uniform. Uniform not only displays belonging to our school it also displays our heart attitude to submit to authority on a daily basis.

Hats

Primary and Secondary - Girls and Boys

A dark blue brimmed hat for Primary and Secondary are available from The School Locker. No other hats are acceptable.

School hats must be worn by all students outdoors in the playground and during sport and P.E.;

INFANTS/PRIMARY/SECONDARY "no hat, stay in the shade" rule applies.

HATS ARE NOT TO BE "LOANED" TO OTHER CHILDREN. Students without hats may be asked to go to an allocated area during recess, lunch or sport.

General Uniform Guidelines

- Jewellery is not permitted except for girls with pierced ears wearing one pair of matching plain, studs or sleepers in the ear lobe.
- Girls one ring of a conservative choice.
- No bracelets, necklaces or anklets. (Medical Alert bracelet permitted)
- Haircuts must be conservative and non-natural hair colouring is not permitted.
- Girls and boys with long hair MUST wear it tied back.
- Nail polish is not to be worn.
- School hats should be worn all year when not in a classroom.
- Shoes need to be leather (or leather look a like) with an enclosed toe and solid and supportive sole.
- Uniform is to be worn properly.

Uniform Sales

The school uniform is available from The School Locker located in The Homemaker Centre, Boeing Ave, Ballina. Parents can register for The School Locker Advantage Card online which benefits the school, enable access to "student pricing" on selected items and allows online purchasing of the uniform.

Some secondhand items are available for purchase from the school office.



Junior High School Uniform

FORMAL UNIFORM

BOYS Blue School Shirt

Navy School Dress Shorts

Black Belt

School Wide Brimmed Hat

School Jumper Mid School Sock

Enclosed, all black, leather or

leather-look shoes

GIRLS Blue School Blouse

School Skirt or Skort

School Wide Brimmed Hat

School Jumper

School High School White Sock or

navy stockings in winter.

Enclosed, all black, leather or

leather-look shoes

SPORTS UNIFORM

School High School Sport Polo Shirt

School Sport Shorts School Tracksuit Jacket School Tracksuit Pants School White Sport Sock

Sports Shoes, white or black (Minimal

colour allowed)

School Wide Brimmed Hat

School High School Sport Polo Shirt

School Sport Shorts School Tracksuit Jacket **School Tracksuit Pants** School White Sport Sock

Sports Shoes, white or black (Minimal

colour allowed)

School Wide Brimmed Hat







Senior High School Uniform

FORMAL UNIFORM

BOYS White School Shirt

School Boys Tie

Navy School Dress Shorts

Black Belt

School Wide Brimmed Hat

School Jumper

Long School Sock

Enclosed, all black, leather or

leather-look shoes

School Blazer (Optional)

SPORTS UNIFORM

School High School Sport Polo Shirt

School Sport Shorts

School Tracksuit Jacket

School Tracksuit Pants

School White Sport Sock

(Minimal colour allowed)

School Wide Brimmed Hat











GIRLS White School Blouse

School Girl's Tie

School Skirt

Enclosed, all black, leather or

leather-look shoes

Sports Shoes, white or black

School Wide Brimmed Hat School Jumper School High School White Sock or navy stockings in winter.

School Blazer (Optional)

School High School Sport Polo Shirt

School Sport Shorts

School Tracksuit Jacket

School Tracksuit Pants

School Sport Sock

Sports Shoes, white or black

(Minimal colour allowed)

School Wide Brimmed Hat

Primary School Uniform

FORMAL UNIFORM

BOYS School Formal Polo Shirt
School Shorts
School Winter Jacket with logo
School Wide Brimmed Hat
School White Sock available from
the School Locker.
Enclosed, all black, leather or

leather-look shoes

GIRLS School Formal Polo Shirt
School Skorts
School Winter Jacket with logo
School Wide Brimmed Hat
School White Sock available from
the School Locker.
Enclosed, all black, leather or
leather-look shoes

SPORTS UNIFORM

School Sport Polo Shirt School Sport Shorts School Wide Brimmed Hat School White Sock available from the School Locker. (Same as formal sock) Sports shoes, white or black. (minimal colour allowed)

School Sport Polo Shirt
School Sport Shorts
School Wide Brimmed Hat
School White Sock available from the
School Locker. (Same as formal sock)
Sports shoes, white or black.
(minimal colour allowed)

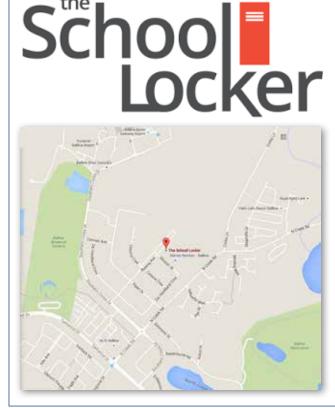






Hair

Hair needs to be tied up if longer than the shoulder, (for boys and girls) Navy, white or black ties or bands



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Some secondhand items are available for purchase from the school office.













