

## Useful information for New Families

### SKOOLBAG



Skoolbag is an app that RCC uses as one of our main forms of communication to parents/guardians. This app allows us to notify parents of important events that are happening at the School (eg Sport days, excursions, assemblies etc.). It is also a way that you as a parent/guardian can submit absent notes for your child being absent and submit any changes to your personal details (eg phone numbers, addresses etc.). Please download the Skoolbag app using the following instructions so that you are always up to date with what's happening in our School.

#### **To download this app:**

1. Search 'Skoolbag' in the 'App Store' or 'Play Store' on your smart phone and download it.
2. Sign up with an email address and password
3. Search for 'Richmond Christian College' in the 'Add School' Section
4. Click the '+' Symbol to subscribe to RCC updates
5. You also need to ensure notifications are switched ON in your phone's settings for the Skoolbag app.

### BUS PASS APPLICATION & ROUTES

Richmond Christian College is serviced by local bus companies. In order to qualify for free travel, you need to apply for a bus pass from Transport NSW ([School Student Travel](#)).

Current routes can be accessed here:

[Ballina Buslines](#)

[Blanch's Bus Company](#)

We also offer a paid private service for RCC students from the Plateau to the College. Details can be found on the school website.

### SCHOOL LOCKER

Uniforms can be purchased from The School Locker, which is located at the Harvey Norman Homemaker Centre, 26 Boeing Avenue, Ballina NSW 2478. When you purchase uniforms from The School Locker, RCC receives a rebate which supports our school.

Uniforms are automatically added to the rebate, however if you would like any other purchases to count towards our rebate, you will need to register online. Please see our website for more information.

### RACECOURSE CAFÉ

Our school has the privilege of partnering with a local business to provide a lunch menu 5 days a week. Racecourse Café staff collect the orders in the morning and drop the lunches to the school at lunch time. You can find the order form in Tidings which can be accessed via the Skoolbag app, email, or on the school website. Orders are collected at 10am so it is important that lunch orders are handed into the School Office first thing in the morning. A canteen also operates at the school through lunchtime from 12:50pm, which sells light snacks and drinks.



**SPORTS DAYS – High School:** Even Tuesdays – **Primary:** Fridays

**BELL TIMES**

Home Room /Roll Class	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

**SIGNING IN AND OUT – STUDENTS & VISITORS**

**All students and visitors coming in and out during the day (between 8:50am & 2:55pm) must sign in at reception in the School Office.**

**STUDENTS** – If students arrive after 8:50am they will need to be signed in by a parent or guardian. They also must collect a pass to give to their teacher.

**VISITORS** – Visitors are required to sign in at the School Office and wear a visitor's sticker while on campus.

**VOLUNTEERS** – Volunteers follow the visitor sign in procedure. Volunteers must complete the 'Volunteers Code of Conduct' and require a Working with Children Check that must be verified prior to commencement.

**APPLICATION FOR LEAVE**

At RCC we believe that excellent attendance is one of the most powerful predictors of a student's successful learning. As a result of this, and in conjunction with specific NESA school accreditation requirements, it is vital for us to keep track of, and understand reasons behind, student's non-attendance. The purpose of this form is to provide parents the opportunity to receive justified, principal approved leave for extended leaves of absence from school that are important and/or unavoidable. This form can be collected from the School Office or alternatively emailed at request.

**BCEA MEMBERSHIP**

BCEA is the governing body of our school and membership of the Association is open to those who subscribe to our Statement of Faith and regularly attend a Christian church. The Board would love to welcome new members and application forms can be obtained from the school office or on the website.