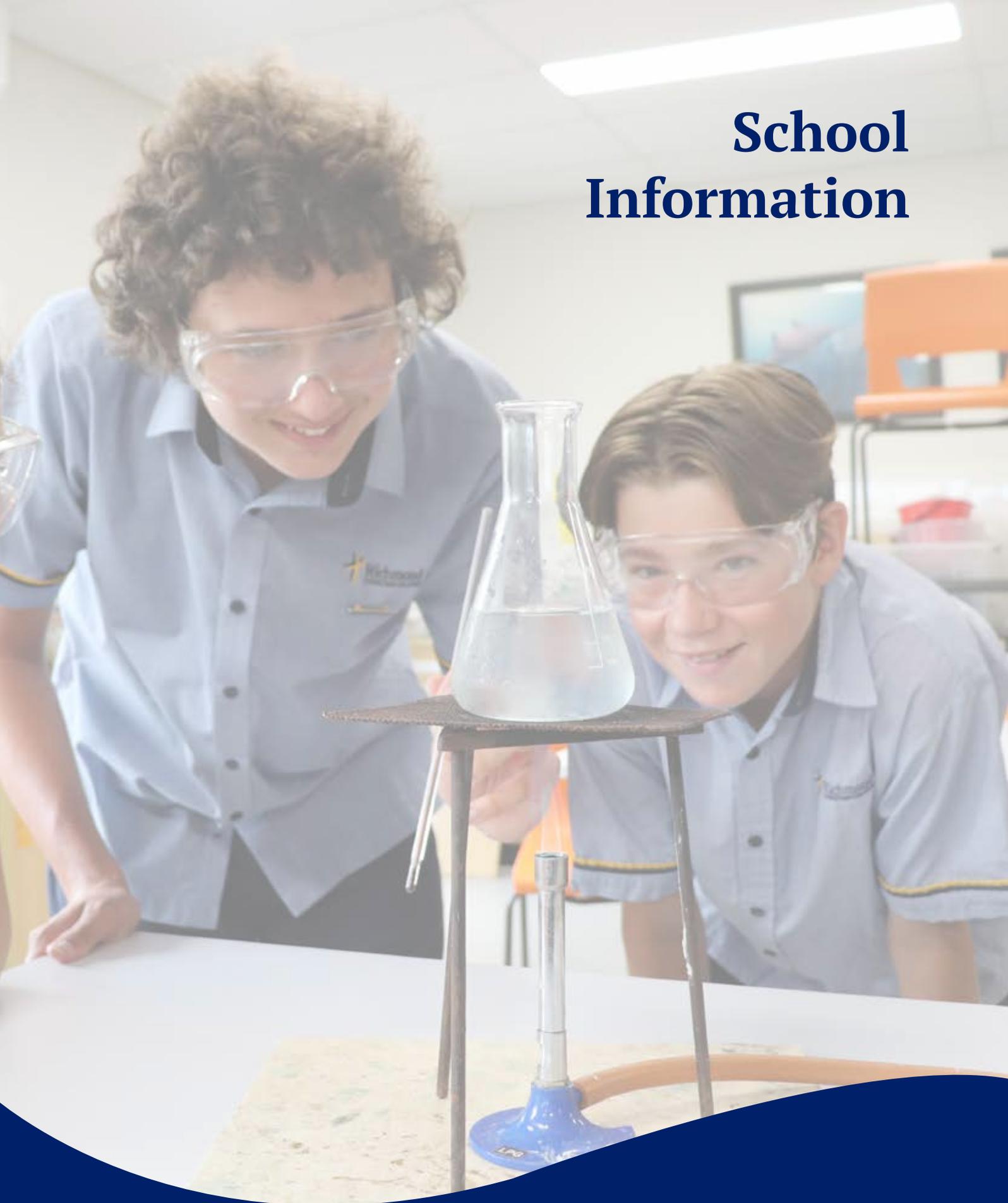


School Information



Identity. Purpose. Hope.



RICHMOND
CHRISTIAN
COLLEGE



VISION STATEMENT

A Christ centred learning community exploring and impacting on God's world

MISSION STATEMENT

To assist parents in the nurture of their children, by providing a Christ-centred, biblically grounded, academically rigorous and culturally relevant education that instils a sense of identity, purpose and hope in students that equips them to live for God's glory.

Mr Jonathon Simmons **Principal** Mrs Lisa Weingarth **Deputy Principal**

Mr Peter Weingarth **Business Manager**



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Bell Times

Home Room/Roll	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

Student Term Dates

The current year term dates can be viewed on Parent Lounge or by visiting our website <https://richmond.nsw.edu.au/parents/#vision>.



School Philosophy

As a Christian school, we aim to partner with Richmond Christian College families to teach children that the world and everything in it belong to God and that our ultimate purpose is to glorify God and enjoy Him forever. We weave this understanding and the story and teaching of the Bible as a key thread through our curriculum and in our everyday practices, activities and operations.

At Richmond Christian College we partner with parents to equip our students with an enduring sense of identity, purpose and hope that will be foundational to their future. Our Christ-centred, biblically based, culturally relevant and academically rigorous approach to education is intended to equip students with solid foundations of truth and wisdom born by experience and rigorous investigation that they can rely upon to confidently and positively contribute to their world.

Student Expectations and Graduate Attributes

All students are expected to know and observe the Richmond Christian College Student Code of Conduct to ensure they are contributing positively to Richmond Christian College’s culture and their future.

Students of Richmond Christian College will:

1. Seek to honour God in all that they do and say.
2. Be punctual, prepared to learn and always do their best to produce quality work.
3. Respect teachers by listening and promptly responding to instructions.
4. Seek to contribute to the community by being kind and respectful to everyone at all times.
5. Proactively and respectfully engage in the opportunities given to them.

We believe students are responsible for their thoughts and actions, and we expect parental support of these values.

Graduate Attributes



POSITIVE CONTRIBUTORS
Serving, Courageous,
Listener, Leader, Creative



LIFELONG LEARNERS
Resilient, Inquirer, Curious,
Critical Thinker, Informed



FAITHFUL DISCIPLES
Christ Centred, Biblically Grounded,
Faithfully Present, Gracious, Humble



JOYFUL INDIVIDUALS
Optimistic, Hopeful, Grateful,
Inspirational, Connected



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.
- Communicate honestly and openly with the child and the teacher.
- Always seek to understand all sides of a discussion.
- Involve yourself in school activities.
- Help in the classroom, attend assemblies, parent/teacher nights, etc.
- Read the newsletter.
- Show you care about your child's progress.
- Regularly look at their books and check their homework.
- Listen to your child. Create purposeful moments to chat, reflect and connect.
- Regularly discuss and check on their study habits.
- Pray and read the Bible together.
- Refer to helpful websites: e.g. Positive Parenting Plus, Headspace, E-safety etc.

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. The School uses the Parent Lounge and Orbit App to communicate with parents.

Newsletters are used to provide families with information, ideas and activities that are relevant to our school. They are normally produced fortnightly on Fridays and emailed to all families as well as being available on Parent Lounge and the website.

We encourage any issues to be dealt with quickly. Contact your child's teacher as soon as you can to discuss the matter. Staff will also contact you when problems arise that need your input. Please make appointments to speak to relevant school staff if you have any problems or queries.

Changes to any of the information on your initial enrolment form through the year, e.g. address, phone numbers etc. should be updated in Parent Lounge. All medical conditions, including special needs, must be noted and their medication clearly advised.

Reports of student's progress are provided at the end of Term 2 and Term 4. Student Progress Meetings are held at the end of Term 1 and early Term 3. Parents are welcome to arrange interviews at any other time should they require them.

A Meet the Teacher Evening is held in Term 1 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 reasons for any absences. See General Information for more details.



School Grievance Procedure

Communication is a vital element for our school. Our website provides details on making a complaint.

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, they are must 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 be in writing and 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 Head of School in writing.

Should the Head of School be unable to address the situation satisfactorily, the parents are encouraged to then contact the Principal in writing with a view to resolving the conflict.

The Board would be the final arbiter in each case and their decision is final.

Child Safe Standards

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 minimise 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 Richmond Christian College 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 the Department of Community and Justice (DCJ), who will investigate the case.

Parental Involvement

Parents are always encouraged and welcome to help in different aspects of the College.

All volunteers must provide a current volunteer Working with Children Check clearance that will be verified with the Office of the Children's Guardian, and sign the Parents, Visitors and Volunteers Code of Conduct before commencing.

There is also an opportunity to be involved in the Parents and Friends of RCC Committe to participate in community engagement events. Please enquire at the school office.



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 School Office on arrival or prior to departure.

If you know in advance that your child will have to arrive late or leave early please email the School Office or enter absence details on Parent Lounge.

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

LATE ARRIVALS (after 8.50am)

If students arrive after 8.50am they must sign in at the School Office before proceeding to class. They are to be signed in by a parent/caregiver or provide a written and signed note giving a reason for their 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, the school must be advised in writing prior to the event stating who the student is being picked up by. If there is no prior communication, the School 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.

If you know in advance that your child is going to be absent from school for more than 3 days *Application for Approval for Leave Form* must be completed 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 reason for the absence is in accordance with policy, the absence will be approved.
- If the reason for the absence is not in accordance with policy and not in the student's best interests the absence is deemed unjustified.
- 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 unforeseen need for a student being absent, parents can lodge an absentee notification via the Parent Lounge or email the School Office.

On the day/s of an unexplained absence a text will be sent from a mobile number 0457178879: *RCC records show that {prefname} is absent from School today. Please reply with reason for absence. Thank you.*

When a student is absent more than 2 consecutive days with no notice, the Administration Officer will contact the parents by phone to seek an explanation and advise the respective Head of School.

If an explanation is not provided within seven days of the student returning to school, an unexplained absence will be recorded 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 School Office and receive a sticker 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. Any visitor on the premises without signing in will be redirected to the School Office or asked to leave.

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. It is unsafe to cross anywhere else.

PROHIBITED ITEMS

The following items are prohibited: 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 NSW Transport bus travel. Older students living further than 2 km from school are also eligible. Bus pass applications are available online at www.transportnsw.info/school-students. Bus passes must be shown to drivers to obtain free travel.
- Transport subsidies are available to those traveling by passenger bus to school who have a minimum of 1.6 km to travel to their nearest bus stop. Please enquire at the School Office about these.
- Students should wait for their transport (car or bus) within the Primary COLA.
- Students are permitted to cycle or walk to school on the shared paths leading to the school.
- Any change to children's travel arrangements, including a change to who is collecting the student, must be communicated to teachers and the School Office.

Bus Rules

- Students are to be respectful at all times.
- 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 consequences at school according to the Behaviour Management Policy.

RCC Plateau Bus Service

The school provides a direct, private bus service for Richmond Christian College students from Wollongbar and Alstonville to and from the school via Teven, Tintenbar and Cumbalum. Details and costs are available on the website and an application form can be obtained from the School Office.



Equipment

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

All personal equipment and clothing should be labeled.

The school book packs provide students with all necessary educational items. Students in Years 7 to 12 are expected to provide stationery.

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

Equipment for specialist subjects (Mandatory Technology, 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 at extra cost.

Extra Curricular Activities

Sport and Creative & Performing Arts

The school offers a variety of opportunities on and off campus that enhance holistic student learning including camps, sports and creative and performing arts. It is expected students will catch up on class work they may miss accessing these opportunities.

Local Excursions & Incursions

To broaden the students' learning experience it is essential to take them out of the classroom at times. Excursion activities are an integral part of the curriculum and it is vital all students attend. Parents will be notified of the purpose and time and provide consent through Parent Lounge.

Camps and Extended Excursions

Camps provide time for students to gain information and skills they cannot get elsewhere. Camps have a number of aims, including spiritual, academic, social and physical development. Due to the cost involved for long excursions and camps, families are responsible for meeting the cost of these. When possible, application is made for government funding to assist these educational experiences.



Sport

Richmond Christian College's sporting program provides wonderful opportunities for students interested in excelling in their favourite sports and participating in Christian Schools Sports Association, Independent Schools and All Schools sport networks and trials for state teams. The school also participates in zone carnivals and gala days such as athletics, touch football, soccer, netball, basketball, 5-a side soccer and inter-school or association games in basketball, netball, touch and cricket.

For cross country, swimming and athletics, we 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

For the current year fee schedule please visit our website: <https://richmond.nsw.edu.au/enrol/#fees>

RCC appreciates your understanding that school fees play an important role in equipping the school with its excellent staff, facilities and resources essential for the provision of high-quality educational experiences to your children.

As such RCC offers the following options to assist you in the payment of fees:

- Option 1** A 5% discount is given to the full payment of the year's fees paid in advance
- Option 2** Payment plans for weekly or fortnightly payments via Direct Debit can be established through Parent Lounge prior to Term 1 Week 4.
- Option 3** Deduction from Centrelink benefits.
- Option 4** Payment in person at the School Office.

Financial Support

The College is committed to supporting families that experience financial hardship. Accordingly, there are means-tested support packages available to assist those families in our community in need of financial support. Please contact the College at businessmanager@richmond.nsw.edu.au or 6686 7847 to find out more.

Extra-Curricular Activities

The College recognises the benefit of extra-curricular activities and encourages students to participate in these events. Extra-curricular activities such as some elective sports, gala days, representative sport, eisteddfods etc will be charged per event.

Uniform

Enrolment at Richmond Christian College involves an agreement to wear the school uniform. Uniform is vital in creating an excellent culture and sense of belonging critical to the well-being of our students.

Hats

A dark blue brimmed hat or cap 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. A “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, shaded area during recess, lunch or sport.

General Uniform Guidelines

- For students with pierced ears, up to two pairs of matching plain studs or sleepers in the ear lobe
- One flat ring per hand.
- Single simple chain necklace permitted.
- No bracelets or anklets (wristwatch and Medical Alert bracelet permitted)
- Haircuts must be conservative and non-natural hair colouring is not permitted.
- Girls and boys with long hair past the shirt collar must wear it tied back using blue, black or white hairbands, scrunchies or clips.
- Coloured nail polish is not to be worn
- School hats should be worn all year when in the sun
- Uniform is to be worn properly at all times
- A guide for the length of skirts, skorts and shorts is a hand width above the knee..

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, enables 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.

School Uniform - Kindy - Year 6

FORMAL UNIFORM

BOYS Formal Polo Shirt
Navy School Shorts
Winter Jacket with logo
Wide Brimmed Hat and/or Cap
White Sport Sock
Enclosed, all black, leather or leather-look shoes (*No High-Tops*)
Navy Tracksuit pants may be worn in winter.

SPORTS UNIFORM

Sport Polo Shirt
Sport Shorts
White Sport Sock
Wide Brimmed Hat and/or Cap
Joggers (*No Skate Shoes*)
Navy Tracksuit pants may be worn in winter.

GIRLS Formal Polo Shirt
Navy School Skorts or Skirt
Winter Jacket with logo
Wide Brimmed Hat or Cap
White Sport Sock
Enclosed, all black, leather or leather-look shoes (*No High-Tops*)
Navy Tracksuit pants or navy tights under School Skorts may be worn in winter.

Sport Polo Shirt
Sport Shorts
White Sport Sock
Wide Brimmed Hat and/or Cap
Joggers (*No Skate Shoes*)
Navy Tracksuit pants may be worn in winter.



Formal Polo



Winter Jacket



Girls Skorts/Skirt



Sports Polo



Boys Shorts



Sports Shorts



Bucket Hat



Everyday Socks



Cap

Pre-Kindy School Uniform

Pre-Kindy students wear the Kindy - Year 6 Formal Uniform. Shoes do not have to be formal, they can be covered shoes that are easily removed, such as CROCS.

The school uniform is available from The School Locker located in The Homemaker Centre, Boeing Ave, Ballina.

School Uniform - Year 7 - 10

FORMAL UNIFORM

BOYS Blue School Shirt
Navy School Dress Shorts
Black Belt
Mid School Grey Sock
School Wide Brimmed Hat or Cap
Enclosed, all black, leather/
leather-look shoes (*No High-Tops*)
School Tracksuit pants or navy dress
trousers may be worn in winter.

GIRLS Blue School Blouse
School Skirt or Skort
School High School White Sock
or navy stockings in winter.
School Wide Brimmed Hat or Cap
Enclosed, all black, leather/
leather-look shoes (*No High-Tops*)
Navy Tracksuit pants, Navy Dress
Trousers or navy stockings under
School Skorts/Skirt may
be worn in winter.

SPORTS UNIFORM

High School
Sport Polo Shirt
Sport Shorts
Tracksuit Jacket
Tracksuit Pants
White Sport Sock
School Wide Brimmed Hat or Cap
Joggers (*No Skate Shoes*)

High School
Sport Polo Shirt
Sport Shorts
Tracksuit Jacket
Tracksuit Pants
White Sport Sock
School Wide Brimmed Hat or Cap
Joggers (*No Skate Shoes*)



7 - 10 Boys Shirt



7-12 Sports Polo



7- 10 Girls Blouse



7-12 Sports Shorts



7-12 Girls
Formal Skort/Skirt



7-12 Track Suit
Jacket

School Uniform - Year 11 - 12

FORMAL UNIFORM

BOYS White School Shirt
Boys Tie (mandatory)
Navy School Dress Shorts
Black Belt
Mid School Grey Sock
School Blazer (mandatory)
Grey Dress Trousers (*Optional*)
School Wide Brimmed Hat or Cap
Enclosed, all black, leather/
leather-look shoes (*No High-Tops*)

GIRLS White School Blouse
Girl's Tie (mandatory)
Skirt or Skort
High School White Sock
or navy stockings in winter.
School Blazer (mandatory)
Grey Dress Trousers (*Optional*)
Wide Brimmed Hat or Cap
Enclosed, all black, leather/
leather-look shoes (*No High-Tops*)

SPORTS UNIFORM

For Gala Days
High School
Sport Polo Shirt
Sport Shorts
Tracksuit Jacket
Tracksuit Pants
White Sport Sock
School Wide Brimmed Hat
and/or Cap
Joggers (*No Skate Shoes*)

For Gala Days
High School
Sport Polo Shirt
Sport Shorts
Tracksuit Jacket
Tracksuit Pants
White Sport Sock
Wide Brimmed Hat or Cap
Joggers (*No Skate Shoes*)



7 - 12 Boys
Formal Shorts



11-12 Blazer



11-12 Boys Shirt



11-12 Boys/Girls
Grey Pants



7-12
Sports Socks



7-12
Boys Socks



7-12
Girls Socks



11- 12
Boys Tie



11-12
Girls Tie



11-12
Girls Blouse



Bucket Hat



Cap

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
Virus Infection (HIV)	Unless the person has secondary infection requiring exclusion in its own right.	Not excluded
Impetigo (School sores)	Exclude until appropriate treatment has commenced and sores on exposed surfaces are covered with a dressing.	Not excluded

Condition	Cases	Contacts
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
Whooping Cough (Pertussis)	Exclude for 5 days after starting antibiotic treatment.	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.



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