



## Useful information for New Families

- ❑ **SPORTS DAYS – Year 7 - 10:** Tuesday Even Term Weeks  
**Kindergarten to Year 2:** Monday and Thursday  
**Year 3 & 6:** Monday and Friday  
**Year 4 & 5:** Tuesday and Friday

- ❑ **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

- ❑ **PARENT LOUNGE AND ORBIT APP**

Log in details to our Parent Lounge will be provided on enrolment. The Parent Orbit App which provides access to the Parent Lounge on mobile devices can be downloaded [here](#) or by scanning the QR code.



This is our primary source of communication with parents so please contact the School Office if you encounter any issues.

- ❑ **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 and collect a late 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 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

Ballina Christian Education Association 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.

## 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](#)  
[CDC NSW](#)

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.

## SCHOOL CANTEEN

A small canteen run by the SRC operates at lunchtime from 12:50pm to 1:00pm, selling light snacks and drinks. A full lunch canteen is currently unavailable.