

CONDITIONS OF ENROLMENT

Enrolment at the College is subject to the following terms and conditions:



For the Whole of Their Life

1. That the parents will agree to allow the child to share fully in the life and programme of the College, including devotional activities and Christian Studies lessons as fully reflected in the college's Statement of Faith.
2. That the parents undertake to provide the child with the correct uniform approved by the College, and to ensure that the child is always sent to school neatly and modestly dressed in the required uniform. Also the child will be provided with all necessary textbooks and other equipment of a personal nature that may be required to enable the child to benefit from the education offered.
3. That the parents will assist and encourage their children to participate in, and do their best in all school activities, including homework and extra-curricular experience, including the camping/excursion program which is an integral and compulsory part of the College's educational planning.
4. That the parents themselves will assist from time to time in varying aspects of College life. This could include areas such as helpers in the classroom and the library, working bees, ground maintenance and College activities as organised by the Parent's Association.
5. That the parents accept the right of the College to employ such discipline as it deems wise and appropriate for the child and agree to uphold in every way possible the College's authority in accordance with the policies of the College.
6. That all fees are payable in advance in the first week of each term or if not, than an acceptable method of payment such as direct debit will be organised. In cases where this requirement would cause hardship alternate arrangements may be discussed with the Principal.
7. That each family whose children are accepted for enrolment pay a Fee Deposit of one term's fees. The bond will be refunded after the last child leaves the College, provided all outstanding liabilities have been met by the parents.
8. That the parents will give at least one term's notice of termination of enrolment and failure to do so may render them liable for one term's fees. The enrolment Fee Deposit will be used to cover unpaid fees. Should there be any outstanding fees after this bond has been relinquished, and the College has to take legal action for recovery, parents accept that they will pay all associated costs.
9. That the College may suspend or terminate enrolment at its discretion for failure to comply with these conditions or other serious breaches of the College's rules and regulations.
10. If the School Council or the Principal believes that a mutually beneficial relationship of trust and cooperation between a parent and school has broken down to the extent that it adversely impacts on that relationship, then the school, the School Council or the Principal may require the parent to remove the child from the school.
11. That the student behaves, **at all times**, in a way that does not bring dishonour to the name of Christ or disgrace the College. Students drinking alcohol, smoking or using illicit drugs at school may face expulsion.
12. That the College is subject to the Legislation in regard to sexual abuse matters and has a policy in place with regard to these matters. Each staff member has undergone the 'Working With Children Check'.
13. That the parents will support the aims of the College including the Statement of Faith, and order their own lives and home so that the children will be given every opportunity to develop a foundation based on Christian values.

Statement: I/we accept the conditions of enrolment as set out above and hereby apply to have my/our child/children enrolled at St Philip's Christian College Cessnock Campus.

Signed: _____ Mother/Guardian/Parent 1 Date: _____

_____ Father/Guardian/Parent 2 Date: _____



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STUDENT RESPONSIBILITIES AGREEMENT

The central principle behind all of the student responsibilities is respect - expecting to give respect, and expecting to receive respect with reference to people, opportunities and property.

In accepting enrolment at St Philip's Christian College, students shall undertake to be a representative of our College at all times, including before and after school, as is expected in many other community organisations.

A student is expected to uphold the rules, policies and expectations of the College, including requirements regarding attendance, uniform standards, deportment, suitable hair and appropriate language.

Uniform

The uniform is a symbol of the College and is standard across all of the St Philip's Christian College campuses. Please ensure that you wear the College uniform appropriately and with pride. This includes travelling to and from the College or its activities. If your uniform is not satisfactory, the indiscretion may be noted in your diary. If this occurs please ensure that the problem is fixed as soon as possible. You may be given a detention if the uniform continues to be unsatisfactory.

Special Notes on Uniform

1. Full school uniform should be worn to and from school until such time as you have arrived at a private place of residence.
2. At no point in time should students be in part uniform.
3. Blazers must be worn to and from school at all times during winter.
4. Blazers must be the outer garment, except during summer when the school jumper is permitted as the outer garment.
5. A hat should be worn during all outdoor activities.
6. Black gloves and a black scarf may be worn in winter. However, beanies are not to be worn at any time.
7. School dresses/skirts are not to be worn above the knee.
8. Black leather shoes to be worn. Joggers are not to be worn with the school uniform.
9. When students are requested to wear formal school uniform, this means FULL winter uniform regardless of the time of the year.
10. Knee high socks or anklet styled socks are not permitted. Black tights that cover the foot can be worn by girls but not with socks during winter terms. Sports socks are only to be worn with sports uniform.
11. Garments under school shirts should not be coloured, patterned or visible.
12. Boys' shirts in winter must be tucked in. Plain black leather belts are to be worn if applicable.

Discipline System

Discipline involves communication and guidance towards what is right.

Teachers employ a range of corrective responses to student breaches including:

- Non-verbal correction e.g. frown
- Verbal correction – a reprimand
- Relocation of student
- Isolation – withdrawal area
- Privilege withdrawal
- Penalty work e.g. picking up papers, withdrawal of play, staying in at lunchtime, writing lines for a teacher.

St Philip's Christian College Cessnock

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Ph: 02 4007 5000

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A.B.N. 48 088 541 977

(Cessnock Christian School Ltd T/as St. Philip's Christian College Cessnock)

Leaders in Whole of Life Education



For the Whole of Their Life

Detentions and Suspensions

If a student acquires 3 demerits in one week, he or she can expect to be given a lunchtime detention. This will be recorded in the student's planner beside the day on which the detention is to be served. A lunchtime detention may also be issued where behaviour warranting more than a demerit has been displayed.

The College expects that parents will be supportive of all the disciplinary measures used by teachers.

For repeated or serious misdemeanours sanctions imposed on the student may include:

After school detention (from 3pm – 4pm)

Saturday morning detention (10am – 12 noon)

In School Suspension - a student will be removed from all normal School activities for a specified period. Students will be re-admitted to class after an interview with the parents has occurred, and a re-entry plan has been developed.

At Home Suspension – a student will be required to remain at home under parental supervision for a specified time. Students will normally only be re-admitted after an interview with the parents has occurred, and a Discipline Contract has been developed.

Dismissal – For serious breaches of school discipline, or any involvement with illegal drugs, a student will be dismissed from the student body of St Philip's Christian College.

Items not allowed at school

1. Any item which endangers the well-being of others is not permitted, such as aerosol sprays, weapons (e.g. knives), fire crackers, lighters, dangerous toys (e.g. water missiles including water pistols) etc.
2. Chewing gum, bubble gum, liquid paper in bottles or pens, felt marker pens and metal rulers.
3. Cigarettes, alcohol, drugs and other dangerous or illicit/illegal substances cannot be brought to school or used at school or in public.
4. Pornographic or other sexually explicit material depicting violence cannot be brought to school in any form including on MacBooks or other Electronic Devices.
5. Other items as determined by the Principal. Pupils will be notified of these items, as the need arises.
6. Pets or other animals are not to be brought to school without approval from a teaching staff member.

Use of Mobile Phones, Cameras and other Personal Digital Devices

1. Students may bring a mobile phone or other electronic device such as an MP3 player or iPod to school but it must be switched off during school hours unless with specific permission. All responsibility for the care and use of the device is that of the student.
2. Teachers may grant permission for students to use personal devices as part of their learning. The nature and frequency of such use is limited by the teacher, in accordance with the spirit of the code of conduct.
3. Students require permission from a member of the College's executive before any phone call or text message occurs. If permission is granted students are to go to the appropriate Head of School's office during the lunch period to make these emergency phone calls/text messages.
4. If a student is found to have used their phone or other device at other times the item will be confiscated and the student's parents will be required to come to the school to collect it.
5. These items are brought to the Campus at the owner's risk – no responsibility is accepted by the College for loss or damage.

Code of Conduct on the Buses

It is every student's responsibility to behave in a manner that ensures the safety and comfort of passengers and drivers. This includes:

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1. Applying all of the College rules for good conduct on the bus (e.g.' no swearing, fighting, spitting, placing of feet on the seat, throwing things and not eating and drinking and no public displays of affection).
2. Giving up your seat for an adult, smaller child or disabled person.
3. Politely obey all instructions from the driver.
4. Keep all parts of your body inside the bus.
5. Do not be out of your seat once you have entered the bus, until your stop.
6. Protect all bus property and report any vandalism.
7. You must show your bus pass on entry to the bus or pay the appropriate fare: it must never be loaned to another person

Disobeying these rules may lead to the withdrawal of your school pass and/or prosecution. Bus companies have the authority to enforce withdrawal of bus passes due to misconduct.

Student Agreement *(Student signature only required for Years 7-12)*

I have read, understood and agree to abide by all of the rules and procedures as outlined in this document; in accordance with the Conditions of my Enrolment and understand that my enrolment at St Philip's Christian College Cessnock is based on, but not limited to my compliance with these rules.

Child's_name

Student Name

Signed Student

Parent Agreement

I/We have also read, understand and agree with the application of the rules for my son/daughter/child in care and realise that abiding by these rules ensures not just a safer place for my child to be educated but also ensures my son/daughters/child in care's continued enrolment at St Philip's Christian College.

Name Mother/Guardian/Parent 1

Signed Mother/Guardian/Parent 1

Name Father/Guardian/Parent 2

Signed Father/Guardian/Parent 2

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