



For the Whole of Their Life

St Philip's Christian College Gosford

Parent Handbook

2020

Welcome to St Philip's Christian College – Gosford

We believe at St Philip's Christian College Gosford that all of our students should experience certain things to assist them to become lifelong learners. We want them to be safe and cared for; we want them to discover their particular combination of talents and abilities and how to use them to the full, and we want them to enjoy coming to school! Children need appropriate knowledge, skills and attitudes to be able to relate competently within society and to be able to draw on all the richness and wisdom of humanity. The quality Christian staff at SPCC has committed themselves to seek at all times to provide a secure but challenging learning atmosphere for each child, where their responsibility to themselves and to others is fostered. The formation of good, healthy mind habits is the basis of using and attaining skills in wisdom, confidence, persistence, resilience, diligence, faithfulness and organisation. The full and balanced development of each child is a partnership between home and the College. We believe this is the best way to partner with the Parents of our students, and we are therefore also motivated to train young people in the development of Christian values and a personal faith in God. In developing their God-given talents, our young people will be better equipped to serve others and to establish their unique places in the world.

Office Hours and Contact Details

College Address	20 Narara Creek Road, Narara, 2250
Postal Address	PO Box 640, Gosford, 2250
Office Hours	8:45 am – 4.00 pm Monday – Friday
Phone No.	(02) 4331 4400
Fax No.	(02) 4331 4499
Email	gosford@spcc.nsw.edu.au
Student and Teacher's Email	firstname.lastname@spcc.nsw.edu.au
Website	http://www.spcc.nsw.edu.au

College Bell Times – Middle School and Senior School

Period	Period Times
1	8:50am - 9:45am
2	9:45am - 10:35am
Pastoral Care	10:35am - 10:55am
Recess	10:55am - 11:15am
3	11:15am - 12:05pm
4	12:05pm - 12:55pm
Lunch	12:55pm - 1:35pm
5	1:35pm - 2:25pm
6	2:25pm - 3:15pm

College Bell Times – Junior School

	Times
Literacy Block 1	8:50am – 10.00am
First Break	10.00am - 10:15am
Literacy Block 2	10:15am – 11.15am
Lunch & Second Break	11.15am – 12 noon
Numeracy Block	12 noon – 1.15pm
Third Break	1.15pm – 1.30pm
Afternoon Learning Block	1.30pm – 3.00/3.10pm
Kindy & Year 1 Pick Up	3.00pm
Years 2-4 Pick Up	3.10pm



The College Emblem

For the Whole of Their Life.

The College emblem depicts five loaves and two fish super-imposed over a cross. This insignia symbolises the value of every child (taken from the account of the young boy who gave five loaves of bread and two fish with which Jesus fed 5000 people.) All parts of the emblem are symbolic of a sacrifice for the wellbeing of others. Most important of all, the cross stands as a monument of the atonement won for us by Christ at Calvary and the power of the risen Lord for our everyday lives. The College Motto: *The Way, the Truth and the Life* (based on John 14:6)

The College Motto

Our College Motto is: ***The Way, The Truth, The Life***. We believe that Jesus alone is the means by which men, women, boys and girls can come to know for themselves our Creator and Father God.

The College Mission Statement

St Philip's Christian College will continue to provide quality education in a caring, secure and challenging learning environment based on Christian beliefs, values and practice.

The College's Five Core Values

1. Christ First - we want to honour Christ in all things.
2. Serve One Another - we want to appreciate the unique God-given potential of each person.
3. Strive for Excellence - we want to aim to continually do our very best in our learning and serving.
4. Do what is right - we want to always behave in a Christian manner.
5. Build Community - we want everyone to know they belong because they know that they are respected and how to serve others.

The College Goals

The nurture and strengthening of each student's Christian faith and lifestyle – This goal recognises the supreme importance of the need for salvation and sanctification and that under the guidance of the Holy Spirit each student should be brought to Jesus Christ who is their Lord and Saviour.

The pursuit of excellence and the attainment of each student's academic potential – Students need the appropriate knowledge, skills and attitudes to be able to relate competently within mankind and to be able to draw on all the richness and wisdom of humanity.

The provision of a secure but challenging learning atmosphere for each student – In the wrong atmosphere the spirit of a child will close up. Students need an atmosphere where they can be free to achieve their potential.

The acceptance by each student of their responsibility to themselves, to others and to the wider community – Students need to be trained in self-discipline. To this end the formation of good habits is of utmost importance.

The full and balanced development of each student – Not only should the school curriculum be complete and taught in the most conducive environment under liberating discipline, but the whole school experience should breathe life. Life is meant to be enjoyed.

College Vision

To be a 'World Class school all of the Glory of God'. Our children will seek their own path to passion and purpose to make a difference in the world.

The College Prayer

Almighty God, whom truly to know is eternal life,
Grant us perfectly to know Your Son, Jesus Christ,
To be the Way, the Truth, and the Life.
That following in the steps of your Holy apostle, St. Philip,
We may steadfastly walk in the way that leads to eternal life,
Through Jesus Christ our Lord.
AMEN.

A Short History of the College

St Philip's Christian College Gosford is a non-denominational, independent, co-educational, Preschool to Year Twelve Christian School. Formerly Gosford Christian School, St Philip's Christian College Gosford has provided quality Christian Education to the Gosford community for over twenty-five years. St Philip's Christian College is based in the Hunter Region, and assumed ownership of the School in 2007.

Christian schooling continues to be highly sought after by a large section of our community because of the life giving values that permeate all activities and curriculum in our Schools.

At Gosford, as with St Philip's Christian Colleges, we strive to work in partnership with parents to provide children and young people with the knowledge and skills they need to realise their God given potential in every aspect of their lives and to become productive members of their community.

St Philip's Christian College Gosford is currently one of the schools operating under the governance of the St Philip's Education Foundation Ltd. The other schools are Newcastle, Port Stephens, Cessnock, Narnia Christian Preschool, The Young Parent Program and the St Philip's Christian College DALE school.

The College is a member of the NSW Association of Independent Schools and the Hunter Region Independent Schools (HRIS). We have forged numerous connections with other Independent Schools locally and further afield.

Educational Philosophy

At St Philip's Christian College, Gosford the aim is to provide an enriching and liberating education; an education that not only teaches, but transcends the discipline of gaining information and the acquisition of competencies, to the acquiring of a deep sense of the greatness of life and learning.

Attention is given to the development of the whole child through a balanced curriculum involving the academic, social, physical and spiritual areas. Nurture in the Christian faith is seen as vital to a student forming strong values, purpose and integrity.

The College believes that students need to be taught to gain their desire to achieve from noble purposes, for 'whatever you do, work at it with all your heart, as working for the Lord', (Colossians 3:23). This is in contrast to learning that would be limited by the 'peer status quo' or the pursuit of selfish ambitions.

The College has a record of high academic achievement and students are daily encouraged to strive for the very best in all that they do. Every student is seen as a unique creation of God who is a person to be respected and valued, irrespective of their ability, background, age or standing within the College.

Whilst the College maintains a strong independent philosophy in its structure, it is educationally aware and progressive. Excellent working relationships among staff mean that innovations and effective changes can be adopted and implemented readily for the benefit of students.

Parents are considered to be strategic in the educational process and the College views it as essential that a good working relationship be established with the home. This relationship is most effective when parents are in full agreement with the policies and Christian ethos of the College.

The School Structure

In NSW, schooling is organised into stages. They are as follows:

- Early Stage One = Kindergarten
- Stage One = Years 1 and 2
- Stage Two = Years 3 and 4
- Stage Three = Year 5 and 6
- Stage Four = Years 7 and 8
- Stage Five = Years 9 and 10
- Stage Six = Years 11 and 12

Across the College, some classes and subjects are run as Stage-based lessons.

At the College, we have another structure that is designed to enable the Teaching and Learning Structures to be more responsive to the developmental needs of the students. They are as follows:

JUNIOR SCHOOL – Preschool and Kindergarten to Year 4. The focus of Junior School is for students to grow in a very stable learning environment where they develop great trust in their Teachers and in the foundations of what they are being taught.

MIDDLE SCHOOL – Years 5 to 8. The focus of Middle School relates to the change processes that young people experience at this stage of life (often called 'emerging adolescence'). It is specifically designed to focus on the needs of these students as they transition from the Junior School method of learning with strong structures and clearly set work parameters, to the Senior School expectations of excelling through independent and open-ended assessments under the guidance and stability of a core teacher.

SENIOR SCHOOL – Years 9 to 12. The focus is on the students increasing their commitment to taking responsibility for their excellence in learning and their relationships. However, it also carries a strong Pastoral Care system where each student will be well known by at least one Teacher, even though they live in a world of specialists.

Additional Learning Needs

There is an emphasis on fundamental strategies and quality teaching for students who are challenged in their learning. Children are unique and may have differing needs.

Inclusive Education (Learning Support) – Our Inclusive Education Team provides support for those students who have identified learning disabilities. This support may include a combination of withdrawal for individual or small group instruction, in-class support, support with assessment and examinations, and social and emotional support. Teaching children with additional needs may require Individual Education Plans (IEPs), written with specific goals and outcomes. These IEPs may be implemented as a result of careful planning and collaboration between the student's Pastoral Care teacher, parents, an Inclusive Education Teacher or Learning Support Aide, along with any relevant professionals. Regular Inclusive Education support meetings are held to monitor student progress and to adjust the plan where necessary.

Gifted Education – Our Gifted Education aims to provide relevant, enriching and engaging curriculum, using qualified specialists as mentors for areas of student passion. We recognise that gifted and talented students may be found in a diverse range of communities, regardless of cultural, ethnic or socio-economic background. We also recognise that some gifted learners may be underachieving or have physical, emotional or learning difficulties.

We seek to provide challenging activities in the classroom allowing for enrichment and extension to occur. Teachers and mentors may also use a variety of models and strategies to compact and differentiate the curriculum. Students may be invited to participate in team or individual project-based tasks. Students in Middle and Senior School may also be invited to represent the school in state and nation-wide competitions.

House System

St Philip's Christian College Gosford has four houses. These House groups are used for a variety of purposes, including College Swimming, Athletics and Cross-Country carnivals, as well as other sub-school events and competitions. Below are the four Houses and their emblems.



Slogan: HEART of God

Scripture: 'I will give you a new heart and put a new spirit in you; I will remove from you your heart of stone and give you a heart of flesh' Ezekial 36:26 (NIV)

Explanation: Meros means to share or be a part of. Through unity, we are empowered through blessing. Each person working together towards the final outcome.



Slogan: UNITED in Christ

Scripture: 'We continually ask God to fill you with the knowledge of His will through all the wisdom and understanding that the Spirit gives, so that you may live a life worthy of the Lord and please him in every way; bearing fruit in very good work, growing in the knowledge of God, being strengthened with all power according to his glorious might so that you may have great endurance and patience, and giving joyful thanks to the Father, who has qualified you to share in the inheritance of his holy people in the kingdom of light'. Colossians 1:9-12 (NIV)

Explanation: Chara (pronounced Kar-ra) means joy, joyful, cheerfully. The joy of the Lord is my strength (Neh 8:10b), giving us the power and ability to press on in any circumstance. Being strong in the Lord means we can rejoice before and amidst any battle knowing Christ is our victory.



Slogan: VICTORY in Christ

Scripture: 'But thanks be to God! Who gives us the victory through our Lord Jesus Christ' I Corinthians 15:57 (NIV)

Explanation: Patria – Means 'family or tribe; a group of people, all of whom lay claim to a common origin'. That origin in this case is Christ. He has brought us together as one body in unity so we may work together, pressing on into the victory he has set before us.



Slogan: GLORY of God

Scripture: 'He gives strength to the weary and increases the power of the weak. Even youths grow tired and weary, and young men stumble and fall; but those who hope in the Lord will renew their strength. They will soar on wings like eagles; they will run and not grow weary; they will walk and not be faint' Isaiah 40:29-31 (NIV)

Explanation: Kainos - The Greek reference to 'new' or 'renew'. God renews our strength, preparing us for success in whatever lies before us. Rising up gives us the opportunity to view things from a new victorious perspective, taking us from Glory to Glory.

Sporting Representative Carnivals

Students in Years 3-12 participate in normal school sporting programs such as Swimming, Cross-Country, and Athletics Carnivals. There is also a Kindy – Year 2 Athletics Carnival run by staff on the College oval.

There are many opportunities for our students to participate in a wide variety of extracurricular sports.

SPCC-Gosford participate in Primary and Secondary Gala Days with Hunter Region Independent Schools (HRIS), The Association of Independent Co-educational Schools (AICES), Combined Independent Schools (CIS), NSW All Schools and All Schools Nationals. Our students also have the opportunity to individually trial for a wider variety of zone and state teams and even Combined Independent School teams. Information for Gala Days / AICES / CIS events are advertised by the Head of Sport or coach for individual teams.

If your child has a particular interest in a sport and is playing at a high level you may also look on the following websites for further information about representative teams/events: <http://www.aices.com.au/menu.htm> and look at the AICES Calendar Dates, <http://www.aisnsw.edu.au/Services/CIS/Pages/Sports.aspx> and look at the Sports link to find the sport your child maybe interested in.

Term Dates 2020

Term 1:

Tuesday 28 January to Thursday 9 April 2020 (11 Weeks)

Students return: Years 1 - 12

Tuesday 29 January 2020

Kindergarten Students return:

Monday 3 February 2020

Easter Public Holidays

Friday 10 April – Monday 13 April

Term 2:

Monday 27 April to Friday 3 July 2020 (10 Weeks)

Pupil Free Day

Friday 5 June 2020

Queen's Birthday Holiday

Monday 8 June 2020

Term 3:

Monday 20 July to Friday 25 September 2020 (10 Weeks)

Term 4:

Monday 12 October to Wednesday 2 December 2020 (8 weeks)

Labour Day Holiday

Monday 5 October 2020

Services and Facilities

Assembly/Chapel

Regular Chapel services and assemblies are conducted within sub-schools. These provide opportunities for celebrating our faith, our achievements and our life together. Students take leadership responsibilities for aspects of Chapel services and Assemblies. There is a different routine for each of these regular events (each one occurs fortnightly).

Buses

The School Opal Card gives eligible students free or discounted travel between home and school, using bus services that you nominate in your application. You can complete an application at transportnsw.info/school-students. Students who travel on buses are expected to display exemplary behaviour. Failure to act in this way may result in the loss of their School Opal Card and bus travel denied.

Canteen

The Canteen is open every day of the week during recess and lunch. Online ordering is available and encouraged via our website, other lunch orders need to be handed into the canteen by recess. The Canteen is always in need of volunteers. If you can assist in anyway, please contact the College Office.

<https://www.spcc.nsw.edu.au/gosford/canteen>

Uniform Shop

The Uniform Shop is located at the end of the Hub, near the Hall. The shop hours are: Tuesday 8.00am – 11.00am and Thursday, 1.00pm – 4.00pm. The price list may also be accessed from the College website.

Library

Students will be encouraged to borrow from the Library to help enrich their reading and comprehension – and also to simply keep discovering the wonderful world of books and ideas.

Parent Prayer Group

A College Prayer group meets weekly to pray for our College, Staff and Families. For more information on meeting times and venues please see the Parent Newsletter or contact the College Office.

Private Music Tuition

Professional Private music tutors are available on the College premises during school hours. Payment is made directly to tutors. Suitability of lesson times will be discussed with the class teacher and parents before arrangements are finalised. The parents must accept the responsibility for the class lesson time lost.

Contemporary Band – Coast Academy of Music

A professional musician/teacher conducts a weekly Band Rehearsal usually before or after school. In addition, students attend Private or Group tuition. Group tuition takes place during school hours and is timetabled in conjunction with School. Private tuition is available either at School during school hours or of an afternoon from our Saratoga Studios (depending on school and parental preference). Available Instruments Include: Guitar (electric and acoustic), Piano, Drums/ Percussion, Vocals, Bass Guitar, Ukulele, Woodwinds and Brass. Students currently learning other instruments externally are welcome to join an ensemble subject to availability.

Concert and training Bands

The Conservatorium of Music provides the school with music tutors in a variety of instruments. Weekly lessons are scheduled during the school day and your child would also have the opportunity to join a band which is run in the morning before school. The hire of musical instruments is also available. The Conservatorium handles all administration relating to the music program including; lesson scheduling and communication with parents, invoicing and collection of fees from families directly. The College is not responsible for the collection of any fees on behalf of the Conservatorium, or for the follow up of outstanding fees.

Communication

Gosford Newsletter

The College Newsletter is available on the St Philip's Christian College website in the middle of each Term. Please ensure your family reads this newsletter as it is a valuable source of information for what is going on in our College and local community. Please visit the College website or College Facebook page and join our mailing list.

Gosford Facebook Pages

Facebook groups for Junior, Middle and Senior School are an effective means for College Staff to communicate with families about classroom activities, assessment tasks or examinations, upcoming events and reminders throughout the College on a day-to-day basis. It is also an opportunity for parents to connect in a safe, moderated manner. It is a valuable source of information for what is going on in our College. Junior School also use an app called SeeSaw (downloaded from the Play Store or App Store) for continuous reporting to parents of student work samples, events and reminders.

MySPCC and iLearn

St Philip's Christian College will continue to use MySPCC in conjunction with iLearn (Years 5-12). Through both of these portals, parents will have greater access and awareness of general information from the school such as events, student timetables and changes to staffing. To access to the Parent Portal of MySPCC, parents will need to use their billing code and account number, as found on their invoice for fees. For families that are new to our College their passwords will be "Welcome2MySPCC". Parents will be asked to change their passwords after the first login.

Student Progress

Your student's progress will be communicated to you regularly by informal means and formally at set times throughout the year. The frequency of these may vary between the sub-schools.

Term One	Information and informal Parent/Teacher Evening Pastoral Care Report issued
Term Two	End of Semester written report
Term Four	End of Year written report

Informal Interviews with Teachers

Your child's teacher will always be happy to talk to you informally about incidental matters if they are available. However, if you believe that your discussion will take more than 5 minutes, please make an appointment to see them. This can be done by contacting the College Office or by direct contact with the class teacher. Please note that the College Office will refer you to the appropriate person. Staff will normally attempt to return phone calls within 24 hours and emails within two business days.

Concerns

If you have any concerns, please let us know. We can only assist if we are aware of your concerns. Please seek appropriate information and discussion from the respective classroom teacher in the first instance. Contacting them first will help build trust in our community, as we understand we can learn from each other. If you believe that further support for the issue is necessary, then contact the appropriate Co-ordinator or Executive staff member.

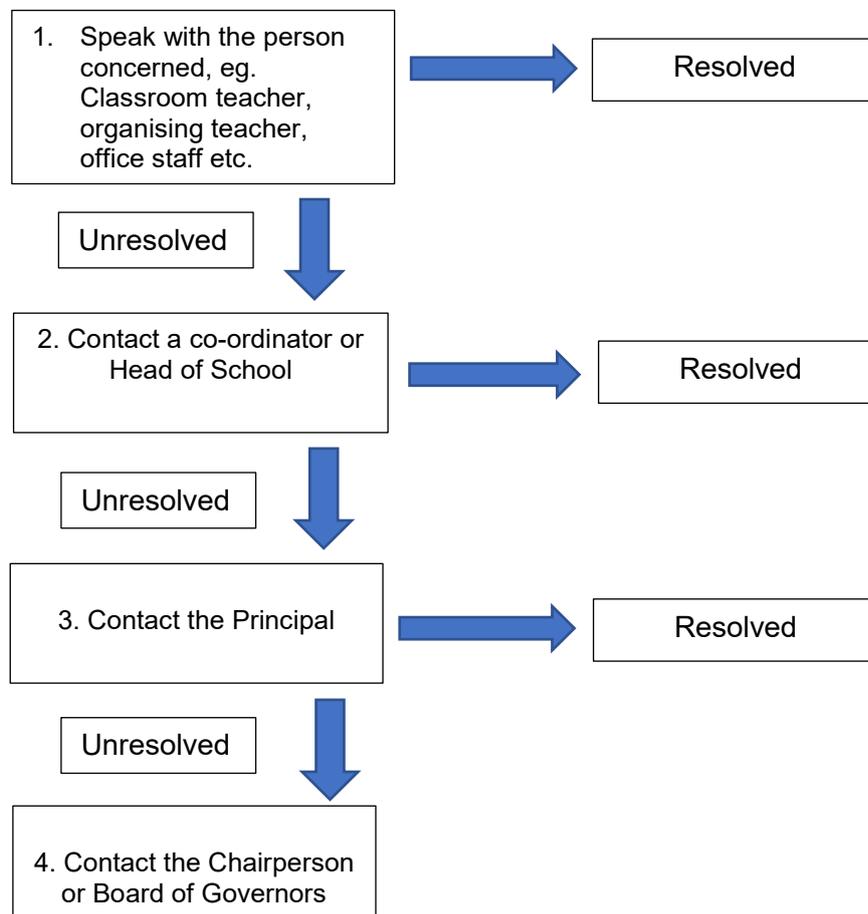
Grievance

If your concern grows into a grievance, our procedure is summarised as below:

At times parents, guardians and carers may have a concern or complaint that they would like to discuss with the College. The Bible clearly encourages us to seek to resolve differences between each other and to live in harmony with one another.

- **Do all you can to live in harmony with others** - Romans 12:16 says 'Live in harmony with one another'.
- **Resolve differences quickly** - Ephesians 4:26 emphasises the need to resolve differences before the end of the day.
- **Deal with any issue in the proper order** – Matthew 18:15-17 describes dealing first with the person who may have offended you, then if the person doesn't respond appropriately, to take the matter to a higher authority.

Procedure for handling concerns and complaints



Outside Agencies

If your child is referred to an outside agency, such as a Speech or Occupational Therapist, Psychologist or similar, please inform the College two weeks prior to the appointment so that a written report detailing the young person's school performance can be issued. It is desirable that a College copy of any reports given by outside agencies be forwarded to the College so that this may be read and filed. This ensures that the learning partnership is as effective as possible.

Parental Responsibilities

Attendance

All students are expected to be in attendance on all College days except in the case of illness or special circumstances. All absences are required to have a written explanation by the parent/guardian and addressed to Student Reception at gosford.absences@spcc.nsw.edu.au.

Change of Address/Phone Numbers

Notification of change of address, emails and phone numbers (particularly mobile numbers) is important, especially if the College needs to contact a parent urgently. These details can be updated via the Parent Portal on MySPCC. Please make these changes as soon as you are aware of a new address, telephone, email or mobile number.

Clothing/Possessions

Please ensure that all clothing and possessions such as lunch boxes, pencils, jumpers etc. are clearly marked with your child's name. Please regularly check for any missing items.

Early Departures

If it is necessary for a student to leave the College during the day, parents are requested to go to the Student Reception to sign out their child. A prior arrangement can be made to meet their child in the Student Reception or a message may be sent to the classroom to collect them. If a Year Twelve student has Flexible Hours, a card will be issued by the College and this student can sign themselves out early on the days nominated.

Late Arrivals

All students who arrive late to College must go to the Student Reception to sign the Late Arrival Register. Consistent lateness will result in possible disciplinary action and a review with the parents.

Leave

If your child is away for any reasons other than College organised activities then he/she will require a written explanation that is signed by the parent/guardian and addressed to the Pastoral Care teacher.

Leave One College Week or Greater

For periods of leave **one** College week (five school days) or greater, an application for exemption is required for approval by the Principal. The applications for exemption are available by contacting the College office.

Medicines

No Panadol or medication of any sort is administered to students without written authorisation. Over the counter medications may only be administered with written permission from the parent/guardian, both the medication and authorisation note are to be handed in at Student Reception. This authorisation must be signed, dated and clearly indicating the time of the last dosage given and the exact dosage and times required. This is for a specific period of time only and cannot be held in Student Reception on an ongoing basis. Prescribed medication is to be accompanied by a Doctor's Certificate/Letter or to be handed in to Student Reception in the dispensed container showing the name of the medication and dosage. All medication is kept and administered in Student Reception.

Sickness

If your child is absent from College due to illness, telephone, email or send a dated note that is signed by the parent/guardian explaining the absence to be handed in to the class teacher on the day that your child returns.

Messages to Children

All parent pickup arrangements must be made with their child before they come to College. However, the College understands that there are emergencies and arrangements for parents picking up their children may need to be changed. In this situation they will need to contact Student Reception by 2.45 pm so there is sufficient time to run a message to their student(s). Records are updated from Student reception as needed.

Parents on College Premises

For the safety and protection of students all parents, visitors and volunteers must report to the Administration Office first, sign the visitors/volunteers book and obtain a pass before proceeding to any other area of the school. Parents assisting with the education of students need to undergo the relevant Child Protection background check.

School Fees

Parents will be billed for School Fees as outlined on the St Philip's Christian College Fee Schedule, at the beginning of each Term. It is expected that parents will pay school fees in advance by the term, month, fortnight or week. Direct Debit arrangements can be made with our accounting department.

Withdrawal of Enrolment

If parents desire to withdraw their child/ren from the College, one full Term's notice is required in writing. If one Term's notice is not given, parents will be charged one term's school fees.

Parent Pick Up/Parking

Car parking facilities are available on the Ring Road or on Narara Creek Road. Please observe the 'No Stopping' signs on Narara Creek Road – this is to allow the flow of traffic so buses are not prevented from entering the bus bay and in respect for the College neighbours.

- The Ring Road is a **one-way street** and is closed on College days from 10.50am – 11.10am (recess), 11.30am – 12.00 (Junior School on oval) and 12.50pm – 1.30pm (Lunch).
- Speed restrictions of 10 km p/hr must be adhered to at all times.
- No double parking is allowed on the school property or on Narara Creek Road. No stopping is permitted on the Ring Road near the hall.
- No vehicle is to park in the Drop Off/Pick Up bay, or be left unattended.
- The pick-up bay in the afternoon is reserved for Junior School parents until 3.15pm, when Middle and Senior School students finish.
 - Parents will be given a name card which should be displayed on the dash board in front of the driver before entering the bay.
 - Staff will announce family names on a loudspeaker and escort students to the car whilst drivers remain in their vehicle.
- Parents who park either inside or outside the property can meet their children after school on the basketball court.
- **ALL DRIVERS** are asked to follow instructions pleasantly and when asked to move, does so immediately.
- All drop off/pick up of children needs to be on the oval-end of the Basketball Court.
- **NO ONE IS TO DROP OFF/PICK UP IN THE BUS BAY**

Please note that in most schools, parents must park on the street and walk their child to the school. These rules are important so that we can continue to have the access to the school that we currently have.

Student Responsibilities

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:

- Strive to obtain the best results possible in each aspect of the College's academic program and behave in a manner which does not interfere with the learning of others.
- Uphold the rules, policies and expectations of the College, including requirements regarding attendance, uniform standards, deportment, suitable hair and appropriate language.
- Support the Christian life view and ethos of the College, both at school and in the community.
- Involve themselves positively in cultural, spiritual and sporting activities.
- Treat all of the College community with respect and courtesy, and at all times behave in a way which will bring credit on themselves, their family, and the school.
- Comply with all reasonable requests or directions from staff.

Common Classroom Courtesies

- Arrive on time in the correct uniform, having already used the bathroom
- Have your learning materials out before the teacher starts the lesson
- Come with your Macbook charged and closed until asked to open
- Look at and listen quietly to the person addressing the class
- Support the learning of others
- Wait to be invited to speak
- Use people's correct names
- Speak respectfully to avoid offending or upsetting others
- Speak in a dignified manner without swearing or crude jokes

Bullying and harassment of any nature is not acceptable and students should report any incidents to their class teacher or the Head of School. Students are not permitted to use threatening, offensive or inappropriate language at any time whilst wearing the College uniform. If they do so, disciplinary action may be taken.

Items not allowed at school

1. Chewing gum, bubble gum
2. Drugs and other dangerous substances
3. Portable gaming devices and mobile phones
4. Dangerous toys or weapons
5. Water missiles including water pistols
6. Items or material that does not comply with the College ethos
7. Other items as determined by the Head of School. Students will be notified of these items, as the need arises.

MacBook Usage

The College is the owner of all Macbooks issued to students, all emails sent via College email addresses and any content posted or stored on College-owned digital resources.

The contents and usage of *MacBooks*, e-mail, MySPCC, ILearn and other College resources may be examined by the College. This will include material sent to you or posted by you, both internally and externally.

Monitoring may be undertaken in a variety of ways such as:

- Teacher remote monitoring of the screens of *MacBooks* at the College;
- Technician remote access to *MacBooks* at the College;
- A physical audit of a *MacBook* by a technician.

Excessive or inappropriate use of College digital resources for personal reasons may lead to disciplinary action.

Advice for Parents on home usage

Of the many things parents can do to protect their children online, the most basic measures include:

Ensuring access to technology, especially:

- Ensuring that technology with online access are used in open areas of the home
- Banning computers from bedrooms and other secluded areas
- Becoming a "friend" of your child on social media sites they use
- Setting clear boundaries and regularly discussing online dangers

Basic Internet filtering, application and time restrictions can be applied to student *MacBooks* on parent request to the ICT Services Office.

Discipline System

Discipline involves communication and guidance towards what is right. It is based on mutual responsibility and is centred around relationships. Discipline and motivation are intertwined concepts. It is important for students to realise that is not just about doing or avoiding the wrong thing, but about striving to be the best they can in all situations. An individualised approach is taken to student discipline depending on the child and their needs, however, it is important to place overarching structures to help students achieve this. A common language from Kindergarten to Year 12 has been established of 'Above the Line/Below the Line', so regardless of sub-school, teacher or classroom, all students are aware of the expectations.

It is expected that all students and parents comply with and support College rules, expectations and values. The College maintains that all students have:

- The right to learn
- The right to feel safe
- The right to be respected

With these rights comes responsibility of all students. Failure to meet these expectations will result in a series of consequences, designed to help the student understand College expectations and take responsibility for their actions.

These consequences may include:

- Warning
- Verbal correction
- Comment regarding inappropriate (or poor) behaviour via email to parents
- Withdrawal from the playground
- Relocation of the student in class or privilege withdrawn
- An Afternoon detention
- In-College suspension
- Behaviour contract or monitoring card
- Suspension
- Extended Suspension
- Expulsion

For students with additional needs, modifications to the discipline system, such as Zones of Regulation and Mindfulness Corners, may be put in place to assist with their regulation of social and emotional needs.

Commendation System

The importance of encouragement and positive reinforcement cannot be overemphasised. It could be as simple and immediate as a positive verbal comment or classroom reward system, or something more formal to assist in raising the academic performance and to encourage the students in the College Core Values.

The following awards could be opportunities to recognise positive efforts of students in class:

- Classroom reward systems for K – Year 8.
- *Merit Award* (Junior School) for behaviour or academic performance, as determined by the classroom teacher.
- *Core Value Bronze, Silver, Gold and Platinum Awards* (Middle and Senior School) for demonstrating the College Core Values.
- *Subject Awards* (Years 11 and 12), to recognize positive effort and contribution to class.
- *Head of School Award for Academic Merit* (Years 7-12), as determined by the classroom teacher for producing work of a very high standard relative to their ability.
- *Principal Award for Academic Excellence* (Years 7-12), as determined by the classroom teacher for an outstanding piece of work relative to their ability.

Academic and Core Value Awards are also presented at the College Presentation Night at the end of the year, including Dux awards for Year 8 and Year 12. These are for academic excellence across all Key Learning Areas and students exhibiting the College Core Values.

Homework

Junior School

Students are asked to have daily opportunities to read to an adult and to be read to by an adult or older sibling. Students will be provided with a Reading Log in which this can be recorded. Traditional homework is not part of the Junior School experience at St Philip's, as research tells us it has little effect on learning. The following is a guideline for the minimum amount of time we would recommend is spent on reading at home on a daily basis.

Year K-1 = 15 minutes per day

Year 2 = 20 minutes per day

Year 3 - 4 = 30 minutes per day

Middle School

There is much research on the pros and cons of homework for Middle School students. Some research suggests that the benefits of homework for Middle School students is minimal as cognitive function takes a backseat to physical, social and emotional growth during adolescence. Other research claims homework has many benefits, ranging from higher academic performance to improved study skills and stronger school-parent connections, however, it can also result in loss of interest in academics, fatigue, and cutting into personal and family time <https://www.edutopia.org/blog/research-trends-is-homework-effective-youki-terada>.

Teachers in Middle School at St Philip's Christian College aim to improve student outcomes by providing authentic, meaningful and engaging home tasks ranging from regular, ongoing tasks to consolidate classroom learning, to formal assessment tasks to meet syllabus outcomes. Class teachers will send home relevant details regarding the amount of homework, which will vary class to class, and may be seasonal.

Senior School

Homework is a highly controversial and debated topic amongst educators and parents. The general pattern that has emerged from educational research is that traditional forms of homework have limited benefits, and that these benefits are more evident in the final years of schooling and less evident in the first years of schooling. Skills based subjects, such as Mathematics, benefit from small, regular revision activities. Content based subjects, such as History, benefit from a few large projects. Homework has varying levels of impact on family life and each student has unique needs. Subsequently, parents are encouraged to communicate directly with teachers if they would like to negotiate less or more homework for their children.

As a general guide:

Year 9 -10 – 15 minutes of Mathematics and 30 minutes of other homework each weeknight, plus 2-5 hours on assignments every week. In the two weeks leading up to exams, homework should be replaced with 1-2 hours of study per night.

Year 11 – An hour of homework each weeknight, plus 3-6 hours on assignments every week (some of which can be completed during Study Periods). In the two weeks leading up to exams, homework should be replaced with 2-3 hours of study per night.

Year 12 – At least an hour of homework each weeknight, plus 4-7 hours on assignments every week (some of which can be completed during Study Periods). In the three weeks leading up to exams, homework should be replaced with 3 hours of study per night.

Assessments (Years 5-12)

All set work is to be entered into the Student Diary and if helpful, on an application on the student's Macbook such as Outlook. Students will receive a minimum two-week notification of formal assessment tasks and they should enter these into their diary as they receive them. Breaking up the task to complete it over the time allocated would be a helpful process in their organisation.

Assessment notifications can be found on a student's class page on MySPCC, and may be emailed home to parents. Assessment guidelines and requirements can be found in the Assessment Guidelines document.

Please refer to the Assessment Policy for subject and year group specific requirements regarding assessment submissions.

Uniform Policy

Students of St Philip's Christian College are to wear the correct uniform at all times. It should be worn with pride as it is the outward visible sign of the inner wellbeing of the student. It should fit neatly and be kept of a satisfactory standard. The College interpretation of what is satisfactory standard of dress is final. Students not complying with the policy will be disciplined. Unless specifically exempt, the full College uniform is to be worn on all excursions. Students failing to comply may be disqualified from attending the excursion.

If there is a particular reason why a student cannot wear correct uniform for a day, he/she must bring in a signed note from home, show it to his/her Pastoral Care Teacher in the morning, who will counter sign the note. This must be carried with them all that day and be presented if requested by a teacher. Any long-term issues must be referred to the Head of School.

If you have any questions regarding the Uniform, please speak to the Principal or the assistants in the Uniform Shop. Below are the uniform expectations for all students at St Philip's Christian College:

Summer (Terms 1 and 4)

- Boys over shirts and girls over blouses have the St Philip's emblem on the pocket and are to fit neatly over the top of shorts and skirts.
- Dresses and skirts are to be knee length and skirts are to be worn on the waist.
- College striped, knee high socks are to be worn by boys and they are to ensure that socks are always pulled up.
- White, visible ankle socks are to be worn by girls. Socks that are worn below the top of the shoes are not permitted.
- Jumpers or vests can be worn on colder days and must have the St Philip's Christian College emblem.
- Shoes must be all black, lace-up, and leather that can be polished. Slip-on shoes, shoes with buckles or boot style footwear is not permitted. They must be kept clean and in good repair.

Winter (Terms 2 and 3)

- Winter shirts are plain white, and can be in either short or long sleeve style. Shirts in Terms 2 and 3 are to be tucked in at all times.
- Pinafores and skirts are to be knee length and skirts are to be worn on the waist.
- Boys' long grey trousers are to be worn with neat hems and in good repair. A plain black belt with a simple buckle can be worn if necessary.
- Ties and bowties are to be worn at all times. Ties are to be worn neatly and at the size appropriate to the student.
- Jumpers or vests can be worn and must have the St Philip's emblem.
- Blazers are compulsory for Middle and Senior School students during Terms 2 and 3. Students are to wear their blazer when travelling to and from the College, at assemblies, official events, or as requested by the College. It must always be the outer garment at these times.
- Plain, black 70 denier stockings can be worn in winter for girls. Patterned or ribbed stockings and/or leggings are not permitted.
- Shoes must be all black, lace-up, and leather that can be polished. Slip-on shoes, shoes with buckles or boot style footwear is not permitted. They must be kept clean and in good repair.

The wearing of hats when outside is an important precaution against unhealthy skin exposure. Students are required to wear a school hat or cap in the non-winter months, including coming to and from school and for all outside activities.

Sport Uniform

- College Sport Uniforms must be worn on days for Sport or PE sessions.
- Shorts are to be of a modest length and fit, according to instructions given by staff. This normally means that the length is to be mid-way to the knee or lower, and loose fitting.
- Polo shirts are to be worn modestly, eg. Not to be tight fitting or midriff style.
- In cooler weather, College sports jackets and trackpants can be worn.
- St Philip's sport socks are to be worn with the sports uniform. Plain white socks or the absence of socks are not permitted. Socks that are worn below the top of the shoe are not permitted.
- Sport shoes must be all black, leather joggers. No canvas or boot style joggers are permitted. There are to be no coloured logos, laces or soles on the sports footwear.

Accessories

- St Philip's backpacks are compulsory.
- Hairstyles are to be neat and well presented. Extreme hairstyles, including hair tattoos, are not permitted. The College will not accept hairstyles that are outlandish or draw particular attention to a student.
- Hair is to be of natural colour.
- Hair accessories must in College colours: black, white or bottle green.
- Girls and boys with hair longer than shoulder length are required to wear their hair pulled back off their face.
- Undergarments worn for warmth must not be coloured, patterned or visible. This includes athletic garments (skins) that are worn for sporting activities. They are not to be visible under the sports uniform.
- Tattoos must be completely covered.
- Jewellery is to be kept to a minimum. Girls are allowed to wear a watch, one modest ring and one pair of plain style stud or sleeper earrings. Boys are able to wear a watch, but are not permitted to wear any other jewellery including earrings or studs. Bracelets, necklaces, anklets or other visible body piercings are not permitted.
- Coloured nail polish or false nails are not permitted. Nails are to be kept clean and neatly trimmed.
- Plain, black gloves may be worn in Terms 2 and 3.
- Scarves may be worn in Terms 2 and 3. It can only be a plain black, SPCC embroidered scarf.
- Girls in Senior School are permitted to wear simple, natural looking make-up.

*Approved by Mr Graeme Irwin - Executive Principal
September 2017*

Out of Uniform Days

Students are expected to maintain appropriate conduct and standard of dress, in accordance with the College's routine codes of discipline, even when not in uniform. This includes the following:

- Out of uniform occasions will be indicated by a note home from a Teacher;
- Students are to wear modest clothing – for example, tops and shorts should not be more revealing than the sports uniform;
- Jewellery, hair, make-up and cosmetic standards will be the same as for uniformed days;
- The same sun-protection standard of hat is to be worn if a College hat is not;
- There are to be no insignias or markings that are not in line with the Christian ethos of the College; and
- Footwear is still to comply with Occupational Health and Safety regulations – for example, closed in shoes should be normally worn at the College, and leather closed in shoes when in technical areas of the College (science and technical labs).

General Information

Anaphylaxis

Anaphylaxis is a severe and sudden life-threatening allergic reaction. It occurs when a person is exposed to an allergen such as food (peanuts, tree nuts, fish, shellfish, eggs or dairy), insect sting, medication or latex. Reactions can occur within minutes of exposure and can progress rapidly. *Anaphylaxis always requires an emergency response.*

We currently have students in Junior, Middle and Senior School at St Philip's Christian College Gosford with anaphylaxis. In order to reduce and minimise exposure to these allergens, we request all students do not bring to school; nut-based products such as peanut butter, Nutella, sesame seeds, loose nuts, muesli, nut bars or any products containing nuts or whole boiled egg. The canteen no longer sells these items. Products that are labelled 'may contain traces of nuts' **do not** generally present a threat.

We ask parents to take particular care when supplying food for class parties and cake stalls.

For more information visit Anaphylaxis Australia at www.allergyfacts.org.au.

Common Childhood Diseases - Time at Home

Chicken Pox	Excluded for 7 days after spots appear.
Conjunctivitis	Excluded until discharge from eyes has stopped.
Head Lice	Excluded until hair is completely clear of eggs and lice and associated belongings (hats, linen, etc) have been treated. Please check hair regularly.
Impetigo	Excluded if on exposed parts of body, i.e. hands, face, leg. May return if sores are completely covered by a clean dressing.
Measles	Excluded for 5 days from appearance of rash.
Mumps	Excluded for 10 days from onset of swelling.
Ringworm	Excluded until all evidence has disappeared or a medical certificate is provided.
Shingles	Exclude until blisters have scabbed over and dried up, unless the rash can be covered with a dry dressing or clothing so others are not exposed

Contagious Diseases

The College follows the policies and guidelines established by the Dept. of Public Health. Policies are designed to protect the health of the whole community - students, their families and the staff. Exclusion from school is necessary for Chicken Pox, Diphtheria, Measles and Whooping Cough. Please contact the Front Office for information regarding other contagious diseases that may involve some exclusion from school until treated.

Contact information for School Liaison Police and/or Youth Liaison Officers and other support services available to the College community

Places to Get Support and Help

- Life Line - 13 11 14 (cost of a local call; 24 hours)
- Kids Helpline - 1800 55 1800 (free call from a land line; 24 hours)
- beyondblue info line: 1300 22 4636 / www.beyondblue.org.au
- Headspace: www.headspace.org.au - offers a comprehensive website and one-stop-shop services that are youth-specific
- Orygen Youth Health: www.oyh.org.au - ensuring that young people can access high-quality mental health, and drug and alcohol services.
- Reach Out!: www.reachout.com.au - web-based service which aims to inspire young people to help themselves through tough times.
- The Inspire Foundation: www.inspire.org.au - online programs that prevent youth suicide and improve young people's mental health and wellbeing.
- SANE Australia: 1800 18 SANE (7263) / www.sane.org
- Somazone: www.somazone.com.au - focuses on mental health, drug- use, relationships and body image.
- MoodGYM: www.moodgym.anu.edu.au - learn about Cognitive Behaviour Therapy. Free resource that requires registration.
- BluePages: www.bluepages.anu.edu.au - information about depression and its treatments.
- Your local doctor (GP)
- Counsellors, psychologists and psychiatrists – **for information on practitioners in your local area, call the beyondblueInfo line, on 1300 22 4636.**

Police Liaison Officers

Youth Liaison Officer Gosford	4323 5599
Youth Liaison Officer Wyong	4352 4899
Youth Liaison Officer The Entrance	4333 2999
Youth Liaison Officer Toukley	43901299
Youth Liaison Officer Tuggerah Lakes	43332925

Youth Services

Regional Youth Support Services Inc.	4323 2374
Getting It Together- GIT Outreach/ D & A services	4328 1053
Wyoming Youth Centre	4325 0661
Oasis Youth Centre	4353 9799
Gosford Council Youth Services	4325 8814
Wyong Youth Development Officer	4350 5385
'The Hill' Youth Centre Kariong	4304 7039
Kincumber Youth Centre	4369 5633
Erina Youth Centre	4304 7104
Wyong Youth Services @ Gravity Youth Centre	4393 9555
Youth Arts Project @ Gravity Youth Centre	4393 9777
Umina PCYC	4344 7851
The Web Youth Services	4342 3684
RAPT (Reconnecting Adolescents & Parents Team)	1800 067 967
Aboriginal Youth Health Worker	4356 9333
Headspace	4304 7870