



NEWSTEAD CHRISTIAN SCHOOL

SCHOOL MANUAL 2017

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Kinder to Grade 10

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In this manual 'The School' means Newstead Christian School

Contents	2-3
Vision and Values.....	4
Mission Statement:	4
Core Values:	4
Statement of Faith	5
Standards of Conduct.....	6
Curriculum	7
Early Childhood Studies	7
Primary Curriculum	7
High School Curriculum	7
Physical Education	7
School Excursions & Camps	8
Parent Surveys	8
Fee Schedules 2017	9
Full Time Student	9
Siblings Discount	9
Costs Covered in Fees.....	9
Additional Costs incurred throughout the Year	9
Obligations for Fee Payment.....	10
Fees on early Exit from the School	10
Fee Increases	10
Admissions Policy	11
Enrolment	11
Your Decision to Enrol Your Children	11
Admissions Procedure	11
School Life.....	12
Devotions/Prayer	12
Presentation Evening Awards.....	12
School Culture	12
Parental Involvement	12
Discipline	13
Chaplaincy	13
Suspension and Expulsion.....	13
Student Complaints.....	13
Bullying & Harassment.....	14

Contents continued....

Uniform and Grooming	14
Transport of Students	14
Attendance	15
School Times:	15
Illness	15
Exiting the School	15
School Procedures	15
Diaries	15
Prohibited Items	15
Student Reports	16
Assessment, Reporting & Parent/Teacher Interviews.....	16
Closed Campus Policy	16
Mobile Phones.....	17
Student Equipment.....	17
Grievance Resolution	18
Uniform List	19
Second Hand Uniforms	20
Privacy Policy	20

Vision and Values

Newstead Christian School

Equipped, Empowered to Serve

Mission Statement:

To equip students with a Christ-centered education so as to reflect Him and provide them with spiritual keys and skills to influence and engage their calling in life.

Core Values:

- Our students and staff are continually growing in Christ-like character and reflect God's love and power in the school, community and the nations.
- Our school is anchored in the Word of God.
- Our school is empowered and guided by the Holy Spirit and exercises the Spirit's gifts in freedom.
- Our school expresses kingdom values through dedication to community building both within and outside the school.
- Our students excel in wisdom and education.
- Our school fosters Godly and loving relationships underpinned by love, honour, acceptance and forgiveness.
- Our school prepares and equips students for life in the 21st Century taking with them biblical values for the workplace and global environment.
- Our school recognizes the uniqueness of each individual student and seeks to educate them in these differences.
- Our school believes in the God given potential for all students and provides an education for them to attain it.

Statement of Faith

We believe in:

- One God, perfect and holy, eternally existent in three persons: The Father, the Son and the Holy Spirit.
- Jesus Christ, His deity, atoning death, bodily resurrection, ascension to heaven and personal return in power and glory.
- The Holy Spirit is a divine person by whose agency alone man can be brought to salvation through Christ.
- The Holy Scriptures, consisting of Old and New Testament divinely inspired as originally written, supreme in authority.

We affirm that:

- The believer's walk of obedience and faith involves the Holy Spirit working in people's lives to develop the character of Christ within them (Galatians 5:22-23.)
- Effective Christian service is only possible through the empowering of the Holy Spirit (1 Corinthians 12:1-11.)

Standards of Conduct

The School's biblically based curriculum is designed to produce young disciples of our LORD Jesus who will not compromise on Christian beliefs and values. The following character traits are the basis for living lives within a school family of believers:

ATTENTIVE (Hebrews 2:1)	AVAILABLE (Matthew 9:9)	COMPASSIONATE (1 Peter 3:8)
CONSIDERATE (Philippians 2:4)	CONSISTENT (1 Corinthians 15:58)	CO-OPERATIVE (Psalm 133:1)
DEFERENT (1 Corinthians 10:33)	DEPENDABLE (1 Timothy 6:20)	DISCREET (Psalm 112:5)
FORGIVING (Colossians 3:2)	FRIENDLY (Proverbs 18:24)	GENTLE (2 Timothy 2:24)
KIND (Ephesians 4:32)	MERCIFUL (Luke 6:36)	PEACEFUL (John 26:33)
SELF-CONTROLLED (1 Thessalonians 5:22)	SUBMISSIVE (Hebrews 13:17)	TACTFUL (Colossians 4:6)
TRUTHFUL (Ephesians 4:25)	VIRTUOUS (Philippians 4:8)	

Curriculum

Early Childhood Studies

Newstead Christian School is implementing the Early Learning Years Framework (EYLF) in Kindergarten and Prep. The EYLF is a Commonwealth initiative for early childhood education. The framework "... describes the principles, practice and outcomes essential to support and enhance young children's learning from birth to five years of age, as well as their transition to school. Children explore their world through the themes of Belonging, Being and Becoming."

THE SCHOOL aims to provide an enabling environment where children feel comfortable and valued enough to be able to follow their interests, take the initiative in their learning, take on challenges and be resourceful.

Reporting includes reference to children's learning based on the Framework. This is evident through the photos and accompanying learning stories in the child's portfolio.

A Biblical world view is also central to the 'framework' of Christian Education. THE SCHOOL's early childhood class use prayer, songs, stories, scripture memory and play to enable children to have an understanding of who Jesus is, that every child is special and God has a plan and purpose for each of their lives.

Letters and Sounds is introduced in Kindergarten and continues through to grade 2. It is a phonics resource published by the Department for Education (UK). It aims to build children's speaking and listening skills in their own right as well as prepare children for learning to read by developing their phonic knowledge and skills. It sets out a detailed and systematic program for teaching phonic skills for children starting by the age of five and becoming fluent readers by age seven.

Primary Curriculum

The primary school curriculum builds upon the core subject areas of the current Australian Curriculum - Math, English, History, Science and Geography. In addition to these subjects, primary students engage in a broad range of learning activities and experiences including art, music, Indonesian, computing, health and physical education (including inter-school sport).

High School Curriculum

The High School curriculum builds upon the core subject areas of the Australian Curriculum. Additionally, students have a range of elective subjects from which to choose: Automotive, Art, Graphic Design, Drama, Music, Food & Nutrition, Textiles and Outdoor Education.

Physical Education

It is our policy that no student be excused from the required Physical Education course without a medical certificate of exemption.

School Excursions & Camps

There will be an opportunity for students to attend camps. We provide two main camps per year, two night camp for the Primary School Students and a two-night camp for the Senior Students, both are costed into yearly fees.

Outdoor Education: Classes have additional camps throughout the year, subject to weather conditions. ie: surfing/skiing etc.

There are some educational excursions that are costed into the yearly fees but most incur additional fees for attendance. A general note of consent for excursions is to be signed by parents/guardians at the beginning of each year. Additional consent will be required for excursions that involve swimming etc. Where casual clothes are to be worn, these must meet the standards of modesty and safety. ie: closed shoes, not sandals or thongs.

Senior Mainland and Overseas Trips:

These trips run on a three cycle and are usually held in the last week of third Term (timing of overseas trips will vary). These trips are optional and are not included in the school fees.

School fees must be up to date and deposits paid in a timely manner to ensure your child/children's attendance.

- 2017 - Canberra
- 2018 - Melbourne and Country Victoria
- 2019 - Indonesia
- 2020 - Canberra

Parent Surveys

The School values the input of parents. A survey form and/or discussion evening will be conducted annually to enable a forum for comments on all aspects of school life.

Fee Schedules 2017

Full Time Student

- Kinder Student per annum \$2430
- Junior Student (Grades P – 3) per annum \$3600
- Junior Student (Grades 4 – 6) per annum \$3920
- Senior Student (Grades 7- 8) per annum \$4660
- Senior Student (Grades 9 – 10) per annum \$4980

Sibling Discounts

- 2nd Student in the Family receives a 50% discount
- 3rd Student in the Family receives a 75% discount
- 4th and further Students in the Family receive a 100% discount (Free).

Costs Covered in Fees

- All core units of work and self-assessment tools required for classroom curriculum.
- Initial classroom resources needed for class units.
- Camp fees, School transport costs.
- Entry fees to curriculum-related activities/excursions (unless advised)
- All Senior Electives

Additional Costs incurred throughout the Year

All costs not compulsory to the curriculum will be an additional cost to parents. These include:

- Transport to and from school
- School Uniform
- Materials for major projects may incur an additional fee
- Education Support Unit – student assessments (where required)
- Special Extra Curriculum Events E.g. Science Challenge
- Special Excursions
- Senior mainland or OS trips
- Senior Students do require a BYOD (bring your own device ie laptop) for class work
- School Photos

Obligations for Fee Payment

In signing the enrolment form the parent or Carer has entered into a contract for the supply of schooling by The School for your child at the agreed fee schedule. This means The School has the right to the full collection of fees when due and payable.

The School also holds the right to refer any outstanding fees and associated collection costs to a Debt Collection Agency in the case of refusal to pay.

Any outstanding fees at the end of term will mean recommencement of your child's studies will not be possible until the matter is resolved.

Failure to pay accounts when due without communication to the Business Manager will automatically incur penalty interest of 5% on the unpaid amount. The School reserves the right to charge this penalty at its discretion and may remove the fee when and if communication is made with the Business Manager.

You will receive a regular statement of your account. Please speak to the Business Manager for any more details or explanation of the payment options.

N.B. It is essential that the Business Manager is notified immediately if any regular payment is unable to be maintained.

The office will accept fee payment by:

- Credit or Debit Cards (not Amex or Diners)
- Cheque
- Cash
- Internet Transfer (Include your name on our statement in order that payments are credited to the correct account).
- Fortnightly direct debit using only
 - o Centrepay from your Centrelink account.
 - o Our Direct Deposit facility EasyPay
 - o Credit card authority

Fees on early exit from the school

Parents will be charged fully year fees for any child who exits the school before the first Friday in August. Rebates of fees for a departure after this date will be available.

Fee Increases

There will be an automatic 4% increase in fees at the beginning of each academic year to accommodate increased costs of salaries, goods and services. The School will also, at the discretion of the Board, make further amendments if the financial situation dictates. You will be notified in writing by mail. Be assured, we are convicted to keep fees as low as possible.

Admissions Policy

Enrolment

Our school consists of a range of different families that share in the same Christian values. Parents and children loving Jesus and in regular fellowship with other believers will maximise the results of our Christian curriculum. As well as families that have faith in Jesus Christ, we welcome and include families that agree with our 'Vision and Values' Statement.

Do you agree with the objectives expressed by our 'Vision and Values' Statement?

Your Decision to Enrol Your Children

If you are considering enrolling your family, please ensure that you study this manual carefully:

- Do you agree with the objectives expressed by our 'Vision and Values' statement?
- Can you meet your financial obligations of paying school fees?
- Can you guarantee your support for the school by the signing of the parent contract? (See Application for Enrolment forms)
- After reading the school manual carefully, is this the type of education you desire for your child and can support unequivocally?

Admissions Procedure

The minimum age for admission is 4 years of age at 1st January for Kindergarten.

Here is a summary of our normal admissions procedure:

- Study the manual thoroughly and arrive at a conviction about Christian education and what the School has to offer your family.
- Fill in all Application for Enrolment forms (available at our office or from our website)
- Review the application check-list at the end of the Application for Enrolment forms
- Submit application forms to the office and accompany them with any current school report cards and other documents or certificates
- The Office will arrange a time for an interview (parents & child/children) with the Principal.
- Parents will then be notified by mail or phone if accepted.

After official notification, the following needs to be completed before taking part in studies:

- Agreement of payment method including any direct debit facility forms.
- School uniform purchased.

School Life

Devotions/Prayer

Each classroom teacher allocates time for prayer and devotions during the week as a class group. This time is set aside to focus on God's word.

Presentation Evening Awards

The following awards are presented on awards' night -

- Most Diligent
- Most Improved
- Academic Excellence
- Contributor Award
- Senior Creative Arts
- Senior Design and Technology
- Senior ICT
- Junior Music
- Junior and Senior Indonesian
- Junior and Senior Sport
- Young Leader's Award presented by a local member of Parliament
- Civics & Citizenship Award presented by a local member of Parliament
- Long Tan Leadership and Teamwork Award
- Junior and Senior Fruit of the Spirit
- Sports Female of the Year
- Sports Male of the Year
- Dux of the Year

School Culture

Parental Involvement

The parent/staff relationship needs to be characterized by a working association from which students will benefit. The 'Matthew 18 principle' should be used as the vehicle for resolving any problems that may arise - i.e. levels of referral through Teacher-Principal/School Chaplain-Board. Most problems can be solved at the 'two people level'. If not, others can be involved in the mediation process. There is no place in a Christian school for derogatory criticism, slander or backbiting.

"Do all things without grumbling and fault-finding and complaining (against God) and questioning and doubting (among yourselves)" Philippians 2: 14-15 Amp.

Discipline

Students must not conduct themselves in a way which contradicts Christian character. This requirement is implicit in the enrolment contract signed on admission.

The role of the school is to work in co-operation with the family to build strong Christian attitudes and values. The school cannot supplant where discipline has not been achieved at the home level. All new students are admitted on probation for the first term. This allows sufficient time to ensure that the student and parents are accepting of the school's ethos and rules.

Parents can assist the School in occurrences involving infringements of a serious nature, i.e.: (the 4 D's: Disobedience, Disrespect, Dishonesty, Destructiveness). On such occasion the parents may be asked to be present at the disciplinary meeting where the student should acknowledge acceptance and admission of wrongdoing. It is their responsibility to ensure that the necessary change in behaviour is monitored for its effective resolution.

Chaplaincy

The school Chaplains are acquainted with each student and will provide pastoral assistance if needed as well as nurturing aspects of their spiritual lives.

Suspension and Expulsion

When a student's attitude is not in accord with school principles, the child will be placed on probation and parents will be invited to a conference. If the situation does not change within the designated time, parents will be asked to withdraw the child.

Relationships between genders in the school are best based on friendship within the security of a group. The use of pornography, alcohol, tobacco or drugs will be considered as serious breaches of discipline requiring expulsion.

A copy of the School's Grievance Policy can be downloaded from the 'Resource Section' on our school website.

Student Complaints

If your child comes home complaining, please follow this procedure:

- Always give staff the benefit of the doubt; ask for the full story from them.
- Realise that children's reporting may be emotionally based and might not include all the relevant information.
- Understand that the staff will recognise when the fault is their own.
- Realise the school has good reasons for all rules and that they are enforced without partiality.
- Support the administration without reservation and if not fully satisfied, follow the 'Matthew 18' principle.
- This school is dedicated to the training of children in a Christ-centred environment. Students are reminded that God expects us to be disciplined in all areas of life.

Bullying & Harassment

Bullying is the conscious desire to hurt, exclude or put someone down. This can be done by actions, words or looks; however, unkind actions should not be misconstrued as deliberate harassment, though no less excusable. Every student has the right to feel safe, happy and accepted. The School has a set policy understood by both students and staff to deal with any occurrences of bullying and harassment which begins with resolution and ends if necessary with affirmative action including expulsion. The School's "Hands-Off" policy refers to any use of force for the purpose of intimidation or expressing anger.

Uniform

Uniform items should be kept clean, pressed and in good condition. Parents and students should not deviate from the general rule of "plain and simple style". Correct sports shoes are to be worn (no canvas, ankle boots or slip-ons). Dress shoes must be black lace-ups or T bars for girls.

N.B.: Winter uniform includes the school jumper – no other tops are to be worn as alternatives including to and from school.

Hairstyles shall be of a length cut and colour deemed suitable by the Principal; i.e. No extreme fashions such as vividly-dyed hair or unruly styles which hamper their work or compromise the standard and tone of our school.

The only permissible jewellery for girls is: plain earrings or studs (1 per ear), 1 single plain signet type ring and 1 single plain bangle, i.e. no flashy or chunky styles.

Excessive make-up ie: (foundation, lip gloss and mascara) is not permitted.

Dress length should be practical and modest for school purposes. Socks for boys and girls are to be of a conventional length, not anklet style.

Boys having shirts outside of shorts/trousers must wear a straight-cut designed for this purpose. Boy's swimmers are not to be baggies, i.e. below the knees. Girl's swimmers are to be a full piece of modest cut and appearance – no two piece swimsuits.

Students must not change into casual clothes to leave school unless there is a special reason communicated by a note from the parent. N.B. All the above requirements are also to apply when casual clothes are worn for camps or casual clothes days.

Transport of Students

A general permission note will be sent home at the commencement of the school year for any out of school program excursions. Our own bus or charter will be used. Whenever staff vehicles are involved, parental permission will be sought. Permission notes will not be issued when students travel as part of their curriculum schedule. i.e. weekly Physical Education and inter-school sport.

Attendance

The school should be informed of holiday and other absences at least one school week prior. To ensure student safety, absences must be reported before the beginning of the school day by phone (6331 1922), school stream or email (office@ncs.tas.edu.au). Unreported absences will be followed up by phone, SMS or email. If contact is not made, the absence must be confirmed by diary note the following day. NB: Absences of more than 3 days must be accompanied by a medical certificate.

Students will be recorded 'late' if they are not in the classroom on time. The students should give an apology for lateness and sign the Late Book. It is parents' responsibility to ensure students arrive at school on time; 15 minutes before final bell is appropriate.

School Times:

First Bell: 8:55am for commencement at 9:00am Last Bell: 3:00pm.

Term dates and other key dates can be found in the School Diary Calendar or on the School Website Calendar.

Illness

If students have a communicable illness of any kind they should be kept at home. This directive includes the presence of head lice. The school office should be kept informed of any incidence of notifiable conditions so that appropriate steps can be implemented.

Exiting the School

Parents withdrawing their children from the school are requested to arrange an appointment with the Principal to discuss the reasons for leaving the school, especially when there are issues of parent or child/school relationship, when the departure is sudden or mid-year.

Parents are then required to give written notice to the Principal and Business Manager of the proposed date of cessation, a minimum of 28 days prior to the student/s departure.

Where students are withdrawn at short notice in any term, a rebate of fees paid will only be granted when the student/s leaves prior to the first 28 days of term.

Early Exit: Parents will be charged fully year fees for any child who exits the school before the first Friday in August. Rebates of fees for a departure after this date will be available.

School Procedures

Diaries

Teachers or students will write any homework into their diary. Parents are required to check work is completed and then sign diaries, regardless of homework. The communication page should not be used to convey any comments of a sensitive nature. Please speak to the teacher directly where there are concerns.

Prohibited Items

iPods/MP3 players, electronic games, photographic devices, play or real weapons are not permitted to be brought to school.

Student Reports

Subject reports will be issued three times a year.

- End of Term 1, (preliminary)
- Mid Year
- End of the Year

Assessment, Reporting and Parent/Teacher Interviews

Parents/Guardians at NCS have the opportunity to meet with teachers formally and informally at various times of the year. Parents may, at any time, make an appointment to speak to their child's teacher regarding their child's progress or any other issues that may arise.

In order for parents to be informed about their child's progress earlier in the calendar year, a simple, check list report has recently been introduced and will go out on the last day of Term 1.

Term 1:

Progress Report (Check list) distributed to parents at the end of Term 1. Teacher indicates if there is a need to see parent/s for an interview and adds a general comment about child's academic progress if necessary.

Term 2:

Early- Teachers follow through with parent teacher interview requests from Term 1.

Late- Parents receive a Mid-Year Report on their child's progress in all areas of the curriculum and school life in general. This is received one week before parent/teacher interviews. Electronic copies can be sent at the request of parents.

Parents are encouraged to attend a formal Parent/Teacher Interview with the relevant teaching staff. These are conducted in the last week of Term 2 over two afternoon and night sessions. This is an opportunity for parents to discuss their child's progress in depth and view work samples and assessments.

The learning and assessment opportunities for each subject are clearly outlined and the report itself, explains the A-E achievement levels. Evidence on how a 'level' is attained is available through the teacher's assessment documentation and student work samples. Application and attitude to learning is also addressed.

Term 4: Parents receive an End of Year Report on their child's progress in all areas of the curriculum and school life in general. Electronic copies can be sent at the request of parents. These go out a few days before the end of Term 4 to allow parents an opportunity to follow through with relevant teaching staff if required.

Closed Campus Policy

Students may not leave the school grounds during school hours without permission. Visitors to the school must sign in at the school office and students should sign out when leaving early. (N.B. Classes are not to be interrupted.)

The school phone is reserved for official school business and emergencies. Students needing to place emergency calls must have their teacher's permission.

Mobile Phones

Mobile phones are preferably not to be brought to school unless parents believe there are particular communication issues involving safety, etc. Students should ask the class teacher for a permission note. Mobile phones must be handed in at the beginning of each day.

Student Equipment

All workbooks, texts and primary art supplies will be provided. Stationery supplies of pencils, erasers, sharpeners and rulers are the responsibility of parents and should be provided to students in sufficient quantity at the beginning of each term. Literature books are loaned and reimbursement will be required if not returned by the end of term. Senior Students require their own calculator. For additional details, please refer to booklists issued prior to the commencement of the school year.

Grievance Resolution

As a Christian community of like-minded believers it is important that all personal issues be approached from a Biblical worldview.

This process may involve any parents, staff, students or concerned members of the community.

Love and forgiveness characterize the highest principles of our faith and we need to apply God's Word to these ends.

Please find our Grievance Policy on our website – www.ncs.tas.edu.au/vision-values/resources/

UNIFORM LIST

This is the official uniform of our school. Parents are required to ensure their children maintain a high standard of appearance when wearing the school uniform. Please direct inquiries to the School Office.

Kinder students wear the sports uniform only.

Summer – Girls

School Dress

White socks (not sport socks for dress uniform)

Black school shoes – Lace ups or Mary Jane style (not canvas)

Red School Jumper

Hair ties – red/black/grey/white

Outdoors –

Black hat/cap with school logo

Girls Sport – summer

Black shorts

Short sleeve polo shirt with school logo

White sport socks

Gym shoes (not flat)

Winter – Girls

School tunic / skirt

Girls white long sleeve shirt

Red school Jumper

Black stockings

Black school shoes – Lace ups or Mary Jane style (not canvas)

Hair ties – red/black/grey/white

Outdoors –

Optional for outside wear – (plain black, grey or red) scarf, beanie, gloves

Black school jacket with logo or plain black jacket, grey or red (i.e.: puffer)

Girls Sport - winter

Black track pants

Long / short sleeve polo shirt with school logo

Rugby top with school logo

White or black sport socks

Gym shoes (not flat)

Summer – Boys

Plain grey shorts (no cargo pockets)

White short sleeve shirt

School tie

Red school Jumper

Black school shoes – Lace ups (not canvas)

Grey short socks

Outdoors –

Black hat / cap (with school logo)

Boys Sport – summer

Black shorts

Short sleeve polo shirt with school logo

White or black sport socks

Gym shoes (not flat)

Winter – Boys

Plain grey trousers / shorts (no cargo pockets)

White long sleeve shirt

School tie

Red school Jumper

Short grey socks (not sports socks)

Black school shoes – Lace ups (not canvas)

Outdoors –

Optional for outside wear – (plain black, grey or red) scarf, beanie, gloves

Black school jacket with logo or plain black, grey or red jacket (ie: puffer),

Boys Sport - winter

Black track pants

Long / short sleeve polo shirt with school logo

Rugby top with school logo

White or black sports socks

Gym shoes (not flat)

** Avoid obvious brand logos on non-NCS uniform items

N.B. Special orders will incur postage of \$4.00. All prices include GST.

Items which are badly faded, holed or too short, do not reflect the school in a good light.

Please replace or repair such items without delay (N.B. do not pass on to other students).

Please contact the School office for the current uniform prices.

Second Hand Uniforms

The School holds a stock of Second hand uniforms. Purchase of these may be put on the school fee account.

If your child has no further use of an item of uniform the School MAY agree to hold it for sale on consignment.

All Sales of second-hand uniform items on behalf of parents will involve 15% handling fee being retained by the school. You may consider donating the item for the whole sale price to be retained by the school.

Privacy Policy

Please contact the office for a copy of our privacy policy which outlines why and how we collect personal information, how we hold personal information and the rights you have to view the information we hold.