“He has showed you, O man, what is good. And what does the LORD require of you? To act justly and to love mercy and to walk humbly with your God.” Micah 6: 8 NIV
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Dear Parents/Caregivers

The Pacific Coast Christian School staff and I would like to warmly welcome you and your family to the School. We look forward to sharing with you in the education of your child.

May I encourage you to read the Pacific Post each term as this is our main avenue of communication with you in relation to school life and upcoming events. The Pacific Post is our school newsletter and all events are contained in a removable one-page calendar.

This is distributed via email or a hard copy may be collected from the office at your convenience. Any other activities that are not included in the calendar will be publicised via a note home close to the date.

You may also like to join our Pacific Coast Christian School Facebook site to connect with other families and receive messages about up and coming school events. A link is available from our website at www.pacificcoast.nsw.edu.au.

We trust that your child will enjoy their time at Pacific Coast Christian School and that each child will come to know Jesus as their personal Saviour and friend.

Yours in His Service

[Signature]

Mr Ben Krahe
Principal
Vision Statement

The purpose of Pacific Coast Christian School is to provide a Christian educational community as a centre of teaching and learning excellence founded on biblically-based beliefs, values and behaviour.

To be authentically Christian:

a) To start and end with knowing God in all endeavours.

b) To live under the authority of God’s Word, and to interpret it thoroughly and reasonably with the guidance of His Holy Spirit.

c) To staff the school with people committed to live worshipfully under God.

d) To nurture and encourage students into a reconciled relationship with God through Christ.

e) To work as the Body of Christ comprised by those of faith in the School Community.

To provide quality education:

a) To encourage and train students into a love of learning.

b) To equip students’ minds to understand God’s perspective in all areas of learning.

c) To help each child achieve his or her God given potential, by providing appropriate educational opportunities according to each one’s abilities, including those with intellectual deficits, the learning disabled and the gifted and talented, and those from varying cultural backgrounds.

d) To fulfil all government requirements to enable us to be an accredited educational institution.

e) To have students accept the biblical principle of stewardship in relation to their gifts.

f) To encourage and train students in work habits which can produce outstanding results in all school programs – spiritual, academic, cultural, physical.

g) To encourage and equip staff in developing their understanding of God’s perspective on Christian Education.
To practise Christian community:

a) To create safe relationships through being just and fair according to biblical principles.

b) To be compassionate and merciful as God is to us.

c) To nurture and train members of the community to accept personal responsibility for themselves (self-discipline); to act within an ethos of service towards others; and to demonstrate an attitude of care for the environment.

d) To encourage the involvement of those supportive of the school ethos who can assist in the teaching and learning at Pacific Coast Christian School.

e) To develop curriculum that explicitly addresses relational issues.

f) To develop community life across all activities of Pacific Coast Christian School.

g) To maintain and promote unity throughout all Year Levels in our school.
Statement of Faith

We believe:

The Bible is God’s Word, inspired by the Holy Spirit and without error in the original writings. It is our sole authority and absolutely binding in all matters of faith and conduct.

There is one holy God, existing eternally as Father, Son and Holy Spirit. He is the Creator of all things visible and invisible. Jesus Christ is the Son of God who became man through conception by the Holy Spirit and virgin birth and was without sin.

The Holy Spirit convicts the world of guilt in regard to sin, righteousness and judgment.

Satan is the originator of all evil and through him sin was introduced into the world after the Fall of Adam and Eve. Man is, by nature and practice, a sinful creature and is unable, by any personal merit or works, to meet the standards of a holy God.

Association of Independent Schools
Membership Information

The Association of Independent Schools (AIS) is the peak body for independent schools in NSW and represents the interests of all independent schools in consultations with governments, statutory authorities and a wide range of other education stakeholders.

The AIS is a non-profit body whose members are not-for-profit independent schools located in NSW. Membership includes schools of many different types, sizes, religious affiliations and educational philosophies. A major focus of the Association’s activities is to offer quality support to its member schools in the areas of governance, employment relations, compliance, professional development and professional educational consultancy services.

As the peak body for independent schools in NSW, the AIS manages a range of government funded programs for both the state and federal governments. These programs are available to all independent schools in NSW.

More than 380 schools are members of the AIS and together they enrol more than 158,000 students. The AIS secretariat employs approximately 100 people to undertake a range of functions and to provide services as determined by member schools.
## Calendar – Term Dates 2017

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<td>26th April – 30th June</td>
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<td>Term 3</td>
<td>24th July – 22nd September</td>
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<td>Term 4</td>
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## Senior School Timetable with Bell Times

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<tr>
<td>8:35 – 8:54</td>
<td>PC</td>
<td>Assembly</td>
<td>PC</td>
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<tr>
<td>P1 8:54 – 9:47</td>
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<td></td>
<td></td>
<td>Chapel</td>
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<td>P2 9:47 – 10:40</td>
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<td></td>
<td>Morning Tea 10:40 – 11:00</td>
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<td>P3 11:00 – 11:53</td>
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<td>P4 11:53 – 12:46</td>
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<td>Lunch 12:46 – 1:26</td>
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<td>P5 1:26 – 2:19</td>
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<td>P6 2:19 – 3:12</td>
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<td>Sport and recreation</td>
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<tr>
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<td>8.35-8.50</td>
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<td><strong>Period 1</strong></td>
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<tr>
<td>10.20-10.30</td>
<td>Munch ‘n Crunch</td>
<td>Munch ‘n Crunch</td>
<td>Munch ‘n Crunch</td>
<td>Munch ‘n Crunch</td>
<td>Munch ‘n Crunch</td>
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<td>10.30-11.00</td>
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<tr>
<td>11.00-11.10</td>
<td>Eating</td>
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<td>11.10-11.40</td>
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Absences

The law requires that all absences be covered by a written explanation. If your child is absent you must inform the office with a written explanation. Please write a letter, email info@pacificcoast.nsw.edu.au or SMS 0429 558 004. Written notification of absentees is required within seven days of your child’s absence. However, it is preferable to receive notification on the day of absence by email or SMS.

Holidays in Term Time

It is a mandatory requirement that all students attend school in term time. An Application for Extended Leave can only be approved by the Principal under certain conditions. Absence from school can normally be granted for special religious ceremonies, serious or urgent family situations, sickness or infectious diseases. Families are discouraged from taking holidays in term time. As part of the implementation of National Standards, holidays taken by students in term time will now be included as absences, unless the Principal accepts the reason for the absence.

Extended Leave and Compulsory School Attendance

Changes to Attendance Register Codes took place in 2015. As a result, holidays taken by students outside of school vacation periods will now be included as unapproved absences, unless approved by the Principal. Absence or travel during term time can be accepted by the Principal for the following reasons: 1. A special religious ceremony 2. A serious or urgent family situation 3. Sickness or an infectious illness 4. An elite sporting event 5. Involvement in the entertainment Industry. It is important to note that the school does not have discretionary powers outside these legislative guidelines, particularly if a student is studying for the HSC. Parents must carefully consider any absences in term time that the school cannot approve.

Allergies - No Peanut Butter or Nut Products are permitted

Several students in our school suffer from allergies which can be fatal. Please do not send any peanut or nut products to school in your child’s morning tea or lunch. Even the wrappers can cause an allergic reaction.

Arrivals/Departures

Students are required to sign in at the office should they arrive after 8:35am they will be entered in our automated system and the teacher will check this once they are in the classroom.

Parents/Caregivers wishing to collect their students prior to 3:10pm (Junior School) or 3:12pm (Senior School), please sign your student/s out at the office. A note to the office in the morning of an early departure is encouraged, to ensure your student is waiting for your collection at the allotted pick up time.
Assemblies
Junior and Senior School Chapels and Assemblies are held weekly. Parents are welcome to attend. Please contact the office for weekly Chapel and Assembly times.

Assessment
Assessment of students at Pacific Coast Christian School is an ongoing and integral part of the teaching/learning process for each student. Students will have assessment tasks each term that contribute to their final grades for their subjects. There will be both assessment that takes place within class, and tasks that need to be completed at home. If students have any difficulties with set tasks it is important to discuss this with the Class or Subject Teacher.

Bookwork
Students are required to maintain their books in a neat and tidy fashion. Workbooks should be covered and labelled appropriately. Liquid paper is not to be used. However, Senior School students may use white correction tape instead. The expectation is that students will have the appropriate equipment for class.

Bullying, Cyber Bullying and Discrimination
Bullying and discrimination are not in keeping with Christian values and are not tolerated at Pacific Coast Christian School. The School has an active anti-bullying policy and students are urged to report any bullying issues to their Class or Pastoral Care teachers, or through the school’s Incident Report Forms.

Bus Travel
While students are waiting for their buses to arrive in the afternoon, they are required to sit in designated areas. All students must produce a bus pass when travelling to and from school on Surfside buses and the Pacific Coast Christian School buses to and from school. Students are not permitted to stand unless all seats have been occupied. When students are on the bus, Junior School students sit at the front of the bus, and Senior School at the back. All students at Pacific Coast Christian School are expected to behave in an exemplary manner whilst travelling on public and/or school transport. Misbehaviour of students on the buses could result in bus passes being confiscated or revoked. Parents will be informed of student misbehaviour.

Camps
Junior School
Years 3/4 and Years 5/6 will be attending camp. Information and Permission Notes will be distributed prior to the event date. Camps are a compulsory part of the curriculum.
Senior School
All students are expected to attend Camp unless a written request has been received by parents/carers. Parents must inform the school in writing well in advance of the departure date listing reasons why a student is unable to attend. All students are expected to attend school if they do not participate in camps.

Career Guidance
Students are encouraged to seek assistance with their career goals. The school has a wide variety of information and resources available and students should speak with their Pastoral Care Teacher, Head of Curriculum or Head of Senior School.

Camivals
There will be a Senior School Swimming Carnival for Years Seven to Twelve and a Junior School Swimming Carnival for Years Three to Six. Please refer to ‘Sport Houses’ for information on team and team colours.

The Athletics Carnivals will also be held during Term Two. The dates for Zone, NSW CIS, CSSA carnival dates will be sent out each term.

Collection Points and Time
Junior School Parents/Caregivers are required to collect their children from the concrete area behind the Administration Block. Students catching the buses will be supervised in this area as well. Senior School students assemble in the COLA for collection or catching the bus. Please contact the school by 2.30pm if you are unable to collect your child on time. Please note that the school office closes at 4:00pm.

Community Service
The School has a policy of active Community Service. Year Three to Twelve students will participate in Community Service both within the School and in the wider community.

Compassion
The students in Junior School sponsor a young girl Rayan, through Compassion. The money contributed helps pay for school needs, food, clothing and accommodation. Students are encouraged to make small donations throughout the term.

Chaplain – JS and SS
The Senior School Chaplain, Mrs Rachel Thompson is available two days a week. The Junior School Chaplain, Mrs Kim Appo is available two days a week also.

Please note that should parents/caregivers wish to speak with the Chaplains an appointment will need to be made through the Office.
Detention/Time Out

Students may be kept in for a lunchtime detention for uniform infringements and incompletion of homework. Class or Subject Teachers may need to detain students to finish incomplete work, minor classroom behaviour issues or address issues that have arisen in class. Please see ‘School Discipline’ for more information.

Discipline

This is part of every teacher’s role and each teacher has the responsibility to discipline any child who misbehaves in the classroom, playground, bus travel or locations where they are wearing the school uniform.

Unacceptable behaviour includes insolence, fighting, swearing, theft, deliberate physical and verbal actions against another student or staff member, throwing stones or objects, continually distracting another student from class work or disrupting a learning environment.

Instruction, correction, exhortation and implementing consequences are the common modes of discipline. A copy of the School’s Enrolment and Discipline policies, and Code of Conduct have been included at the back of this booklet for your convenience.

Discipline by Parents/Caregivers

Any parent/caregiver concerned about student behaviour (other than their own) should phone the school and speak with the Head of School. It is not the responsibility of the parent/caregiver to discipline other people’s children and doing so breaches the school’s duty of care. This also includes before and after school and bus travel.

Driving to School

Students who drive to school and wish to park in the School Car Park must obtain a parking permit from the School. Application forms for parking permits are available from the office. Students are unable to take other students as passengers without written parental permission.

Duty of Care

This is a legal requirement. Staff have been informed of their Duty of Care responsibilities.

Electronic Equipment

Students are not permitted to bring electronic equipment, such as iPods, MP3 Players and Nintendo DS to school. The equipment will be confiscated if students are found in possession. Students who do bring such devices to school must hand them into the office prior to the school day commencing. Students are able to collect their items at the end of the day.
Energy/Soft Drinks

Students are not permitted to bring energy drinks, such as coffee, V, Red Bull, or soft drinks, such as Coca Cola, to school. This includes all drinks containing caffeine. Energy/soft drinks will be confiscated. No drinks in cans or glass bottles are permitted at school.

Excursions and Events

There will be out-of-school excursions and in-school events during the year. As the various excursions and events form part of the curriculum and have educational value your student/s is expected to participate in all of them. Full school uniform must be worn unless otherwise directed by the teachers.

The class teachers will advise if parent assistance is requested on these excursions. Parents are unable to attend the excursions and events without prior teacher agreement.

Fundraising

Various fundraising activities are held during the year. The funds raised by students are used for Mission purposes and service.

Grievances

If you have concerns relating to a staff member then you are required, in the first instance, to consult directly with that person. Should you fail to resolve the problem then contact the Head of School, who will arrange a meeting with all parties. The School has a ‘Complaints and Appeals’ Policy and the procedures are outlined in the back of this booklet. It is presumed, when dealing with matters of concern, that Christian grace will always be exhibited toward others.

Hats

The 'NO HAT, NO PLAY' Policy is implemented throughout the year for both Junior and Senior School students. Students who fail to bring their school hat are required to sit under shade or play in shaded areas. Please ensure that the name of the owner is clearly marked on the inside of the hat.

Homework

Junior School
Kindergarten to Year Six students are expected to complete homework each week. Junior School students will complete any homework with the class teacher. If for some reason your child is unable to complete homework please send an explanation note to the teacher.

Senior School
Homework is a regular part of all subjects and it will be set and marked by the teacher each week. The expectation is that homework will be completed neatly and to a satisfactory standard.
### Infectious Diseases

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<th>Disease</th>
<th>How long to keep your child away from school because of the risk that your child may infect other children</th>
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<tr>
<td>Chicken Pox</td>
<td>For five days after the first spots appear.</td>
</tr>
<tr>
<td>Glandular Fever (Infectious Mononucleosis)</td>
<td>It is not necessary to keep your child away from school from the point of view of infection, but some children with Glandular Fever are too sick to attend school.</td>
</tr>
<tr>
<td>Infectious Hepatitis (Viral Hepatitis Type A)</td>
<td>Until child has recovered, and for one week from the first signs of jaundice.</td>
</tr>
<tr>
<td>Measles</td>
<td>Five days from appearance of rash.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Until your child has fully recovered, and for one week after the appearance of the swelling.</td>
</tr>
<tr>
<td>Rubella (German Measles)</td>
<td>Until fully recovered, and for at least 6 days after the rash appears. (DO NOT CONFUSE WITH MEASLES)</td>
</tr>
<tr>
<td>Whooping Cough</td>
<td>If the child has not received any antibiotic treatment then the child should be kept away from school for 3 weeks from the onset of the “whoop”. If appropriate antibiotic treatment is given (oral erythromycin), the child only needs to be kept away from school for 5 days from the start of erythromycin therapy.</td>
</tr>
<tr>
<td>Impetigo (“Scabby Sores”)</td>
<td>Your family doctor should be consulted and antibiotics will be prescribed. If the sores are being treated and are properly covered by a clean dressing, children are allowed to attend school.</td>
</tr>
<tr>
<td>Pediculosis (Head Lice)</td>
<td>Until appropriate treatment is begun. It is not necessary to shave the head.</td>
</tr>
<tr>
<td>Ringworm</td>
<td>Until advice has been sought from doctor/chemist and appropriate treatment has commenced.</td>
</tr>
<tr>
<td>Scabies (“The Itch”)</td>
<td>Until advice has been sought from doctor/chemist and appropriate treatment has commenced.</td>
</tr>
</tbody>
</table>

### Internet

Internet access is provided at Pacific Coast Christian School to help students with their schoolwork. We have security in place to keep your child safe on the Internet. Internet use is a privilege and a responsibility. Students who use the Internet in an inappropriate manner will be banned from using it and there may be other consequences.

### Interviews

To ensure that a parent/teacher discussion is not interrupted, please make an appointment to see the particular teacher. Teachers can only interview parents/caregivers before school if an appointment has been made. Please be aware that all staff are required to attend Staff Devotions from 8.05am to 8.20am.
**iPads**

It is the school’s expectation that all Year Seven to Twelve students must bring an iPad to school.

**Lockers**

Lockers are available to all Senior School students. Students are required to provide their own pad lock and key.

**Learning Resources Centre**

Students are able to borrow from the library. The library has a wide range of useful resources. Students are encouraged to make use of the library when undertaking assessment tasks. Students using the library are expected to work quietly and treat all resources with respect.

**Lost Property**

Please ensure that all clothing is labelled. Clothing placed in the Lost Property box will be returned to students whose names are located on the article. Please check names regularly as continual washing fades the owner’s identity. All unclaimed, unnamed clothing will be retained by the office as office spares or available for sale.

**Medical**

All diagnosed illnesses and conditions for students must be divulged and supported by a Doctor’s written certification prior to commencing at PCCS. If something is diagnosed whilst the child is enrolled, parents and carers are obligated to inform the school immediately and having supporting documentation of the full diagnoses. This is recorded on our database and in the event of an ambulance being required to attend your child this information will be supplied to them. If the diagnoses affect their ability to learn or behaviour at school, we would need to advise the appropriate staff.

Qualified First Aid Staff are always present at the School and all staff have their first aid skills updated annually. All medication (including sports creams) are to be handed into the office and will be administered by the office staff, once the parent has completed a “Permission to Administer Medication” form. Please ensure that medication is labelled with child’s name, dosage and time to be administered. No child is permitted to take medication without the office staff’s knowledge.

**NOTE:** Effective 2017 the school will not supply paracetamols eg. Panadol or Neurofen. If you wish your child to be administered these at school parents will have to complete the above process.

**Merit Certificates**

Junior and Senior School students who have shown care and concern for others, respect for property, the School and excellent behaviour may receive a Merit
Certificate from a teacher and this will be presented at the Junior or Senior School weekly assembly.

**Mobile Phones**
All electronic devices other than school related devices are banned from the school. The capacity for mobile internet and Bluetooth video transfer creates an unsafe environment for students. In some instances, if the parent has advised that their student must bring a phone to school, it must be handed in to the phone monitors upon arrival at the school and it will be returned in the afternoon after school. Students may make a phone call to their parents from the school office provided they have obtained approval from their teacher.

**Munch and Crunch**
Junior School have a ten-minute “Munch and Crunch” time prior to recess. Please only provide fresh fruit and/or vegetables (non-drippy) for your child’s Brain Food break. No exceptions.

**National Assessment Program, Literacy and Numeracy**
All Year Three, Five, Seven and Nine students sit for the National Assessment Program, Literacy and Numeracy (NAPLAN) which is held annually. The Learning Support Teacher will advise parents of relevant details. NAPLAN was previously known as the Basic Skills Test.

**Office Hours**
Office hours during school terms are from 8:00am to 4:00pm. The Office will only be closed for a two weeks over the Christmas and New Year period. Contact details can be found on the back of this handbook.

**Parent/Teacher Interviews**
Formal Parent/Teacher interviews will be held during the year and parents/caregivers are requested to attend. Informal interviews are available when required. Please request an appointment at the Office or make an appointment with the Class Teacher. We will endeavour to make a mutually convenient time for both parents and teacher.

**Parents Post**
Please ensure that you read the Parents’ Post each term. The Parents’ Post is sent home each term with every student. A soft copy will be emailed home as well.

**Pastoral Care**
Pastoral Care for all Senior School classes will be held each day. Pastoral Care provides an opportunity for students to share devotions and to address any pertinent issues.
**PDHPE/ Gross Motor/ Sport**

Teachers will inform parents/caregivers which day your child’s class will participate in PDHPE/Gross Motor/Sport, and the Sports uniform is to be worn on that day. Hats must also be worn for all of these activities. The NO HAT, NO PLAY rule applies.

**Pets**

Due to Work, Health and Safety regulations students are not permitted to bring pets to school. Please ensure that all animals are left at home. We also please request that Parents/Caregivers leave pets at home for drop off and pick up times.

**Parents and Friends Fellowship (PFF)**

To be advised.

**Photos**

The School Photo day will be advised when confirmed. Students are required to wear the formal school uniform with tie (for applicable years) for this event.

**Policies**

Should you require a copy of a particular school policy please email info@pacificcoast.nsw.edu.au with your request. Please also refer to the back of this handbook for some of our school policies.

**Presentation Night**

The school Presentation Night will be held in the evening during the final week of Term 4. A formal invitation will be issued to all students and families.
Privacy Act

This Act prevents staff from issuing details of students, parents, staff and school families without prior consent by those involved.

Projects

Assessment projects can be set in Junior School. However, teachers will give clear guidelines to parents as to the expectations and marking scale. Parent/Caregiver guidance is welcomed but projects are a learning experience for the student. Please consult the teacher if you have any queries.

Remedial Support

Parents/Caregivers will be advised if your student/s needs assistance in Literacy or Numeracy. Should your student/s be tested and found needing remedial help, it will be mandatory that your student/s join the remedial program until standardised testing shows your student/s has reached a satisfactory level for his/her age.

Reports

Parents/Caregivers receive the following reports:
(a) Term One overview report of student progress to encourage discussion;
(b) Parent and student interviews;
(c) Half Yearly Report at the end of Term Two (Semester One Report);
(d) Yearly Report at the end of Term Four (Semester Two Report)

Parents/Caregivers are encouraged to attend the interviews with the Class or Subject Teachers as it is an important opportunity to review and discuss your student’s students’ progress.

Sick Days

If your child/ren is away, then please telephone, sms or email the office so that the Class or Pastoral Care teacher can be advised. Please, always submit a written note for any day absent. This is a legal requirement. Email notification of a child’s absence on a daily basis is welcome to info@pacificcoast.nsw.edu.au or SMS 0429 558 004 as this fulfils the legal requirement.
Sport
Sport is available for all students in Years K-10. All students in Years Seven to Ten participate in mandatory PDHPE.

Sport Houses
Students are allocated into the following School Sport Houses:
Taylor – stands for persistence for God, Yellow for James Hudson Taylor who was a missionary into China

Mueller – stands for Trust in God, Red for George Mueller who was a pioneer in Christian Education

Carey – stands for Determination for God, Green for William Carey who was a missionary to India

Elliot – stands for obedience to God, Blue for Jim Elliot who was a missionary-martyr to Ecuadorian Indians

Stationery/Requisite Requirements
All Junior School students (except Prep) will be given a stationery pack that will be included on school accounts. Senior School must commence the year with the classroom requisites as outlined in the Information Guide. Each item must be individually named, where specified by the teacher. The Stationery and Information Guide are available from the office or visit our website at http://pacificcoast.net.au/handbook. Please ensure that all stationery is purchased and ready for use on the first day of school.

Toys/Valuables
Please do not allow your child to bring toys or valuables to school. We will not accept responsibility for their loss.

Uniforms
The Uniform Shop is open three times a week. Please phone the office for exact days and times. The Uniform Shop is open in January for back to school purchases prior to the commencement of Term One.

Online is via the school’s website www.pacificcoast.nsw.edu.au. Please telephone the Uniform Shop for an appointment on 07 5523 9101 should you require a fitting with your child.
If you are not sure of the correct uniform, consult the Uniform Policy (in this booklet), Class Teacher or phone our Uniform Shop on 07 5523 9101, we trust that all parents/caregivers will ensure that students wear full school or sports uniform at all times.

**USB Sticks**

USB sticks are to be used solely for the purpose of class work, assignments or other appropriate tasks. USB sticks are not to be used inappropriately and the School retains the right to check documents, files and information contained on USB sticks that are brought to school.

**Volunteers and Visitors**

Visitors and volunteers to classrooms are to have the approval of the Principal and/or delegate before entering classrooms. All visitors who come to the school to help work with children are required by law to sign a Child Protection Screening Form. These can be collected from the office. Upon arrival at the school all volunteers and visitors must sign in at the Office. A visitor's name badge will be issued and this must be worn for the duration of the visit.
Discipline & Behaviour Policy

Vision statement:
The purpose of Pacific Coast Christian School is to provide a Christian educational community as a centre of teaching and learning excellence, founded on biblically-based beliefs, values and behaviour.

Rationale:
All communities require standards of personal and interpersonal behaviour to be clearly stated, understood, and adhered to in order to preserve relationships and allow effective growth and development of the individuals. Personal decisions about behaviour necessarily bring consequences. Good decisions should lead to positive consequences while poor decisions should bring negative consequences.

With the purpose of strengthening the community, this discipline and behaviour policy will clarify our common vision in Christ, will strengthen and test the givens (ground rules, or policies) for how we should live together, will consider the needs of each individual in our community, and will build or restore relationships to bring new levels of commitment. The result of implementing this policy should be the discipling of young people to behave in ways that are Christ-like to others and themselves, that show maturity in their response to authority and in their respect within relationships, and that show commitment to the welfare of the community.

Values and mission goals:

In personal Christian life:
(a) to start and end with knowing God in all endeavours;
(c) to live under the authority of God’s word, and to interpret it thoroughly and reasonably with the guidance of His Holy Spirit;
(d) to nurture and encourage students into a reconciled relationship with God through Christ;
(e) to work in partnership with the body of Christ as represented by those of faith in the school community.

In the process of Christian education:
(b) to equip students’ minds to understand God’s perspective in all areas of learning;
(c) to help each child achieve his or her God given potential, by providing appropriate educational opportunities according to each one’s abilities. This includes those with intellectual deficits, the learning disabled and the gifted and talented, and those from varying ethnic backgrounds.
In Christian community life:
(b) to be compassionate and merciful as God is to us;
(c) to nurture and train students to accept personal responsibility for themselves (self discipline); to act within an ethos of service towards others; and to demonstrate an attitude of care for the environment;
(e) to develop curriculum that explicitly addresses relational issues;
(f) to develop community life across all activities of Pacific Coast Christian School;
(g) to maintain and promote P-12 unity throughout the school.

In striving for excellence:
(a) to have the students accept the Biblical principle of stewardship in relation to their gifts;
(b) to encourage and train students in work habits which can produce outstanding results in all school programs – spiritual, academic, cultural, physical.

Policy:
At Pacific Coast Christian School discipline is an integral part of pastoral care administered to disciple students in Christian beliefs, values and behaviour.

Related policies:
This policy is derived from the pastoral care policy.
- Safe schools: (anti-discrimination; anti-violence; anti-drugs; anti-bullying
- Child protection and duty of care
- Excellence

Principles:
1. Discipline is a God-given responsibility of parents and carers and is an essential part of developing the whole child. It is understood to encapsulate all that acts to train a child in what is acceptable and preferable behaviour it will involve both praise and correction.

2. Praise is the formal recognition of behaviour that is exemplary in terms of the values of the community and that constructively builds the relationships within and the effectiveness of that community.

3. Correction is focussed upon dealing with behaviour that is harmful to self or to others or that is unhelpful to the development of Christian community. However, in dealing with such behaviour the relationship with individuals, encompassed by the pastoral care principles of communion in Christ, reflection of His will for us and service to others, should never be broken or withdrawn.

4. Discipline of children at school is implemented under the delegated authority of parents.

5. The basic code of conduct at Pacific Coast Christian School for all members of the community is that each will respect the other; that each will act kindly and courteously towards others; that each will not force themselves or anything that they own physically, verbally or emotionally
on others; that each will do as asked; and that each has the privilege, if done respectfully, to ask questions of another. This code can be summarised by the five key words of respect, kindness, non-abuse, obedience and understanding.

6. Discipline is directed towards the goal of self-discipline with the development of mutual respect, consideration of others and compassion.

7. Discipline by correction as practiced at Pacific Coast Christian School, is based upon the two tenets of respect for authority and proper use of authority. Thus, discipline will be administered with justice and fairness and should involve obvious due process under the responsibility of the Principal.

8. Discipline by correction may involve exhortation, guidance, instruction, training and the implementation of consequences. All parties need to be committed to listening to each other in order to achieve repentance, restitution, resolution and reconciliation.

9. In conformity with the requirements of the Education Reform (School Discipline) Act 1995, corporal punishment is not used at Pacific Coast Christian School.

Procedural guidelines

There are detailed procedures for each section of the school, which can be obtained from the respective Heads of School. The basic flow of these is as follows:

- Each sub-school has its own procedures according to the developmental age of the child;
- The procedures should address two general situations – events in the classroom, and events in the playground;
- Classroom discipline is primarily the responsibility of the teacher, who is expected to keep parents informed early of any patterns of difficulty or critical incidents;
- Persistent issues of classroom misbehaviour requiring discipline should be referred to the relevant head of school;
- Playground issues are generally the responsibility of the staff member on duty or who witnesses behaviour requiring discipline;
- Issues should be followed up and be documented within that week;
- Significant misbehaviour and serious incidents should not be handled individually – the offending student should be removed from the situation, or if that is not possible, be isolated from other students while support is obtained from the school office;
- All teaching staff should familiarise themselves with the discipline procedures that are in use in each of the sub-schools. Each sub-school should develop procedures to guide staff in issuing discipline by praise and by correction within the context of that sub-school and to facilitate the recording of this information in a form accessible to others in the school, usually through ‘edumate’;
- Permanent suspension is a disciplinary action that may be employed at the discretion of the Principal.
Related procedures

- Behaviour follow-up procedures - sub-school
- Incident reports - whole school
- In class protocol - whole school
- Code of conduct - whole school

Senior School Discipline Procedures

Senior School Behaviour Management Flow Chart
## Junior School Discipline Procedures

### Teacher Detention Level

<table>
<thead>
<tr>
<th>Rule 1</th>
<th>Rule 2</th>
<th>Rule 3</th>
<th>Rule 4</th>
<th>Rule 5</th>
<th>Rule 6</th>
<th>Rule 7</th>
<th>Zero Tolerance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unsafe running in and</td>
<td>Breach of uniform</td>
<td>Lateness to class and/or truancy</td>
<td>Out of bounds</td>
<td>Inappropriate physical contact including, but not limited to, touching and pushing</td>
<td>Inappropriate use of language</td>
<td>Inappropriate ICT usage as per ICT User Agreement</td>
<td>Sexual, physical or indirect assault. Bullying (physical, non-verbal and cyber) intentional misuse of social media Drug and alcohol use</td>
</tr>
<tr>
<td>outside the classroom</td>
<td>code</td>
<td></td>
<td></td>
<td></td>
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</table>

**Green Card (Teacher level)**

The class teacher administers a green card. Every teaching period and break is signed off by the teacher (or duty teacher) as satisfactory ‘S’, unsatisfactory ‘US’. If US is circled, comment is made in the right hand column, explaining misbehaviour. Green card goes home every day and presented to the parents to sign. If not signed, call or email the parent. It is the student’s responsibility to look after the card until it is completed, signed and returned to teacher. If Green card is not passed or lost, administer Yellow Card (more than two Unsatisfactory). If Green Card is passed, student is off Green Card.

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</thead>
<tbody>
<tr>
<td>Student continues to</td>
<td>Continued breach of uniform code</td>
<td>Continued lateness to class and/or truancy</td>
<td>Repeatedly enters out of bounds area</td>
<td>Repeated inappropriate physical contact, including but not limited to, touching and pushing</td>
<td>Repeated inappropriate use of language</td>
<td>Repeated inappropriate ICT usage as per ICT User Agreement</td>
<td></td>
</tr>
<tr>
<td>run in an unsafe manner despite warnings</td>
<td></td>
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</table>

**Yellow Card (Co-ordinator level)**

Parents contacted by the co-ordinator and the issue is discussed. Possible parent meeting with co-ordinator. The process is the same as Green Card, except an entry is made on Edumate. If Yellow Card is not passed, administer Red Card (more than two Unsatisfactory). If Yellow Card is passed, student goes on Green Card.

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<tbody>
<tr>
<td>Student repeatedly ignores teacher’s request and continued to run in an unsafe manner</td>
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<tr>
<td>Refusal to comply after repeated warnings</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Consistent lateness to class and/or truancy</td>
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<td></td>
<td></td>
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<tr>
<td>Student continually disregards out of bounds rules</td>
<td></td>
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</table>

**Red Card (HOJS Level)**

Parents are contacted by HOJS and an interview is requested. The process is the same, again an entry is made on Edumate. If Red Card is not passed, administer Suspension. If Red Card is passed, student goes on Yellow Card.

**Suspension: Assistant Principal Level**

Parent meeting with HOJS and Principal. Upon return from Suspension, student is placed on Red Card. Enrolment contract may be issued via registrar.

**Enrolment Contract**

Meeting with Principal to review student enrolment

Meeting with Principal and parent if issue remains unresolved

**Suspension**

HOJS/Principal Suspension may be permanent
Enrolment Policy

Vision Statement
The purpose of Pacific Coast Christian School is to provide a Christian Educational Community as a centre of teaching and learning excellence, founded on Biblically based beliefs, values and behaviour.

Rationale
This policy provides guidelines for enrolment into Pacific Coast Christian School. It seeks to acknowledge and continue the original vision of those who founded the School as a Christian educational community - a centre of teaching and learning excellence founded on biblically-based beliefs, values and behaviour - able to support the learning needs of students who are enrolled.

While the policy is as comprehensive as possible, there will inevitably be some situations which are not specifically covered. In such instances, it is the Principal’s responsibility to decide the appropriate course to take in the circumstances.

Values and Mission Goals
The policy is part of the School’s life in order to help achieve the following Mission Goals:

In the Process of Christian Education
To help each child achieve their God-given potential, by providing appropriate educational opportunities according to each one’s abilities. This includes those with intellectual deficits, the learning disabled and the gifted and talented, and those from varying ethnicities.

In Christian Community Life
To be compassionate and merciful as God is to us. To encourage the involvement of those supportive of the school ethos who can assist in teaching and learning at Pacific Coast Christian School. To maintain and promote Pre-Kindy - 12 unity throughout the school.

Policy
The School seeks to enrol students whose families desire a Christian Education for their children and who support the ethos of the School as encapsulated in the Mission Goals.

Principles
God has created all people in His image and has made it possible for them to be in relationship with Him through the death and resurrection of His Son, Jesus Christ. Therefore, the school will give equal consideration to each applicant.

The Principal carries final responsibility for decisions regarding enrolment positions.
Relevant Legislation
Disability Discrimination Act
Race Discrimination Act
Anti-Discrimination Act

These Acts make it unlawful to discriminate against a person on the grounds of their disability or race by refusing to enrol them at the School. The School is committed to fulfilling its obligations under the law in this Enrolment Policy.

Definitions
Throughout this policy, unless the context requires otherwise:

parents includes guardians or any other person who has applied to have a student entered on the waiting list or enrolled at the School and, where the student has only one parent, means that parent.

disability, in relation to a student, means:
total or partial loss of the student’s bodily or mental functions; or
total or partial loss of a part of the body; or
the presence in the body of organisms causing disease or illness; or
the presence in the body of organisms capable of causing disease or illness; or
the malfunction, malformation or disfigurement of a part of the student’s body; or
a disorder or malfunction that results in the student learning differently from a student without the disorder or malfunction; or
a disorder, illness or disease that affects a student’s thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour.

Procedures - Enrolment

Enquiries
The Registrar places all enquiries on an electronic enquiry register. The Registrar will also forward the following documentation to enquirers:
- A Prospectus
- An Information Letter outlining the procedure for enrolment
- An Enrolment Application form

Upon receipt of applications the Registrar will:
- Check all relevant documentation is completed;
- Check current class vacancies;
- Place student’s name on waiting list.

Requirements for Entry
It is a requirement of entering the School that all students undertake an academic assessment and all families be interviewed.

As part of the assessment and interview process the School may ask the parents to provide more information about the student.
Where a student has a declared education support need or a disability or other information has come to light indicating a possible need for education support services, the School will make an initial assessment of the student's needs. In addition, the Principal may:

- require the parents to provide medical, psychological or other reports from specialists outside the School;
- obtain an independent assessment of the student.

Any assessments or reports required from non-school personnel will be at the parents' expense.

In considering all prospective enrolments, the School may ask parents to authorise the Principal or her delegate to contact:

- the Principal of the student's previous school to confirm information pertaining to the student;
- any medical or other personnel considered significant for providing information pertaining to the needs of the student.

**Assessment/Interview Organisation**

Should a vacancy exist or be pending, the Registrar will organise a suitable time for students to attend an educational assessment with the relevant staff and the family to attend interviews with Registrar, the Principal, and with other relevant staff (or delegates). The Principal may exercise full discretion in varying the procedures relating to the interview process.

**Interview Process**

**Registrar**

The Registrar will conduct an initial interview to gather relevant family information and details as per the Enrolment Interview Form and to outline the assessment and interview process. At this time the Enrolment Application Form, applicable documentation and Application Fee are due. Under normal circumstances, the subsequent interview will be with the Principal.

**Principal**

The Principal will conduct an interview in which they explore the issues around our Christian faith with the family and explain the distinctives of Pacific Coast Christian School, including:

- Christian education in all key learning areas (KLA), policies and procedures
- entirely staffed by Christians
- transdenominational nature
- faith, critical awareness and character development as primary goals
- service and mission
- partnership with parents
- inclusion of students with special needs
- vision and proposed future development
- other ministries of Pacific Schools
The following is to be completed and/or discussed in the interview:

- student’s academic, social, emotional, physical needs;
- the outworking of the school’s Christian ethos, as seen through staffing, daily devotions, Biblical studies, Chapel services, and the Pastoral Care system;
- discipline policy and procedures;
- the school’s academic curriculum, cultural, sporting, competitions, missions, and co-curriculum activities;
- explain the practical implications on the school-parent partnership;
- seek to establish that the expectations and commitments of the parents are consistent with the vision, values, goals, policies and resources of the School;
- clearly state what support the school offers in regard to students with special needs.

Parents with children with learning/physical disabilities, gifted and talented may also meet with relevant staff to discuss the available program.

**Enrolment Offer**

At the satisfactory conclusion of the assessment/interview process, the School may make an offer to the parents to enrol the student. The Principal authorises enrolment of all students into the School after considering recommendations by the relevant staff/delegates and consideration of available resources.

**Notes regarding Offers of Enrolment**

Where information obtained by the school suggests a profile of wilful misconduct, illegal activities or strong anti-social behaviours, that indicate that the student's enrolment at the School is likely to be detrimental to other students, the staff or the school, notwithstanding that the student be the sibling of a current student, the Principal may decline to proceed any further with the enrolment process.

Where information obtained by the school indicates that the student has a disability, the Principal will seek to identify the exact nature of the student's needs and the strategies required to address them. Having obtained this information, the Principal will determine whether the student, if enrolled, would require services or facilities that are not required by students who do not have the student's disability. Where the Principal determines that the student would require such services or facilities, the Principal will determine whether enrolling the student would impose unjustifiable hardship on the school. In making this assessment, the Principal will take into account all relevant circumstances of the case, including:

- the nature of the benefit or detriment likely to accrue or be suffered by any persons concerned (including other students, staff, the school, the student, the family of the student, and the school community); and
- the effect of the disability of the student; and
- the school's financial circumstances and the estimated amount of expenditure required to be made by the School.

Where the Principal determines that the enrolment of the student would cause unjustifiable hardship, the Principal may decline the offer of a position or defer the offer.

The School reserves the right not to offer any student a place at the School or to defer the offer of a place to any student in its discretion but particularly when the parents, having been aware of their student's specific educational needs, decline to declare those needs or to withhold relevant information pertaining to their student.

The School also reserves the right to terminate an enrolment where there are not sufficient resources to deal with a student's needs and where the parents have not declared or have withheld known information pertaining to their student's needs.

**Acceptance of Enrolment**

To accept the offer, the parents must within fourteen days of receiving the Letter of Offer, deliver to the school:

- the completed Acceptance of Offer form;
- the Enrolment Deposit fee (if not already paid).

Failure to reply within the required time may result in the position being re-offered where other students are waiting for entry to the School.
PCCS Senior School Assessment Procedures (2017)

1. **Schedules of assessment tasks**
   a. A schedule of assessment tasks in each subject will be provided to students at the beginning of the Higher School Certificate course. Students must ensure that they keep this record so that tasks can be planned well in advance of the due dates.
   b. Students will be given a minimum of 14 calendar days written notice of an assessment task being due. It is the responsibility of the student who is absent to find out if any assessment tasks have been announced during his/her absence.
   c. HSC and Preliminary 2-unit courses have a maximum of five (5) assessment tasks including exams.
   d. Students must complete all assessment tasks. If a student fails to complete more than 50% of the available marks in a course they will be ineligible for an Assessment Mark in that course. This means that they will not be given credit for that course, and could place their ROSA or HSC in jeopardy.
   e. Students should keep all completed assessment tasks until after their final exams, including HSC exams.

2. **Submissions of assessment tasks on time**
   a. All assessment tasks must be completed or submitted by the scheduled time unless students have been granted an extension or special consideration.
   b. Take home assessments tasks must be submitted in the manner prescribed by the teacher. If in hard copy, it must be given to the teacher at the prescribed time. If it is submitted digitally, it must be uploaded to the student's submissions folder by the prescribed time.
   c. Failure to complete an assessment task by the scheduled time will result in a zero being awarded for that task, or for that element of a larger task. In this case the task must still be submitted, and also be completed to an acceptable level, to meet the requirements of the relevant course.

3. **Academic recovery and resubmission**
   a. Where a student does not achieve a satisfactory outcome in their assessment they will be required to participate in academic recovery to enable them to demonstrate the intended outcome.
   b. Academic recovery will include extra tuition at lunchtime or after-school.
   c. Students may volunteer for academic recovery if they wish to improve their initial mark.
   d. Students will be given 14 days written notification of a re-assessment date.
   e. The re-assessment will be equivalent to the prior assessment task.
   f. The second submission will update their previous mark.
   g. Academic recovery and resubmission is not available to year 11 and 12 students.
4. Extensions, misadventure and illness

a. Students may apply for an extension for a due date for an assessment task using an Application for Special Consideration Form (See appendices) if there are circumstances that are:
   i. Unforeseen; and
   ii. Have significantly impacted the student's ability to complete the assessment task.

b. Applications for an extension must be presented to the Head of Curriculum and must be accompanied by documentation:
   i. For illness, this must be a medical certificate for the appropriate dates
   ii. In the case of misadventure (unforeseen events), there must be a letter from parents or some other authority.

c. Applications for extensions must be requested before the due date, unless the illness or misadventure occurs on that date.

5. Further notes on extensions for assessment

a. If a student is unable to come to school on the day of an assessment task the school must be contacted, and an Application for Special Consideration form filled out.

b. Ordinarily, extensions will not be granted for computer failure or printer failure. Students must ensure that their work is backed up and saved regularly.

c. Assessment dates will not be moved for work commitments, sporting commitments or family holidays, unless there are significant extenuating circumstances that require compassionate consideration.

d. Performances and presentations must be completed and assessed on the scheduled dates, even if the student feels unprepared (e.g. has left their notes behind).

6. Assessment review panel

A review panel consisting of the appropriate teacher and the Head of Curriculum or Head of Senior School will assess Applications for Special Consideration. The panel will take into consideration:

i. the nature of the student's circumstances; and

ii. whether the student has taken advantage of classroom opportunities to complete assessment.

7. Special requirements for practical major works.

a. Students must ensure that their submitted work(s) comply strictly with the Board’s requirements, in terms of deadlines, size dimensions, mass, weight, volume, running time limits (for film or video works), nature of materials used, etc.

b. These Board-prescribed limitations must be strictly observed. The Board of Studies will not accept works that are oversized, overweight, over the prescribed running time, or constructed of prohibited material.
c. These Board requirements are set out in the ACE Manual and in the relevant Subject Manuals. These can be found on the BOSTES web site, at www.boardofstudies.nsw.edu.au/

8. Changes to assessment task schedules
a. On occasions, some aspect of a course’s assessment task program may need to be changed (e.g. timing, instruments used). When that need arises, teachers will negotiate with students an acceptable solution for the majority within the abovementioned guidelines.

b. Written notification of changes will be given to students at least 7 calendar days before the intended alteration.

c. If the results of a particular task are found to be invalid i.e. They show little or no spread of students, then the teacher may feel it necessary to include a substitute task. In this case, guidelines a) and b) above will be followed.

9. Results and Appeals
a. Results

It is each student’s responsibility to do all that he or she possibly can to obtain the best possible result in every part of the course.

Students are encouraged to discuss results from assessment tasks with the class teacher, immediately after they receive their results. Students should keep every assessment task document until after their HSC exams.

b. Appeals

Students who want to appeal the result of an assessment task due to concern regarding the application of the marking scheme or a failure to follow due process, should first discuss the result with the class teacher.

If a satisfactory resolution is not reached students are able to make a formal appeal to the Head of Curriculum, using the Special Consideration form within 7 days of the task being returned.

10. Malpractice in Assessment Tasks

A Review Panel, consisting of the Head of Senior School, Head of Curriculum and classroom teacher will adjudicate on claims/accusations of cheating. Proven dishonesty in an assessment task will result in a zero mark. For HSC students, proven malpractice will be lodged on Register of Malpractice with BOSTES. This includes plagiarism.

‘Plagiarism is when you pretend that you have written or created a piece of work that someone else originated. It is cheating, it is dishonest, and it could jeopardise your HSC examination results’ http://ace.bos.nsw.edu.au/ace-9022

This includes “copying, buying, stealing or borrowing someone else’s work in part or in whole and presenting it as your own. Also using material directly from books, journals, CDs or the internet without acknowledging the source” http://www.boardofstudies.nsw.edu.au/hsc_assessment_policies/hsc-assessments-works-advice-students.html
**Student Uniform**

**Accessories** - Coloured wristbands are not permitted.

**Backpack** - The navy Pacific Coast Christian School backpack is compulsory for all students.

**Deodorant** - No spray on deodorant is permitted only roll on or stick deodorant due to propellant allergies in some students.

**Girls Hairstyles** - Acceptable standards of hairstyle are required for all students. Hair that is cut in a radical hairstyle is not acceptable.

Shoulder length hair or longer is to be tied back in plaits, pigtails or pony tails for Pre-Kindy to Year Six and for practical work in Year Seven to Twelve e.g. Science and Food Technology. Hair to be above eyes at all times. Parents are reminded that students can be at a higher risk of head lice if the hair is not secured at all times. Girls are permitted to wear navy blue or black scrunchies or ribbons. Dreadlocks or beaded hair is not permitted.

**Boys Hairstyles** - Acceptable standards of hairstyle and length of hair is required for all students. Hair that is cut in a radical or extreme hairstyle is not acceptable. Shaved heads or razor cuts are unacceptable. Hair should be worn above the shirt collar and above the ears (rats tails, dreadlocks and beaded hair are not permitted). Hair is to be above the eyes at all times. Hair must always be clean, neat, tidy, well brushed and combed. **Boys’ hair must be cut to a generally uniform length with a minimum of a number 2 setting.** The expectation is that all male students will be clean shaven at all times. Any boy attending school with facial hair will be required to shave his face at school under the direction of the Principal or delegate.

Boys and girls are not permitted to change the natural colour of their hair. If students do change the colour of their hair they will be asked to change it back to the natural colour.

**Hats** - The wearing of the school hat is compulsory for all students for all outdoor activities including before and after school, recess and lunch. No hat to be worn other than those available from the uniform shop.

**Hosiery** - Girls may wear plain black or navy stockings or tights in Terms Two and Three with the formal uniform only. Fishnet, patterned stockings and leggings are not acceptable.

**Jewellery** - A small ring, watch and necklace consisting of a fine chain with a SMALL cross are the only accessories to be worn at school. Girls are allowed to wear one pair of gold or silver plain studs or small sleepers in the lobe of the ears (one in each ear). Boys are not allowed to wear earrings of any description. No other piercings e.g. tongue and nose piercings, etc., are permitted at any time. Ankle bracelets are not permitted. If students have additional holes in their ears (2 or 3) they MUST use clear studs.
**Makeup** - In the School the wearing of makeup is unacceptable in every form, except under medical advice. The wearing of eye shadow, coloured lipstick and/or coloured nail polish is not acceptable. Any student wearing makeup will be asked to remove it.

**Mufti Days - (Junior School Only except for camps)** Clothes should be in good clean condition, modest and suitable for classroom and general wear around the school. Enclosed footwear is required to be worn - no thongs, open footwear or medium to high heels are allowed. If students have a subject requiring enclosed leather shoes then this type of shoe must be worn or brought for use during that class. Girls may not wear tops which expose their midriff, are sleeveless or are overly revealing. Students may not wear low hipsters. Slogans or symbols on clothes, especially t-shirts must not be inappropriate. Shorts must be knee length or longer. Hair and jewellery should be worn as per the uniform code. The school reserves the right to withdraw students from class and the playground if they deem the clothes worn unsuitable and parents will be contacted immediately.

**Paint Smock and Tech Apron** - Junior School paint smocks are available from the Uniform Shop. Aprons must be worn in Senior Technology classes. Clothing protection must be worn in all Visual Arts and Design and Technology classes.

**Shoes, Formal** - Black lace-up leather or vinyl school shoes (ballet or skate shoes or similar are not permitted). (Velcro shoes allowed for Pre-Kindy – Year Two)

**Acceptable Shoes**

![Acceptable Shoes](image)

**Unacceptable Shoes**

![Unacceptable Shoes](image)
Sport Shoes Policy

We are aware that it is increasingly difficult to purchase a predominantly white sport shoe for your child. School sport shoes may include a predominantly white shoe, a shoe related to Pacific Coast Christian School sport shirt colours that complement the sport uniform e.g. black, blue, teal. Block Fluro colours, such as Yellow, Orange, Pink or Purple are not acceptable. Students may continue to wear the Black Nike trainer.

Acceptable Sport Shoes

Unacceptable Sport Shoes

Skirt - Girls skirts are to be worn at knee length and longer, not above.

Socks, Formal - Boys are to wear the long navy school socks with the formal uniform (socks of any other kind are not permitted). Girls are to wear the short Pacific Coast socks with the formal uniform (socks of any other kind are not permitted).

Socks, Sports - Boys and Girls are expected to wear the Pacific Coast sports socks (socks of any other kind are not permitted).

Sports Bags - The school duffle bag is for carrying sports and excursion gear only and is not to be used in place of the school backpack.

Sports Days and Events - Students are to wear either full school Physical Education uniform or full school uniform for sports days and events. Students may bring a t-shirt in the appropriate house colour to wear at the sporting venue.

Sunglasses - Students may wear black sunglasses whilst outside to protect their eyes. Physical Education classes may not accept the wearing of glasses if they are not securely attached to the head.

Swimwear - When representing the school, navy swimwear is preferable and the a rash shirt must be worn. During swimming lessons the style of swimwear is up to the parents prerogative provided they are covered by a rash shirt.
**Tattoos** - Under no circumstances are students allowed tattoos. Students having tattoos will not be enrolled. This breach of policy will automatically cancel a student’s enrolment.

**Tracksuits** - Tracksuits can only be worn on Sport and Physical Education days.

**Undershirts** - Should be white or neutral in colour and not display any images.

**Winter Uniform** (during Term Two and Three only) - Students, boys and girls from Years Five to 12, are required to wear the school tie with the formal uniform. Junior School girls (Pre-Kindy to Year Four inclusive) have the option of wearing the Tartan school slacks with their formal white blouse. Male students (Pre-Kindy to Year 12) may wear the navy school trousers instead of the school shorts, with the formal white shirt. Both boys and girls are permitted to wear navy scarves and navy gloves if they wish. School jumpers and/or jackets are to be worn.
Complaints and Appeals Policy

The purpose of Pacific Coast Christian School’s Complaints and Appeals Policy is to provide a student or parent(s)/legal guardian(s) with the opportunity to access procedures to facilitate the resolution of a dispute or complaint. These internal procedures are a conciliatory and non-legal process.

- In the first instance, Pacific Coast Christian School requests there is an attempt to informally resolve the issue. If this is unsatisfactory or does not result in a resolution of the matter, Pacific Coast Christian School’s internal formal complaints handling procedure will be followed.
- The process of this grievance procedure is confidential and any complaints are a matter between the parties concerned and those directly involved in the complaints handling process.
- If the student or parent(s)/legal guardian(s) remains dissatisfied with the outcome, Pacific Coast Christian School will refer the matter to the School’s Executive Principal.
- Grievances brought by a student against another student will be dealt with under the School’s Behaviour Policy/Code of Conduct.
- For conditions which apply to handling of a complaint or appeal arising from the School’s suspension or cancellation of a student’s studies, please see Section Seven of the Pacific Coast Christian School’s Deferment, Suspension and Cancellation Policy.

1) Students
   a) Students should contact the Class or Pastoral Care teacher or Discipline Supervisor in the first instance to attempt mediation/informal resolution of the complaint.
   b) If the matter cannot be resolved through mediation, the matter will be referred to the Principal.
   c) At this point, the student should notify the school in writing of the nature and details of the complaint.
   d) Each complainant has the opportunity to present his/her case to the Principal. Students may be accompanied by a support person.
   e) The formal complaints process will commence within ten working days of the lodgement of the complaint with the Principal.
   f) Once the Principal has come to a decision regarding the complaint, the student will be informed in writing of the outcome and the reasons for the outcome.
   g) If the complaints procedure finds in favour of the student, Pacific Coast Christian School will immediately implement the decision and any corrective and preventative action required.
   h) If the complaints procedure does not find in favour of the student or the student is dissatisfied with the result of the complaints procedure, he/she will be informed of the external complaints and appeals process available to them.
Parent(s)/Legal guardian(s)

a) Parent(s)/legal guardian(s) should contact the Class, Pastoral Care teacher or Discipline Supervisor in the first instance to attempt mediation/informal resolution of the complaint.

b) If the matter cannot be resolved through mediation, it will be referred to the Principal.

c) At this point, parent(s)/legal guardian(s) must notify the school in writing of the nature and details of the complaint.

d) Each complainant has the opportunity to present their case to the Principal. Parent(s)/legal guardian(s) may be accompanied by a support person.

e) Pacific Coast Christian School's internal formal complaints process will commence within ten working days of the lodgement of the complaint with the Principal.

f) Once the Principal has come to a decision regarding the complaint, the parent(s)/legal guardian(s) will be informed of the outcome and the reasons for the outcome.

g) If the complaints procedure finds in favour of the parent(s)/legal guardian(s), Pacific Coast Christian School will immediately implement the decision and any corrective and preventative action required.

h) If the complaints procedure does not find in favour of the parent(s)/legal guardian(s) or the parent(s)/legal guardian(s) is dissatisfied with the result of the complaints procedure, Pacific Coast Christian School will advise of the external complaints and appeals process available to them.

i) Pacific Coast Christian School undertakes to finalise all grievance procedures within 20 working days.

Safe Schools: Anti-Bullying Policy

Rationale:

We recognise that there will be incidences of bullying in our school community at various times and in varying degrees. The depravity of the human condition resulting from the Fall means that all individuals are capable of sinful actions that harm or exclude others or that manipulate relationships for selfish ends.

The Pacific Coast community of students, parents and staff should work together to both prevent bullying and deal effectively with those incidents of bullying that may occur.

Values and Mission Goals:

In Christian community life:
(a) to create safe relationships through being just and fair according to Biblical principles;
(b) to be compassionate and merciful as God is to us;
(e) to develop curriculum that explicitly addresses relational issues;
(f) to develop community life across all activities of Pacific Coast Christian School;
(g) to maintain and promote P-12 unity throughout the school.

Policy:
Pacific Coast will implement intervention strategies and programs of instruction to minimise bullying at all levels of our community, with the aim of having no bullying behaviour.

Related Policies:
Safe Schools

Principles:
Bullying is a conscious and wilful repetitive act of aggression and/or manipulation by one or more people against another person or people. It is an abuse of power by those carrying out the bullying and is designed to cause hurt or intimidation.

Bullying can be either physical or non-physical:
Physical Bullying can include: biting, hair-pulling, hitting, kicking, damaging property etc.
Non-physical Bullying can include: abusive calls, abusive text messages, hurtful emails, extorting money or material possessions, intimidation, threats, name-calling, teasing, rude gestures, faces, manipulating relationships, excluding, isolating etc.

Cyber-Bullying. Any threats, abuse or inappropriate language sent via social media or electronic device to an enrolled student of the school is treated as if the behaviour occurred on school grounds. The school does not differentiate between bullying on site or off site between students and families enrolled at the school.

The pro-active principles for eliminating bullying are safety, acceptance and care.

All students will be presented with programs of instruction that make the School’s definition, intolerance, and stated consequences of bullying clear and explicit. This will include explanations of the definitions of bullying, including the roles of perpetrator and bystander, and the sequence of intervention events to manage instances of bullying.

Bullying is not to be tolerated under any circumstance and every incident should be followed up.
Intervention procedures will be in accordance with the Safe Schools procedures and any discipline imposed will be in accordance with the Discipline policy (staff and student).

Class Structure Policy

Vision statement:
The purpose of Pacific Coast Christian School is to provide a Christian educational community as a centre of teaching and learning excellence, founded on Biblically-based beliefs, values and behaviour.

Rationale:
Pacific Coast Christian School seeks to meet the needs of each student and recognises that as a school which enrolls across a wide spectrum of ability this presents some significant challenges. As a school that seeks to be reflective of the general community we serve, we have opted for classes with a mix of students of the whole range of abilities in the school (mainstream students and students with special needs). This notwithstanding we recognise the needs of more able students and seek to have a policy which also take into account their special needs. This policy sets out then the pattern of class structure which will be used at Pacific Coast Christian School with modifications as appropriate.

Policy:
Pacific Coast Christian School will have composite classes at every stage level from Pre-Kindy to Year Six. Pacific Coast Christian School will have composite classes in the year groups that have mandatory electives and all composite classes will be at the discretion of the Principal.

Principles:
• as a school we enrol comprehensively and support the concept of mainstreaming students with special needs;
• in Senior School there will be some stage classes depending on the needs of the school. Please refer to the Year 7/8 Composite Policy;
• in Year 11 and 12 students undertaking focused HSC subjects will be in composite classes;
• in the years where there are mandatory electives the school will group students into stages;
• classroom teachers will remain responsible for meeting the needs of the range of ability groups in their classes through differentiated curriculum and the provision of remedial and extension activities;
• this policy seeks to acknowledge that God gives to each student different abilities but considers each one of equal worth and that the school needs to help students accept each other’s abilities and differences as being for the common good;
• students with exceptional needs and identified as needing special targeted programs will be monitored and supported by the classroom teacher and/or the relevant Head of School.
Code of Conduct on and off Campus

The Pacific Coast Code of Conduct is based on respect. Respect for people, places and property. At Pacific Coast we expect:

1. Respectful language;
2. Respectful body language;
3. Respectful facial expression;
4. Respectful written language, including drawings;
5. Respectful behaviour in the playground with staff and other students;
6. Respectful, drug-free environment;
7. Respecting people’s bodies and feelings;
8. Respecting personal space;
9. Respectful, harassment free environment;
10. Respecting the safety of self and others;
11. Respecting self, others, community and individual property;
12. Respecting the privacy of others;
13. Respectful behaviour in classroom towards staff and other students;
14. Report all breeches of the conduct code honestly;
15. That means we expect students to have integrity and be honest and care for each other;
16. We expect students to be punctual to all activities, school and lessons;
17. We expect students to follow Biblical principles and law regarding sexuality and behaviours;
18. Respectful use of all social media;
19. Only approved use of School’s name in social media by written application to the Principal.

Junior School

Rules for in-class and out-of-class - What is respect?

1. Respectful speaking – speaking nice and kind words at the right volume level.
2. Respectful body language – using kind facial expressions and hand gestures.
3. Respecting adults – listening and obeying adult instructions.
4. Respectful written language – writing kind words.
5. Hands off other students – no pushing, shoving or pulling others, do not touch others.
7. Include everyone in games.

Whole School Consequences:

1. Any breech of the code is to be reported – staff will ensure student privacy;
2. Any breech of a code that seriously hurts another person will involve student removal from the playground/premises etc. temporarily or permanently;
3. Teacher verbally acknowledges (in private) to reporting student what action is being taken;
4. Two or more code breaches indicate bullying behaviours and will involve school anti-bullying procedures removal of the ‘bully’ from the playground (temporarily or permanently) and involves in-school shared responsibility meetings to restore the students to the community;

5. Bullies who are removed will need to have off-campus counselling sessions if they want to retain their position in the school;

6. Sexual behaviours deemed illegal and unbiblical will be disciplined by the school and may involve temporary or permanent suspension;

7. Cyber bullying is treated as bullying and follows the same procedures.

Whole School Procedures:
1. One teacher has a problem with a student then they have an orange card to monitor classes for that teacher for one week;
2. Students placed on an Yellow Card who do not improve or another incident will be placed on a Yellow Card;
3. Student has been on a yellow card and infringes card or is regarded to have bullied another student then student is put on red card and this means in school suspension (in suspension room all day and with closely monitored breaks);
4. Student has been on two red cards in a term or physically harmed a student is put on out of school suspension at the discretion of the Principal or delegate. After the period of suspension, re-entry to school is permitted if the student has attended counselling sessions as determined by the Principal;
5. Student who assaults a student (intentionally) at school or after school is permanently suspended;
6. Detention on Monday is for repeated infringements

Parent/Caregiver Code of Conduct - on and off campus

When your student/s becomes enrolled at Pacific Coast Christian School we expect parents to be good role models on the school campus as well as off-campus.

You are requested to abide by the following conditions for the purposes of enrolment. Any breach by you, the parent/caregiver, or your family members will result in immediate termination of enrolment of your student/s.

Condition One:
We will not defame the school by word of mouth or in written form or by electronic media (i.e. facebook, email, SMS or the internet) to another party whilst my child is enrolled at Pacific Coast Christian School.

Condition Two:
We will not threaten or intimidate or assault any member of the school or wider community whilst my student/s is enrolled at Pacific Coast Christian School.

Condition Three:
We will not engage in any illegal practices whilst my student/s is enrolled at Pacific Coast Christian School.
We trust that God will continue to guide parents/caregivers, students and staff in this exciting journey of life and education within our School community.