

Wycliffe Christian School
ESSENTIALS GUIDE
Pioneers (Transition)
2009

*This document contains valuable information about the standards
and policies at Wycliffe Christian School.
You will need to refer to this throughout the year.*

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The Essentials

Teaching Staff

The following teaching staff will be directly involved with the Pioneers (Transition) class:

Pioneers Class teacher :Mrs Kathryn Marks
Assistant teacherMrs. Julie Taylor
Assistant teacherMr. Phil Irvine
LOTE (Spanish)Mrs Sue Riethmuller
LibraryMrs. Lyn Clarke

First Day 2009

Start dates:

Thursday / Friday group commence on Thursday 29th January 2009.

Monday / Tuesday group commence on Monday 2nd February 2009.

Parents may bring their children to the Pioneers Classroom from 8:30 am onwards. Parents may stay with their children until they are settled. However, in most cases it is better to say goodbye and leave quickly. Most children, even those who may be initially upset, settle quickly.

If you are concerned regarding your child, please feel free to ring later in the morning and staff will let you know how your child is.

The preschool program concludes at 2:30pm doors will open at 2:20pm

New Families Orientation Day

New families commencing at Wycliffe will receive a separate invitation to the New Families Orientation Day.

Restricted Access Hours for Vehicles

For reasons of safety and congestion parents are not to enter the school grounds in vehicles from 7.50 am to 8.10 am and from **2.45 pm to 3.05 pm** when buses are dropping off or picking up students.

Parents delivering or picking up children are to park outside the grounds at these times.

Parking for Pioneers parents is either outside the multi – purpose hall or in the 3 spots near the classroom.

Pioneers Times

Parents may bring their child to the program at 8:30. This is a great opportunity for you to do a puzzle with your child, or read them a story.

The Program commences at 8:45 a.m.

The program concludes at 2:30pm. Parents can collect their children between 2:20pm and 2:30pm. Please note that a late fee will be charged for any child collected after 2:30pm

Extended hours (Morning only)

8.00 a.m. to 8.30 a.m.

Parents may access the extended morning time for an additional fee.

Drop Off & Collection Procedures

We are keen to help you to encourage your little one to develop a sense of independence and confidence in his/her own abilities. For that reason we will work with you to help your child develop the skills and habits that will stand him/her in good stead as s/he begins to get ready for school. An important aspect of this is his/her growing ability to take care of his/her own belongings. We have put in place procedures to foster this and encourage you as parents to allow your child to complete as much of these as they can, independently.

On Arrival –

In the morning, children are to take their morning tea and lunch out of their bag and to place them in the respective crates.

They will be given a place to put their bag.

Parents (or designated carer) are asked to complete the 'Attendance Register'. If there are any variations to the child's normal routine (eg early pick-up, another person collecting the child etc) or if there are any different requirements relating to the child's health or well-being, parents are asked to notify a staff member.

To ensure a calm start to the morning, children may then choose a puzzle, book or other quiet activity. Parents are very welcome to stay and share this activity with their child, until the commencement of the morning program.

On Pick-up –

Children will have returned lunch boxes to their bags. Drink bottles will need to be collected from the crate, hats stay at preschool. Parents are encouraged to ask children to check if they have everything.

Children should collect any completed craft work from their pigeon holes.

Parents (or designated carer) are asked to complete the 'Attendance Register'. If a staff member would like to speak to a parent for any reason – this will be indicated in the Communications column.

Parents are asked to notify staff as they take their child and children are encouraged to say goodbye to their 'teachers' and to thank them for the day.

Please Note: - Children will not be released into the care of any person other than a parent, unless prior arrangements have been made and staff notified beforehand.

When someone else other than the parent is authorised to collect your child, they (the authorised carer) will be required to produce identification to staff. Please notify your authorised carer, to avoid embarrassment. Your child's safety is our prime concern.

Outline of the day.

Summer Program	
8:30 am	Doors open. Children with their parents complete a puzzle or read a book
8:45 am	Children sit on the mat for a story and discussion about the day
9:00 am	Outside play including morning tea
11:00am	Small group time (these groups focus on literacy and numeracy skills)
11:20 am	Indoor play
12:30 pm	Lunch
1:00pm	Music and Movement group time.
1:30 pm	Indoor activities
2:20pm	Children sit on the mat with their bag packs and all personal belongings. Discussion about the day and pray.
2:30pm	All Pioneers children to be collected

Note: To help children settle during the first weeks of term 1 children will go straight outside on arrival.

Cooler Months Program	
8:30 am	Doors open. Children with their parents complete a puzzle or read a book
8:45 am	Children sit on the mat for a story and discussion about the day
9:00 am	Indoor play including morning tea
11:00am	Small group time (these groups focus on literacy and numeracy skills)
11:20 am	Outside play
12:30 pm	Lunch
1:00pm	Music and Movement group time.
1:30 pm	Indoor activities
2:20pm	Children sit on the mat with their bag packs and all personal belongings. Discussion about the day and pray.
2:30pm	All Pioneers children to be collected

Morning Tea & Lunches

Parents are required to provide a healthy morning tea & lunch for their child. Please use **separate** lunch boxes for morning tea and lunch.

Please do not send chocolate or lollies with your child.

Please provide the quantity of food your child would normally eat during the day & remember to allow a little extra to ensure s/he has enough. Any uneaten food (with the exception of crusts & fruit scraps) will be put back in the lunchbox so that you can see what s/he has eaten during the day.

We believe that children are never too young to begin thinking about their responsibilities in caring for the world God has given us. For that reason we will be talking to children about recycling and reduction of waste. It is intended that edible food scraps will be made available for the Pioneers 'worm farm' (an initiative of the Middle School Food Tech class). We also ask you as parents to consider the impact of excessive packaging and talk to your child about choices such as avoiding individual yoghurt or fruit packs, but instead using reusable containers. We are very happy to support you in this and will help children to learn how to take care of this equipment. Hopefully this will also save you money!

In keeping with the Junior School 'Nut Free' policy (see below) and to ready your child for school, we ask that you do not send any foods containing nuts.

Junior School – Seeking to be a “Nut Free Zone”

We have students in Junior School who have severe (anaphylactic) allergies to nuts. This is a potentially life threatening situation and as a school we need to be pro-active in preventing a possible reaction.

For this reason, the Junior School is seeking to be a NUT FREE ZONE. This means that peanuts, food made from nuts (e.g. peanut butter) and any product containing nuts (muesli bars, cookies, cake etc.) must not be brought to school. Whilst the school seeks to do all in its power to facilitate student safety in this matter, it is unable to provide an absolute guarantee regarding individual behaviours outside its control.

If you have any questions or concerns about this please contact the Junior School Coordinator, Mrs Sue Riethmuller.

Birthdays

Birthdays are very important to young children. Families are welcome to bring a cake to celebrate your child's birthday with the class. Please keep in mind the Junior school nut free policy when preparing cakes. Staff prefer families bring cup cakes or individual biscuits as these are easy to share with the group.

Office Hours

All calls to the Pioneers Office can be transferred from the School Reception.

If parents wish to contact the Pioneers office directly please use extension number: 624

Staff Devotions are held at 8.00 am to 8.15 am and staff are therefore generally unavailable at this time. Limited staffing is available at the front office between 8.00 am and 8.15 am. Contact at this time should be limited to urgent matters.

The school office is open from 8.00 am to 4.15 pm Monday to Friday during school term, although parents are asked to reserve non-urgent matters until after 8.15 am.

During school holidays the school office will be open from 9.00 am to 3.00 pm except for the Christmas to New Year period when the office will be closed. A small number of staff are on duty during the holidays and hence non-teaching services are reduced.

Contacting the School

Postal Address:	PO Box 78 Blaxland NSW 2774
Telephone:	4753 6422
Fax:	4753 6082
Website:	www.wycliffe.nsw.edu.au
Email	admin@wycliffe.nsw.edu.au

Pioneers Teacher	Mrs Kathryn Marks	kmarks@wycliffe.nsw.edu.au
Principal	Mr Geoff Bowser	gbowser@wycliffe.nsw.edu.au
Registrar & Personal Assistant to the Principal	Mrs Avril Marshall	amarshall@wycliffe.nsw.edu.au
Deputy Principal	Mrs Coral Edwards	cedwards@wycliffe.nsw.edu.au
Personal Assistant to the Deputy Principal	Mrs Helen Clarke	hclarke@wycliffe.nsw.edu.au
Junior School Coordinator	Sue Riethmuller	sriethmuller@wycliffe.nsw.edu.au
Business Manager	Mr John Downward	jdownward@wycliffe.nsw.edu.au
Accounts Office	Mrs Julie Klein	accounts@wycliffe.nsw.edu.au

Term Dates for 2009

Teaching Staff

Term 1

Resume – Tuesday 27th
January

End of Term 1 – Thursday 9th
April

Term 2

Start of Term 2 – Tuesday 28th
April

End of Term 2 – Friday 3rd July

Term 3

Start of Term 3 – Monday 20th
July

End of Term 3 – Friday 2nd
October

Term 4

Start of Term 4 – Monday 19th
October

End of Term 4 – Wednesday 16th
December

Students

Term 1

Years Pioneers, 7, 11 & 12 – Thursday 29th
January

Years 1- 6 & 8 - 10 – Friday 30th January
Kindergarten – Monday 2nd February

End of Term 1 – Thursday 9th April

Term 2

Start of Term 2 – Tuesday 28th April

End of Term 2 – Friday 3rd July

Term 3

Start of Term 3 – Monday 27th July

End of Term 3 – Friday 2nd October

Term 4

Start of Term 4 – Monday 19th October

End of Term 4 Years K-9 – Thursday 10th
December

End of Term 4 Year 12 – Friday 11th December

Attendance

For the safety of your child, please ensure the attendance register is completed when children are delivered to and collected from the Pioneers Class.

If you know in advance that your child is going to be absent for a period of time (eg for a family holiday), please notify staff.

If your child is unwell and unable to attend, please contact Pioneers staff if possible to enable them to modify any plans made for the day.

Unfortunately, due to staffing and other costs, parents must pay fees for any day their child would normally attend and is unable to do so because of illness or family arrangements.

First Aid

All Pioneers staff hold current First Aid certificates.

Essential Records

It is essential that parents fill out the Student Record Form in the annual Family and Student Verification Form by your child's first day and hand it to a Pioneers staff member on arrival.

As part of its duty of care, the school needs to have continually updated information and permissions to cover any changes to the original information given. Contact phone numbers are essential and should be updated with the school if they change.

In the case of a child who becomes unwell during the day

If your child becomes unwell during the day and is unable to participate in the program, a parent will be contacted and asked to come and collect your child. If you cannot be contacted, staff will contact your designated emergency contact.

If necessary, your child will be taken to the school first aid room, where they will be cared for until they can be collected.

If you suspect that your child has a communicable disease or illness, please keep them home until they are well.

If your child is unwell at the start of the day we request that they be kept at home.

Designated School First Aid Staff reserve the right to call an ambulance.

Medication

From time to time it is necessary for children to be given medication during the day. Please note the following:

- A medication form must be completed (see Pioneers staff when required).
- Medication must be in its original packaging labelled with the child's name, the prescribed doctor and the medicines use by date.
- Medication that is to be taken orally or inhaled can only be administered if prescribed by a doctor.
- Parents need to provide equipment used to administer the medication e.g. measuring cup.
- Please hand medication to a staff member on your arrival.

Please do not leave medication in your child's bag or lunchbox.

Punctuality

Unless there are cases of unavoidable delay or illness, parents are encouraged to have their child at the classroom in time for the commencement of the Preschool program (i.e. by 8:45am) in order for them to be involved in all aspects of the day. This greatly assists in their sense of 'belonging' and prepares them for 'big school' when punctuality is very important.

Bush Fires & Other Emergencies

Bush fires are something we all tend to fear, especially when our families are located at different venues. The natural tendency is to rush to the school to pick up the children. This can be most unwise as roads get choked and people get caught away from their homes – the place where they can be of most assistance to those combating the fires.

The school has a detailed fire drill policy which has been checked by local fire authorities. Children will be carefully and thoughtfully supervised during any emergency. Copies of the Emergency Procedures are available on request from the Receptionist.

To help parents, the following information should be noted:

If it is certain to be a day in which the school is going to be in the path of a major bushfire, please **keep children home**. It is likely that Bush Fire Authorities will communicate this via the News.

During a fire emergency, parents should be aware that students at school are still under the school's duty of care. This means that any student movements **MUST** be made known to the correct staff members.

Under conditions where the School Principal is concerned, he may direct an evacuation to the school oval or D block courtyard. In this case, parents **are not necessarily** going to be contacted by the school. It will depend on the circumstances of the fire (the school will always comply with the directions of the Bush Fire Authorities). However, should a parent wish to remove a student from the school campus **they must report this to the Assembly Warden** who will be on duty at the oval or in the D block courtyard.

Under an extreme (worst case) fire emergency the school may have been directed by emergency services to evacuate. In this case Blue Mountains Bus Company will transport the students to Glenbrook Oval from where parents will be required to sign out students. Information would be given on 101.7 WSFM. **In this extreme case it is imperative that parents cooperate with directions from Emergency Services.**

Clothing & Equipment

Uniform

Uniform is Not Compulsory for the Pioneers Class

It is suggested that children wear sensible and comfortable play clothes.

Shoes should either be closed in or sandals. Thongs or slip on shoes are not to be worn as they do not give adequate support or protection when using the play equipment.

Sun protection

Children will also be required to wear a hat for outdoor play. Children need either a wide brimmed hat or a legionnaire hat. Baseball caps do not provide enough sun protection and **can not** be worn. Hats may be purchased from the uniform shop, but this is at the discretion of parents. Staff will assist children to apply a broad spectrum sunscreen (30+) before outside time. This sunscreen is provided by the school.

Uniform Shop Prices

Legionnaire Cap	\$ 4.50
Bucket Hat	\$ 21.00

All items of clothing should be clearly labelled (including shoes).

Equipment

These items need to be brought to preschool in a backpack

- Morning tea box
- Lunch box
- Non-spill drink bottle
- Spare change of clothes including underwear and socks.
- Library bag - It would be best if the library bag sealed with velcro and didn't have a draw string.
- Children are also asked to provide a large box of tissues during their first week; these will be stored at preschool and will be used in the classroom throughout the year.

Uniform Shop

The shop hours are from 10.00 am - 2.00 pm on the following days:

JANUARY: Thursday 15th, Friday 16th, Wednesday 21st

Thereafter the shop will open every **Monday morning** from 8.00 am – 12.40 pm **excluding school holidays.**

Please note that orders can no longer be picked up from Reception. **Payment:** By cash, cheque, Mastercard, Visa.

Communication

Communication is the essential ingredient in any successful relationship. It is quite probable that, at some time during your association with the school, you will need to talk to staff members regarding your child, probably more so in the Pioneers year than at any other time in their schooling.

In the case of enquiries regarding the general well being or day to day activities, any of the Pioneers staff will be able to assist you.

If that communication applies to relational issues, social development, general well being or friendship / playground concerns, generally the FIRST point of reference will be the Pioneers teacher, Mrs Kathryn Marks. In matters that remain unresolved at that level or issues relating to staff, please contact Mrs Coral Edwards, Deputy Principal.

It is important that once an issue has become a grievance, it be addressed as soon as possible and with the person concerned (as is the Biblical principle).

If you have a concern, don't delay. Act immediately to bring it to our attention.

Communicating between School & Home

When preschool children are concerned it is essential that communication between home and school be timely and clear.

Parents are encouraged to use the following channels of communication:-

1. For information that is not sensitive – a written note in the Communication column of the sign in folder. Staff will check this book after children have been signed in and act on any issues appropriately.
2. A brief comment to staff before you leave.
3. By email either to Kathryn Marks (kmarks@wycliffe.nsw.edu.au)
4. By appointment arranged with Kathryn Marks. Some issues can be discussed at the start of the day, but for anything that requires longer than 5 minutes it may not be possible for the teacher to devote sufficient time at this busy period. Kathryn Marks will notify parents of times when appointments are convenient. Our objective is to be able to hear and deal with your concerns without adversely affecting the quality of the children's day.
5. By appointment with the Deputy Principal or Principal where points of disagreement over prior actions by the school staff exists, and when other procedures have been followed.
6. By letter through the Principal to the Board where points of disagreement re school policy and processes exist.
7. In cases of major concern that call for prompt action or preliminary advice, an appointment through the Personal Assistant to the Principal is the best place to start. If necessary the Principal will delegate responsibility for dealing with such matters to the most appropriate person available.
8. If necessary, parents should make any suggestions and constructive criticisms about curriculum content, teaching method or policies through the Principal in writing. In this way, they can be directed appropriately to those concerned. Feedback forms are available at Reception.

Parents are encouraged to communicate any concern they have regarding their child, with staff as soon as is practical. Our priority is to provide quality early childhood education for your child and any information that helps us to understand and empathise with them will greatly assist us in developing a good rapport with him/her and will enable him/her to feel confident and secure.

Parent / Teacher Interviews

At Wycliffe we take our partnership with parents very seriously. The above communications are very important, but it is also important for specific time to be set aside for parents to be appraised of their child's progress and development.

In K-12 there are formal Interviews scheduled during the year.

Similarly Pioneers parents will be given an opportunity to meet with the teacher for an interview to discuss their child's development and their readiness for school.

These interviews will be scheduled.

Week 8 of term 2.

Reporting on Children's Development

Staff members will make regular and consistent observations of your child as they are engaged in the variety of activities during the day.

On occasions staff will organise specific activities that will give them an opportunity to observe specific skills such as hand eye coordination, fine & gross motor control, spatial awareness and early literacy & numeracy skills.

Throughout the year a collection of work samples and photos are placed in children's "special books". These books are available for children to look at in the book corner. Special books are sent home at the end of terms 2 and 4 for a visit. Children will be given their special book to keep at the end of their time at Pioneers.

School Talk

School Talk is the fortnightly communication for parents with children in K-12. It does however give a 'snapshot' of the culture and events of the school, which would be of interest to you as the time for your child to start school draws nearer. It can be viewed on the school website at www.wycliffe.nsw.edu.au.

For events relating to all families in the school (including Pioneers families) and events specifically for Pioneers families or children a note will be sent home with your child.

Special Pioneers events will also be included on the School website under Latest News.

School Website

The school is continuing to develop its website as an important communication tool within the Wycliffe community as well as a window on Wycliffe to a wider audience. You are encouraged to regularly visit the website www.wycliffe.nsw.edu.au for information on school events and programs, access to regular publications and key school documents. We trust that over time, not only will you find the immediacy of this access helpful but that together we will contribute to a reduction in paper usage.

School Directory - Communicating with Other Families

Every school family is issued with a copy of the School Directory. If you do not wish your family details to appear in the directory, it is important that you fill out the relevant section of the annual Family and Student Verification Form when it is sent to you.

Though the Directory provides a good way for parents to issue invitations to parties etc, please be aware that teachers are unable to distribute party invitations through the class. The Directory is for the use of school families only. Please do not misuse this facility. Where a number is marked "silent" please be especially sensitive to the privacy of those families. The school operates under the provision of the Commonwealth Privacy Act. Members of the school community must respect this requirement in relation to any publication that lists names of students and families. ***The Directory must not be used as a general mailing list for churches, other organisations or commercial purposes.***

Finance

Enrolment Deposit

A family enrolment deposit of \$250 is payable to confirm the enrolment of the first child in each new family in Pioneers. This deposit is non-refundable.

In the case of students continuing into Kindergarten in the following year, this deposit becomes part of the school family enrolment deposit of \$1000.00.

Pioneers Fees

Daily fee for Pioneers students enrolled in the Preschool Program \$38.00

Late fee:

We recognise that unforeseen circumstances happen from time to time that may affect collecting your child. Please let staff know if this occurs. A penalty charge of \$20 per hour will be charged to families of children not picked up by 2.30 p.m without contacting staff, or to families who are habitually late. This will be strictly adhered to. Appeals may be lodged in writing to the Business Manager.

Policies for Charging Fees and Late Payments

Fees are charged fortnightly.

Parents may elect to pay their account in advance. All such advance or fortnightly payments must be made either by direct debit or by providing credit card payment authority or, in the case of those with an approved payment history, by direct deposit or payroll deduction.

Accounts not in credit must be settled by the last day of each fortnight.

Late Fees

Board policy requires fees to be paid by the due date.

Where no alternative payment arrangement has been made with the Business Manager, **a late fee of \$25 per month for the first three months and then \$100 per month thereafter will be charged on accounts.**

Alternative payment arrangements need to be applied for and approved in writing. If you do not have written approval from the School, normal arrangements will apply. It is Board policy that, if alternative payment arrangements have to be made, payment must be made via direct debit. If fees remain outstanding, the enrolment positions of your child/children may be declared vacant and offered to another family.

How to Pay Your Fees

The school accepts:

- **Direct Debit**
- **Direct Deposit**
- **Credit Card (Visa, Mastercard)**

If you need more information, assistance or forms, please phone or call into the Accounts office.

Financial Difficulty and Fee Relief

As enrolment in preschool is not a government requirement (therefore it does not attract any government subsidy) and overheads for this section of the school are considerably higher than for other age groups, we regret that we are unable to offer fee relief. In the case of short term or unexpected financial difficulty, please contact the Business Manager to discuss alternatives.

Tax-deductible Donations

The Building and Library Funds are ATO approved tax-deductible funds. While the school will happily direct your donation to the area you nominate, tax receipts can only be issued for the Building and Library funds. The school is also investigating the establishment of a tax deductible endowment fund. Information will be provided on this fund following its establishment.

Contact with Accounts or Business Office

Email: accounts@wycliffe.nsw.edu.au

Mail: Via school addressed to "Accounts"

General Information

Personal Belongings Brought to Pioneers

A wide range and quantity of equipment has been provided for the use of children in the Pioneers class. We request that personal toys be left at home. Personal toys can become a source of friction or tension for your child and for others.

Pioneers staff cannot take responsibility for such personal belongings and does not accept liability for any personal property lost, damaged or stolen.

Similarly, the school does not accept liability or responsibility for valuables brought to school by staff, students or parents unless specifically requested to do so.

Kindergarten Orientation

For parents with children entering Kindergarten, an orientation morning is held during November to familiarise them with school procedures. This enables the children to spend a little "sample time" in "Kindergarten".

Kindergarten Visits

Following the Orientation morning, children enrolled for Kindergarten in the following year will have an opportunity to spend time in the current Kindergarten class. Final details will be given to parents of these students following their Kindergarten readiness screening.

Program Observation

We always enjoy having parents interested in what we are doing and are happy to provide opportunity for parents to observe their children as they are involved in the program. However, it is most important that people interested in such observations contact the teacher concerned well in advance (i.e. at least one day before) to check that it will be convenient.

Loss of Non-School Property

These goods are not insured by the school's insurers and no compensation can be paid if such goods are lost or stolen. Such goods include toys, jewellery, mobile phones, personal data assistants, bicycles, skateboards, etc. Students in the Junior School are encouraged to leave precious toys at home.

Prayer Group

All parents and friends are welcome to join the Parents and Friends Prayer Group to pray for the school, staff, students and families.

When: Monday and Thursday mornings, during school terms
Where: *Check at Reception for location*
Time: 8.30 – 9.23 am
Contact: For further information contact Jenny Buckingham-Jones on 4751 5151

"Be joyful in hope, patient in affliction and faithful in prayer." Romans 12:12

Wycliffe School Staff

Below are some of the staff employed by the school who you may come across this year.

Administration and Ancillary Staff

Registrar and Personal Assistant to the Principal	Mrs Avril Marshall
Personal Assistant to the Deputy Principal	Mrs Helen Clarke
Accountant.....	Mrs Helen Phillips
Accounts Clerk (part time)	Mrs Stephanie Mackenzie
Business Administration Assistant	Mrs Julie Klein
Receptionist.....	Mrs Sandra Leach
Assistant Receptionist & Senior First Aid Officer	Mrs Virginia Donges
Junior School Assistant	Mrs Deidre Collett
School Services Officer	Mr Richard Boyle
Grounds & Gardens.....	Mr Ken Coombes

Senior Management Team

The Principal, Deputy Principal, Head of Senior College and Business Manager form the Senior Management Team of the school.

The Principal

Mr Geoff Bowser is the Principal and is responsible for the overall leadership and management of the school, including structuring of policy and planning frameworks, the monitoring of performance and accountability processes, the management of perceptions and the welfare of all sections of the school.

In seeking to contact the Principal, enquiries should be directed through the Principal's Personal Assistant, Mrs Avril Marshall.

The Deputy Principal

Mrs Coral Edwards is the Deputy Principal and is responsible for leading and supervising the Educational Leadership Team in creating and maintaining a "best practice" culture throughout the school and for facilitating the smooth running, sensible co-ordination and wise and timely communications associated with all events arising out of the school timetable and calendar.

This will embody the supervision of both documents and teaching practices that accord with the vision, values, goals and priorities of the school and ensure that they meet the requirements and standards of the NSW Board of Studies.

In seeking to contact the Deputy Principal enquiries should be directed through the Deputy Principal's Personal Assistant, Mrs Helen Clarke.

Coral is the supervisor of the Pioneers Class and its staff. It is her responsibility to oversee policy, programs and organisation of this class, to ensure that they are consistent with the vision and values of the school and represent best practice for care and education of pre-school children.

The Business Manager

Mr John Downward is responsible for the financial and operational management of the school. From time to time there may be a need for parents to contact the Business Manager in relation to sensitive personal financial matters. Appointments for such interviews can be arranged through the Accountant, Mrs Helen Phillips.

Standards

Privacy Policy

The school is required under various laws to gather and maintain records on families and students. There are many processes involved in gathering this information ranging from initial enrolment details, financial details, annual family record updates and miscellaneous reports from counsellors, doctors and other professionals.

It is policy of the school to maintain these records at all times in the strictest confidence. NO use is made of them for any other purpose other than those which directly touch the education of your children and the maintenance of our duty of care to your family, including information required under various Acts of Parliament.

We will assume that unless families inform us differently in writing, that we have your authority to use private information as described above.

Standards

Agreed Standards

In order to maintain an environment for learning and growing that is honouring to God, purposeful, safe and inclusive, the school must have some agreed standards that shape our expectations of one another. These agreed standards apply to relationships, communications, to behaviour and to work.

Children in the Pioneers Class will be encouraged to learn positive social skills and the Agreed Standards of the school will be fostered in age appropriate ways during the day to day activities.

1. **Respect for all persons, irrespective of differences.**
This means that children will be encouraged to be inclusive in their play and to show care and concern to all the children in the group.
2. **Care for the feelings and comfort of others.**
This means that students will be encouraged to be sensitive, supportive and inclusive of other students irrespective of age or difference.
3. **Use of language that creates a positive tone in the school.**
This means that the children will be encouraged to use words and body language that encourages and uplifts their peers. They will also be encouraged to use words to express their feelings, that are non-threatening and non-inflammatory.
4. **Behaviour that brings honour to God and credit to your school.**
Good manners, courtesy and obedience to staff will be encouraged in all situations.
5. **Attitudes that create good morale amongst students.**
This means that co-operation with others, respect for the ideas and feelings of others, thoughtfulness of the needs of others and accepting responsibility for the effects of one's own behaviour will be encouraged amongst all students.

School Policies

All the standing policies and procedures of the school are found in the Staff Policy Manual which may be accessed through the Library or by speaking to Pioneers staff.