



**BRIGHTWATERS**  
*Christian College*

# 2019 SCHOOL ESSENTIALS

## *Information Booklet*

*This document contains valuable information about the standards and policies of Brightwaters Christian College – you will need to refer to this throughout the year. Please keep it 'handy' at all times.*

## **VISION STATEMENT**

At Brightwaters Christian College, our vision is to educate with excellence, the whole child, so that they might grow up into the full maturity of Jesus Christ.

# Welcome to Brightwaters Christian College

The address is: 82 Bulgonia Road Brightwaters NSW 2264

**Mail** should be sent to: PO Box 3036, BONNELLS BAY NSW 2264

**Phone Number:** 49732591

**Mobile Number:** 0466 595 745

**Email:** brightwaters@people.net.au

**Website:** <http://www.brightwaterschristiancollege.com.au>

**Communication:** **Call the office anytime and leave a message. (This will be answered as soon as is possible); send a text and this will be responded to at a suitable time; email the school and again, this will be answered as soon as is possible.**

**Office Hours:** Staff devotions are from 8:15 - 8:30am each morning. Therefore, staff are not available at this time. The office is staffed from 9:30am to 12:30pm Monday and Wednesday, and 12:00 – 3:30 pm Friday during the school term. The office is unattended on a Tuesday and Thursday but the answering service is checked at recess and lunch. During the Christmas school holidays the office will be closed until the week before school returns and the office is closed during all other holidays, although the answering service will be checked regularly during this time.

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A child's education does not begin when a child enrolls in our school, rather it begins in the home. Our school recognises that parents have the God-given responsibility for the upbringing of their children. Therefore, we view the school's role as that of supporting our parents in this task.

If at any time problems arise, we encourage you to discuss the matter with your child's class teacher, or the Principal as appropriate. It is essential that relationships of respect and trust be established and maintained between teachers and parents.

At BCC we want a school where:

- Christ is upheld and the Word of God is seen as relevant to the whole of life.
- All children develop to their full potential in Christ.
- All children are provided with the opportunity of extending their abilities.
- The parents, School Board, staff and children work in harmony to create an effective, joyful community, seeking to glorify God.

This can be achieved by:

- Prayer support.
- Communication being honest and open. Parent/teacher communication may take place through the newsletter, interviews or written emails. However, it is most effective on an informal, regular basis.

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# FIRST DAY ESSENTIALS

**Tuesday, 29 January 2019 – First Day for Years 1 – 6**

**Wednesday, 30 January 2019 - First Day for Kindergarten**

On the first day of school, students, other than Kindergarten, are asked to arrive between 8:45 – 9:15 am; leave bags outside their classrooms and wait outside for the bell. Arrival before this time impedes the preparation and prayer time of teachers. Playground supervision begins at 8:45am.

K-6	School commences at <b>9:15am</b> each morning and
K-6	Finishes at 3:20pm each afternoon
	<b>All students are expected to arrive at school on time.</b>

Children arriving late for school will require a note from parents detailing an acceptable reason for lateness and must report to the office for a Late Note. It is important that all students are in class on time to maximise the learning process.

## KINDERGARTEN STUDENTS

**Wednesday, 30 January 2019 – First Day for Kindergarten**

Your Kindergarten child will commence school at 9:15am on Wednesday, 30<sup>th</sup> January 2019. On this day, please assemble with the whole school underneath the COLA. The Kindergarten children will be collected from this area and will be taken to their classroom. You are welcome to then stay and share morning tea with other parents. It is a great way to get to know other parents and share the experience of starting your child in Kindergarten. During the day the children will be taken on a tour of the school, pointing out toilets, play areas, in and out of bounds areas etc.

For the remainder of the school year, Kindergarten will commence school at the normal time of 9:15am.

### Kindergarten Early Finish

From Wednesday, 30<sup>th</sup> January 2019 to Friday, 8<sup>th</sup> February 2019, Kindergarten children will finish school at 1:00pm each day. The following two weeks (Monday, 11<sup>th</sup> February – Friday, 22<sup>nd</sup> February) Kindergarten will finish at 2:15pm. During these early finishing days, children are to be collected from the Kindergarten classrooms or from roll call lines.

## CALENDAR

<b>Term 1</b> (11 weeks)	First day	Years 1-6	Tuesday	29/01/19
	First day	Kindergarten	Wednesday	29/01/19
	Last day		Friday	12/04/19
	<i>Good Friday</i>		Friday	19/04/19
			Monday	22/04/19
			Thursday	25/04/19
<b>Term 2</b> (10 weeks)	First Day		Monday	29/04/19
	<i>Queen's Birthday Public Holiday</i>		Monday	10/06/19
	Last day		Friday	05/07/19
<b>Term 3</b> (9 weeks)	First Day		Monday	29/07/19
	Last day		Friday	27/09/19
<b>Term 4</b> (8 weeks)	First Day		Monday	14/10/19
	Last day		Thursday	5/12/19

## EQUIPMENT REQUIREMENTS

Below is a list of stationery items that your student will need to purchase for their first day of school.

**ALL STUDENTS \*Please see Page 25 for food conditions – Anaphylaxis & Allergies\***

Year group	Equipment
Kinder – Year 6	Navy school Bag, Lunch box and drink container (all clearly labelled).
Kindergarten, Year 1 and 2	<ul style="list-style-type: none"> <li>○ School bag (large enough to fit scrapbook in)</li> <li>○ 2 Boxes of tissues to share with class</li> <li>○ Library bag</li> <li>○ 2 plastic wallets</li> <li>○ 1 A4 lever arch folder</li> <li>○ 4 glue sticks to share with class</li> <li>○ <b>Set of headphones (to be used with computers)</b></li> <li>○ Crunch and Sip container each day</li>   <li>○ 2 spare pairs of undies (labelled)</li> <li>○ 1 spare pair of socks</li> </ul> <p>(These last two items will be left at school in case of emergency!)</p> <p><b>NO</b> pencil cases needed, as all materials are supplied</p>
Years 3 to 6	<ul style="list-style-type: none"> <li>○ Lead HB pencils, sharpener and rubber</li> <li>○ Red biro and blue biro (after receiving pen licence - Year 4)</li> <li>○ Coloured pencils/textas</li> <li>○ Box of tissues to share with class</li> <li>○ 2 plastic wallets</li> <li>○ 1 A4 lever arch folder</li> <li>○ Library bag</li> <li>○ <b>Set of headphones (to be used with computers)</b></li> <li>○ Crunch and sip container each day</li> </ul> <p>Work-books will be sent home to be covered. All work books are to be covered and clearly labelled with name, class and subject.</p>

**Please ensure that all equipment, including books and headphones, are clearly labelled. Headphones are an essential item for everyday learning to take place. We can supply a pair of headphones (\$20) if you are unable to purchase a pair. Please send the money to school in a marked envelope with the request written on the outside.**

## **EQUIPMENT REQUIREMENTS - Continued**

**DO NOT BRING LIQUID PAPER OR PERMANENT PEN MARKERS TO SCHOOL**

## **ILLEGAL OR PROHIBITED SUBSTANCES / ITEMS**

The School's policy concerning the use of illegal substances or items is one of zero tolerance. Students, who use illegal and/or prohibited items or substances, are deemed to have broken the conditions of their enrolment. As such, the School reserves the right to terminate enrolment. This includes, but is not limited to, students who have knowledge of such activities.

## **MOBILE TECHNOLOGY DEVICES**

### **1. MP3 Players, tablets, iPad and iPods etc**

Under normal circumstances iPods, MP3 players and the like are not to be brought to school. However, if they are used in transit, they are required to be handed in at the Office at the beginning of the day in a named case.

## **MOBILE TECHNOLOGY DEVICES - Continued**

### **2. Mobile Phones**

The bringing of mobile telephones to school is generally discouraged; however, the school recognises that there are times when it is genuinely appropriate and useful for students to have access to a mobile phone. The school, therefore, allows mobile phones to be brought to school and to be used in accordance with the following rules:

- Upon arrival at school students must hand in their mobile phones to the Office. These phones will be kept in safe storage during the day. Students may collect them at the close of day. Please ensure these phones are labelled clearly.
- If a student is ill contact with the home will be made via the office rather than on a personal mobile phone.

Any phone that is brought onto the school grounds is done so at the owner's risk. Any of the above items, or the like, found at school will be confiscated and stored in a safe space until parents are able to come to school and collect them.

# ATTENDANCE

## School Times

School commences: **9:15am** for ALL school students K-6.

School finishes at: **3:20pm** for K-6 school students

## Absences

Attendance at school is a requirement under the Education Act. Legitimate absences are provided for in the Act and the school must determine the acceptability of reasons given for such absences. If your child is absent for any reason, the parent is required to telephone the school, send an email ([brightwaters@people.net.au](mailto:brightwaters@people.net.au)) or send a text message (0466595745). This applies to partial and full day absences. School carnivals and excursions are regarded as normal school days. Absences, other than for legitimate reasons, will be recorded as "Absent without satisfactory reason". Exemptions are required prior to leave being permitted for absences including, but not limited to, family holidays outside of school holidays, absences such as required for sporting/extra-curricular occasions.

## Notifying the School

Please ring the school office, school mobile or send an email before 9:30am if your child will be absent on that day. Any unexplained absences and late arrivals will be followed up with a phone call or SMS to check that the student is safe in your care. When you receive the SMS, please return text and confirm your child's whereabouts. Parents may also notify the school of absences via email. ([brightwaters@people.net.au](mailto:brightwaters@people.net.au)).

## Application for Leave outside of school holidays

It is a government regulation that you apply, in advance, for absences (of any duration) from school for reasons other than illness. You need to request leave from the Principal using a specific application/exemption form, which is available in the office. Once approved, you will be issued with a certificate of absence.

## Late Arrivals

School commences at **9:15am**. Children who arrive after this time are **LATE** for school. Upon arriving to school late, a parent is required to complete the late arrival form. Children consistently arriving late for school may be given a lunch time detention, unless a satisfactory reason (such as doctor's appointment) is given. We take this course of action to assist parents in the training of your children to be punctual. If this presents any problems, please discuss your personal situation with the Principal.

## Leaving Early

If your child has an acceptable reason for leaving early on any given day, the parent or guardian is required to sign the partial absence form in the office, at which time they will be given an early departure slip to place in the note tray. Students will not be allowed to sign themselves out and meet parents in the car park.

## CARING FOR STUDENTS – A PASTORAL FRAMEWORK

Working 'in partnership' with the teaching staff, parents play a vital role in the support, encouragement, effective nurture and discipline of their children.

At BCC, we discipline our children on the basis of a relationship of love, founded on a biblical understanding of the nature of the child (and ourselves). Our goal is that they may grow up into all things of Christ, attaining spiritual maturity through a process of planned disciplining in which the school and home all work in partnership.

We are keen to develop self-discipline in our children. We believe that they should be responsible for their own actions. Therefore discipline, wherever possible, will be positive. Where necessary, detention will be administered at lunch time.

For the school to achieve its vision, appropriate and effective relationships between all students and between teachers and students need to be established and maintained. Where such relationships exist, teachers are able to focus more on the pastoral support of students and less on procedures of discipline. Notwithstanding this ideal however, schools need to have in place effective procedures for discipline within the framework of pastoral care.

The staff recognise that it is important that all forms of discipline be exercised in the context of the school's commitment to the pastoral care of students. This care will include:

- praise and affirmation
- thanks
- encouragement
- the allocation of positions of trust and responsibility
- public recognition
- awards
- positive reports to parents

### Restoration

The goal of all disciplinary action is to see the students restored to constructive engagement within the life of the school.

### Range of discipline measures

Where required, a range of disciplinary measures may be used depending on the seriousness of the issue, the previous profile of the child etc. These may include:

- counsel
- loss of privilege
- detention (after school)
- internal suspension
- external suspension
- correction
- reparation
- community service
- reprimand
- detention (lunch)
- family conference
- expulsion

**Detentions** - The school may use lunchtime and then after school detentions where students do not respond to other forms of correction.

**Internal or External Suspension** – Internal suspension may involve a student being removed from the classroom for a period of time. External suspension will only be used where the significant application of lesser disciplinary measures has produced no change in behaviour, or where, in the judgement of the staff and Principal, it is the most appropriate measure to use, given the seriousness of the offence.



# DISCIPLINE

## Kindergarten – Year 6

In order to help the students enjoy a safe and enjoyable learning environment we have devised some simple rules, which apply to all children in our school.

### CLASS RULES

Class Rules are generally created in the first week of Term 1 by the class, in partnership with the teacher, so the students have ownership of the rules they need to follow. These rules would be in plain student language and would typically include;

1. Obey your teacher the FIRST time
2. Listen when others are speaking
3. If you want to speak, raise your hand and wait
4. Stay in your seat unless otherwise directed
5. Use equipment and materials appropriately
6. Be kind and considerate to others

### REWARDS AND MERIT AWARDS

Children are rewarded for excellent behaviour and exemplary work habits with strategies including, but not limited to, such as;

- Merit Awards
- Pegs
- Auction dollars
- Stickers
- Jelly bean (treat) ticks and progress chart
- Super improvers wall
- Extra privileges
- Encouraging words
- Star of the week award

Each child is able to earn/receive jelly bean ticks, pegs and auction dollars every week from their class teacher (targeted at the Infants class). The Primary class will earn super improver awards/stickers. These encourage greater intrinsic motivation rather than rely on extrinsic motivators. These are awarded for hard work, thoughtful answers, caring attitudes, and many other situations where students are seen and acknowledged for their efforts. These pegs and auction dollar awards accumulate and can be traded for higher awards.

***(It is highly recommended that ALL students be made responsible for the safe keeping of their awards to promote responsibility and stewardship.)***

## DISCIPLINE - Continued

If a student looks like they are about to break a class or school rule they will receive a verbal or visual warning. In general, when a class rule is broken:

- The student's name/initials will be written on the board and they will be given an explanation of the rule they have broken. The student will be informed/cautioned that the next offence will result in an 'x' next to their name.
- If the child then breaks another rule (or the same one again) an 'x' is placed next to their name. The child will then be reminded of the need to serve a 5 minute detention in the following lunch break.
- If the child offends again then this process is repeated by placing a second cross beside the child's name 'xx'. The child will then be reminded of the need to serve a 10 minute detention in the following lunch break.
- A "penalty" may be given (with no 'x') for instances where choices are made, such as toilet breaks during class-time (for older children) or for striking another child.
- EACH DAY starts with a clean record, with regards to crosses.
- This discipline process may be modified to suit the needs of children who may need grace given due to their learning needs or age appropriateness **or** the timing of crosses may be shortened due to age appropriateness.

# STANDARDS AT BCC

## Agreed Standards

In order to maintain an environment for learning and growing that is 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. We believe that God wants us to:-

### WORK HARD, BE KIND, SHOW RESPECT

**1. Respect for all persons, irrespective of differences.**

This means that intentional teasing, victimisation, marginalisation, bullying and harassment will be dealt with very firmly.

**2. Care for the feeling 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 crude, indecent, abusive, blasphemous language is unacceptable. In addition, provocative, threatening or disrespectful body language will be regarded as if it were spoken language.

**4. Behaviour that brings credit to your school and is glorifying to God.**

This means that good manners, courtesy and obedience to staff and visitors and volunteers are expected in all situations.

**5. Attitudes that create good morale amongst students.**

This means that cooperation 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.

## Standards for the Classroom

### Be courteous and respectful towards teachers.

- Give silent attention when teacher is addressing the class.
- During formal lesson time, one person speaks at a time.
- When wishing to gain the teacher's attention, raise your hand and wait quietly.
- Don't answer back or argue when spoken to.
- Follow teacher's instructions promptly.
- Work to the best of your ability on set tasks.
- Obtain permission to leave your seat.
- Don't be familiar towards teachers (i.e. no personal or cheeky comments).
- Be on time for all lessons.
- Ensure that your attitudes demonstrate respect and cooperation.
- Differences of opinion must be approached courteously and respectfully.

## **STANDARDS AT BCC - Continued**

### **Respect the rights of others to learn and enjoy in a comfortable, safe classroom climate**

- Allow others to speak without interruption.
- Allow others to work without distraction.
- Don't move around the room without permission.
- Don't disrupt the lesson with noisy actions.
- Don't throw any items within or across the room.

### **Look after personal and school property**

- Don't deface school property (notably books, furniture).
- Take care of borrowed property.
- Maintain your own property in good condition.
- Be well organised and ensure that your own work books are well protected.

## **SCHOOL BOOKWORK PRESENTATION**

1. All books need to be covered. Names of student and subject, neatly presented on the outside of the book.
2. Writing to be in lead pencil unless the student has been given permission to use a pen. Once students are able to use a pen, they are to use blue pen for writing and red for margins and marking.
3. Liquid paper is not to be used in a day to day workbook, but can be used for exceptional circumstances such as a published piece of work. (Seek the Teacher's permission)
4. NO crossing out or scribbling in books. Errors to be dealt with neatly, such as bracket off with a small cross beside them or simply put a small cross beside the error.
5. Use the entire page and ensure backs of pages are completed.
6. Begin each new entry into books with the short date. This allows monitoring of progress and keeping children accountable.

## **USING THE COMPUTER NETWORK AND THE INTERNET**

The following information details the rules that apply to the use of computers and the internet while at school. All students are required to have read these rules and signed the appropriate forms before they are eligible to use the schools computers.

# DIGITAL CITIZENSHIP AND ACCEPTABLE USE OF ICT AGREEMENT

## Infants (K-2)

### LOOKING AFTER ME – Psalm 1

- a. I will only go on the computer when I have permission.
- b. I will only go to websites I am allowed to go to.
- c. I will only share pictures and stories about myself when my teacher tells me to.
- d. I will talk to my parents and teacher about all of my online friends.
- e. I will tell my teacher or parents if anyone is unkind to me on the computer.

### LOOKING AFTER OTHERS – Galatians 6:1-10

- f. I will only say nice things about people.
- g. I will ask before I share a picture or story about a person.
- h. I will only go to places that are nice and I will tell my parents or teacher if I go to a place that is nasty, unkind or rude.

### LOOKING AFTER PROPERTY – Matthew 25: 14 - 30

- i. I will not download movies, games or music that I haven't paid for.
- j. I will check that the information I get on the web is correct.
- k. I won't leave rude or unkind messages on other people spaces.

By signing this agreement, I undertake to always act in a manner that is respectful to myself and others, and to act appropriately, and in accordance with Biblical principles.

I, \_\_\_\_\_ (child's name) have read with my parent/guardian and agree to follow the principles of digital citizenship outlined in this agreement and accept that failing to follow these principles will have consequences.

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# DIGITAL CITIZENSHIP AND ACCEPTABLE USE OF ICT AGREEMENT

## Primary – (3-6)

### LOOKING AFTER YOURSELF – Psalm 1

- a. Choosing online names that are suitable and respectful.
- b. Only inviting people you actually know in the real world to be your friends in the online world.
- c. Only visiting sites that are appropriate and respecting the rules that web sites have about age. Some sites are only for adults. If you wouldn't feel comfortable showing the web site to your parents or grandparents then it's inappropriate.
- d. Setting your privacy settings so only the people you know can see you and your personal information.
- e. Only putting information online that is appropriate and posting pictures that are suitable. Not everyone seeing your profile or pictures will be friendly.
- f. Always reporting anything that happens online which makes you feel uncomfortable or unhappy.
- g. Talking to trusted adults, like your parents and teachers, about your online experiences. This includes both the good and the bad experiences.

### LOOKING AFTER OTHERS – Galatians 6:1-10

- h. Show you care by not flaming (sending hurtful or inflammatory messages) other people, or forwarding messages that are unkind or inappropriate.
- i. By not getting involved in conversations that are unkind, mean or bullying.
- j. By reporting any conversations you see that are unkind, mean or bullying. Imagine if the things being written were about you. If you would find them offensive then they are inappropriate.
- k. Some web sites are disrespectful because they show people behaving inappropriately or illegally— or are racist, bigoted or unkind. Show your respect for others by avoiding these sites. If you visit one by accident, close it and tell your teacher or an adult.
- l. Show respect for other's privacy by not trying to get into their online spaces without invitation, by not stalking them or copying their pictures.

### LOOKING AFTER PROPERTY – Matthew 25: 14 - 30

- m. By not stealing other people's property. It's easy to download music, games and movies, but piracy (downloading media that you have not bought) is just the name given to stealing online.
- n. By not sharing the music, movies, games and other software that you own with other people.
- o. By checking that the information you are using is correct. Anyone can say anything on the web, so you need to check that the research is correct by using reliable sites. When in doubt ask your teacher or your parents.
- p. By looking after other people's web sites, acting appropriately when visiting them, not making changes or vandalizing them, and reporting any damage that you find.

By signing this agreement, I undertake to always act in a manner that is respectful to myself and others, and to act appropriately, and in accordance with Biblical principles.

I, \_\_\_\_\_ (child's name) have read with my parent/guardian and agree to follow the principles of digital citizenship outlined in this agreement and accept that failing to follow these principles will have consequences.

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## HOME AND SCHOOL – WORKING TOGETHER EFFECTIVELY

### Parent Assistance

There are a wide range of activities in which parents may become involved in the life of the school. These include:

- Excursion assistance
- PE and sport
- Reading groups
- Craft helpers
- Sports carnival
- Home Reading
- Maths Groups
- Many other sundry tasks throughout the year
- Musical assistance

We would encourage as many parents as possible to consider these avenues of help (and any others that may occur to you). On many occasions the school cannot get enough of this type of assistance. The Staff greatly appreciates the assistance of parents. School fees are kept as low as possible on the understanding that parents will give voluntary assistance to the school. If you cannot help during the day, you may find other practical forms of assisting.

### Voluntary Workers Forms

All voluntary workers (parents, grandparents, carers, adult siblings, aunts, uncles, friends etc) are asked to visit the office and complete a Volunteer Confidentiality Agreement. Once you have completed this document, you are authorised to assist in the classroom. Our volunteers will be able to assist within their child's classroom. If you wish to help out elsewhere in the school, we require you to complete a *Volunteer Working With Children Check*. This can be done on-line with verification required at the local RMS. The School Office will have all the information that you need to complete this requirement.

Voluntary workers who are not related to a student in our school will be required to complete a *Volunteer Working With Children Check*. This can be done on-line with verification required at the local RMS. The School Office will have all the information that you need to complete this requirement.

Please help us to ensure that our school complies with this requirement which seeks to ensure that all people working with our children are checked.

## **HOME AND SCHOOL – WORKING TOGETHER EFFECTIVELY Continued**

### **Parents Prayer Group**

Prayer is a vital part of what we do at BCC. All parents and friends are welcome to participate in a Prayer Group to pray for the school, staff, students and families.

Please let the office know if you are keen to be part of a prayer group. The morning may change pending the timetable and parent availability. Should it change, notification of this will be communicated in the school's Newsletter.

### **School Board**

The governance of the school is in the hands of our School Board, which consists of a Chairman, Secretary, the Principal, and the Pastor from the Morisset Baptist Church and up to six other members either presently seconded from Belmont or directly from Morisset Baptist Church.

### **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.

A full copy of the school Privacy Policy is available upon request.



# COMMUNICATIONS

The purpose of this document is to provide families with a clear understanding of the communication channels that are in place within the school as well as including a copy of the "Communications Policy".

Our school is growing and it is important that everyone is aware of communication procedures within the school.

In most cases when parents wish to contact the school they simply need to contact the member of staff most involved in the matter they wish to raise (eg. their child's class teacher for a class matter, front office for clarification of school information, Mrs. Elston for financial matter.). Sometimes parents have enquiries (such as clarifications, concerns or complaints) that are appropriate to discuss with the Principal.

## Information Nights

### School Orientation

For parents with children entering the school for the first time, an orientation session is held at a time suitable to parents, helping to familiarise them with school procedures. This is then supplemented by fortnightly, and then weekly, visits to enable the children to spend a little sample time in their 'new' classroom.

### Meet the Teachers Evening

Early in the year an information evening is held for the whole school, enabling parents to meet their child's teacher. This is a time when parents are given general information about the class program for the year and are able to ask questions of the staff. This is normally in week 3.

### School Newsletters

This is an important method of school/parent communication. Information regarding any forthcoming events and student information will be communicated through the School Newsletter. It is important that parents read this. The school newsletter will be sent home bi-weekly. Alternatively, this newsletter can be found on our school website.

### Notes

These notes are designed to keep parents informed about news specifically related to your child's class and more specific information e.g. excursions or activities. Please remember you can phone our school office ANY time during the day to arrange to meet with our staff to discuss any issues of concern or to share stories to encourage.

## COMMUNICATIONS - Continued

### School Website

The school is continuing to develop its website as an important communication tool within the school community as well as a window on BCC to a wider audience. You are encouraged to regularly visit the website [www.brightwaterschristiancollege.com.au](http://www.brightwaterschristiancollege.com.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.

### Parent / Teacher Interviews

This year parent/teacher interviews will be held towards the middle of each semester. School reports will be sent out at the end of Term 2 and 4. These interviews are designed to enable regular discussion of your child's progress. Parent/teacher interview nights are NOT the only times that teachers are available to discuss your child's progress. ALL TEACHING STAFF are willing to meet with parents at all times throughout the year to discuss progress and any issues of concern.

### Making Appointments

Where parents have an enquiry (such as a clarification, a concern or a complaint) that they wish to discuss with a member of staff it is always preferable to make an appointment time in advance to ensure the staff member's availability. These can be made via the school office or email. (Please do not ring teachers during class times as teachers are not able to leave their classes. It is also often inconvenient for teachers to discuss problems before the school day commences).

### Where to direct non-teaching enquiries:

- *General enquiries* & clarification of newsletter entries - contact Mrs Michelle Webb
- *Appointments to see Principal* – email [brightwaters@people.net.au](mailto:brightwaters@people.net.au) or call and leave a message.
- *Fee Payments* - contact the Business Manager, Mrs Lynette Elston. Email [brightwaters@people.net.au](mailto:brightwaters@people.net.au) or make an appointment by calling the school office 49732591
- *Difficulties* with fee payments or applications for Fee Assistance – contact the Business Manager, Mrs Lynette Elston. Email [brightwaters@people.net.au](mailto:brightwaters@people.net.au) or make an appointment by calling the school office 49732591
- *Enrolment Enquiries* – contact the School Executive Assistant., Mrs Michelle Webb

## COMMUNICATIONS - Continued

### Where to direct teaching enquiries

- (clarifications, concerns, complaints):

**Class Matters:** If you have enquiries concerning your child's welfare, academic progress, homework, friendships, etc:

- In the first instance contact your child's class teacher.

**Curriculum Matters:** If you have any enquiries about the school's academic program you should contact Mrs Tania Anway.

These may include:

- Clarification of school policy in Key Learning Areas
- The provision of support for students with special needs
- Related curriculum matters such as student placements in class groupings, use of text books, involvement in academic competitions and benchmark testing, etc.

**Student Welfare & Administration Matters:** If you have any enquiries concerning student welfare or school administrative matters you should contact the Principal, Mrs Tania Anway. These issues could relate to: student attendance & punctuality, behavioural management & discipline, the playground, bus travel, the uniform, the school's timetable or calendar and school events.

### Matters relating to staff (misconduct or complaints)

If you have any concerns regarding the way your child's wellbeing is being supported by the staff, it is always preferable for a parent/carer to directly contact the Principal, Mrs Tania Anway. If you require clarification on this matter, there are policies relating to the guidelines and expectations in place when making a serious complaint. These form part of the Grievance and Communications Policy and Procedure Document. You are welcome to avail yourself of this document via the school office or published on our School website.

**Development Issues:** If you have any concerns, complaints or suggestions concerning the development of the school as a centre of Christian education you should contact the Principal, Mrs Tania Anway. Issues could relate to spiritual development of students, performance and development of staff, development of the school curriculum, development of school policies, development of the school - future directions and development of home/school relationships.

**Concerns with other children:** Where parents have concerns with the way their child is being treated by other children or other parents it is always preferable for a parent to contact the school rather than for the parent to approach another child or parent directly (i.e. class teacher if a class matter, Principal if an even more complicated problem). The relative objectivity of school staff can often promote the resolution of a problem in a more efficient manner than is possible under the alternative subjective situation.

## PASTORAL CARE - CHAPLAIN

We have a school chaplain as part of our staff team who is available for all members of our school community. Mr. Michael Anway will be part of the class routine each week. During this time he will be working alongside the children during their class activities, providing opportunities for open communication and rapport building. He will also spend time discussing with the children ideas of how to approach friendships, relationships with others and building strategies with the children for when times can be out of the normal. Mr Anway will also take part in the Friday assemblies.

Families who struggle with everyday issues are invited to seek his skills as an impartial and fair listener. Our chaplain has access to a number of resources including counsellors and support agencies. Our school chaplain is bound by a code of conduct which relies on the utmost confidentiality being a priority.

Our school chaplain has completed '*PeaceWise*' training and is a qualified '*PeaceWise Marriage Counsellor*'. He facilitates our school's conflict resolution Peacemaker skills training with the children. He is also able to conduct the Peacemaker's conflict resolution training session for adult family members in a group session during the school term. He has also completed training in Highway Heroes, our strategic social/emotional wellbeing course.

Contact the office to arrange a time to meet with our chaplain. Your details will be passed on to our chaplain and he will contact you personally.

# FINANCIAL MATTERS

## Our Approach

Tuition fees are reviewed annually and are determined by our Board of Directors. Each year our Directors endeavour to keep Tuition fees as low as possible to be competitive in the marketplace while offering quality education. Fees are inclusive of text books and most school activities, saving families from having to find money to pay for additional ongoing expenses. Our Resource levy is a separate fee which covers excursions and the like. Occasionally opportunities for extra curricula activities such as ICSA or Maths competitions become available and these will be charged to families on a per activity basis. Please note that the extra curricula activities are optional and it is up to the parents/care to decide if they want their child/ren to participate.

## Financial Hardship

We understand that sometimes for reasons beyond your control your financial situation may change and you may have difficulties meeting the fees or making the required payments. If this happens, contact the school as possible to arrange a confidential discussion with the Business Manager, Mrs Lynette Elston. That way, we can work together to tailor a payment plan to suit your individual situation. Please do not let any school related financial matters become overwhelming.

## Scheduled Payments and Payment Plans

Tuition fees are invoiced annually at the beginning of the school year or when the student enrolls at BCC, if the school year has already commenced. In addition, a Payment Schedule is sent with the invoice showing various options for making payments. A statement is then sent out each term to the parent/carer nominated to pay the fees showing the invoiced amount, payments and credits and the balance owing. Of course, parents/carers can contact the school anytime to request an update on their account.

Each term's fees are due and payable before the end of each term. For example, Term 1 fees are to be paid in full before the end of Term 1, Term 2 before the end of Term 2 and so on. Discounts are available to all families for payments made on-time. Further details are available on the Payment Schedule or you can contact the Business Manager.

## Tax Deductible Donations

**Building & Library Funds** – Families are encouraged to donate to the College's tax deductible building fund. Please contact the Business Manager for further details.

## Withdrawal of Students

Parents should note that the School Policy states "that parents are required to give to the Principal a full term's notice in writing, of the intention to withdraw a student/s. Failure to give such notice will incur a full term's fees."

## Enrolment Policy

We have an Enrolment Policy document which may answer any further questions you have about our policy for both 'initial' and 'continued' enrolment. Should you wish to receive a copy of this, please contact the school office.

## GENERAL INFORMATION

### **Lunch order days**

We anticipate having lunch order days during the year. These days are operated as a service provided by interested parents. We will inform you if, and when, it will happen. Your child's lunch order is to be taken to the kitchen the day before lunch order day. Please ensure paper bags are clearly marked with correct class etc. and endeavour to include the correct money. Parent helpers are always welcome on this day. If you are interested in helping, please let the office know and they will pass your details onto the lunch order organiser.

### **Crunch and Sip**

Each morning the children will be given the opportunity to have a snack break during the learning session before recess. Each child must bring a small container containing snacks that are healthy e.g. carrot, cucumber, celery sticks etc. Please do not send anything that is sticky or messy (e.g. pineapple) or unhealthy (chips). Each child will also have their drink bottles available for use during the day. This is an ongoing initiative and, as part of the Crunch and Sip conditions, we must have all families participating. They will have their recess at their regular time and this can be other food choices. Any clarification, please see Mrs Anway. We will be sending out additional Live Life Well @ School information throughout the year.

### **Assembly**

Every Friday afternoon the children gather for their weekly assembly. All parents are invited to participate.

### **May Mission Month (Yawo people)**

As a school we support the Yawo people group of Malawi and Mozambique. There will be occasional fund-raising events to support these people and the cross cultural workers. We pray that you will endeavour to continue your financial and prayer support for our nominated people.

### **Excursions**

From time to time your child will be required to attend excursions. These excursions are a part of the school curriculum and attendance is therefore compulsory (poor behaviour can lead to exclusion from these excursions). Information about these will be circulated ahead of the date of the event. It is necessary for you to sign permission forms for every such outing. **Prompt return of the permission form is requested.**

### **Lost Property**

All articles of clothing, etc. must be clearly labelled with the child's name. Lost property will be collected throughout the week and held in either classroom lost property boxes or in the top room. Every effort will be made to return labelled clothing, but it is the child's responsibility to check the boxes for any lost articles. Unclaimed uniform items with no name label will be added to the second-hand clothing pool at the end of each month. Unclaimed non-uniform items will be donated to charity or thrown out at the end of each term.

### **Money in Envelopes/Zip lock bags**

When sending money to school please place in an envelope/zip lock bag with information on the front of the envelope/bag. Please wrap small change in paper or plastic wrap. Please place all envelopes/bags in the locked box, located just outside the kitchen.

## FIRST AID / EMERGENCIES

It is essential that parents fill out the Emergency Form and return it to the school office in the first week of the school year. **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**. Please notify us of changes of address, telephone numbers or ailments that require special treatment, etc. Please note that there may not be any staff available to administer first aid after 3.30 pm.

### Routines for First Aid

1. Students can only go to the office for first aid with the permission of staff.
2. Where a student is suspected of having a potentially contagious illness, they will be sent home ASAP. In the case of an emergency, every effort is made to contact parents or the designated contact person on the child's form.
3. Designated School First Aid Staff reserve the right to request an ambulance, where necessary.

If a child comes to school he or she must be well enough to play outside. Parents will be contacted if children become ill at school. Should a child be on medication at school, a note signed by the Parent/Guardian with clear instructions stating the name of the child, dosage and times to be taken should be sent with all medication and be given to the office staff. Children are not to keep medication in their bags.

### Food Allergies

Our school has a small number of students with food allergies and intolerances. In an effort to support these students and their families, our school has taken the stance that we need to be aware of these children and their needs on the school site. This means that no food is disallowed but care will be taken in educating our students in what is "safe" or "unsafe" and how this can affect their fellow students and friends.

#### WHAT THIS MEANS...

Our school will seek to take care with the following foods:

- Peanuts
- Tree Nuts (walnuts, almonds, cashews, pistachios, pecans etc)
- Fish
- Shellfish
- Eggs
- Milk
- Sesame
- Soy

These foods were identified by the ASCIA (Australasian Society of Clinical Immunology and Allergy Inc.) as being High Risk foods capable of producing allergic reactions in children and adults. These foods account for 90% of all food allergies nationally.

Educating about these foods means that we will teach all students and give consideration to their availability on the school site, for events and functions. While we will not eliminate them, we will seek to provide alternatives wherever possible, and as far as is practicable.

Our school has also requested that parents speak with their child/ren of the need to not share in this situation and that they are doing the best thing by eating only what is theirs. Also washing hands before and after eating will help with cross contamination of shared resources.

### **WHAT THIS DOES MEAN**

NO food substance is BANNED from school. Foods labelled “may contain traces of nuts” are permitted. Other foods such as those which contain dairy and eggs are also a higher risk. Students with a food allergy will not be physically isolated from other children (Some small distance might be required as we work through the training and education phase of eating and washing hands etc). We ask for grace and care for others in our school community.

As in all instances at our school, if this High Risk Foods: Care Taken position affects your family, PLEASE come and talk to us!!!

### **Medication Administered at School**

If your child requires medication to be taken at school you must bring it to the school office at the beginning of the day and sign it in. All details relating to the administering of the medication will be recorded in the Student Medication Register. All medication will be securely kept in the school kitchen/office medicine box. A detailed record will be kept of all medication taken by the student and a log dating when it was taken.

If your child requires Paracetamol on regular occasions, please provide the school with a supply of the preferred medication with a note requesting the medication to be administered as needed.

**NO MEDICATION SHOULD BE HELD BY THE STUDENT WHILE AT SCHOOL. If a child requests Panadol or other similar medication we will contact the child’s parents to seek permission. No medicine will be given without a parent’s permission.**

### **Headlice**

Please note our school’s procedure for handling this pest:

- When head lice and/or eggs are found in your child’s hair they will be sent home for treatment. Children may NOT return to school until ALL lice and their eggs have been fully removed from the child’s hair.
- Upon returning to school, children must report to the school office where their hair will be again checked for lice and eggs. If head lice and/or eggs are found children will be sent home again for further treatment and the removal of ALL eggs.

Please help us to eradicate this pest by checking YOUR child’s hair DAILY for lice AND eggs. If you would like further information regarding Headlice, please ask at our school office.



# TRAVEL & TRANSPORT

## **Cars @ School**

We have the luxury of different areas for vehicles within our school.

The lower carpark is for families who wish to park and spend time with each other before and after drop off or pick up.

There is access for parking on Bulgonia Road, however this can be quite busy with cars which come over the crest of the hill. Please be aware of this traffic movement if you wish to park here.

Staff are able to park in either the lower carpark or on the access drive. Please note that the access drive is for staff ONLY.

The "Kiss and Drop" zone is at the lower end of the access driveway. Please note that this needs to be a quick space for children to alight, get their bags and move quickly into the gated area.

There are two spaces available for disability access or parents with prams. Please DO NOT use these for parking in as you drop your child off.

There is no direct morning supervision for arriving children at the car parks or "kiss and drop" zone.

Please be aware of children as they move from vehicles to the gated spaces.

If you are running late, you need to park, walk your child up to the office and sign the late arrival form. Please DO not drop them off as we will be in class and not aware of children who arrive and may take their time getting to the office.

## **Commercial Bus Routes**

We are fortunate to be close to train and bus routes, therefore offering many parents a choice of transport. Please contact your nearest bus company to find the most convenient bus service to your home. Application forms are available from the school office. Parents of students in Kindergarten to Year 6 are required to inform the school of the "usual" travel home arrangements for your child. Notification is needed should these travel arrangements change.

## **Private Conveyance Subsidy**

Depending upon availability of public transport and distance from the school, you may be eligible for Private Vehicle Conveyance (PVC) subsidy from the Department of Transport. PVC is paid on a daily basis for the single distance journey between home and transport pick up point / school. PVC may also be available on medical or safety grounds (where the journey between home and the pick-up point is unsafe).

To be eligible for Private Vehicle Conveyance Subsidy there must be no alternative bus or train transport available and students must:

- be infant students (K,1, or 2) irrespective of distance from home to school
- be a primary student (3 – 6) and must reside more than 1.6 km (radial distance) or 2.3 km most direct walking route.
- reside more than 1.6 km (walking distance) from the nearest transport pick-up point (bus stop or train station)

Such subsidy may be obtained by filling in the appropriate form, obtainable at the office.

## **State Bus Passes (OPAL Card)**

All students must carry a pass in order to have free travel on these services. Such passes may be obtained by filling out an "Application for Travel Form" from the office. If you have not filled out such a form for this school, you will need to get a form and fill it out before the new school year. There is no need for students with current passes for this school to complete another form. Changes of address need to be notified immediately.

Would parents please note that the conditions on the back of the pass make it quite clear that passes are not transferable and a lost pass will incur a cost of \$15.00 (subject to change). Lost passes must be

notified immediately to the school office as a general rule, bus passes are designated for a particular route and destination. They may not be used interchangeably from route to route. A fare may be required if a different route is used.

If a student misbehaves on the bus, the bus company OR the school reserve the right to withdraw the pass and require the parent to make other arrangements for travel.

### **Bus Routines**

Our school buses are driven by volunteers who deserve the respect and cooperation of all their passengers. Travel on the bus is not supervised by parents nor staff. Student bus monitors are appointed to report regularly to the School Staff. The drivers will also report any issues to the Staff and these will be dealt with. Parents should not contact the monitors about any problems. Instead, parents should contact the school staff. Please contact the school via the school mobile (0466595745) if your child is not going to be on the bus each morning or will need a lift using our bus.

We would value hearing from any volunteers who have a bus licence to assist with this service we provide for many families.

### **Train Travel**

Any student needing to use a train as the primary means of travelling to and from school must have a pass in order to have free travel on the train. Such passes may be obtained by filling out an Application for Travel Form obtainable at the office.

### **Travel rules**

- Students are to remain seated at all times when seats are available.
- Students must not put their heads, hands or arms out of the windows of the bus/train.
- No eating or drinking is permitted on the bus/train.
- Students are not to make unreasonable noise while travelling on the bus/train.
- Students K - 6 should have seating priority on buses.

### **Cyclists/Scooters**

Cyclists/Scooter riders must wear helmets to and from school as required by law. Students must ride in a safe manner that is considerate of residents, pedestrians and other users of paths and roads. Once on school property, students must not cycle beyond the carpark/top gate.

Parents will be informed of breaches and requested to withdraw permission for their child to ride a bicycle/scooter to and from school.

# UNIFORM

## Uniform Room

The school uniform room is open each Thursday from 9:00am – 10:00am. Mrs Farleigh will be available during this time for all matters concerning uniform. If you wish to make an appointment outside these hours please contact her: [farlee1@bigpond.com](mailto:farlee1@bigpond.com) or phone 49773518. The uniform room will be open during the holidays on Thursday, 18/1/2019 by appointment. All children MUST be in full uniform from the start of term.

## Uniform Dress Code

The school uniform at BCC is worn for a number of reasons:

- To provide an equitable environment for all students.
- To assist in building community.
- God created us all equal.

## Uniform Days

The formal and sports school uniform are generally worn on the following days:

- Monday, Tuesday & Thursday – Formal dress
- Wednesday & Friday – Sports dress

## Dress Standards

### Shoes

- Black leather lace-up shoes are to be worn and polished regularly. The vant (upper) must be of strong, protective leather (greater than 2 mm unsplit), which must cover the instep and have full leather tongue. The shoe will also have a strong, supportive heel counter (back of shoe) as well as a protective sole (of safe thickness 17-25 mm) with supportive shank.

Suede or high cut leather shoes, platform soles or high heels are not permitted. Buckle or velcro shoes may only be worn in the Infants class.



Not acceptable styles:



## Shirts

- Boys shirts are allowed to be untucked during school days but need to be tucked in when out on official school outings.

Dress standards at BCC are to reflect modesty as well as provide adequate protection from the elements. Students are expected to wear full school uniform travelling to and from school each day. The exceptions to this are:

1. On Sports Carnival/Gala Days - students wear full sports uniform
2. On specific excursions that require other clothes to be worn
3. Mufti days where the dress standard is relaxed, but still remains school appropriate e.g. hat and modest dress and/or no shirts that would be controversial.

## Hats

All students are required to have a hat at school and wear it during breaks. School hats can be purchased through the uniform shop. This includes mufti days – though a mufti hat is allowed. Spare hats may be “borrowed” for 50c/day.

## Hair Ties

- Navy, or maroon ribbons, head bands and hair ties are permitted. No floral or decorative variations are permitted. Plain navy clips etc. are also required.

## PDHPE / Sport Shoe Policy

It is a firmly held belief by the school that sporting lessons are not to be a fashion parade of any sort. This is one of the reasons why the school takes a strong stance on sports uniform matters. For this reason shoes should be selected in accordance with suitability for sport not in relation to brand names or a particular style, look or price. Below is listed the school policy with relation to sports shoes.

- All students are required to wear footwear that is designed for rigorous physical activity. Joggers and cross trainers are the styles of shoe that are designed for such purposes.
- Keeping in line with the point above, all shoes are required to be conservative in style. This means that they are either predominantly white or black in colour.
- Should any student or parent be unsure about whether particular shoes are appropriate then they should consult Mrs Anway for guidance.

The ultimate discretion in regard to appropriate shoes will remain with the school.

## Hair Guidelines

- Hair must be neatly and conservatively styled (no mohawks, patterns cut into short hair or the like).
- No non-natural colouring of hair is permitted.
- Girls with hair longer than shoulder length must have it tied back at all times. If a ribbon is used to tie hair back it must be in the school colours (maroon and navy).
- Boys’ hair is not to extend past the collar nor is it to hang past the eyebrows and cannot be tied back.

## UNIFORM - Continued

### Jewellery and make up privileges

#### Jewellery:

- For females, one pair of earrings may be worn (one in each earlobe). They are to be plain, small studs, not sleepers.
- For males, no earrings may be worn.
- One watch may be worn.
- NO rings, anklets, bangles, bracelets, necklaces or additional body piercings etc. are to be worn. (Signet rings may be worn after consultation with the Principal and a verification that they are authentic signet rings and not costume jewellery.)

#### Makeup:

- NO makeup is to be worn.
- NO nail polish is to be worn.

### Girls – K-6

<p><b>Summer</b></p> <p>Blue school shirt with monogram</p> <p>Culottes</p> <p>White socks</p> <p>Black leather lace up school shoes (No boots, suede, sandals or joggers)</p> <p>Navy bucket hat with monogram</p>	<p><b>Winter</b></p> <p>Long-sleeved blue school shirt with monogram</p> <p>Culottes</p> <p>Navy tights OR</p> <p>White socks</p> <p>Navy bucket hat with monogram</p>
<p><b>Sport</b></p> <p>Sports shirt with monogram</p> <p>Sports shorts with BCC initials</p> <p>White socks</p> <p>Sports joggers</p> <p>Navy bucket hat with monogram</p>	<p><b>Winter Sport Options</b></p> <p>Sport shirt with monogram</p> <p>Sport tracksuit pants and long-sleeved jacket with BCC initials</p> <p>Navy bucket hat with monogram</p>
<p><b>Warm Tops</b></p> <p>Formal bomber Jacket with monogram</p> <p><b>Extra Warmth Option:</b></p> <p>Navy Scarf</p>	

## Boys – K-6

<p><b>Summer</b></p> <p>Blue short sleeved shirt with monogram Navy “Mini Canvas” elastic backed shorts White socks Black leather lace up school shoes (No boots, suede, sandals or joggers) Navy bucket hat with monogram</p>	<p><b>Winter</b></p> <p>Blue long sleeve shirt with monogram Navy “formal Fitted” elastic backed long pants Navy socks Black leather lace up school shoes (No boots, suede, sandals or joggers) Navy bucket hat with monogram</p>
<p><b>Sport</b></p> <p>Sports shirt with monogram Sports shorts with BCC initials White socks Sports joggers Navy bucket hat with monogram</p>	<p><b>Winter Sport Options</b></p> <p>Sport shirt with monogram Sport tracksuit pants and long-sleeved jacket with BCC initials Navy bucket hat with monogram</p>
<p><b>Warm Tops</b></p> <p>Formal Bomber jacket with monogram</p> <p><b>Extra Warmth Option:</b></p> <p>Navy Scarf</p>	

## APPENDICES

The following appendices are forms that we require to be completed and returned to the school in the first week of Term 1, 2018:

- Digital Citizenship & Acceptable Use of ICT Agreement
- Image Permission Form
- Family/Student Details Update Form

The following forms are required from time to time and can be obtained from the school office or printed from our website when required:

- Medical Advice to the school
- Confidentiality Agreement
- Full/Partial Absence Note
- Application for Exemption (leave during the school term)