



**HopePoint
Christian
School**

PARENT
HANDBOOK

2017



In Spirit and Truth

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Dear Parents,

Welcome to HopePoint Christian School! We pray the days that your child shares with our school community are happy and fruitful ones. We look forward to partnering with you to see your child grow towards his or her full potential in Christ Jesus. This requires a well rounded education, social interaction and spiritual training, all the while building on relationships both within and outside the school community.

Jesus exhorted His followers to *seek first the Kingdom of God and His righteousness* (Matthew 6:32) and as a school community, that must be our primary focus and goal. We are preparing our students for eternal life, to enjoy the fullness of life that their Heavenly Father intended for them, now and in the Age to Come. This is only possible when our lives are submitted to His Lordship. As we learn to submit all things to Him, our school will be a centre of excellence with our students receiving an education that is second to none.

This handbook has been prepared to inform you of some of our programs as well as the day-to-day running of our school. The school is a community and, as such, it is dependent upon relationships to grow and flourish. Our relationships both with the Lord Jesus Christ and each other are the most important thing. The structures detailed in this handbook have been devised to support those relationships. Accordingly, from time to time, the guidelines contained in this book will need to change to more effectively support our community.

Our desire is that in all things our school proclaims the Lordship of Jesus Christ. Like Paul we want to say to the children, "Imitate me even as I imitate Christ" (1 Corinthians 11:1).

HopePoint Christian School Staff

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Our Statement of Faith

The school and its staff hold to the following Statement of Faith:

God

There is one God and He is sovereign and eternal. He is revealed in the Bible as three equal divine Persons - Father, Son and Holy Spirit. God depends on nothing and no one; everything and everyone depends on Him. God is holy, just, wise, loving and good.

God created all things of His own sovereign will, and by His Word they are sustained and controlled.

God is the God and Father of our Lord Jesus Christ. He is also Father of all whom He has adopted as His children. Because of God's faithfulness and His fatherly concern, nothing can separate His children from His love and care.

The Lord Jesus Christ is the eternally existing, only begotten Son of the Father. He is the Creator and Sustainer of all things. He was conceived by the Holy Spirit and born of a virgin, truly God and truly man. He lived a sinless life and died in our place. He was buried, rose from the dead in bodily form and ascended to heaven. Jesus is King of the universe and Head of the Church, and His people whom He has redeemed. He will return to gather His people to Himself, to judge all people and bring in the consummation of God's Kingdom.

The Holy Spirit proceeds from the Father and the Son. He convicts people of their sin, leads them to repentance, creates faith within them and regenerates them. He is the source of their new sanctified lives bringing forth His fruit in the life of believers. He gifts believers according to His sovereign will, enabling them to serve the Lord.

The Bible

The Bible, which is comprised of the books of the Old and New Testament, is the inspired, inerrant and infallible Word of God, and the only absolute guide for all faith and conduct. It is indispensable and determinative for our knowledge of God, of ourselves and of the rest of creation.

God's World

Adam and Eve, the parents of all humankind, were created in the image of God to worship their Creator by loving and serving Him, and by exercising dominion under God's rule by inhabiting, possessing, ruling over, caring for and enjoying God's creation. Consequently, the purpose of human existence is to glorify God and enjoy Him forever.

Sin entered the world through Adam's disobedience because of which all people are alienated from God and each other and, as a result, they and all creation are under God's judgement.

All people have sinned and, if outside of Christ, are in a fallen, sinful, lost condition, helpless to save themselves, under God's condemnation and blind to life's true meaning and purpose.

God holds each person responsible and accountable for choices made and actions pursued. Human responsibility and accountability do not limit God's sovereignty. God's sovereignty does not diminish human responsibility and accountability.

Salvation from the penalty of sin is found only through the substitutionary, atoning death and resurrection of the Lord Jesus Christ. As the sinless One, He took upon Himself the just punishment for our sins.

Through His death and resurrection, the Lord Jesus has destroyed the power of Satan who is destined to be confined forever to hell along with all those who reject Jesus as Lord.

Out of gratitude for God's grace and in dependence on the Holy Spirit, God's people are called to live lives worthy of their calling, in love, unity and obedience to God in all spheres of life. They are responsible to ensure that the gospel is faithfully proclaimed. Christian parents are required to bring their children up in the discipline and instruction of the Lord and to diligently teach them the truth of God's Word.

Our Vision Statement

HopePoint Christian School

Building ~ Growing ~ Empowering

Our vision encompasses every area of a child's development at school. We desire to partner with parents in *building* a solid foundation for our students, both educationally and spiritually; encouraging students to be continually *growing* in their knowledge, experiences and skills as well as in the ways of the Lord; and *empowering* them as they go on through their lives to be witnesses and living examples of Jesus in their environment and be prepared for any task or vocational area they choose.

The school will achieve this by:

- Encouraging all children to acknowledge Jesus Christ as their personal Lord and Saviour.
- Ensuring all curricula concurs primarily with God's truth as revealed through the Bible and secondly meets all Government requirements.
- Providing educational opportunities for all children, catering for special needs (G&T, ESL, Learning Difficulties, etc) to allow each child to achieve his/her potential.
- Acknowledging parents as the primary educators of their children and actively involving them in their children's education.
- Staffing the school with dedicated Christians and encouraging their further spiritual and professional development.
- Training children to identify and utilise their gifts in the worship of their God and Saviour.
- Fostering a safe and loving environment where children experience and minister God's grace.
- Discipling children who will impact their communities with the Gospel of Jesus Christ.

School Motto

HopePoint Christian School's motto *In Spirit and Truth* is taken from John 4:23. We seek to educate children for eternity, encouraging them to view every endeavour as an opportunity to worship God the Father through our Lord Jesus Christ.

School Song

In Spirit and Truth, we are living proof of the power of Jesus Christ,
We are walking by faith, growing in grace and in the knowledge of our God!

We come to school to prepare for life, to gain the skills we need,
And come to learn the ways of God to prepare for eternity.

We are thankful for everything we learn, we will put it to good use,
And when we face choices in life, it is life that we will choose.

We are HopePoint Christian School, in knowledge and wisdom,
We are pressing on, reaching for the mark, the best is yet to come!

2017 School Schedule

Term 1

Commences		
Staff	Monday	23 rd January 2017
Yrs 1-6	Wednesday	30 th January 2017
Kindergarten	Thursday	31 st January 2017
Finishes		
Whole school	Friday	7 th April 2017
10 weeks		

Easter Public Holidays: 14th-17th April (in holidays)

Term 2

Commences		
Whole School	Wednesday	26 th April 2017
Finishes		
Whole School	Friday	30 th June 2017
10 weeks		

Staff PD Day: Monday 24th April

Anzac Day: Tuesday 25th April

Queen's Birthday Public holiday: Monday 12th June

Term 3

Commences		
Teaching Staff	Monday	17 th July 2017
Students	Monday	24 th July 2017
Finishes		
Whole School	Friday	22 nd September 2017
9 weeks		

Term 4

Commences		
Whole School	Tuesday	9 th October 2017
Finishes		
Whole School	Friday	8 th December 2017
9 weeks		

(These dates are subject to change. Please contact the office for confirmation!)

Daily Schedule

8:00 am	Ashcroft Street gates unlocked and Office Staff on duty
8:30am	Teaching Staff supervising students
8:55 am	<i>School commences</i>
10.55 - 11.15am	Recess
12.20pm	Crunch'n Sip
1.20 - 2.15pm	Lunch
3:15 pm	<i>School finishes</i>
3:40 pm	Ashcroft Street gates locked (entry via Beale Street only)

Children are not to be on school grounds outside these hours.

We would appreciate you taking the time to review our bell times so you can arrange to bring your children to school on time. Being on time models respect for the class teacher, class mates and ensures your child doesn't miss out on valuable learning time.

Information for Parents on School Routines

Absences

Please ensure your children are at school by 8:55a.m. Classes quickly move from morning assembly and it is disruptive to the class as a whole when children arrive late. We ask that you endeavour to make doctor or dental appointments outside of school hours so as not to disrupt teaching time.

If arriving after the students are in class, please accompany your child to the office and complete a late note prior to taking your child to class. If you need to collect your child from school before 3:15pm, you must obtain an "Early Release Form" from the office (to be given to the class teacher) before taking your child home.

The Education Act of 1990 requires that children attend school whenever instruction is being offered. When your child is absent for any reason, even if for part of a day, it is a legal requirement that you provide a note of explanation to the class teacher. If your child will be absent for more than 3 days please contact the school office and advise them accordingly.

As a guide, the following absent note would be sufficient.

(Date Note Was Written)

Dear (Teacher's name),

My son/daughter (child's name) was absent on (date) due to (reason).

Thank you,

(Parent's name & signature)

After-School Care

As from 2018, HopePoint Christian School will be providing before and after school care through a company which we'll give more information about towards the end of 2017.

Bass Hill Child Care Centre (6 Baden Avenue, Bass Hill) provide Before and After School Care. They will also provide children with transport to and from the school. Their hours are 7am – 6pm. For more information, please telephone 9754 1199.

Bankstown Community Services also provide After School Care between 3:00 p.m. and 6:00 p.m. at Bass Hill Public School. Children utilising this service are transported to Bass Hill PS by community bus. For more information, please telephone 9644 5703.

Annual Report

Parents are able to view the Educational and Financial Report for HopePoint Christian School, for the preceding year, by June 30 of the current year. It is available on the school website or in hard copy in the school office.

Anzac Day/ Remembrance Day

To encourage our students to understand and value the sacrifice which Australian soldiers have made for their country, the school will be involved in a ceremony recalling the Anzac story (when Anzac Day falls within the school term) and Remembrance Day. Parents and friends are welcome to attend and details are provided via the school newsletter.

Appointments with Teachers

Parents wishing to speak to their child's teacher must first make an appointment with the school office or directly with the teacher. Should the teacher or the parent request, the Principal is available to sit in on the interview.

In week 4 of Term 1, parents will have the opportunity to meet with the classroom teachers for a one-on-one discussing the IEPs (Individual Educational Programs) formulated for every child across the school.

After parents have had the opportunity to read their child's Semester Report, you will receive an invitation to meet with your child's teacher to discuss his/her progress. Appointment processes are advertised through the school newsletter and a letter accompanying your child's report.

Biblical Studies

At HopePoint Christian School, our hope is that everything points to the pre-eminence of Jesus Christ. Our relationships, structures and teaching should proclaim the good news of Christ Jesus. Jesus should be found in every area of our school life.

Biblical Studies is an additional Key Learning Area we teach in our school. We teach the students about the Bible and how through it we can know our holy and loving God. Every child is expected to learn a new memory verse each school week of the year. By the end of their primary years, our students should have a good understanding of God's plan of redemption as well as a solid overview of each book of the Bible and how it reveals Christ.

Birthdays

Many parents send in a cake or something similar for their child's class on the occasion of his/her birthday. Usually the cake is given out at recess or lunch and, in consideration of your child's teacher; we ask that you send the cake already cut up (class size portions). Alternatively a class amount of cupcakes, biscuits, jelly cups or muffins could be sent in. When providing cakes/sweets please **Do Not** send anything containing nuts or food products with possible nut content.

Book Week

Each year the Children's Book Council awards prizes in different categories of children's literature during Book Week. To promote a love of reading and to celebrate all our school does, we hold a Book Week Celebration during this time. It provides our school community with the opportunity to visit the school and enjoy promoting the love of literature in a relaxed and friendly environment. Others who have expressed interest in Christian schooling are also welcome to attend so that they might get a better idea of what our school is about. A Book Fair is usually held on our Open Day, but sometimes it is during Book Week.

Bullying

HopePoint Christian School uses a proactive approach to anti bullying that teaches students strategies in how to work and play in both the classroom and the playground. Teachers are provided with a framework that is positive and consistent across grades K-6. We aim to:

- Ensure the school is a safe and secure environment for all
- Recognise that bullying occurs and that it needs to be dealt with swiftly and with due thought to procedural fairness
- Provide a strong and supportive culture where there is an understanding that bullying and anti social behaviour is not acceptable

Should you ever be concerned that your child is being bullied, please contact his/her teacher.

Camp

Each year, students in Years 5 and 6 participate in a three day camp. This time away provides the students with a variety of learning experiences and the opportunity to develop relationships with each other. Teachers supervise the children while at the camp. Camp fees will be billed separately from school fees. This year, only Years 5 and 6 will be attending camp. All students are expected to attend as the camp is related to their curriculum learning.

Canteen/Snack Shop

A 'Snack Shop' will operate with the assistance of volunteers on Fridays at lunchtime only. The items offered will vary each week. See more information in the Newsletter.

Car Park Safety

When coming to school in the morning and afternoon we ask parents to observe all traffic signs. 5 kph is the maximum speed limit on school grounds. Parents may use the Kiss & Drop Zone, or park either in Ashcroft Street or the Beale Street church car park, within the designated parking spaces.

The Kiss & Drop Zone is a No Standing Zone and we request that parents remain in their vehicle at all times. To ensure the safe and efficient operation of this Zone after school, parents and drivers need to listen to and follow all instructions of staff.

For both your own and your child's safety, when parking your car in Ashcroft or Lionel Street, please use the Safety Crossing at the bottom end of the Kiss & Drop Zone when entering the school grounds.

The car park is unsupervised before and after school so students are to wait in the assembly area for their parents to physically collect them. Please ensure your children walk with you through the car park or across Ashcroft Street. **Never have your children cross Ashcroft Street to meet you!**

Wet Weather pick-up procedure

If it is wet weather in the afternoon, parents are requested to go to Block A to collect their children.

Chapel

Every Friday at 9am, our entire school community congregates in the HopePoint Worship Centre for Chapel. This is the high point of our school week where together we declare His praises! Each term, classes are rostered for chapel and lead the whole school in worship and share with the school what they are learning about God and His character. This is also a time when we acknowledge the children's achievements and award merit certificates. Occasionally, there are guest speakers as well. Parents and friends are welcome to attend and share in this time of celebration.

Child Protection

Current legislation prohibits the employment of any individual convicted of a sexual offence involving a jail term of one year or more in any job that involves unsupervised contact with children. As a consequence all staff and volunteer helpers are screened through a Child Protection Police Check and are required to sign a declaration confirming that they are not prohibited from working with children. Any new appointments are screened against the Department of Community Services' (FACS) database to ensure we comply with this legislation.

Additionally, as mandatory notifiers of child abuse, all of our staff is trained in the identification and notification of child abuse. Through our *Protective Behaviours Program* taught in Health lessons, we also provide students with the knowledge and skills to protect themselves from any

form of abuse. For more information regarding our Child Protection Policy please contact the school office.

Curriculum and Registration

HopePoint is registered with the NSW Government to provide children with a primary school education and is regularly reviewed by NESA (National Educational Standards Authority). This review ensures that our school meets all government requirements for primary school education. Our school is also under Christian Schools Australia which challenges the school to maintain a Biblical perspective in all its endeavours.

Students are provided learning experiences in six Key Learning Areas: English, Mathematics, Science and Technology, History and Geography, Creative Arts and Health, and Personal Development and Physical Education, as set out by the NSW Board of Studies. In addition, students at HopePoint are taught Biblical Studies including a weekly memory verse to be learned.

Complaint and Grievance Procedure

Wherever there are people, there will be conflict. It is a fact of life. The difference within a Christian community is how conflicts are resolved so that the unity of the Holy Spirit is maintained.

Should something come to your attention that causes you concern, it is important that you remain calm and realise that there are many sides to every story. Where the matter concerns the behaviour of someone else's child, **under no circumstances** are you to speak directly to that child. Your initial contact should always be the relevant staff member, usually your child's teacher.

If you are not satisfied with the outcome of your initial discussion, you may contact the principal to seek further arbitration. If the matter is still unresolved, you may write to the school board chairman.

See the Complaints and Grievance Policy in the Appendix.

Emergency Contacts

Please ensure any time you change your contact details (e.g. address, phone numbers or work address) that you provide the school with these details. Please ensure that you provide the school with an emergency contact person other than yourself, in the event that we are unable to contact you should your child become sick or injured.

End of Year Presentation Awards / Year 6 Graduation/Kindergarten Graduation/Musical performance

Every year we hold our special K-6 Presentation Awards/Year 6 Graduation morning in the last week of Term 4. This year we will be holding a special Presentation Morning at our last chapel. During this Presentation Awards morning, we award certificates of merit to students across the school for Academic and Sporting Achievements.

Our Kindergarten Graduation will be held on the Friday morning of week 8 (second last week of school) in Term 4.

Our musical has generally been held on the last Tuesday evening of Term 4. However this year our musical will be in Term 3 so as not to interrupt the assessments and reporting in Term 4. The school endeavours to include all students in the musical. The musical provides our students with valuable experience performing before a large audience and encourages self-confidence in each of them. The musicals are chosen by considering the spiritual lessons the children will be able to learn as they practise singing the songs and/or rehearsing the drama.

Excursions

We want our students to view learning as a lifelong process. For this reason we provide our students with a variety of learning experiences outside of the school environment. Excursions, visiting speakers, and walking tours around Georges Hall are all opportunities for the children to see learning as an exciting part of daily life. Any costs associated with class excursions are paid for through the school fees.

Expensive Toys and Mobile Phones

Children are not encouraged to bring expensive toys (e.g. electronic games) or mobile phones to school. A student may only bring a mobile phone if they come to school on the bus and the school requires a note from you, the parents, acknowledging your child has a phone at school and you accept full responsibility for it. The mobile phone is to be taken to the school office before school and collected after school is finished. If your child is dropped to school by car each morning, they are not permitted to have a mobile phone at school.

The use of electronic toys is no longer allowed at school. We found they inhibited physical activity during break times and caused frustration and anxiety amongst some of the student body. Please don't send your child with electronic toys to school to help support our policy.

We will be allowing students to "Bring in your own device" this year again but only to be used during class time only. A note will be sent home in the first week of Term 1 outlining the details.

Fees

Our school exists to provide high quality Christian education at minimal cost to parents. Our desire is that no child will be excluded from Christian schooling simply for genuine financial reasons. In the event of financial difficulty we ask parents to contact the school to discuss their circumstances with the Bursar. Rebates for families are therefore not automatically given, but may be applied for if needed.

To enable the school to meet its commitments we ask that parents pay the term's fees in full by the end of the second week of that term. Arrangements can also be made to pay fees through Direct Debit. With the exception of the school uniform, camps and school photographs, school fees cover student requirements (textbooks, sport-coaching, excursions, etc) during their time at HopePoint Christian School. In the Primary classes, students will be given a "Stationery Requirements" sheet. These requirements help students to organise themselves, to be prepared for working in the classroom and helps teach them to look after their own equipment.

Schedule of Fees

Per Child per Term in 2017: **Years K-3:** \$795.00 **Years 4-6:** \$860 (to include the cost of the school camp)

This fee may increase by between 4.8% and 10% each calendar year depending on the economic environment of the year.

From our commencement, HopePoint Christian School Limited has recognised that the biblical principles of sharing (Fellowship – see Acts 4.32) and of bearing one another's burdens (see Galatians 6.2) should be evident in our fee structure. Our fees have therefore been set so that those who cannot afford to pay full fees can be helped to send their children to the school. This has meant that our school draws children from low as well as middle-income families. There is a third principle that also must be applied, that each man should bear his own burdens as far as he is able (Galatians 6.5).

Rebates only apply to tuition fees. Three types of rebates may be applied for:

- A *Financial Hardship Rebate:* Forms requiring details of your current financial circumstances are available from the school office. Full financial details and supporting documentation are required for this rebate.
- B *Family Rate Rebate* recognises that as a general rule the more children one has at school, the greater the need for assistance. This table indicates the level of rebate you can apply for without giving full financial details. Complete the Family Rebate Form if you wish to apply for this rebate.

Table of Family Rebate

	1 child	2 children	3 children	4 or more children
Fees	full fee	25% rebate per child	40% rebate per child	100% rebate for additional children
Materials & Equipment Fee				1x for additional children

Rebate forms are only valid for the year approved. New forms need to be completed each year you require assistance.

Family Rebate for children who remain at this school after a sibling moves on to an independent or Christian High School:

	1 child remains	2 children remain	3 or more children remain
Fees	25% rebate	40% rebate per child	100% rebate for remaining children
Materials & Equipment Fee			1x for additional children

C ***Hope Point Preschool Rebate:*** If your child has attended Hope Point preschool prior to being enrolled at our school, you automatically are entitled to a 20% rebate in your child's Kindergarten year. If you require further years of rebates on your fees, please see "Family Hardship Rebate". However, if you choose to have the preschool rebate then the family rebate does not apply.

D ***Other Rebates:***

HopePoint Church Pastor Rebate

If one or both parents are pastors at HopePoint Church, then a 40% rebate applies.

Pastors from Other Churches

If one or both parents are pastors at another church, then a maximum 40% rebate applies after confirmation from the school Board and in their opinion that the pastors hold credentials acceptable to HopePoint Church.

Concessions

HopePoint Christian School allows a concession to parents who cannot afford to pay full fees for all children at the school.

The concessional rates are granted for one year and a fresh application is required each year. If your circumstances change during that year, you need to contact the office immediately to have your Concession re-assessed.

Concessions allowed on fees are designed to make Christian schooling available to all parents who desire it for their children, regardless of their income level. It is appropriate, however, that all parents should fulfil their financial responsibility for the education of their children, without any family being required to carry a burden greater than they can manage.

For this reason, concessions are not given automatically, but have to be requested, using the Application for Fee Concession form.

The concession rate is agreed upon by the School Board on the basis of the ability of each family to pay. The Principal and Finance Officer then work with the family to determine an affordable payment arrangement.

Outstanding fees procedure

If fees are not paid by the end of **week 2** of the term, then a reminder phone call will be made to the parents/guardian.

If there is no response, a reminder letter will be sent in **week 4** of the term, reminding them of the option of a Fee Concession application and inviting the parents/guardian to contact the Finance Officer to discuss the situation.

If fees are not paid by the end of the **week 6** of term, and there is no response regarding the prior communication, then a second letter will be sent to the parents/guardian to discuss the situation..

If no satisfactory response is received by **week 8** of the term, families will be contacted by telephone to arrange and then attend an interview with the Principal and Finance Officer. Failure to attend this meeting will result in a notice of termination of the student's enrolment, and the account will be forwarded to the School Board for follow-up as per the debt collection procedure.

Please note, the Finance Officer, Principal and School Board will be required to keep records of all conversations, telephone calls, emails, letters and meetings, to support any follow-up action required. These records will be kept in Family Finance files which are stored in a locked filing cabinet, accessible by the Finance Officer and Principal.

It is the school's desire to offer each child a seamless, uninterrupted and compassionate education experience and we will always work with parents to address any financial issue that may arise. The sooner such issues are made known to the school, the easier the resolution is.

Fundraising Committee

Through fundraising our school has been able to purchase books, computers, interactive whiteboards, playground equipment as well as the school bus. We endeavour to have one major fundraising event each term. The fundraising committee meets to discuss opportunities for fundraising events. Please join this group and share your ideas and expertise. Further details are provided through our school newsletter and emails/notes.

Healthy Eating Habits

When children eat nutritious, well-balanced meals, they feel better and have the physical and mental energy to do their best at school. Please ensure that your children are provided with a healthy breakfast before school and that they come to school with a lunch that will give them the energy and nutrition that they will need for their school day.

To protect students with severe allergies, HopePoint Christian School Canteen, in common with many schools in Australia, no longer sells peanut products. We also request that children's lunches be free of nut and nut products. (e.g. No peanut butter or nutella sandwiches.)

Our school has a "Crunch and Sip" break at 12.20pm each day. Please ensure you pack healthy food such as carrot sticks, celery sticks, apple segments, orange segments, or any fruit or vegetable for this snack time.

Although lunches are brought into the air-conditioned classrooms during the warmer months, parents could also include an ice-brick or frozen drink to keep the food cold and guard against spoilage. Food should be kept in containers that the children are able to open and required utensils should be sent from home e.g. spoons for yoghurt, fork for noodles.

For safety reasons, please do not send:

- thermos flasks containing hot soup or drinks,
- food in jars or cans that need a can opener

- noodles that require boiling water to be added
- drinks in glass bottles or metal cans.

Library

As well as teaching our students the skills to locate and use information, we also encourage a love of reading. For this reason, each class has library lessons, during which time new books are promoted and children are given the opportunity to borrow.

We endeavour to provide our students with a wide selection of quality literature. Books must satisfy strict criteria before they are included. We have many books written by Christian authors, but most are from a non-Christian perspective. At times, the values presented would not reflect a Biblical view point. Sometimes you may believe that it is not in your child's best interests to read certain books and we would support you fully in your decision.

As parents, we must train our children to reflect critically on whatever they read and judge it against what the Bible says. This is an important part of our children's education. Parents should familiarise themselves with what their children are reading and help them in this process of critical reflection.

The Library has many resources available for families to borrow. Please contact our teacher-librarian for more information. Additionally, we regularly purchase new resources for the library and parents who could assist with the covering of these resources are always greatly appreciated.

Literacy and Numeracy National Benchmarks

As part of the National Literacy and Numeracy standards, all students in Years 3 and 5 must participate in a literacy and numeracy assessment to ascertain how they perform against established national benchmarks. The NAPLAN is held in Term 2 and assesses spelling, reading, writing and numeracy. This year Naplan will be held from 9th May to 11th May.

Medical Information

In accordance with Health Department recommendations, our school encourages parents to have their children fully immunised. Children not fully immunised may be excluded from school during any disease outbreak to protect the school community. Due to the need to protect children with immuno-suppressed status present at school, e.g. cystic fibrosis, leukaemia, etc please notify the school immediately if your child contracts any contagious disease.

Additionally, there are certain diseases that children may contract that exclude them from attending school. The following chart, published by the Department of Health is provided for your information:

<i>Disease</i>	<i>Period of Exclusion</i>
Acute Conjunctivitis	Until all discharge has ceased.
Chicken Pox	Until there are no fresh spots. When spots are dry, students may return to school.
Glandular Fever	Until recovered or a medical certificate is produced.
Hand, Foot and Mouth	Until hand/mouth lesions disappear
Infectious Hepatitis	Until all symptoms have disappeared or a certificate is produced.
Intestinal worms	Until treatment is finalised
Measles	Until fully recovered and at least five days from appearance of rash.
Mumps	Until fully recovered. For at least ten days after swelling occurs.

Rubella or German Measles	Until fully recovered. For at least five days after the rash appears.
Impetigo (scabby sores)	If sores are treated properly and covered by a clean dressing, children may attend school. If they are on exposed parts of the body such as hands or legs, exclusion is necessary until sores have healed.
Pediculosis (head lice)	Until treatment with anti-lice shampoo has been undertaken and hair is free of nits.
Ringworm	Until appropriate treatment has begun. A certificate of verification may be needed.
Scabies	Until proper treatment has begun. A certificate of verification may be needed.
Slap Face	Until fully recovered and itchiness has subsided.

Medication

Should your child require medication during school hours, it is important that it is brought to the school office, in a clear clip lock bag, clearly labelled together with a school medication slip. These slips are emailed to each family at the beginning of each year and are always available at the school office.

Please note: if your child has an ongoing health issue such as asthma or anaphylaxis, a medically signed Health Care Plan needs to be forwarded to the School. **Under no circumstances are children to keep medication in their bags!**

Missions

During their time at HopePoint we desire to train the students to be concerned with the needs of those less fortunate than themselves. We want to particularly encourage them to seek opportunities to share in the proclamation of the Gospel.

We have a mission focus each term. In the past we have supported the work of Watoto, a ministry to orphans in Uganda, the Bible Society, Samaritan’s Purse: Operation Christmas Child, Hope Lesotho in South Africa and World Vision; through the 40 Hour Famine.

During these times we encourage the children to give sacrificially rather than asking their parents for money. We want them to learn that giving involves personal sacrifice. We pray that through this discipline we are training the children to see giving as a way of life. It is our response to having received so much from our Heavenly Father.

Money

Please ensure, when sending cash to school (fees, etc), that it is sent in a sealed envelope stating on the outside: the child’s name, class, date, amount enclosed and purpose.

Mufti Days

Each term the school has a Mufti Day. This is the day that children are permitted to attend school without wearing their school uniform but shoes must be closed in and safe. Students must pay a gold coin for the privilege of being out of school uniform. You will be notified as to the purpose of the mufti day and the money raised goes towards that term’s mission project or to school resources.

Musical Night

In the past years, the School Musical has been presented every year. The school endeavours to include all students in the musical. The musical provides our students with valuable experience performing before a large audience and encourages self-confidence in each of them. The

musicals are chosen by considering the spiritual lessons the children will be able to learn as they practise singing the songs and/or rehearsing the drama. ***The school will be holding a musical this year in Term 3.***

Names on Belongings

All children's belongings must be labelled with the child's name. This includes all clothing, hats, drink bottles and lunch boxes. Anything found without a name will be held in lost property for two weeks before being given away. Unnamed uniform articles will be added to the second hand clothing pool.

Newsletter, Bulletins and Notes

Each week a Bulletin will be sent out through email and the Skoolbag App. Two times a term, families are informed of up-coming events and special information through our newsletter. This will be emailed to families or as requested, can be sent home with the youngest child enrolled at the school. Other reminders, fliers and excursion notes are distributed to the students on each Tuesday and Friday of the week but sometimes other days during the week when necessary. Please check your child's bag daily. We will also place a weekly message reminder in the students' diaries and will correspond as necessary with handwritten notes.

Opportunity Class and Selective High Schools

Opportunities exist through the Department of School Education for gifted and talented students to enrol in an Opportunity Class or Selective High School. Positions are quite limited and students must sit an exam as part of the application process. Parents with a child in Year 3 (Opportunity Class) or Year 5 (Selective High School) who are interested in applying should contact the Principal early in Term 4.

Parent Help

We encourage parents to be involved in their children's education as much as they are able. Opportunities for assistance abound including but not limited to; Reading Groups, Craft, Sport, Excursions and in the Library. At the beginning of each year, a note is sent home asking parents to identify any areas in which they might be willing or able to assist. Any parents with talents for our "Special Interest Groups" such as assisting with the school choir or holding piano/keyboard lessons during the day would be appreciated.

Parent One on Ones

During the fourth week of term 1, the school holds "One-on-Ones" when we give parents the opportunity to meet with their child's teacher and discuss their expectations for the coming year. Prior to this meeting, IPs (Individual Programs) are prepared by the classroom teachers for each child based on both parent surveys providing information on students' strengths and weaknesses and standardised testing carried out in weeks 1 and 2 of Term 1. This is a time for teachers and parents to discuss surveys and expectations for the year. Information regarding the exact date and opportunities for interview times is sent home in the second week of term 1.

Phone Calls

Children are not permitted to take phone calls, but messages can be relayed through the school office. Please ensure your child knows how they are getting home before he/she leaves in the

morning. Except in emergency situations, we cannot guarantee that messages will reach children should they be received at the office after 2:00pm, although every effort will be made.

Protective Behaviours

Protective Behaviours is a program designed to equip children with life skills that would hopefully protect them from all forms of abuse (emotional, physical and sexual). It also endeavours to provide them with the strategies to end abuse should it occur.

Protective Behaviours is taught in all grades during PD/Health lessons and has two themes around which concepts and strategies are developed. The first is “We all have the right to feel safe all of the time”. The second theme is “Nothing is so awful that we can’t talk about it with someone we trust”. The students are assisted to develop the skills that help them to identify ways in which they can live out these two principles.

Protective Behaviours does not dwell upon abuse, nor does it rob children of their innocence or sense of security. It encourages children to recognise the emotions they feel when they are frightened and to talk about those feelings with friends and family. It helps them to know that sometimes we are frightened about something (going to the dentist) and sometimes we keep secrets (birthday presents). It also encourages children to have a network of respected adults (parents, grandparents, teachers, neighbours, etc) to whom they could talk if something bothered them. It is all about developing good communication and social skills.

Reports

Teachers report to parents regarding their children’s progress with the Term 1 Progress Report as well as the Semester 1 and Semester 2 reports. Parent/Teacher Interviews are also held late in Term 2 (after Semester 1 Reports have been distributed) to give parents the opportunity to discuss any concerns they or the teacher may have. If a parent requests an interview after receiving Semester 2 report, this can be booked directly with the child’s teacher.

School Governance

HopePoint Christian School Ltd is a ministry of HopePoint Church. The school is governed by a Board of Directors. The Board consists of the Chairman (Senior Pastor) and a number of directors. The School Board meet with the Principal at least once each term. Should you have any concerns regarding the school and its operation you should address your concerns firstly to the Principal, then in writing to the Chairman of the School Board.

Special Needs

Our school endeavours to cater for the special needs of each child and provides support through our ESL, Integration, Literacy & Numeracy Programs and extension through our Gifted & Talented Program. Through formal assessment and informal observation, teachers identify student needs and make recommendations for inclusion in these groups.

Our school is wheelchair accessible allowing us to cater for students with physical disabilities.

Sport

Our school holds Swimming, Cross Country and Athletics Carnivals, with qualifying children attending the Christian Schools Sporting Association Zone and State Competitions.

Students participate in a 60 minute Sports lesson on Wednesdays. Students wear their sports uniform on these days. In addition, students also have a 60 minute PE lesson at another time during the week. We ensure the students are taught a variety of skills for use in basketball, cricket, tennis, tee ball, oztag, softball, newcomeball and volleyball occasionally calling upon the expertise of specialised coaches. In Kindergarten and Year 1 we provide the students with intensive Swimming Lessons during Term 4. Our students participate in a variety of Gala Days with other schools throughout the year. Some include Cricket, Softball, Soccer, Netball and Basketball.

Sports Houses

Our school has three Sports Houses, each named in honour of a hero of our faith: Aylward, Wigglesworth and Liddell.

- Aylward is named in honour of Gladys Aylward, a missionary to China and a great woman of faith. **Aylward's colour is red** and its mascot is the eagle.
- Liddell is named in honour of Eric Liddell, a man of integrity and also a missionary to China. **Liddell's colour is Yellow** and its mascot is the lion.
- Wigglesworth is named in honour of the great evangelist and man of faith, Smith Wigglesworth. **Wigglesworth's colour is blue** and its mascot is the shark.

Students can earn house points during fitness, at sports carnivals, in class and in the playground. At the end of each term, the house with the most points is awarded a free mufti day.

Student Leadership

During Term 4, Year 5 students are usually given the opportunity to stand for election for a leadership role during the following year. The roles available are school and house leaders. The students will be nominated, then the nominations presented to staff for approval. Students from Year 1 – Year 5 vote for their school leaders as do the staff. The Principal will announce the names of the school leaders at the Presentation Awards morning on the last Friday of the year. Those elected will be expected to lead others by a high standard of behaviour. They will be called upon to speak on the school's behalf at Chapel and also before visiting speakers. Through a variety of opportunities they will be expected to demonstrate their understanding of Jesus' teaching "those who would lead must first serve". Sports leaders will use their leadership skills for whole school sports events.

Travel Passes

Veolia provide students transport to our school. Applications for travel passes are available from the school office for both train and buses. Bus and train connections can be made at Bankstown Station. Contact the office for more information.

Uniforms

At present, the Uniform Shop is located in the main administration building next door to the library. The standard opening times for the Uniform Shop are advertised in the school newsletter and on the Uniform Shop door.

It will also be open extended hours for the first week of Term 1. Details of this will be announced in the school newsletter.

Orders may be placed at the school office any day and will be filled during the week. Paid orders can be collected from the office on Friday afternoon. More detailed information about uniform requirements can be found in the Appendix.

Visitor Sign In

Whenever visiting the school, we ask that you sign in at the office and receive a Visitor's Pass. Prior to leaving we ask that you return to the office to sign out and return the pass.

Waiting for Your Children in the Afternoon

If you arrive to pick up your child before 3:15pm, please do not wait in the corridor or outside your child's classroom. Instead, please wait near the Grass Handball Courts or Assembly area.

Year 6 Farewell

During the last week of Term 4 the graduating Year 6 are provided with a farewell party or outing. A letter, giving more detailed information, is sent home to parents early in Term 4.

Appendix

Pastoral Care Policy
Discipline Policy
Homework Policy
Privacy Policy
Complaints and Grievance Policy
School Uniform

Pastoral Care Policy

In keeping with our own school's ethos as well as the National Safe Schools Framework, HopePoint Christian School will provide students with a safe and supportive environment.

HopePoint Christian School: Building, Growing, Empowering

Our vision encompasses every area of a child's development at school. We desire to partner with parents in *building, growing and empowering* their children.

Building a solid foundation for our students, both educationally and spiritually (1 Corinthians 3:11 - For no one can lay any foundation other than the one already laid, which is Jesus Christ).

Growing - encouraging students to be continually growing in their knowledge, experiences and skills as well as in the ways of the Lord (Ephesians 4:15 - ...Speaking the truth in love, we will in all things grow up into Him who is the Head, that is, Christ).

Empowering them as they go on through their lives to be witnesses and living examples of Jesus in their environment and be prepared for any task or vocational area they choose (Proverbs 24:5 - A wise man has great power and a man of knowledge increases strength).

The outworking of our school vision (mission statement) includes that we will *disciple children who will impact their community with the Gospel of Jesus Christ*. Our Pastoral Care Policy is an integral part of that discipleship and provides students with the opportunities to learn knowledge, skills and dispositions needed for positive relationships (National Safe School Framework, pg5).

Our desire is to present the Gospel of Jesus Christ to our students through our lives, teaching and programs. Through their time at HPCS they should grow and mature in their understanding of the Gospel and desire to witness to its truth through their lives.

Our motto is Spirit and Truth and reminds us that God seeks worshipers who will worship Him through Christ Jesus in thought and deed. Clearly no policy or program can change a person's heart, but through His Holy Spirit we can see our students transformed. Therefore, we must acknowledge our utter dependence upon God and ensure that prayer is an active part of our pastoral care.

The foundation of our pastoral care policy will be found in the relationships that exist between all members of our school community. The work of the Holy Spirit should be evident in the relationships between adults, between adults and students and also between students and their peers.

Core Values

Integrity, Unity and Compassion are to be at the centre of everything that is planned, decided, implemented and communicated. Our pastoral care to students is reliant on these core values being demonstrated by all those in the school community. They remind students, staff and parents of the standard of character and quality of relationships that should exist in our school. Throughout the year, students, staff and parents will be reminded of these values and how they would be manifested in various situations.

Integrity - The Bible speaks often of integrity. It means being honest and truthful, transparent, fair, keeping our word and doing what we have said we would, honourable, etc. It is important for all member of the school community to display integrity - school board members, staff, parents and students.

Unity - Psalm 133:1, 3 “Behold how good and pleasant it is for brethren to dwell together in unity!...for there the Lord commanded the blessing, even life forevermore”. We desire that the school community be in unity with each other in all things. This allows us to be in one mind and purpose, working together for the pastoral care of students, parents and staff.

Compassion - Jesus was often moved with compassion when He walked on this earth. It is seeking the well-being and benefit of others. It is our desire that students would show compassion to those in their class and the school as a whole, to their parents and teachers. Children learn by example, so staff and parents are role models for their children. Jesus said “by this shall all men know that you are my disciples, if you have love one to another” - John 13:35.

Our task as adults is to represent the nature of God to the students in our care. He disciplines us because He loves and cares for us. He provides a secure relationship in which we are accepted regardless of our shortcomings. His intentions are for our good and are clearly stated. Likewise the relationship that exists between adults and students is to be loving, caring, and accepting of failings with a willingness to grow. This requires discipline. Discipline includes guidance, correction and chastening. Jesus was recognised as one who did not show favouritism (Luke 20:21), this same trait should be obvious in us. Our Pastoral Care Policy should demonstrate justice (*fairness*) to all.

Our behaviour with the children must always display our understanding that they bear the image of God. Interpersonal relationships should be characterised by love, purity, consistency, respect and awe – *for we are all fearfully and wonderfully made (Psalm 139:14)*. When children behave in a manner that breaks down the sense of community, corrective procedures must be firm and kind. Firmness demonstrates respect for people and the responsibilities of authority.

It is important that staff develop their relationships with the students and become better acquainted with them, during play or lunch and enjoy them as individuals. This will provide them with insight and develop sensitivity to any possible causes of misbehaviour. Our Pastoral Care Policy requires that children’s behaviour never be viewed in isolation; invariably it will be the result of many other factors.

The aim of discipline is to produce acceptable and appropriate conduct. It arises from love and care and focuses on the future. The distinctiveness to be found within HopePoint Christian School will not be the absence of problems, but the manner in which they are resolved. We are called to respond in a way true to the call of the Gospel and invite our students to do the same.

Behaviour Values

At HopePoint Christian School, the following key values are found in every area of the school. They remind the students and staff of the standard of behaviour and quality of relationships that should exist in our school. Throughout the year, students will be reminded of these values and how they would be manifested in various situations:

Respect: We recognise that God is the ultimate authority and that He has delegated authority to governments, church and parents. Each of these agents has delegated aspects of this authority to the school. Children display their respect for this authority when they obey their teachers. Teachers in turn demonstrate their respect for students by teaching to the best of their abilities and by not provoking them to wrath (Ephesians 6:4). Students demonstrate respect for each other by treating each other in a way that shows they value the other’s person, feelings and property.

Kindness: God has demonstrated His great love for us by sending His Son to die for us while we were yet sinners. Even when we did not deserve it – He was kind to us. He provided what we needed. At HopePoint Christian School we demonstrate kindness to each other when we ensure people have what they need: encouragement, friendship and help. The opposite of kindness is bullying, saying negative words and ignoring others. This is contrary to what God has shown us and contrary to the Gospel.

Safety: Safety concerns itself with protecting ourselves and others from harm and demonstrates our respect for God our Creator. We should be mindful of the consequences of various actions and act accordingly. Certain acts are safe in one environment, but very dangerous elsewhere. Wisdom and training are required to recognise the difference.

Stewardship: God has blessed us richly. We enjoy a standard of life, quality of education and resources that are unknown in many parts of the globe. Whatever we have we should use faithfully. We care for the school grounds, buildings, equipment and resources so that things do not have to be needlessly repaired. We also do our best in every endeavour, using the gifts that He has given us and work to develop them further. In this way we demonstrate thankfulness to God for His goodness and invite further blessing (Matthew 25: 14-30).

Inline with the Government requirements to teach values in our schools we also teach the students about School Rules; Fair Go; Care and Compassion; Responsibility; Integrity; Honesty & Trustworthiness; Respect; Freedom; Understanding, Tolerance & Inclusion; Doing Your Best; Kindness; Sharing; Patience; Forgiveness; Faithfulness.

HopePoint Christian School utilises the following programs to develop the understanding and skills necessary to practise the above values:

Values Training Programs

HopePoint Christian School utilises the following programs to develop the understanding and skills necessary to practise the above values:

- **Weekly Values Program**

Term One		Term Two	
Week	Value	Week	Value
1	School Rules	1	Obedience
2	Love	2	Fair Go
3	Truthfulness	3	Care & Compassion
4	Joy	4	Responsibility
5	Peace	5	Integrity
6	Goodness	6	Honesty
7	Gentleness	7	Respect
8	Self Control	8	Freedom

9	Honesty	9	Understanding each other
10	Humility	10	Doing Your Best
11	Trustworthiness	11	Obedience

Term Three

Term Four

Week	Value	Week	Value
1	Kindness	1	Godliness
2	Safety	2	Encouragement
3	Stewardship	3	Giving
4	Trust	4	Grace
5	Tolerance	5	Fairness
6	Inclusion	6	Justice
7	Sharing	7	Acceptance
8	Patience	8	Perseverance
9	Forgiveness	9	Thoughtfulness
10	Faithfulness	10	Godliness

HopePoint Campus Values

Week	Values
1	Put Jesus in your everyday life
2	Take every opportunity to show honour
3	Be a team player
4	Choose to think and speak the best of others
5	Seek to resolve conflict in a healthy way
6	Prioritise people over the task
7	Be a can do-extra kilometres person
8	Do the right thing even when no-one is noticing
9	Work on what we're doing
10	Not lead on empty

Biblical Studies Program

Through daily devotions, Biblical Studies and weekly Chapel, God's plan for our lives and the way in which we should live are reinforced. Students discover that Jesus taught and modelled a life of obedience to God and that the Holy Spirit enables us to do the same.

The Chosen Generation

Each class commences the year with HopePoint's PD/ HSIE *Chosen Generation* Unit. The unit is based on 1 Peter 2:9: "But you are a chosen generation, a royal priesthood, a holy nation, His own special people, that you might declare the praises of Him who called you out of darkness into His marvellous light." It endeavours to equip the children with the skills necessary to live lives befitting their high calling. It provides children with training to build and maintain healthy relationships. It teaches the children to accept that conflicts are a part of life, but that there are ways to effectively resolve them.

Protective Behaviours

The Bible teaches that man was created in the image of God and accordingly each individual deserves to be treated in a way that affirms this profound truth. During third term, all grades are taught Protective Behaviours to help students recognise behaviours that are contrary to Biblical principles. The Protective Behaviours Program is designed to equip children with life skills that would hopefully protect them from abusive behaviour. It also endeavours to provide them with the strategies to end abuse should it occur.

The program has two themes around which concepts and strategies are developed. The first is "We all have the need to feel safe all of the time." The second theme is "Nothing is so awful that we can't talk about it with someone we trust." The students are assisted to develop the skills that help them to identify ways in which they can live out these two principles through the development of good communication and social skills.

Additional Support

Parent/Teacher Resources

There are many books in the Teacher and Parent Resource Section of our School Library. They provide a number of strategies and skills to help parents and teachers in this demanding but very important ministry.

School Counsellor

At times it will become apparent that a child may require assistance beyond our training, or capabilities. After discussion with the child's teacher, the principal may recommend the parents seek outside help. This might be in the form of the pastoral staff of the family's church or outside agencies.

Discipline Policy

Introduction

Discipline is one of the means by which the students become like Jesus. It is a means of discipleship where, in the school setting, students are disciplined to use the skills and knowledge they are acquiring to be God's person in God's place under God's rule. Discipline redirects a student and addresses the future and not just the past. Discipline of students must be a demonstration of God's grace.

Discipline concerns the development of appropriate and responsible attitudes and behaviours in students. It implies the development of self-discipline and the ability to distinguish right from wrong.

Students learn most effectively in a secure, ordered and well-disciplined environment in which both staff and students take pride in achievement.

A well-disciplined environment provides a system of relationships, rules and rewards as well as consequences for unacceptable behaviours designed to promote effective learning. A strong emphasis on the use of positive practices will assist students to develop the ability to accept responsibility for their behaviour and show respect for others.

Home, school and the community have complementary roles to play in setting and maintaining an acceptable standard of student behaviour. They have a joint responsibility to influence students to accept and observe that standard.

HopePoint Christian School's Discipline Policy is designed to meet the needs of both the well-behaved children and children whose behaviour is sometimes less than satisfactory. It encourages children to accept responsibility for their own behaviour and it includes practices for commending acceptable behaviour as well as practices for dealing with unacceptable behaviour.

In keeping with the role of the school as an integral part of the community, the Discipline Policy seeks to enlist the help and support of parents as well as students.

Philippians 1: 27

Whatever happens, conduct yourselves in a manner worthy of the Gospel of Christ.

The Role of the Teacher

A good working atmosphere in the classroom is the result of a partnership between teachers and students. It is based on a shared commitment to learning. Teachers should exercise leadership in a pastoral way to inspire and maintain this commitment and students should respond respectfully to the teachers' leadership.

Teachers, in their relationships and dealings with each other and students, should reflect standards which are consistent with those expected of students. For example, teachers and students need to be prompt and punctual.

Students will live up to expectations or will live down to them.

Teachers' communication to students should be explicit, clear and respectful.

Records should be kept in the Class Behaviour Book of all disciplinary action taken and further action taken by the Principal in the School Behaviour Book.

Teachers are encouraged not to act hastily in anger in a stressful situation, but to allow time to restore emotional equilibrium before judging the situation.

Sensitive, confidential consultation with other members of staff is encouraged where difficult behavioural issues persist.

Good discipline and good teaching go hand in hand. Lesson content and method should be appropriate to the students' developmental levels and suited to the students' learning styles.

Teachers should show high expectations of both students' behaviour and learning, checking bookwork and homework regularly and encouraging students to develop, use and share the talents that the Lord has given them.

School Behaviour Values

These have been developed to ensure the rights and responsibilities of the students are carried out. Children demonstrate pride in our school by observing them. The school rules are based on courtesy and respect so that a large group of people can work together harmoniously and safely. The safety rules restrict the children only to the extent that they provide protection for the children in the school. They discourage dangerous games and practices, and they restrict children from unsupervised areas.

KINDNESS

Ephesians 4:32

Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.

Students will be kind to others by behaving in a responsible, polite and courteous manner.

SAFETY

Leviticus 25:18

Follow my decrees and be careful to obey my laws, and you will live safely in the land.

Students will act safely:

- a) No running on hard surfaces or in any part of the playground that extends from the large bins to the buildings.
- b) Be with someone else at all times.
- c) Play in designated areas.
- d) Use the equipment properly.
- e) No hat, no play.

RESPECT

1 Thessalonians 5:12-13

Respect those who work hard among you, who are over you in the Lord and who admonish you. Hold them in the highest regard in love because of their work. Live in peace with each other.

Students will make choices to show respect with their words, actions and attitudes to everyone.

STEWARDSHIP

Colossians 3:23-24

Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving.

Students will show responsibility in the management of time, equipment, wearing their uniform correctly, property (school and personal) and school work etc.

Positive Consequences

Class Rewards

Teachers may implement a number of strategies to encourage children to model the school values. This may include, but not be limited to, table points, stickers, class awards, house points, vouchers or similar awards. **Classroom rewards can also be given to students who achieve dot free days in the form of house points, table points or prizes for students with the most dot free days at the end of a week, month, term or year.**

Bravos

These encourage children who consistently demonstrate the school values and are “running the race set before them” (Hebrews 12:1). Bravos are awarded in each class to children who are good examples to others. They are an acknowledgement of consistently correct behaviour or attitudes. Up to 20 students - 3 per week (occasionally 4); Over 20 students - 4 per week (occasionally 5).

Bravos will also be given after a student receives 20 ticks for “dot free days”.

Levels of Bravos

5 Bravos

Students will

- a) Be presented with a green award at chapel.
- b) Have their name published in the school newsletter.

10 Bravos

Students will-

- a) Be presented with a silver award at chapel.
- b) Have their name published in the school newsletter.
- c) Be entitled to one free item from the Friday Snack Shop.

15 Bravos

Students will-

- a) Be presented with a gold award at chapel.
- b) Have their name published in the school newsletter.
- c) Receive a \$5 canteen voucher.
- d) Have their individual photograph displayed in the Hall of Fame.

20 Bravos

Students will-

- a) Be presented with an A4 certificate at chapel.
- b) Have their name published in the school newsletter.
- c) Receive a \$10 book voucher.
- d) Have their photograph taken to be displayed in the Legends of the Hall of Fame.

Merit Certificates

These awards recognise good behaviour, academic or sporting achievement, or they are used as an encouragement. Each child should receive a minimum of one certificate per term. The date and reason for a certificate should be recorded.

House Competition

House points are recorded in each classroom and total points are announced each week at chapel. House points are awarded for demonstrating the school values in any school activity. The house with the most points at the end of the term is awarded a House Mufti Day on the first Tuesday of the following term or the last Tuesday in Term 4.

Negative Consequences

Step 1: Most classroom discipline issues will be dealt with by the classroom teacher. Students who are in some way misbehaving should be spoken to (first warning). *The inappropriate nature of their action should be made clear.*

Step 2: If the inappropriate behaviour continues, the student's name is recorded on the board (second warning).

Step 3: If the inappropriate behaviour still continues, the teacher will respond by:

- a) Placing a ***cross or dot*** next to the student's name (third warning).
- b) Giving a short time out in the classroom if necessary.
- c) The child can be directed to complete a self-reflective behavioural form.
- d) The child will spend 5 minutes of their next break without playing

The student is always given an opportunity to correct or self-regulate their behaviour and have their name removed from the board with appropriate behaviour.

Step 4: If the inappropriate behaviour continues the teacher will respond by:

- a) Placing a ***second dot*** next to the child's name (fourth warning)
- b) Recording the student's name in the Behaviour Book.
- c) Recording the incident in the child's school diary
- d) Continuing the short time out within the classroom (if necessary). The child can be further directed to complete a self-reflective behavioural form.
- e) The child will spend 10 minutes of their next break without playing.

Step 5: If the inappropriate behaviour continues, the teacher will respond by:

- a) Placing a *third dot* next to the child's name (fifth warning)
- b) Recording this step in the Behaviour Book
- c) Recording this step in the child's school diary.
- d) Sending the student (in the company of another student) to the Buddy classroom for 10 minutes and then returning to class. This will be indicated in the Behaviour book.
- e) The child will spend 15 minutes of their next break without playing.

Step 6: If the student continues to display inappropriate behaviour, the teacher will respond by:

- a) Placing a *fourth dot* next to the child's name.
- b) Sending the child to the Head Teacher with work to complete if possible.
- c) Recording the incident in the Behaviour Book.
- d) Recording the incident in the child's school diary.
- e) The child will spend 20 minutes of their next break without playing.
- f) Sending a letter home to the parents informing them that their child was sent to the Head Teacher after a number of steps.

If a student's behaviour is of a *major concern* to a teacher, a Boomerang Book communicating between school and home will be commenced. A Behavioural Modification program may also be introduced.

Serious offences will include

- a) Violence of any nature.
- b) Inappropriate language.
- c) Bullying.
- d) Insolence- blatant disrespect or disobedience to a teacher or visitor.
- e) Stealing.
- f) Damage to property.
- g) Unsafe behaviour.

When establishing the seriousness of an action consideration should be given to:

- a) The student's background.
- b) Personality.
- c) Maturity level.
- d) Intent of the action.
- e) Possible cries for help.
- f) Previous problems in the same or similar areas.
- g) Child's inability to understand normal social or behavioural conventions (perhaps ADD or other medically diagnosed condition).

However, this does not excuse children from their poor behaviour or bad choices

Level A

- Everybody is placed on this level at the beginning of each year.
- Students on Level A are eligible for incentives such as Merit Certificates and Awards of Excellence, preference for the opportunity to attend excursions and within school activities.

- Students **will be** placed on detention for serious offences. **A record of serious offences will be kept in the Behaviour Book** and parents will be notified via a detention form. **The student only moves to level B at the teacher's discretion.** The serious offence is counted as one of the three entries within the month.

Level B

- Students are placed on this level if they are occasionally causing problems in the class— 3 or more times in a month as recorded in the Behaviour Book. Students will be given a detention.
- Parents are notified and required to sign the bottom of the detention form so that they are aware of their child's unacceptable behaviour.
- Students on Level B are ineligible for Level A incentives.
- Students may be excluded, at the Principal's discretion from:
 - a) excursions
 - b) social/class activities
 - c) organised groups at school eg chess, choir
 - d) representing our school
 - e) a leadership role
- Students remain on this level until their behaviour has shown noticeable improvement for two weeks, ie: the child's name should not be recorded in the Behaviour Book more than once. The classroom teacher, along with the Principal, will make the decision to return the student to Level A.
- Intervention strategies will also be followed.

Level C

- Students are placed on Level C if their behaviour has not improved (improvement shown by child's name not being in the Behaviour Book more than once) in the **two week** period spent on Level B.
- The student is spoken to by the Principal.
- Parents are notified that their child has been placed on Level C, via detention form.
- Students on this level are not allowed to take part in:
 - a) excursions
 - b) social activities
 - c) organised groups at school eg chess, choir
 - d) representing our school
 - e) a leadership role
- Students on this level are placed on lunchtime detention for three consecutive days. The first detention is where they fill out the detention form. The subsequent detentions can be where the student sits in the office or interview room.
- Students remain on this level until their behaviour shows noticeable improvement, ie: the child's name not more than once in the Behaviour Book. The classroom teacher will record all negative behaviour in the Behaviour Book in this two week period and will then meet with the Head Teacher to decide the outcome.
- Students have the opportunity to return to Level A if they show improved behaviour for two weeks.

Level D

- Students are placed on Level D if, despite help from their parents and teachers, their behaviour continues to grow worse.

- Parents will be required to meet with the Principal.
- Students are excluded from the same activities as on Level C.
- Students may be excluded from the classroom and/ or the playground. (The classroom teacher will meet with the Principal to decide on the exclusion.)
- Students remain on this level until their behaviour noticeably improves in a two week period, i.e. - not more than once in the Behaviour Book.
- Students have the opportunity to return to Level A if their behaviour improves.

Level E

- Students are placed on Level E if their behaviour does not improve in the two week period on Level D.
- Students will be given a short suspension from school as decided by Principal. Most suspensions will be held at school in the interview room.
- After the short suspension, Level D restrictions will apply.
- Further misbehaviour may lead to another short suspension or, in extreme cases, a long suspension. (The length of this suspension will be determined by the Principal.)
- If a second suspension is required the student will remain on this level for a two week period which should show evidence of a noticeable improvement in behaviour.

Detention

Detention will be held in the Principal's Office from 11:00 to 11:30am on any day it is needed. During the detention, a detention sheet will be completed and sent home for parents to view, sign and return.

Playground Consequences

Serious offences in the playground such as physical violence, verbal abuse, swearing, insolence etc, will result in the immediate removal of the child from the playground for the rest of that break time and sent to the Principal for counsel and discussion. A record will be kept of these incidents.

The student will also lose their play time in the following break spending that time in a specific place e.g. the office, outside the Principal's office etc,

After three of these serious incidents, the child's behaviour is recorded as an entry in the classroom behaviour book and a note sent home to the parents from the Principal. The Principal will notify the classroom teacher that this entry is required as well as a note to remind the teacher when the child is off the playground.

Expulsion

Expulsion is not an option at HopePoint Christian School, but children may be suspended indefinitely. The goal of our Pastoral Care Policy is to help maintain community, not just remove perceived problems. Once the student understands that it is the misbehaviour that is unwelcome and demonstrates repentance, the student is welcome back into the community.

Corporal Discipline

Due to the provisions of the Education Reform Amendment (School Discipline) Act 1995, corporal discipline is not to be used in this school, nor requests made to outside agents to act on our behalf.

Antibullying

HopePoint Christian School does not tolerate bullying of any kind. Our school has a number of strategies in place to encourage antibullying. These include: Whole school strategies, classroom strategies and procedures for dealing with bullying. Certain behaviours are not tolerated and lead to suspension. These would be in line with the School Discipline Policy, including any physical abuse that causes serious injury to another person. If a student persists in displaying inappropriate behaviour, intervention occurs. This may include counselling or being placed on a daily social skills program. Parents and caregivers are always consulted throughout the different strategies.

Homework Policy

Aim

Homework when diligently completed will help children to:

- Establish and develop productive independent study habits.
- Establish and develop the ability to organise and use time effectively.
- Practise and consolidate skills and review work.
- Prepare for future lessons.
- Extend individual skills and understandings.
- Complete all work expectations.

Homework should also encourage positive parental interest, involvement and understanding of the child and the school.

Effective Homework

Homework is planned to be relevant, realistic, clearly understood by children and parents and promptly followed up. The expectation is that children will complete homework or, in the event it is not completed, a parental note should be provided. Teachers will consider individual children's needs and adjust homework accordingly.

Implementation

- a) Time spent on homework must not displace time essential to growing up. That is, time required for family communication and activity, play and socialising with peers, recreational and sporting activities and personal relaxation and rest.
- b) Because children naturally work at different rates, the suggested time limits below refer to productive effort. A child who sits down and sharpens pencils and rearranges his desk for 20 minutes has not been productive.
- c) Homework may be set for Monday – Thursday evenings generally. Occasionally extra time may be necessary to complete project assignments or complete work not completed in class time.

Weekly homework would mostly be given on Mondays. To assist students to organise their busy lives and fit in their family commitments, some teachers collect homework on Friday's while others will mark a little each day.

Please check with your child's teacher on the Parent Information evening in Week 3 of Term 1.

d) As a daily guide, in each grade, homework should take no more than:

Kindergarten - 15 minutes per day

Year 1 - 15 minutes

Year 2 - 15 minutes

Year 3 - 20 minutes

Year 4 - 20 minutes

Year 5 - 25 minutes

Year 6 - 25 minutes

In addition up to 10-15 minutes of reading time each night is expected.

Privacy Policy

Your privacy is important

This statement outlines our school's policy on how it uses and manages personal information provided to or collected by it.

The School is bound by the National Privacy Principles contained in the Commonwealth Privacy Act.

The School may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to Schools' operations and practices and to make sure it remains appropriate to the changing school environment.

What kind of personal information does the School collect and how does the School collect it?

The type of information the School collects and holds includes (but is not limited to) personal information, including sensitive information, about:

- pupils and parents and/or guardians before, during and after the course of a pupil's enrolment at the School;
- job applicants, staff members, volunteers and contractors; and
- other people who come into contact with the School.

Personal Information you provide: The School will generally collect personal information held about an individual by way of forms filled out by Parents or pupils, face-to-face meetings and interviews, and telephone calls. On occasions people other than Parents and pupils provide personal information.

Personal Information provided by other people: In some circumstances the School may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another school.

How will the School use the personal information you provide?

The School will use personal information it collects from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which you have consented.

Pupils and Parents: In relation to personal information of pupils and Parents, the School's primary purpose of collection is to enable the School to best educate the pupil.

This includes satisfying both the needs of Parents and the needs of the pupil throughout the whole period the pupil is enrolled at the School.

The purposes for which the School uses personal information of pupils and Parents include:

- to keep Parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
- day-to-day administration;
- looking after pupils' educational, social and medical well-being;
- seeking donations and marketing for the School;
- to satisfy the School's legal obligations and allow the School to discharge its duty of care.

In some cases where the School requests personal information about a pupil or Parent, if the information requested is not obtained, the School may not be able to enrol or continue the enrolment of the pupil.

Job applicants, staff members and contractors: In relation to personal information of job applicants, staff members and contractors, the School's primary purpose of collection is to assess and (if successful) engage the applicant, staff member or contractor, as the case may be.

The purposes for which the School uses personal information of job applicants, staff members and contractors include:

- in administering the individual's employment or contract, as the case may be;
- for insurance purposes;
- seeking funds and marketing for the School;
- to satisfy the School's legal obligations, for example, in relation to child protection legislation.

Volunteers: The School also obtains personal information about volunteers who assist the School in its functions to enable the School and the volunteers to work together.

To whom might the School disclose personal information?

The School may disclose personal information, including sensitive information, held about an individual to:

- another school;
- government departments;
- medical practitioners;
- people providing services to the School, including specialist visiting teachers and sports coaches;
- recipients of School publications, like newsletters and magazines; and
- anyone you authorise the School to disclose information to.

Sending information overseas: The School will not send personal information about an individual outside Australia without:

- obtaining the consent of the individual (in some cases this consent will be implied); or
- otherwise complying with the National Privacy Principles.

How does the School treat sensitive information?

In referring to 'sensitive information', the School means information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, or criminal record, that is also personal information; and health information about an individual.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

Management and security of personal information

The School's staff are required to respect the confidentiality of pupils' and Parents' personal information and the privacy of individuals.

The School has in place steps to protect the personal information the School holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and pass-worded access rights to computerised records.

Updating personal information

The School endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information held by the School by contacting the school office at any time.

The National Privacy Principles require the School not to store personal information longer than necessary.

You have the right to check what personal information the School holds about you

Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information which the School holds about them and to advise the School of any perceived inaccuracy. There are some exceptions to this right set out in the Act. Pupils at our school will generally have access to their personal information through their Parents.

To make a request to access any information the School holds about you or your child, please contact the Principal in writing.

The School may require you to verify your identity and specify what information you require. The School may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the School will advise the likely cost in advance.

Consent and rights of access to the personal information of pupils

The School respects every Parent's right to make decisions concerning their child's education. Generally, the School will refer any requests for consent and notices in relation to the personal information of a pupil to the pupil's Parents. The School will treat consent given by Parents as consent given on behalf of the pupil and notice to Parents will act as notice given to the pupil.

Parents may seek access to personal information held by the School about them or their child by contacting the Principal. However, there will be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the School's duty of care to the pupil.

The School may, at its discretion, on the request of a pupil grant that pupil access to information held by the School about them, or allow a pupil to give or withhold consent to the use of their personal information, independently of their Parents. This would normally be done only when the maturity of the pupil and/or the pupil's personal circumstances so warranted.

If you would like further information about the way the School manages the personal information it holds, please contact the school office.

COMPLAINTS AND GRIEVANCES POLICY

Wherever there are people, there will be conflict. It is a fact of life. The difference within a Christian community is how conflicts are resolved so that the unity of the Holy Spirit is maintained.

Our policy is based on the Scripture of Matthew 18: 15 – 17, therefore when a member of our school community has an issue with another we recommend that the principles outlined by Matthew 18 be employed. Generally the person with the complaint or grievance should approach the person who is in the best placed to rectify the situation (usually the classroom teacher). If the matter cannot be resolved, then both individuals should meet with the school principal. If this does not achieve resolution then these individuals should put their complaint in writing, addressing it to the Board Chairman. If, after this, the matter has not been resolved, then Christian Schools Australia is available to provide mediation. Whatever the dispute, we endeavour to work it through from a perspective that demonstrates respect for each other, honours God and maintains the unity of the Holy Spirit.

Should something come to your attention that causes you concern, it is important that you remain calm and realise that there are many sides to every story.

Steps to Resolving a Grievance are:

A. For parents

1. Parents should pray about the issue and not gossip about it. They should remain calm and realise that there are many sides to every story.

2. Where the matter concerns the behaviour of someone else's child, **under no circumstances** are parents to speak directly to that child. Their initial contact should always be the relevant staff member, usually your child's teacher.
3. Parents should talk to the staff member concerned. If satisfied with the outcome they should consider the issue to be resolved.
4. If not satisfied with the outcome, parents can make an appointment with the staff member again, but a support person or witness can be brought to the appointment. If satisfied with the outcome they should consider the issue to be resolved.
5. If not satisfied with the outcome, parents can make an appointment to discuss the matter with the Principal. If satisfied with the outcome they should consider the issue to be resolved.
6. If not satisfied, a letter can be written to the School Board so the matter can be discussed further. The chairman will contact the Principal to gain a balanced view of the situation and be happy to arbitrate.

B. For staff with parents.

1. Staff should firstly pray about the issue.
2. The staff member should make an appointment to see the parent concerned to discuss the matter one to one. If satisfied with the outcome they should consider the issue to be resolved.
3. If not satisfied with the outcome, the staff member should make a follow up appointment and arrange for a support person or witness to sit in on the interview and take notes. If satisfied with the outcome they should consider the issue to be resolved.
4. If not satisfied with the outcome, the staff member should make an appointment with the Principal to discuss the matter. The Principal will decide whether or not they need to be involved with an interview with the parents and the teacher. The Principal would arbitrate once the preceding steps have been followed.

C. For parents with staff

1. Parents should firstly pray about the issue.
2. The parent should make an appointment to see the staff member concerned to discuss the matter one to one. If satisfied with the outcome they should consider the issue to be resolved.
3. If not satisfied with the outcome, the parent should make an appointment with the Principal to discuss the matter. The Principal will decide whether or not they need to be involved with an interview with the parent and the staff member. The Principal would arbitrate once the preceding steps have been followed.

D. Staff with staff

1. Staff should firstly pray about the issue.

2. The staff member should talk to the person with whom they have the issue. If satisfied with the outcome they should consider the issue to be resolved.
3. If not satisfied with the outcome, they should arrange for another meeting with another person present as a witness to the discussion. If satisfied with the outcome they should consider the issue to be resolved.
4. If not satisfied with the outcome, the staff member should arrange an interview with the Principal or, if the Principal is the staff member concerned, the Chairman of the Board, for arbitration. If satisfied with the outcome they should consider the issue to be resolved.
5. If either party is not satisfied with the way the issue is being handled, they can make a complaint to the Chairman of the Board in writing. The Chairman will check that the previous procedures have been followed and may review the situation and the way it has been handled. If it is found the issue hasn't been correctly and sensitively handled, the chairman will address the Principal or the person who has not followed correct procedure, arbitrate between the concerned parties and whatever outcome the chairman finds is to be accepted by all parties.
6. If the issue still remains, the staff member should continue to pray asking God to forgive them for their attitude toward the other staff member and ask for His healing power to intervene and cover all parties involved in the dispute.

E. Staff with student

1. Follow the school Discipline Policy

F. Student with staff

1. The student should talk to the staff member with whom they have the issue. If satisfied with the outcome they should consider the issue to be resolved.
2. If they are not satisfied with the way they have been treated, the student should make an appointment to speak with the Principal. The Principal will listen to the student's point of view and tell them the steps that will be taken from this point. Those steps could involve:
1) Talking with the staff member on the student's behalf and hearing their version of the event.
2) Arranging a mediation meeting with the Principal, the student and the staff member to address the issue
3) The Principal requesting that the issue be submitted in writing for their review and deciding the best way the issue is to be resolved.
3. If the student or staff member are not satisfied with the procedures, they (and / or the student's parents) may write a letter to the Chairman of the School Board addressing your concerns.
4. If the issue still remains, they should continue to pray, ask God to forgive them for their attitude toward the staff member / student and ask for His healing power to intervene and cover all parties involved in the dispute.

Procedures for Making an Official Complaint

Anyone who decides they must make an official complaint should pray first and question whether it is worthy of this action or whether their pride has been hurt and this is not the most suitable action to take. If they still believe that making an official complaint is the most effective means of addressing the situation, these procedures should be followed.

1. They should follow the Complaints and Grievances procedures outlined above by speaking to the person/s concerned.
2. They should then make an appointment to see the Principal to lodge an official complaint.
3. Their complaint as well as any supporting documentation should be submitted in writing to the Principal.
4. The Principal will read the documentation and inform the other party that an official complaint has been lodged. The other party will be asked to write their recollection of the incident and forward it to the Principal within one week of being notified of the official complaint being made.
5. A mediation meeting will be set for all parties to discuss the issues raised, with the Principal chairing the meeting.
6. If no resolution can be reached following the meeting, all documentation will be forwarded to the Chairman of the Board for review and recommendation.

School Uniform

Children are clearly identified as our students when they wear their school uniform. As a result, uniforms should be worn in a way that demonstrates pride in the school and its values. Parents should ensure their children are provided with the correct uniform in good repair and, if for any reason, they are unable to do so, they should provide the class teacher with a note of explanation.

The standard uniform is worn Monday, Tuesday, Thursday and Friday. The sports uniform is worn on Wednesday – our sports day. Formal uniform checks are held on the second Tuesday of each term.

HopePoint Christian School Uniform Requirements

Summer

Girls

- | | |
|-------------------|---|
| Dress: | green Check – when kneeling, the hem should touch the ground. |
| Cardigan: | bottle green with School crest |
| Shoes: | black leather Clark's style |
| Socks: | white anklets (above the shoe line, wholly covering ankles - no sports socks) |
| Hair Accessories: | black, white, or bottle green only |

Boys

Shorts:	grey gabardine school shorts (no short stubbies or cargo type)
Shirt:	open necked white short sleeve
Jumper:	bottle green with School crest
Shoes:	black leather Clark's style
Socks:	short grey socks (plain school grey with no logo or stripes) - no sports socks

Winter

Girls

Tunic:	green tartan – when kneeling, the hem should touch the ground
Blouse:	white long sleeved with peter pan (round) collar
Cardigan:	bottle green with School crest
Socks/Tights:	white anklets or black tights – not both
Shoes:	black leather Clark's style
Hair	Accessories: black, white, or bottle green only

Boys

Pants:	college grey trousers (no cargo types or gabardine)
Shirts:	long sleeved white
Ties:	green tartan
Jumper:	bottle green with School crest
Shoes:	black leather Clark's style
Socks:	short grey socks (plain school grey with no logo or stripes) - no sports socks

Sport (Wednesday)

Girls and Boys

Bottoms:	bottle Green Microfiber track pants or shorts
Top:	Navy, Green and White Short or long sleeve polo shirt with white school crest
Jacket:	Green, navy & white with school crest (only to be worn on Sports days)
Socks:	short white socks - above the shoe line, wholly covering ankles
Shoes:	95% white joggers

Uniforms are available through our uniform shop. Orders can be left at the school office for processing.

Miscellaneous

Parka:	bottle green parka with school logo (only to be worn outdoors and only available through school)
School Bag:	Backpack with school logo
Sunglasses:	Dark Green rims, Category 3 from The Eyewear Company.
Jewellery:	The only jewellery permitted is a watch and for girls, ear studs (plain gold, silver, or green stone) or small plain sleepers.

- Hair should not be streaked or dyed
- Boys' hair should be above the collar and must not impede their line of vision.

- No extreme hairstyles e.g., boys shaved with ponytail, stripes, rats-tails, etc.
- Girls shoulder length or longer hair should be worn up
- Make-up, tattoos and nail polish are not to be worn at school.

Additionally, there is a small stock of inexpensive clothing pool items. All items in the clothing pool are donated and monies collected from their sale go towards our current fundraising effort.