



# Primary School Handbook 2019

## Prep - Year 6

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**Ballarat  
Christian  
College**



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# Primary School Handbook 2019

## ‘Turning potential into opportunity’

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### About Our College

Ballarat Christian College is a co-educational College in the evangelical Protestant tradition, catering for students in Years Preparatory to 12. Ballarat Christian College provides education for children in a safe and nurturing Christian environment, where Christian values and teachings are lived out daily in the positive experiences and relationships which develop at the College. Our motto ‘serve one another in love’ (Gal. 5:13) informs the way we relate to one another and to God. God is placed at the centre of our worldview, and Jesus Christ is honoured as Lord and Saviour.

Ballarat Christian College provides a varied curriculum where all students are encouraged and guided to fulfil their God-given destiny. The College caters for the special needs of students in all areas of the curriculum including gifted and talented students. ‘The Primary section of the College covers the years from Prep to Year 6 and prepares students for the commencement of their secondary education commencing in Year 7.

*Michael Stewart*  
*Principal*

### PLEASE NOTE

The policies, protocols and dates contained in the following pages may change at the discretion of the Principal during the course of the school year. Students and parents should check newsletters, the College website and updates at the beginning of each term for changes to dates and/or policies.

### Our Vision

*Every learner reaching their God-given potential*

### Our Purpose

*To provide each student Christian education that gives opportunities to develop gifts and talents to fulfill the will of God in his or her life.*

# Welcome to Primary School at Ballarat Christian College

At Ballarat Christian College we provide quality Christian education and have an understanding that students can only reach their full educational, social, emotional and spiritual potential when they are happy, safe and have a positive, respectful and stimulating atmosphere within which to work and learn.

## **Core Values**

All College policies reflect our core values of RESPECT, COMPASSION, COMMITMENT, HONESTY, UNITY and EXCELLENCE. Positive learning and social behaviours are fostered and encouraged within our Primary School and provision is made for students of a wide range of abilities and backgrounds. We understand the importance of establishing a strong relationship between school and home and seek to maintain support for student learning and growth from both.

We provide a safe and inclusive environment within our classrooms and play areas, promoting student engagement and positive and cooperative indoor and outdoor behaviours on the school campus (refer to Indoor, Outdoor Behaviour charts). Our school has a 'no tolerance' approach to bullying and disrespectful behaviours and promotes a 'child safe' environment at all times.

A high standard of teaching and learning is provided from the Foundation (Prep) year through to Year 6 on the Primary School campus and creative playground areas are enjoyed by the students during their morning recess and lunch breaks. Subject areas offered within the Primary School include Mathematics, English (including reading, writing, spelling, speaking and listening skills), Humanities and Social Sciences through an Integrated Studies approach, Music, Performing Arts, Visual Art, Languages (LOTE), Health and Physical Education, Library (with regular student borrowing facilities), Christian Living, Character First Studies and a further range of extra curricular activities such as Primary School Choir, Netball and more.

## **Students With Disabilities**

Our students with disabilities program is comprehensive and inclusive providing Individual Learning Plans to cater for specific needs. We have an excellent team of Educational Support Staff who offer practical and caring assistance, supporting students with special needs and working in cooperation with classroom teaching staff.

## **Library for Primary Students**

Students will borrow and return books on a regular basis from our College library. A wide range of genres is on offer for all student reading experiences. Library bags are expected to be used to protect students' take-home books.

## **Student Arrivals & Departures**

It is expected that students will not arrive at school prior to the commencement of the school day at 8.25 am. Students are expected to arrive by 8.45am. Students who arrive after the music starts, or after the bell, should enter the College via the Administration Office and acquire a late slip. Dismissal time is 3.20pm at the end of each day and students who have not been collected by parents/carers at dismissal time will be walked to the Administration Office at 3.35pm by the teacher on duty. All students must be collected by 3.50pm at the latest from the Administration Office. The College also offers an Outside School Hours Care program each afternoon from the end of school through until 6pm. The OSHC program is operated for the College by Camp Australia.

## **Communication**

Ballarat Christian College regularly communicates with students, parents and the wider school community via a variety of ways. Parents are encouraged to utilise these to remain informed about College activities and events. Such communication methods include, but are not limited to, the Connect newsletter (delivered weekly from the Administration Office via email) and Parent Lounge.

## College Dates and Times for 2019

<b>Term 1</b>	Monday 4 <sup>th</sup> February	-	Friday 5 <sup>th</sup> April	10 weeks
<b>Term 2</b>	Tuesday 23 <sup>rd</sup> April	-	Friday 28 <sup>th</sup> June	10 weeks
<b>Term 3</b>	Wednesday 17 <sup>th</sup> July	-	Friday 20 <sup>th</sup> September	10 weeks
<b>Term 4</b>	Monday 7 <sup>th</sup> October	-	Friday 13 <sup>th</sup> December	10 weeks

*Please Note: Administration Office closes Friday 20<sup>th</sup> December 2019*

Music Starts	8:45am	-	8:50am
Homeroom Group	8:50am	-	9:05am
Period 1	9:05am	-	9:50am
Period 2	9:50am	-	10:35am
Period 3	10:35am	-	11:20am
Lunch 1	11:20am	-	11:50am
Period 4	11:50am	-	12:35pm
Period 5	12:35pm	-	1:20pm
Lunch 2	1:20pm	-	1:45pm
Music Starts	1:45pm	-	1:50pm
Period 6	1:50pm	-	2:35pm
Period 7	2:35pm	-	3:20pm
Dismissal		-	3:20pm

Recorded music will precede the bells before school, end of recess and end of lunch. Students should move to class during the playing of the music, since **CLASS BEGINS WHEN THE MUSIC STOPS AND THE BELL SOUNDS** (this occurs at 8:50am, 11:50am, and 1:50pm).

# College Map



## What Do I Do When ...

### Absent from College

If you are unable to attend school on any day, parents/carers are required to contact the College by 10:00am. Either call the College Administration Office by 10:00am OR SMS the College on **0416 905 324**.

#### Information required for SMS:

Student Christian name and surname

Reason for absence

Parent / Carer name

If there has been no communication by 10:00am, College Administration staff will commence making contact. A written explanation from a parent/carer is required to be given to your homeroom teacher on the day of your return to the College. An absence of three or more consecutive days requires a doctor's certificate with the written explanation. A courtesy call from parents/carers is also required where a short term illness extends to three or more consecutive days.

### Holidays During School Terms

If a family plans a holiday during school terms, please provide written or SMS notification at least two weeks prior to the last day of attendance. Planned absences during testing and assessment is strongly discouraged. A catch-up time will usually be allocated to allow absent students to complete work missed (Please communicate with class or subject teachers).

*Please note: NAPLAN testing is held in May of each academic year throughout Australia for Years 3, 5, 7 and 9.*

### Late Arrivals

Students arriving after 8:50am must report to the Administration Office and obtain a late slip. Give this slip to your homeroom/classroom teacher. They will note it on the roll and place the slip in the class roll. The Administration staff will also adjust the electronic roll to reflect this.

### Feeling Sick or Injured

In class, report to your teacher who will provide you with a written note to take to the Office. If in the yard, locate the closest yard duty teacher who will provide you with a note. Do not go straight to the Office unless it is URGENT and you cannot locate a teacher. The Office staff will arrange appropriate treatment or arrange with a parent to allow you to leave. In the case of serious injury, have someone notify the Office immediately.

### Feeling Unsafe

Any concerns should be reported to a staff member immediately, which will be addressed by the Child Safety Officer.

## Excursions and Camps

Classroom teachers organise excursions and camps throughout the academic year. Some camps are biennial. Staff/student ratios must be maintained depending on the nature of the excursion, however a male and female teacher will attend as a minimum with assistance from our education support team or volunteers who have Working With Children Checks and have undergone our volunteer training.

Any person wishing to accompany an excursion must seek the consent of the organising teacher, hold a current Working with Children Check and must register their card details with the College Administration staff.

Staff will utilise the College bus and/or 12 seat or 25 seat rental buses or chartered coaches to transport students.

If a staff member volunteers to utilise their own car to transport a small group of students:

- Evidence of current registration must be submitted;
- Evidence of comprehensive vehicle insurance must be submitted;
- Evidence of currency of vehicle servicing must be submitted, and;
- A male and female staff member must be present in the vehicle.

Each and every excursion and camp requires the submission of a digital consent and medical form on TASS Parent Lounge (accessible through the College website) one week prior to the excursion or camp taking place at the latest. Staff have the right to reject any consent forms returned after the due date, meaning that the student concerned may be unable to attend the event and alternate arrangements will be made for them.

## **Attendance**

Punctuality and regularity of attendance are required of all students and form valuable characteristics of a responsible and sought after person. Written reasons for absences and/or lateness should be forwarded to the College immediately as requested. The homeroom teacher will follow up poor attendance and repeated lateness. Further action may be applied if there is no acceptable explanation.

## **Behavior Management Policy**

This policy and associated procedures form part of the College's overall Student Wellbeing program. It has been designed to clearly articulate, for the whole College community, the sanctions which will be applied if students choose to behave in a way which contravenes the College rules and guidelines, which endangers other students, or which in any way undermines the culture and good order of the College. It also outlines the merit process by which students are awarded points for good choices.

The College sees it as a reasonable expectation that students be courteous, well behaved, well groomed and respectful inside and outside of the classrooms – in the playground, coming to and from school, and representing the College during camps, sporting fixtures and all excursions. Our goal for out-of-classroom activities is similar to that for classroom behaviour in that students act in a co-operative, peaceful, sensible and godly way, to bring respect and honour to God, their College and their peers. Any breach of College rules and procedures will result in disciplinary procedures being applied, as outlined below.

## **Student Rights and Responsibilities**

### **Student Rights**

Students have the right to:

- Be provided with an education which is both secular and spiritual, delivered by the College to the best of its ability;
- Be respected as image-bearers of God;
- Be treated fairly;
- Be part of a safe and secure environment;
- Build positive relationships;
- Work towards forgiveness and reconciliation;
- Seek help and support when needed, and;
- Be loved and built up in the Lord.

### **Student Responsibilities**

Students are responsible for:

- Caring for others and themselves;
- Treating others and their property with respect;
- Acting safely, with common sense;
- Respecting and obeying teachers;
- Wearing their uniform correctly at all times, including correct hairstyles;
- Ensuring their behaviour contributes to the good reputation of the College;
- Caring for the College environment;
- Allowing others to work without disturbance;
- Completion of work to the best of their ability;
- Catching up on work after absences;
- Working towards forgiveness and reconciliation, and;
- Their own punctuality to College and all scheduled classes.

## Relating to Others

The College is a united community; students should not form exclusive relationships. Cliques which exclude others can often undermine the health and unity of the entire student cohort. The Christian code regulates speech and physical contact between genders; our students interact with respect for each other. While an embrace in a home or church context could well be appropriate, in a school setting where there is not a background of understanding, such intimacy could be misunderstood and set a standard which is not acceptable to the College ethos (Ecclesiastes 3:1, 5b; 1 Corinthians 8:9 and 1 Corinthians 14:40).

- Relationships between students of each gender should be characterised by godly, uplifting and moral behaviour, and;
- Embraces between students should be avoided.

## Student Leadership

The Primary Student Representative Council (SRC) provides a student voice into the decision-making process at the College. It also provides students from Years 3-6 an opportunity to democratically elect student leaders from amongst their cohort to represent them on the Primary SRC. Student leaders, including all students in the senior year level, have the opportunity to participate in a student leadership incursion or excursion.

There are two branches of the SRC for the Primary and Secondary students (Secondary form the Senate). Students involved in the SRC have the opportunity to develop skills in leadership and communication and gain an understanding of democratic processes by being actively involved in activities that engage the College community as a whole.

## House System

All College students are placed in one of three College Houses: Genesis, Slessor, or Unity

These Houses form the basis for collegiality, and intra-house and inter-house competition. House Captains from Year 11 and Vice Captains from Year 10 are elected by students from Years 4 to 11, and members of staff, at the end of the year prior to their year of service. Captains and Vice Captains are expected to successfully lead and organise House activities, be available to assist any member of their Houses on request and are expected to exhibit exemplary Christian behaviour and servant leadership.

Students gain points towards their House by participating in College sporting events (Athletics, Swimming and Cross Country carnivals), representing the College at Christian Schools Events Network (CSEN) events, participating in extracurricular activities and academic areas such as getting homework in on time, assignment marks, tests, etc.

## Peer Mediation and Deacons

Deacons are Year 11 students who operate in pairs during most lunchtimes, seeking out students who are lonely or are not being included as they might wish to be. They assist students who are needing encouragement in any way, setting a tone of inclusion and operating as a role model for younger students at the College. They wear yellow vests to help students identify them in times of trouble. Deacons are also trained in Peer Mediation for all students, a conflict resolution strategy by which students are actively involved in resolving their own disputes.

## Information

### Bike Safety

The law requires that anyone who travels by bicycle must wear an approved helmet, obey all road rules and use common sense at all times. For safety reasons, bikes are not to be ridden on College property. During the day, bikes can be stored in the bike racks provided. It is the responsibility of each student who rides a bike to the College to provide a secure lock for their bike. Students riding on the footpaths surrounding the College must do so with great care and consideration of pedestrians and cars, particularly on the pedestrian crossings.

## **Computer Policy**

There is an extensive computer network throughout the College. Students have access to individual computer devices and a range of open source and licensed software as well as a diverse range of hardware including cameras, scanners and printers. Students must use computers in an appropriate manner. Accessing/creating/distributing inappropriate, offensive or abusive material will not be tolerated. The installation of unauthorised programs is not allowed. Email, Internet and general computer use are monitored. Inappropriate use will result in a loss of access privileges.

## **Assemblies & Chapel**

These are held during period 7 on Mondays in the Multi-Purpose Centre (MPC) each week for Primary students. Student bands and Primary School classes share a key learning focus at each of the fortnightly Assemblies and special presentations, including student awards which are a regular part of the Assemblies.

Combined Chapel services are held in the MPC. Primary Chapel services are held on the alternate week to Primary Assemblies. Students are encouraged to participate in whatever way they feel comfortable, at all times respecting those around them.

## **Testing**

Subject teachers set regular assessment tasks and tests throughout the academic year that are designed to determine student learning progress.

On Demand testing and PAT (Progressive Achievement Tests) will be conducted during the academic year. Both testing systems are electronic and are completed using the College device. Results obtained from standardised testing, combined with assignments, subject tests and exams, form the basis of evidence for an academic grade when producing student reports.

## **Reporting**

The College works to a whole-school reporting and assessment schedule which includes Term 1 interim reports, Term 2 parent-teacher interviews, and formal reports at the end of Semesters 1 and 2.

## **Volunteering at Ballarat Christian College**

Volunteers are a vital part of any organisation, and our College is no exception. In order to become a volunteer, and to comply with our child safety requirements, parents/carers need to:

1. Complete the application paperwork on the back of the Visitors & Volunteers Policy (agreement, registration and involvement forms), available at the College Administration Office.
2. Read through the Child Safety Policy.
3. Read through the Staff Code of Conduct and sign off on it and the Child Safety Policy.
4. Obtain a Working with Children Check, ensuring it is linked to Ballarat Christian College, and provide us with a copy of the card.
5. Obtain a National Police Check (from Victoria Police or the Australian Federal Police only).
6. Have an interview with the College's Child Safety Officer and a member of the Executive Leadership Team.
7. Attend an induction session.

Every 12 months, volunteers will need to read through the Child Safety Policy and Staff Code of Conduct, signing a page acknowledging their agreement with them.

## **Visitors to the College**

In welcoming visitors to the College, we insist upon the usual courtesy of giving sufficient notice prior to a visit, where possible. All visitors must enter via the Administration Office, sign in, and wear/display their visitor's badge while on the College campus. While on College grounds, all visitors must be escorted by a College staff member. On leaving the College, visitors must also sign out at the Administration Office.

# Child Safety Student Fact Sheet

## Statement of Commitment to Child Safety

Ballarat Christian College is committed to the safety and wellbeing of all children and young people. Wherever it is at risk, child safety will be the primary focus of our care and decision making. Ballarat Christian College has zero tolerance for child abuse and neglect.

## Rationale

All students are made in the image of God (Genesis 1:26) and are, therefore, valued by God. Thus, they should be valued highly by staff, their peers, visitors to the school, and family members. All children, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, family or social background, have equal rights to protection from abuse. The College is committed to promoting and protecting the safety and best interests of children, actively working to empower them and allowing them to feel and be safe at all times.

## Types of Abuse

- Physical
- Emotional
- Neglect
- Grooming
- Emotional & Psychological
- Racial, Cultural, Religious
- Any other forms of abuse

## Who Can I Talk To?

If you are worried about child abuse, for you or someone you know, there are people you can talk to about this. It's a good idea to talk to an adult you trust about any concerns you have. For example:

- A parent or relative,
- A teacher or someone who works at school.

If you see harm occurring, you can help the student by:

- Tell a teacher, volunteer, Head of School or Principal straight away about what was seen;
- Write down what you saw and give the information to a teacher, Head of School or Principal straight away.

## What Other Contacts Are Available?

National Child Abuse Helpline (Child Wise)

Phone 1800 991 099 (toll free) for access to expert advice from trained counsellors and an opportunity to speak up about child abuse.

Call the Police on 000 if you have immediate concerns for a child's safety. All children have a right to feel safe and to be safe.

Our Child Safety Policy can be accessed on the College website under the Policies and Publications section.

# Feel Unsafe?

SPEAK TO OUR CHILD SAFE OFFICER OR A  
TEACHER YOU FEEL COMFORTABLE TALKING TO.



If you or someone you know is being abused, you can contact Child Wise for help. The Helpline is available from 9am-5pm, Monday-Friday.

FREE CALL: **1800 99 10 99**

Or contact Child Wise online via:

EMAIL: [helpline@childwise.org.au](mailto:helpline@childwise.org.au)

WEBSITE: [www.childwise.org.au](http://www.childwise.org.au)

FACEBOOK: [www.facebook.com/childwise](http://www.facebook.com/childwise)

# Code of Conduct

## Rationale

A school community that upholds the values and ethos of the Christian faith is essential to the effective functioning of Ballarat Christian College. Our Primary School adheres to the beliefs, values and expectations that align with the principles of educational excellence and supportive community. Appropriate conduct by all school community members is paramount to our College achieving this goal. The purpose of this policy is to clearly identify and outline the responsibilities and expectations of all members of the College community in the way that we interact and communicate with each other.

## Responsibilities

All members of the College community are to:

- Conduct themselves in a respectful manner, responsibly and civilly respecting the rights of others and promoting a climate of mutual cooperation and respect, in compliance with the law;
- Communicate and interact with others in a manner that reflects the College values of excellence, respect, unity, compassion, commitment and honesty;
- Comply with the Student Code of Conduct with respect to any College-related interaction and communication.

School Leadership is responsible to:

- Lead the implementation of this policy;
- Model exemplary conduct by demonstrating the values upheld by the College;
- Communicate high expectations for the way in which staff, students and College community members and school visitors conduct themselves;
- Provide a safe, secure and supportive learning environment for all;
- Advise parents, carers and all other members of the College community of the appropriate process for lodging a concern;
- Request any person who may act in an offensive or disorderly way to leave the school premises and direct them to cooperate with the request;
- Call in further authorities should the person be non-compliant (e.g. call Police).

Primary school teachers and staff are expected to:

- Model best practice and behaviour in all contexts as a member of the College staff;
- Work in cooperation with staff and parents/carers to maintain good partnership with regards to supporting, encouraging and enhancing excellent behaviours and learning outcomes, along with the general wellbeing of every student;
- Keep clear and open communication links between school and home with regard to high learning expectations and behaviours for all students;
- Report all incidents which may concern the wellbeing of students and their safety.

Parents and Caregivers are expected to:

- Support College staff in maintaining a safe, secure and respectful teaching and learning environment for the wellbeing of all.
- Work in partnership with the College to support positive behaviours and learning outcomes for their child/children
- Contribute positively to the academic and behavioural learning outcomes of their student/s
- Act supportively and appropriately when on the College premises and/or attending other College-related events.
- Be aware that threatening behaviour and harassment toward staff, students or other members of the College community is unacceptable and will not be tolerated.

- Respect and comply with reasonable directions and requests from staff of the College;
- Comply with all pedestrian and transport rules with regards to cars on the College premises and parking and pick-up areas;
- Direct any concerns with regard to staff or student conduct to the Head of Primary;
- Inform class teachers (preferably in written format) of any late student arrival or early pickup of their child/children by the parent or person other than the parent or direct carer.

All students in the Primary School are expected to:

- Behave in accordance with the Student Code of Conduct as outlined:
  - Always behaving in a manner that complies with the College values of respect, honesty, commitment, compassion, excellence, and unity;
  - Playing safely and cooperatively in the school yards (e.g. walk in slow areas, not climbing trees, playing without fighting with others, being inclusive, (see Outdoor Play guidelines for more information));
  - Staying in designated play areas for the Primary School;
  - Wearing school uniform with neat and smart presentation;
  - Entering and exiting school buildings respectfully and responsibly;
  - Lining up in an orderly manner while waiting for a teacher;
  - Be careful in and around high traffic areas and play spaces throughout the school – no riding of bikes, scooters, skateboards, etc;
  - Show care and understanding towards the feelings of others;
  - Be dedicated to doing their best to achieve consistent progress in their learning;
  - Behave in an appropriate and respectful manner at all times within classrooms and College buildings;
  - Treat themselves and others and the College environment with care and respect, and;
  - Be truthful and sincere at all times.

Students with a concern should speak directly to their classroom teacher while in the classroom setting or to the yard duty teacher whilst outside during recess, lunchtime, before or after school.

Students should also speak to their parents/carers should the issue remain unresolved. The parents/carers may refer this to the relevant teacher or Head of School.

The Student Code of Conduct is reviewed each year and further adjustments may be included.

## Inside we:

Follow instructions

Let others listen and learn

Look at the person and listen when they are speaking

Share

Follow class rules

Line up quietly and be on time to class

Wear our uniform correctly

Be organised

Respect others

Respect other people's property

Speak and play kindly

Do our best and be thorough

Encourage others

Uphold the College values: compassion, respect, unity, commitment, honesty and excellence

## Inside we do not:

Be disobedient

Disrupt the class

Ignore the person speaking or interrupt them

Be selfish

Ignore class rules

Be late to class

Be out of uniform or untidy in my uniform

Be disorganised

Be disrespectful towards others

Be disrespectful of other people's property

Speak or play unkindly

Waste our learning time

Discourage others and put them down

Disregard the values our College upholds

## Outside we:

Follow instructions

Take turns

Look at the person and listen when they are speaking

Share

Follow playground rules

Line up quietly and be on time to class

Wear our uniform correctly

Stay in the appropriate play area

Respect others

Respect other people's property

Speak and play kindly

Use our hands to help and be kind

Include others and be friendly

Uphold the College values: compassion, respect, unity, commitment, honesty and excellence

## Outside we do not:

Be disobedient

Disrupt others games

Ignore the person speaking or interrupt them

Be selfish

Ignore playground rules

Be late to class

Be out of uniform or untidy in our uniform

Be out of bounds or in the wrong play area

Be disrespectful towards others

Be disrespectful of other people's property

Speak or play unkindly

Play roughly or hurt others

Exclude others and leave them out

Disregard or disrespect our College values

# **Bullying**

## **What is Bullying?**

Bullying is repeated verbal, physical, social or psychological aggressive behaviour by a person or group directed towards a less powerful person or group that is intended to cause harm, distress or fear.

## **Types of Bullying Behaviour**

There are some specific types of bullying behaviour:

- Verbal or written abuse - such as targeted name-calling or jokes, or displaying offensive posters;
- Violence - including threats of violence;
- Sexual harassment - unwelcome or unreciprocated conduct of a sexual nature, which could reasonably be expected to cause offence, humiliation or intimidation;
- Homophobia and other hostile behaviour towards students relating to gender and sexuality;
- Discrimination including racial discrimination - treating people differently because of their identity;
- Cyberbullying - either online or via mobile phone.

## **What is Not Bullying?**

There are also some behaviours, which, although they might be unpleasant or distressing, are not bullying:

- Mutual conflict - which involves a disagreement, but not an imbalance of power. Unresolved mutual conflict can develop into bullying if one of the parties targets the other repeatedly in retaliation;
- Single-episode acts of nastiness or physical aggression, or aggression directed towards many different people, is not bullying;
- Social rejection or dislike is not bullying unless it involves deliberate and repeated attempts to cause distress, exclude or create dislike by others.

Ballarat Christian College has zero-tolerance for bullying. Behaviours outside the College's guidelines will be treated seriously, with appropriate consequences. For further information please refer to the College's Bullying and Harrassment Policy.

Ballarat Christian College guidelines are consistent with the Department of Education. For further information please refer to the link provided:

<http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/default.aspx>

# **Homework**

In Primary School we aim to provide an effective and comprehensive homework program for all students from Prep through to Year 6. Our students are given opportunity to develop their own organisational skills and practise and revise their classroom learned academic skills. We encourage our students to be independent learners and to reach their potential in all areas of their learning. Teachers will explain homework expectations at the start of each academic school year.

Any set homework tasks should be able to be completed by the students with minimal assistance, though a parent signature and some supervision is welcomed. The difficulty of set homework tasks will gradually increase as the student moves up each year level within the school, as will the time required to complete it. If, for any reason, a student is unable to complete their homework, teachers can be contacted and an arrangement made between school and home to provide the support needed.

All homework records will be collated by the teacher and noted toward academic reports during the school year. Parents will be notified should a student consistently fail to submit homework.

A student folio of homework will be maintained and added to during the academic school year. Homework will cease by the end of the last week of each term.

***Implementing Homework at each Year Level will include:***

**Prep:** Take Home Book – home reading 5 minutes per night. Word Study (THRASS words) and Maths  
In total: 45 minutes per week

**Year 1:** Take Home Book – home reading 10 minutes per night. Word Study (THRASS) and Maths.  
In total: 1.0 hour per week

**Year 2:** Take Home Book – home reading 10 minutes per night. Word Study (THRASS) and Maths Strategies practice.  
In total: 1.0 hour per week.

**Year 3:** Reading and Reading Log – 10 minutes per night. THRASS words work and Maths Strategies.  
In total: 1.5 hours per week.

**Year 4:** Reading – 10-15 minutes per night. THRASS words, Maths strategies and Integrated Studies.  
In total: 1.5 hours per week

**Year 5 & 6:** Reading – 15 minutes per night. THRASS –Spelling, Maths Strategies, Integrated Studies and some LOTE homework as required.  
In total: 1.5-2.0 hours per week.

## **Personal Devices, Mobile Phones and USBs**

It is recognised that students may need to have a mobile phone for personal use when travelling to and from school. Other technology devices used at the College, such as iPads and laptops, will be monitored by all staff, in particular by classroom teachers. Our Mobile Phones, USB and Other Personal Devices Acceptable Use Policy offers a detailed summary of what the College standards are with regards to the use and implementation of technology.

The following recommendations are guidelines, in line with our policy:

- Parents should always be aware if their child takes a mobile phone to school or onto school premises;
- Permission for the student to have a mobile phone at the College while under the school's supervision is required. An approval form must be signed by parents/carers and by the Head of Primary;
- During school hours mobile phones must be turned off and handed in to the homeroom teacher before period 1 commences. They will be available for collection at the end of period 7;
- Parents/Carers and students are reminded that during school hours the Administration Office is the contact point for all communication to and from classrooms and students;
- Primary students are not to download music, games or things of personal interest onto USBs or devices being used at the College unless something is approved for a specific project or assignment by their class teacher;
- Student phones and other devices are not normally permitted on camps and excursions;
- All students will be provided with a USB for all their College-based work where necessary;
- All other devices not required at the College (for the sake of the student's learning) should be left at home.

# Uniform and Personal Presentation Guidelines

For full uniform requirements for Primary students, please refer to the Uniform & Student Appearance Policy on the College website in the Policies and Publications section, or upon request from the Administration Office.

## **Student Appearance**

Students at Ballarat Christian College are encouraged to live the whole of their lives under the Lordship of Jesus Christ. Their appearance also comes under His Lordship. As such, it must at all times reflect their role as ambassadors for Jesus Christ to the wider community.

The Scriptures teach that *“The Lord does not look at the things man looks at. Man looks at the outward appearance, but the Lord looks at the heart”* (1 Samuel 16:7b). The desire of Ballarat Christian College is to have a balance between:

- dress and appearance that reflects positively upon the school;
- enforcing compliance with policies and rules;
- encouraging proper respect for authority and College standards;
- valuing students as unique individuals created in the image of God; and
- acknowledging that what is within the heart is more important than what is seen on the surface, while also acknowledging that actual appearance should be, and usually is, a reflection of attitudes of the heart.

## **Girls**

### Daily Uniform

#### Summer

- Navy V-neck jumper with College logo;
- College dress;
- White fold down ankle socks;
- Navy wide-brimmed hat (Terms 1 & 4);
- Black school shoes (can be lace up, or with Velcro fastening strap, or buckle).

#### Winter

- Long sleeved white shirt with College logo;
- College Primary School tunic (the ‘bib’ or bodice is optional);
- Navy tights (optional - navy fold down ankle socks may be worn under tights for extra warmth);
- Grey slacks (optional, for non-sport days. Not for official functions. To be worn with white ankle socks);
- Black school shoes (can be lace up, with Velcro fastening strap, or buckle).

## **Boys**

### Daily Uniform

#### Summer

- Grey shorts;
- White short sleeve school shirt with College logo;
- Navy V-neck jumper with College logo;
- Navy wide-brimmed hat (Terms 1 & 4);
- Grey school socks;
- Black polishable school shoes (can be lace up, with Velcro fastening strap).

### Winter

- Long grey pants;
- White long sleeve school shirt with College logo;
- Navy V-neck jumper with College logo;
- Grey school socks;
- Black polishable school shoes (can be lace up, with Velcro fastening strap).

### **All Students**

#### Sports Uniform

- Sports top with College logo;
- Navy sports shorts with College logo;
- College sports pants;
- College rugby top;
- White sports socks;
- Non-marking sport shoes.

#### Miscellaneous

- Navy scarf, gloves and beanie (optional);
- Hair ties (girls only) – navy blue, maroon or white hair ribbons, clips, head bands and combs;
- Bag – Navy, can be backpack or pull along style;
- College blazer (optional for Secondary students, not required for Primary students);
- Navy soft shell jacket with College logo;
- College sports jacket with College logo (optional).

## **Other Policies**

### **Sun and UV Protection**

Ballarat Christian College is a Sun Smart school. College-approved hats are required in Terms 1 & 4, and may be required for the early part of Term 2 and the latter part of Term 3 for all students participating in outside play and activities. Sunscreen is made available for all classrooms for students to apply before outside play and activities. If your child is allergic to sunscreen, parents/carers are required to send an alternative-branded sunscreen to the classroom teacher for that specific student only.

The College aims to:

- Create healthy environments and encourage appropriate behaviours to allow some UV exposure for vitamin D and minimise overexposure to reduce skin and eye damage and skin cancer risk;
- Encourage behaviour change through education and role-modelling;
- Protect staff and students from harm caused by overexposure to ultraviolet (UV) radiation.

Overexposure to UV during childhood and adolescence is a major factor in determining future skin cancer risk. Melanoma is the most common cancer in young Australians aged 13-24 years.

Ballarat Christian College will ensure that all sun protection measures listed in the Sun and UV Protection Policy will be used for all outdoor activities from mid-August to the end of April.

Please refer to the full Sun and UV Protection Policy found on the College website for further details.

### **Damage to College Property**

All damage to College property, buildings, equipment, textbooks and other books is expected to be rectified, or items replaced or paid for by the student involved or their parents. Playing ball games in designated areas is enforced by yard duty teachers, not only to prevent injury to bystanders by being struck with a ball, but also to minimise the risk of breaking a window.

### **Personal Property**

Personal property brought to school by students is not insured and the College is not responsible for any loss or damage. Do not bring valuable items or large amounts of cash to school. Personal entertainment devices, radios, electronic games or the like should not be brought to the College. The use of personal entertainment devices such as MP3 players is subject to the Mobile Phones, USB and Other Personal Devices Acceptable Use Policy which every student is expected to sign.

### **Leaving the College During the Day**

Primary students are required to stay on the College grounds from when they arrive until the end of the College day. All Primary students are required to be signed in or out via the Administration Office during school hours if required to leave/return from appointments, etc. Please ensure that the classroom teachers are made aware that this is occurring also.

### **Lunch**

Primary students are not to leave the College grounds to purchase lunch. Lunches are to be brought from home daily, or purchased from the College canteen. The College canteen supplies lunch and morning tea items on designated days (Wednesday/Friday).

All lunch wrappers, papers and drink containers are to be placed in the bins supplied to help keep the College grounds tidy. Parents are asked to co-operate with the College in not providing caffeinated, high sugar drinks and confectionery to their children.

## Sports Equipment Policy

All College equipment must be cared for and used correctly. Students wanting to borrow equipment at recess or lunchtime need to borrow from the appropriate sources in each section of the College. All equipment borrowed needs to be returned by the end of recess or lunchtime when the music starts.

Each homeroom will receive a tub containing labelled sporting equipment at the start of the year. Students are invited to use this equipment during recess and lunch times. The student who took the equipment is the one responsible for the return.

If a ball goes into an out of bounds area, over a boundary fence or on the roof of a building, the yard duty teacher should be notified in the first instance. This can then be retrieved safely and appropriately under teacher direction.

## Bible Verses for when you are ...

### **Thankful:**

1 Chronicles 29:11-13, Psalm 107:1, Psalm 95:1-6

### **Tempted:**

1 Corinthians 10:13, James 1:2-4, 2 Corinthians 12:9-10

### **Worried about your sin:**

1 Timothy 2:15, 1 John 2:1-5

### **Persecuted for your faith:**

Matthew 5:10-12, 1 Peter 4:12-14, Acts 14:22

### **Upset by death:**

John 14:1-3, John 14:27, Revelation 21:1-6, John 6:44

### **Worshipping:**

Ecclesiastes 7:9, Romans 12:19, Ephesians 4:26

### **Happy:**

Proverbs 17:22, Romans 12:15, Philippians 4:4

### **Afraid:**

Psalms 31:24, Isaiah 40:31, John 16:33

### **Lonely**

Psalms 23:4, Psalms 142:4-6, Hebrews 10:24-25

### **Attacked by others:**

Luke 6:31-35, Matthew 5:43-44

### **Unsure of God's love:**

2 Chronicles 7:14, Romans 8:38-39,  
Luke 15:11-32

### **Worried:**

Philippians 4:6, 1 Peter 5:7, Luke 6:22-32

### **Angry:**

Psalms 35:18, Psalms 66:4, 1 Timothy 2:8

### **Encouragement:**

1 Thessalonians 5:11, Joshua 1:9

## 2019 Calendar (For Primary Students)

**Term 1:** 4<sup>th</sup> February - 5<sup>th</sup> April (10 weeks)

31<sup>st</sup> January - 1<sup>st</sup> February - Numeracy Interviews

**Term 2:** 23<sup>rd</sup> April - 28<sup>th</sup> June (10 weeks)

**Term 3:** 17<sup>th</sup> July - 20<sup>th</sup> September (10 weeks)

**Term 4:** 7<sup>th</sup> October - 11<sup>th</sup> December (10 weeks)

Administration Office closes Friday December 20<sup>th</sup> 2019

Administration Office re-opens Monday January 6<sup>th</sup> 2020







**Ballarat  
Christian  
College**

Every learner reaching their God-given potential