



**Nowra Christian School**

Grow up into Christ

# 2024 INFORMATION BOOK

## Contact Information

P| 02 4422 1199

E| [office@ncs.nsw.edu.au](mailto:office@ncs.nsw.edu.au)

W| [www.ncs.nsw.edu.au](http://www.ncs.nsw.edu.au)

194 Old Southern Road, Nowra  
PO Box 620, Nowra NSW 2541

Don't forget  
to like us on  
Facebook!



All school events are  
also noted on our school  
calendar on the NCS  
Website.

This book contains useful information for students and their parents. Please read it carefully. Your compliance with instructions and the various subject requirements will ensure a smooth commencement to the school year.



# 2024 term and vacation dates

## TERM 1 (10 weeks)

Senior Executive Commence	Monday 22 January
New staff commence	Tuesday 23 January
Staff Conference Week (All staff)	Wednesday 24 January
Australia Day Public Holiday	Friday 26 January
Years 1-12 commence	Monday 29 January
Kindergarten commence	Monday 5 February
Last day of term	Friday 12 April

## EASTER

Friday 29 March to Monday 1 April (during term)

ANZAC Day Public Holiday Thursday 25 April (during school holidays)

## AUTUMN VACATION

Friday 12 April to Monday 29 April

## TERM 2 (10 weeks)

Staff preparation day (pupil free)	Monday 29 April
First day of term for students	Tuesday 30 April
King's Birthday Public Holiday	Monday 10 June
Last day of term	Friday 5 July

## WINTER VACATION

Monday 8 July to Friday 26 July (3 weeks) (K-10)

Senior Subject days - Tuesday 23 to Friday 26 July

Staff Conference Week Monday 22 to Friday 26 July

## TERM 3 (10 weeks)

First day of term	Monday 29 July
Last day of term	Friday 27 September

## SPRING VACATION

Monday 30 September to Friday 11 October

October Long Weekend Monday 7 October (during school holidays)

## TERM 4 (9 weeks)

First day of term	Monday 14 October
Seniors' Foundation Studies commence	Monday 13 November
Thanksgiving Evening	Tuesday 10 December
Last day of term (students)	Wednesday 11 December
Last day of term (staff)	Thursday 12 December

# Contents

Choose Respect Poster		Arriving Late or Leaving Early.....	16
2024 term and vacation dates.....	3	Late Arrival .....	16
Staff.....	6	Early Departure .....	16
Bell Times .....	8	Attendance/Absences .....	17
Office hours.....	8	Banned Items.....	17
2023 Captains and Prefects.....	9	Before and After School Care (PEAK).....	17
Primary (K-6) requirements.....	10	Buses.....	18
Secondary (7-10) requirements .....	12	Bus Rules.....	18
BYOD Device Requirements.....	13	Missed Buses.....	18
Stage 4 and Stage 5 Requirements .....	14	BYOD (Years 7-12).....	18
School Information/Procedres.....	15	Canteen .....	18
Appearance Policy.....	15	Carpark and Dropping Off Zone .....	19
Shoes.....	15	Chaplain .....	19
Hats (K-12) .....	15	Child Protection Policy.....	20
Makeup .....	15	Choose Respect Poster.....	20
Hair .....	15	Collecting Children by Car.....	20
Jewellery (K-6).....	15	Communication & Newsletters.....	21
Jewellery (7-12).....	15	Who do you see if.....	21
Mufti Day and Excursion Dress Code.....	16	Website .....	22
General .....	16	School Emails .....	22
Tops.....	16	School Newsletters .....	22
Bottoms.....	16	SEQTA Learn/Engage (Sec only).....	22
Hats.....	16	Excursions and Parental Consent .....	22
Shoes .....	16	Excursions and Parent information .....	22
Swimming Costumes.....	16	Family Information (keeping it up-to-date) ....	23





Fees .....23

Fence - Access to school .....23

Fundraising at School.....24

Head Lice .....24

House System.....24

Primary (K-6) PE Sport Days.....24

Infectious Diseases .....25

Infectious Disease Table ..... 25-26

Knives.....27

Library.....27

Leaving NCS .....27

Merit Cards.....27

Mobile Phones .....28

NCS Encouragement Awards (NEA) .....28

Phone Calls .....28

Playground Behaviour.....28

Music Tuition Program – Years 2 - 12 .....28

School Board.....29

    The current Board is:.....29

School Grievance Procedure .....29

    General Matters.....29

    Student Concerns .....29

Requesting a change in School Policy  
or Procedures .....30

School Bags .....30

School Reports .....30

School Year.....31

Secondary Communication .....31

Secondary Sport & Recreation .....31

Senior Student Policies .....32

    Athletics/Swimming Carnivals .....32

    Driving to School.....32

    Study periods .....32

    Sport and Recreation.....32

    Senior Common Room.....32

Sick Bay .....33

Social Media Policy.....33

Student Wellbeing - School Counsellors.....33

Temporary Change of Address .....34

Thanksgiving Evening.....34

Uniform & Uniform Room.....34

Volunteers .....35

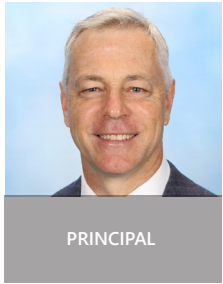
Visitors to the School.....35

**Uniform information can be found in  
the separate [2024 Uniform Guide](#)**



# 2024 Staff

## Senior Executive



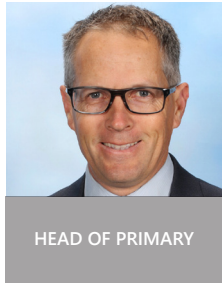
PRINCIPAL

Mr Graeme Jolliffe



BUSINESS MANAGER

Mr Jay De Mel



HEAD OF PRIMARY

Mr Paul McLennan



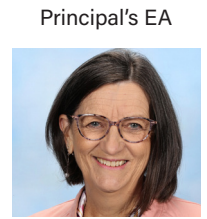
HEAD OF SECONDARY

Mr Nathan Asher



HEAD OF CHRISTIAN  
TEACHING & LEARNING

Mrs Catriona Thompson



Principal's EA

Mrs Gail Bate

## Primary Staff (K-6)

### Co-ordinators



Mrs Yvonne Hefferan



Mr Phillip Parker



Mrs Jessica Asher



Mrs Suzanne Bellette



Ms Esther de Kraker



Mr David Ham



Mrs Kathy Flippence



Miss Rebekah Gordon



Mrs Carli Green



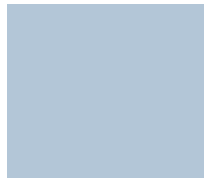
Mrs Joanna Landstra



Mrs Meredith Longfield



Mrs Erin Morris



Ms Rachel Nicholson



Mrs Holly Parker



Miss Kerrie Plumb



Mr Luke Thorn



Mrs Kathryn Twitchen

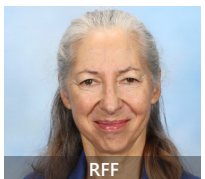


Mrs Sue White



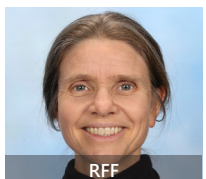
RFF

Mrs Narelle Lancaster



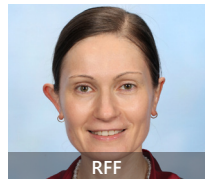
RFF

Mrs Barbara Davey



RFF

Mrs Rosie Ellery



RFF

Mrs Tameka Giddings



PRIMARY K-6 CHAPLAIN

Mrs Emily Thuaux



LEARNING SUPPORT

Mrs Robyn Poulden

### Teachers' Aides



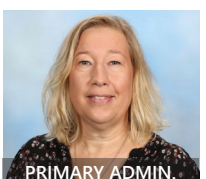
Mrs Julie Crabtree



Ms Lania Matts



Mrs Vicki Norsworthy



PRIMARY ADMIN.

Mrs Michelle Perry



Mrs Kelly Burns



Mrs Maddie Becker



Ms Kylie Tait



Mrs Kate Powell



Mrs Hayley Martin





Mrs Meagan Graham



## Secondary Staff (7-12)

### Co-ordinators/Heads of Faculty

<b>ENGLISH</b>  Mrs Catriona Thompson	 Mrs Mary-Jane Toole	<b>PDHPE &amp; BIB STDS</b>  Miss Nikki Bignell YEAR 11 ADVISOR	<b>MATHEMATICS</b>  Mr Greg Clarke YEAR 10 ADVISOR	<b>SCIENCE</b>  Mrs Susan Edwards	<b>TAS</b>  Mr Martin Lawrence	<b>HSIE</b>  Mrs Shannon Rebel YEAR 8 ADVISOR
------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------

### Teachers

<b>CREATIVE ARTS &amp; LANG</b>  Mr Matt West	 Ms Jenny Axten	 Mr Owen Cowley	 Mrs Natalia Curline	 Mrs Jude Douglas	 Mr Dean DeRooy	 Mrs Rosie Ellery YEAR 12 ADVISOR
 Mr Stewart Harrison	 Mrs Karen Jolliffe	 Mr Cameron Lee	 Mr Howie Petts SECONDARY CHAPLAIN	 Mrs Tanya Rogers YEAR 7 ADVISOR	 Mrs Alison Stewart ABORIGINAL ED CO-ORD	 Mr Chris Terlich YEAR 9 ADVISOR
 Mrs Jenny Thomas	 Mrs Kate Weakley	 Mrs Erin West	 Mrs Bev Wilkinson	 Mrs Julie Schipp LEARNING SUPPORT	 Mrs Sharon Dunbar SECONDARY ADMIN	

### Teachers' Aides

 Mrs Rachel Graham LAB ASSISTANT	 Miss Michelle Beazley	 Mr Matthew Drury	 Mrs Melanie Drury	 Mr James Flippence	 Miss Ava Fahey	 Mr Cohen Perry
---------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------

### Support Staff

 Mrs Naomi Jeffrey RECEPTION	 Mrs Karyn Huisman	 Mrs Jo-Anne Dickinson ENROLMENTS	 Ms Cheryl Luntungan ACCOUNTS	 Mrs Michele Green	 Mrs Amanda Herring COMMUNITY RELATIONS	 Mrs Maddie Becker UNIFORMS
 Mrs Lisa Stratton SCHOOL COUNSELLORS	 Mrs Jane Donald	 Mr Ross Tasker ICT MANAGER	 Mr Tama Wiringi ICT SUPPORT	 Mrs Nicky Winter LIBRARIAN	 Mrs Vanessa Smith LIBRARY ASSISTANT	 Mrs Adrienne Varga DEFENCE SCHOOL MENTOR
 Mr Jim Hefferan	 Mr Matthew Mackenzie GROUNDS/MAINTENANCE	 Mr Adam Parsons	 Mr Jayden Norsworthy	 Mr Josh Resus CANTEEN MANAGER	 Mrs Kelly Lawrence CANTEEN ASST	 Mr Matthew Drury CONCERT BAND

# Bell Times

BELL TIME	ACTIVITY/EVENT
8.10am	Staff Devotions
8.25am	Secondary 'A.M.' Secondary Assembly (Monday only)
8.35am	Primary (K-6) lessons begin Primary (K-6) Assembly (Monday only)
8.45am	Secondary Period 1
9.35am	Secondary Period 2
<b>10.25am</b>	<b>RECESS</b>
10.45am	Secondary Period 3
10.50am	End Primary (K-6) Recess bell for students to get ready for class
10.55am	End Primary (K-6) Recess
11.35am	Secondary Period 4
<b>12.20pm</b>	<b>First half of LUNCH - Primary (K-6)</b>
<b>12.25pm</b>	<b>LUNCH - Secondary</b>
<b>12.30pm</b>	<b>Second half of LUNCH - Primary (K-6)</b>
1.05pm	Secondary Period 5
1.10pm	Primary (K - 6) bell for students to get ready for class
1.15pm	End of Primary (K-6) Lunch
1.55pm	Secondary Period 6
<b>2.45pm</b>	<b>SCHOOL DAY ENDS (2.50pm)</b>

# Office Hours

8.10am — 4.00pm

**During school holidays** - the school operates on a skeleton staff during most school holidays. Please phone first before visiting the school.

The school is closed on public holidays.



# 2024 Captains and Prefects



SECONDARY PREFECTS: (TOP) Noah Tasker and Kayleigh Weissel (School Captains) (L to R BOTTOM) Katie Shepherd, Joseph Petts, Casey Morris and Annie Martin (Prefects)



PRIMARY PREFECTS: (L to R) Lauren Chartier, Toby Graham, Eadie Menzies and Joshua Tallon

# Primary (K-6) Requirements

*Some of the equipment for children in Kindergarten to Year 6 is provided by the school.*

**No liquid paper, white-out tape, white-out pens, super glue or permanent markers are allowed at school!**

**Exercise books should not be covered until teachers advise!**



## Book Requirements For Primary Students

Each Kindergarten to Year 6 student will be issued with a 'Stationery Pack' on the first day of the school year, in order to make returning to school easier for families.

Each pack consists of stationery items that should see the students' needs covered for the year.

Each classroom teacher will inform parents what is involved in the naming and covering of items as this depends on the age of the students and the preferences that each teacher has.

The cost of each pack has been kept to a minimum and is built into the school fees.



## All Primary (K - 6)

**Textas are not required. Some teachers may allow textas to be used on occasions. PERMANENT MARKERS ARE NOT PERMITTED.**

It is **ESSENTIAL** that your child also has a set of writing and colouring implements at home so that equipment does not get lost in transit.

Class/Stage	Supplied by school	You will Need to Purchase
<b>Kindergarten</b>	4 Early Learner 2B lead pencils, glue stick, scrap book, Visual Arts diary, coloured pencils, exercise books, 2 document wallets	Library bag (there is one available from the uniform store or you can source your own)
<b>Stage 1 (Years 1 &amp; 2)</b>	Lead pencils, coloured pencils, pencil case, glue stick, exercise books, document wallets	Library bag (there is one available from the uniform store or you can source your own)
<b>Stage 2 (Years 3 &amp; 4)</b>	Erasers, sharpener, glue sticks, ruler, lead pencils, coloured pencils, red & blue pens (Year 4 only), scissors, exercise books, document wallets	An old shirt or pinafore type apron for art <u>Headphones or earbuds, labelled and in ziplock bag.</u>
<b>Stage 3 (Years 5 &amp; 6)</b>	Pens, highlighters, lead pencils, coloured pencils, erasers, ruler, sharpener, textas, glue stick, scissors, exercise books, A4 display folder	<u>Headphones or earbuds, labelled and in ziplock bag.</u> An old shirt or pinafore type apron for art



# Secondary Requirements

**All textbooks are provided by the school and issued through the Library. Lost or defaced books will be charged at full cost.**

## ***Binders and the organisation of writing materials***

---

Binder exercise books will be provided by NCS, along with an A4 ring binder. Binder exercise books will be replenished, as needed, throughout the year. Should students damage their A4 ring binder, they will be expected to replace the item at their own expense. Students are encouraged to purchase their own pencil case that will fit into the A4 binders.

Binders are mandatory for all high school students. Binders are an effective way for students to plan, transport and organise stationary and tech items that support their learning. Binders are to be taken to every class unless a teacher specifies otherwise. Inside the binder are the books required for that day of learning, a timetable, black, blue and red pens, highlighters, glue stick and ruler.



Students are responsible for packing their binder each evening. This is a good time management practice to support students to develop their organisational skills.

If a student requires bulky pencil cases or art pencils for a particular lesson, they must be kept in a locker or backpack until that lesson occurs

## **Stationery**

### **All students will require:**

- black, blue and red pens
  - 30cm ruler (with mm and cm)
  - pencils
  - sharpener and eraser
  - highlighter
  - coloured pencils
  - glue stick and scissors
  - headphones
  - 360° protractor
- In addition to this, there will be some specific subject requirements which are listed on the following page.

**No liquid paper, white-out tape, white-out pens, super glue or permanent markers are allowed at school!**

## **BYOD (Years 7-12)**

---

BYOD – Bring Your Own Device – all Secondary students are to bring their own digital device (a laptop or chromebook, **not a tablet or iPad**) for use in the classroom. To ensure that these devices enhance, and do not inhibit or distract the students' learning, clear guidelines are in place. Please visit [www.ncs.nsw.edu.au/byod](http://www.ncs.nsw.edu.au/byod) for all relevant policies and device requirements.

# BYOD Device Specifications

## Hardware Specification\*

Your Bring Your Own Device must meet all of the following requirements:

<b>Form Factor</b>	Laptop, Chromebook, Macbook or convertible device. The device must have a physical keyboard (no iPads or tablets) Tablets or ipads do not meet minimum specifications as they are unable to run all necessary apps (a Surface Pro with keyboard is ok).
<b>Physical Dimensions</b>	Minimum Screen Size: 13.3" Maximum Screen Size: 15.6"
<b>Operating System</b>	One of the following operating systems: <ul style="list-style-type: none"> <li>• Microsoft Windows 10</li> <li>• Microsoft Windows 11</li> <li>• Apple MacOS 12 or newer</li> <li>• Chrome OS - Latest version</li> </ul> <p>The main thing is that whatever OS you have, it must be able to run the latest version of the Chrome Browser</p>
<b>Wireless Compatibility</b>	Device must have 5GHz 802.11n or better support This may be advertised as: <ul style="list-style-type: none"> <li>• Wi-Fi 6</li> <li>• Wi-Fi 5</li> <li>• Dual Band Wireless</li> <li>• 802.11ac</li> <li>• 802.11ax</li> <li>• Gigabit Wireless</li> </ul> <p><b>NOTE:</b> Devices marketed as "802.11bgn May not support the required standard</p>
<b>RAM</b>	16GB preferred, the more the better
<b>Storage Memory</b>	256Gb Solid State Disk (SSD)
<b>CPU</b>	Intel Core i5 or better - MacOS M1 or Better
<b>Battery Life</b>	Advertised battery life of at least 7 hours

**Please take special note of the Wireless Compatibility requirements. This is the most difficult requirement to verify yourself for Windows laptops. If you are unsure, Please let someone in IT know and they can guide you.**

## Software Requirements

<b>Operating System</b>	As per Hardware Specification, above
<b>Web Browser</b>	Any modern web browser. 'Chrome preferred'
<b>Security Software</b>	Windows laptops should run: Microsoft Defender (built-in) Mac OS X laptops can run ClamXav 2 Sentry or Trend Micro
<b>Utility software</b>	Adobe Acrobat Reader - for Windows, Mac or iOS.

## Other Considerations\* - we would also recommend the following:

- Maximum weight: 2kg
- Choice of school bag (should have a protective laptop compartment)
- Windows10S, Windows11S, iPadOS (These Operating Systems are unable to be used at school)
- Personal headphones
- Accidental Loss and breakage insurance

## Stage 4 Requirements (Years 7 & 8)

### Compulsory subjects

English	Geography	Music
Mathematics	History	PDHPE
Science	Mandatory Technology	French (Year 8 only)
Biblical Studies	Visual Art	

### Subject Requirements

<b>Mathematics</b>	*	CASIO FX 82-AU PLUS II scientific calculator
<b>PE</b>	*	All students must wear PE uniform to and from school on PE days.  If students have Mandatory Technology or Science on the same day as Sport & Rec or PE, they must bring their black leather shoes in order to do any practical work.  During the year, mouth guards and shin pads may also be required for certain sports.
<b>Geography</b>	*	360° protractor

## Stage 5 Requirements (Years 9 & 10)

### Compulsory Subjects

English; Mathematics; Science;  
Geography; History; PDHPE.

### Elective Subjects

Bib. Studies (CPR or PTC),  
Elective History, IST, Drama, Timber 1, Visual Arts, Food  
Technology, Music, PASS, Timber 2, Textiles

### Subject Requirements

<b>Biblical Studies</b>	PTC	
	*	NIV Bible
<b>Mathematics</b>	*	CASIO FX 82-AU PLUS II scientific calculator
<b>PE</b>	*	All students must wear PE uniform to and from school on PE days.  If students have Industrial Technology or Science on the same day as Sport & Rec or PE, they must bring their black leather shoes in order to do any practical work.  During the year, mouth guards and shin pads may also be required for certain sports.
<b>Science</b>	*	SCHOOL BLACK LEATHER SHOES
	*	Calculator (same as Mathematics)
<b>Drama/PASS</b>	*	Students who have chosen PASS and Drama must bring their sports uniform to change into. Girls should be able to wear their tailored normal uniform shorts (not the sports shorts) for Drama.



# School Information/Procedures

## Appearance Guide

We ask that both parents and students ensure that these guidelines and boundaries are followed and respected. Please note that the final decision in relation to all aspects of appearance policy will rest with the Principal.

### Shoes

See the relevant shoe guide on page 16 (Primary) and page 17 (Secondary) of this book for the correct requirements. Please check carefully before making purchases as there are a lot of shoes on the market that will not meet these requirements.

### Hats (K-12)

The correct school hat must be worn at all times the student is outside, including before school, outdoor PE lessons, recess, lunch, buslines and after school. Hats must also be worn to and from school and during excursions. Beanies are not considered sun safe.

**DUE TO ISSUES WITH HEADLICE, HATS ARE NOT AVAILABLE FOR BORROWING FROM THE OFFICE AND STUDENTS ARE ASKED NOT TO LOAN HATS TO OTHER CHILDREN.**



Navy broad-brimmed hat



Boys navy legionnaire hat



Navy cap

SECONDARY HAT:

### Makeup

The wearing of any makeup is not permitted in Primary (K-6) School.

In Years 7 - 12 students may wear a small amount of makeup which may include, light mascara, a small amount of foundation, a light (neutral) coloured lip gloss and a light (neutral) coloured nail polish.

### Hair

Hair is to be kept clean, neat and well presented at all times (this also applies to facial hair). Hairstyles which are considered to be extreme or colourings outside the natural hair colour range are not acceptable. The natural hair colour range includes blondes, blacks, reds, and browns ONLY. No peroxiding.

**ALL students with hair long enough to tie back, must have it tied back completely at all times.**

Hair of a style/length that could cause a distraction in the learning environment (eg. hair over eyes) is not acceptable. 'Rat tails' are not acceptable. Dreadlocks are not acceptable. Razored-in designs are not acceptable. Mohawks are not acceptable.

### Jewellery (K-6)

Jewellery is to be limited to one (1) watch, one (1) small plain ring and a maximum of one (1) earring in each ear ONLY (SMALL plain studs or sleepers). No nose adornments or extra body piercing allowed. Students who do not comply with this will be required to remove the extra jewellery.

### Jewellery (Years 7 - 12)

In addition to what is allowed in Primary, Secondary students may wear One (1) simple gold or silver necklace and one (1) plain gold or silver bangle or bracelet. Students may have additional holes in each ear but these must be filled with clear studs ONLY. One (1) discreet, small plain nostril (side of nostril only) stud may also be worn. Any additional ear, nose or body piercing is not allowed.

## Mufti Day and Excursion Dress Code

---

In keeping with the school's ethos, clothing that is worn on mufti days and selected excursions, must be modest and appropriate for the occasion. The definition of modest and appropriate will be determined in the light of the school's ethos rather than any current fashion trend or expectation. It is important to note that the final decisions regarding modesty and appropriateness will be left to the discretion of the supervising teacher and/or the Principal.

### General

**Clothes must be of a modest design and fit (i.e. not see-through, tight fitting or short).**

Jewellery and make-up must be kept to a minimum.

Students deemed to be dressed inappropriately may be:

- sent home
- given something alternative to wear OR
- barred from any special events on that day at the school's discretion.

### Tops

Shirts must not have any objectionable writing or pictures. Tops and bottoms must meet (overlap)

Strapless tops, spaghetti tops or off-the-shoulder tops are not allowed.

### Bottoms

Shorts and jeans must be worn so that underwear is not visible. Jeans and denim shorts must not have big holes or rips in them.

Skirts/dresses/shorts must be of a modest design and length. Mini-skirts or mini-shorts are unacceptable.

### Hats

Students are required to wear hats so that they may follow the normal school hat policy

### Shoes

Fully enclosed, laced up shoes must be worn. Exceptions to this are only allowed when the excursion note clearly says that other styles of shoes may be allowed.

### Swimming Costumes

- **All students** must wear a **rash shirt with their swimming costume, unless actually competing in a swimming race or at an indoor pool.** Board shorts may also be worn over costumes.
- **Girls** - when representing NCS at any level, girls must wear a one-piece costume. **One-piece** costumes should be fully modest and non-transparent (no low front or high cut styles). **Two-piece costume** may only be worn with a rash shirt that completely covers the torso.
- **Boys** - must wear a swimming costume of a modest design. Board shorts are allowed.

## Arriving Late or Leaving Early

---

All students arriving at school after 8.25am (Secondary) or 8.35am (Primary) MUST report to the front office side window on arrival. Students leaving school before 2.50pm MUST report to the front office prior to departure.

### Late Arrival

All students arriving late are to report to the office before going to class. Parental/carer explanation is required if you arrive after school start time. Unsatisfactory

explanations may lead to an imposition being placed on the student.

### Early Departure

All students must obtain an early leaver's pass from the office. Written/verbal parental/carer notification must be provided if a student leaves prior to 2.30pm.

**Late arrivals and early departures may be noted as partial absences.**

## Attendance/Absences

---

In NSW it is a legal requirement that children attend school each day that instruction is provided. Parents are obliged to provide the school with notification, using an approved method, for all absences.

### Approved methods of notification for day absences

Notification for all absences MUST include the student's name, class and brief reason (eg sick or family matter). The school is required to follow up any patterns of excessive absences (eg excessive family matter absences) to ensure that families and students are meeting the Government's requirements concerning school attendance.

Notification to parents will be done via SMS provided you have informed us of your personal mobile number (i.e. not one that the students access). When a notification is received, please use your mobile to reply and your message will be received by the school via email.

Notifications for all absences (eg in advance) can be done via email to [office@ncs.nsw.edu.au](mailto:office@ncs.nsw.edu.au). Email notifications should have "Absence" in the subject line and can only be accepted from a pre registered email address from a parent (to avoid students writing their own notes).

Notification can also be done via written letter.

Once an absence is unresolved for a week, parents will be contacted via email to provide an acceptable reason. If an absence is still unresolved at the end of each term, they will receive a second email to provide an explanation. It is a legislative requirement that we receive a parental explanation as to why their child was either late or absent on a particular day/s.

### Approved methods of notification for holiday absence or extended medical absence

Family holidays and travel are no longer considered under the Exemption from School Procedures. Travel outside of vacation period is now counted as an absence for statistical purposes. Parents should complete the [Application for Extended Leave Form - Vacation/Travel](#) if your child is going to be absent from school due to vacation or travel.

Parents can apply for additional leave for their child if needed for exceptional circumstances. Applications for exemption from school attendance must be made using an [Exemption from Attendance application form](#) available on the School Website.

A doctor's certificate is required for extended absences and absences that correspond to assessment tasks in the Senior years of schooling (see Assessment and Reporting Policy).

For more information on Attendance please refer to our [Student Attendance Policy](#).

## Banned Items

---

Weapons such as knives, flick knives, and firearms (police will be called); flammable substances such as spray deodorant cans; liquid paper; permanent markers; chewing gum/bubble gum; energy drinks; cigarettes; vapes; drugs; alcohol; cigarette lighters and matches

are all prohibited. The school may confiscate items it deems inappropriate and the student's behaviour will be addressed according to the school's Student Behaviour and Discipline Policy.

## Before and After School Care (PEAK)

---

We are partnering with PEAK Sports and Learning to deliver Outside School Hours Care (OSHC).

OSHC runs each school day from 6:30am- 8:30am and 2:50pm- 6:00pm

PEAK implement a daily program with a sports and learning focus that enriches children's learning and helps them to achieve their highest! The program is developed in accordance with the National Quality Framework, the My Time our Place Learning Outcomes and Quality

Areas and the NSW Department of Education and Training Curriculum and Syllabus. With qualified and training school teachers on staff, the PEAK team can support the educational needs of children, including language and literacy, mathematics, PDHPE and creative arts.

To register your child or to find out more, please visit

<https://www.peaksportslearning.com.au/ncs>



## Buses

---

Most children travel to our school by free school bus services. Those using regular town services require a bus pass. If you change your address and keep the same bus company, you need to advise the bus company and a new bus pass will be issued. If you change address and use a different bus company, you will be issued with a new bus pass. There is a charge for replaced cards.

Students moving into Year 3 or Year 7 need to apply for a new bus pass for that year.

Applications for school bus passes now need to be completed online at [transportnsw.info/school-students](https://transportnsw.info/school-students). This form needs to be filled in by a parent, printed and then handed into the school's front office. The office will then endorse the application and send it to Transport NSW.

To report a lost, stolen or damaged Bus Pass phone 131 500 or email [concessions@transport.nsw.gov.au](mailto:concessions@transport.nsw.gov.au) quoting the student's name, address and school. A card replacement fee may apply.

Students MUST obtain a State Rail Concession Card when they turn 16 years of age. This card enables students to pay student fares and NOT ADULT FARES when travelling by train on excursions etc. Proof of Age cards are also available for students who have not reached 16 years of age, but are asked for identification. Cards are available upon request from the front office.

## BYOD (Years 7-12)

---

BYOD – Bring Your Own Device – all Secondary students are to bring their own digital device (laptop, no tablets or ipads) for use in the classroom. To ensure that these devices enhance, and do not inhibit or distract the

### Bus Rules

1. Students are to remain seated at all times.
2. Students must not put any part of their body out of the windows.
3. Eating or drinking is forbidden on buses.
4. Students are not to make unreasonable noise or engage in boisterous behaviour while travelling in buses.
5. Correct uniform is to be worn to and from school at ALL times.

### Missed Buses

We make every effort to ensure that children are dismissed from school in ample time to catch their regular bus home. Children who repeatedly 'miss' buses will be sent home by taxi at their parent's expense. If you have unexpected changes in the afternoon, please ensure you contact the school by 2.30pm as due to the busyness of the afternoon in the front office, any later than this time will not guarantee your child getting the message. If your child gets confused with home time procedures for a particular day, please ensure you teach them to report to the front office during lunchtime or put a note in their lunchbox.

In the event of a child being reported to the school for breach of bus behaviour, parents will be notified. Misbehaviour on a school bus could lead to withdrawal by the bus company of the privilege of free travel and suspension from school.

students' learning, clear guidelines are in place. Please visit [www.ncs.nsw.edu.au/byod](https://www.ncs.nsw.edu.au/byod) for all relevant policies and device requirements.

## Canteen

---

The school Canteen will operate everyday.

All orders should be placed online using the MySchoolConnect website.

<https://myschoolconnect.com.au/login>

## Carpark and Dropping Off Zone

The sign as you enter our carpark says it is a shared zone and the speed limit is 10 kph (walking pace) and we ask that you please keep to this speed at all times. Speed humps have been installed to help ensure that the safety of our children is a high priority.

A reminder to all drivers that the only exit driveway is the one at the southern end of the school grounds.

We have an area on the Admin. Building side of the car park specifically for parents to “kiss & drop” their children each morning. This is for “dropping off” only, with children getting out of vehicles on the passenger side. If you know you will need to assist your child from the car, and get out

to help them with their belongings etc, please park in a car space.

Your children can be assured of a safe exit here as they enter the school grounds.

The Drop Off Zone is intended for those who are able to quickly drop off their children and move on. This will eliminate hold ups in the traffic flow and ease frustration. This zone is not to be used at any time as a parking space during the school day or for those quick “pickups” at the end of the school day. It must be kept clear for flowing traffic please.

## Chaplain

Our school has two chaplains who provide care and support for our school community. Our Secondary Chaplain, Mr Howie Petts, is on site four days a week, but divides his time between teaching and chaplaincy (equivalent to one day a week) duties. Our Primary Chaplain, Mrs Emily Thuaux, will be on site 1.5 days a week.

The chaplains provide welfare and spiritual support to students, families and staff, and are available to talk to students who want to explore matters of faith. Our chaplains are also available to support and pray with students and families during difficult times. If students or families wish to contact the chaplain they may talk to their teacher, Stage Advisor, Year Advisor or approach the chaplain directly. You can also contact the chaplains via the front office.

In addition to meeting with individuals, our chaplains are involved with classes, assemblies, small groups and our Christian studies program. Other activities the chaplains have been involved with during the past few years include: the Crusaders “Followers in Training” events for Year 5/6 students; a Yr 5/6 Discipleship Course, lunchtime Christian groups, Senior Leadership Camp; a “Girls Positive Friendship Skills” group for Year 3/4 girls, an apologetics course for Year 5/6 students, and the THREE16 “My School - My Responsibility” gathering for Secondary school students across our local area.

Participation in this program is optional, and we ask parents to inform us if they or their child do not wish to be involved with the Chaplaincy program.



## Child Protection Policy

---

Schools are places where children have a right to feel safe and protected. This school has a duty of care and takes seriously its responsibility to not only ensure that students feel safe and protected, but that adequate measures are taken to minimize the likelihood that children are exposed to the risks of abuse: be they emotional, physical, or sexual abuse, domestic violence, or abuse caused by neglect.

Schools also have a responsibility to have procedures for identifying and reporting child abuse and/or neglect, whether it is apparent within or outside of the school context. The school will also place a high priority on its efforts to protect staff from mischievous and false allegations of child abuse.

The practices and procedures which are followed at NCS are in accordance with all legislation, and take into account other appropriate practices and guidelines aimed at the protection of children. The school's Policy and Procedures may be amended from time to time to take into account any amendments to Child Protection Legislation and Regulations.

All staff at NCS must have a current Working with Children Check (WWCC).

A Working With Children Check is a prerequisite for anyone in child-related work. It involves a national criminal history check and review of findings of workplace misconduct.

The result of a Working With Children Check is either a clearance to work with children for five years, or a bar against working with children. Cleared applicants are subject to ongoing monitoring, and relevant new records may lead to the clearance being revoked.

The school is a mandatory notifier of child abuse or neglect. If any officer of the school has reason to believe that a child has been abused or neglected, or is at risk of being abused or neglected, a notification must be made to the Family and Community Services, who will investigate the case.

Parents who volunteer in the classroom or attend excursions/camps, are required to complete the [Volunteer Register Form](#) which includes providing a Working with Children Check clearance.

## 'Choose Respect' Poster

---

Students are encouraged to 'choose respect' within our school community. As a member of the Nowra Christian School community, students agree to show respect for:

- Christ - by respecting Nowra Christian School and its Christian foundations
- Community
  - by respecting authority
  - by respecting others

- by respecting myself
- by respecting property

- Teaching & Learning - by respecting the privilege to teach and learn

Choose Respect posters are placed in each teaching space and other public areas within the school so that we can help our students, and all members of the NCS community remember to be engaged in choosing respect.

## Collecting Children by Car

---

NO LATER THAN 3.30PM! No teachers are rostered on supervision after the last bus leaves, so it is very important that children are collected before 3.30pm.

### 2.50 - 3.05pm

Primary (K-6) students waiting for parents will be supervised by a teacher under the covered area outside Rooms 3 - 4. Your child/ren will only be dismissed by the teacher when you actually arrive to collect them.

At the end of each day, SECONDARY students only can be picked up from the drop off zone. K - 6 parents are required to park their vehicle and physically collect their child/ren.

### 3.05 - 3.30pm

Children then must wait with the bus-duty teacher in the Secondary area. Parents are to park their car and walk past the Church/canteen to collect their child.

### 3.30pm

ALL CHILDREN SHOULD BE COLLECTED BY THIS TIME - If parents are late, their child will be sent to the front office where they are expected to wait.

**PLEASE DO NOT PARK YOUR CAR ALONG THE BUS ZONE EXPECTING TO COLLECT YOUR CHILD - IT IS FOR BUSES ONLY!**



## Communication & Newsletters

The following table is good place to start if you have a question but are unsure of who to contact.

Who do you see if...	Person to Contact
You want to clarify a Policy on school matters	Contact front office for your request to be passed on to the relevant staff member.
You want to verify information brought home by a student	Contact front office for your request to be passed on to the relevant staff member.
You have a question about school fees	Mr De Mel (Business Manager)
You have a question about bus passes	Bus company or <a href="http://transportnsw.info/school-students">transportnsw.info/school-students</a>
You wish to discuss an enrolment matter	Mrs Dickinson (Enrolment Officer)
You are temporarily unable to comply with the Uniform Policy	Primary (K-6) Classroom Teacher Secondary AM Teacher or relevant Year Advisor Year 7 - Mrs Rogers Year 8 - Mrs Rebel Year 9 - Mr Terlich Year 10 - Mr Clarke Year 11 - Miss Bignell Year 12 - Mrs Ellery
Any concern regarding specific subjects	Relevant teacher
Your child complains of unjust treatment by other students	Primary (K-6) - Class teacher Secondary - Year Advisor (See staff list on pages 6-7)
You have a question regarding travelling to and from school	Mrs Jeffery/Mrs Huisman (front office) or Bus company or <a href="http://transportnsw.info/school-students">transportnsw.info/school-students</a>
You anticipate your family away from the school for an extended period of time.	Make an <a href="#">application for Extended Leave</a> using this form.
You have a question but are unsure whom you should contact	Mrs Jeffery (front office)
You have a question about examinations and assessment	Head of Secondary      Mr Asher Head of Primary        Mr McLennan Secondary Coordinator Mrs Thompson Primary (K-6)            Class teacher
You believe that your child might benefit from meeting with the School Counsellor	Complete the parent referral form at <a href="https://www.ncs.nsw.edu.au/student-wellbeing">https://www.ncs.nsw.edu.au/student-wellbeing</a>
You believe that your child might benefit from meeting with the Chaplain	Primary (K-6) - Class teacher Secondary - Year Advisor (See staff list on pages 6-7)
You are a Defence Family	Mrs Adrienne Varga Defence School Mentor (DSM)



## Communication & Newsletters continued

---

Good communication between home and school is vital for the efficient running of our school and for the maximum benefit to be gained by your children in their schooling experience. During the year, we have Primary (K-6) and Secondary (7-12) Information Evenings, as well as Parent/Carer/Teacher interviews.

### Website

There is a lot of helpful information available for parents/carers on our school website. <https://www.ncs.nsw.edu.au/>

### School Emails

While many parents and students have emails, not all of our staff have the opportunity to access their email accounts daily. For this reason, parents are advised not to rely on email to teachers as a primary mode of communication. If parents wish to communicate with a teacher, an email should be sent to the front office marked ATTENTION: Teacher's name.

The front office remains an extremely busy place. For this reason, a decision has been made that emails to the front office will only be checked periodically through the day. It is, therefore, important for parents to understand that a phone call, not an email, is best in the case of an emergency.

In cases where teachers choose to give their classes (and parents) their email address, they are by way of releasing this information, agreeing that they will read and respond to emails from parents. Even when this is

the case, parents need to understand that teachers may not be in a position to read and respond to emails on the day that the email was sent, and therefore urgent matters are better dealt with by contacting the front office and asking for a return call when the teacher is able.

In Secondary, we request that you check your email for any communications. Please check your junk/spam folder as some communication might have landed there.

### School Newsletters

**NCS Bytes** - This is a fortnightly school e-newsletter, NCS Bytes. NCS Bytes contains the latest news and any important announcements and information that families need to know. Bytes is emailed to families that have subscribed. It is also published on the school's Facebook page and website.

Parents or other family members can subscribe to NCS Bytes on the school's Home Page or at <https://newsletters.naavi.com/p/xM8VwNz/subscribe>

### SEQTA Learn/Engage (Secondary only)

Secondary students and parents/carers can access the school curriculum through SEQTA Learn/Engage which is a Learning Management System. It allows parents to see homework, course content, notices, assessments. Student's timetable, past reports, portals (access to parent teachers interview, excursion forms, canteen etc).

## Excursions (Consent2Go)

---

The school uses Consent2Go to obtain parental permission. Please respond to these emails in a timely manner so that your child does not miss out on excursion opportunities.

Often when there are excursions or carnivals on, parents are keen to know the return time of the class. Phoning

the school to check updated return times can be a little frustrating, especially as the telephone is often tied up with other calls or, in some cases, the front office staff may have finished for the day.

To overcome this, an SMS may be sent if the return time changes.

## Family Information (Keeping it up-to-date)

---

Each family is asked to provide the school with information relating to addresses, phones numbers, parents contact numbers etc. This information is a vital link in our communication with families. We rely on this information to help us care for your children so careful checking and prompt notification of errors is essential.

To update information please go to the '[Update Student Details](#)' link under the 'Current Families' Menu on the school website. You will then be sent an email with a form so that you can update your details.

## Fees

---

### Annual School Fees

NCS partners with FACTS Management to assist with the management of our school fee payment program. We are confident this program offers a greater efficiency and financial stability for the school while providing convenience to families.

You will realise these benefits by using FACTS for payment of school fees:-

1. **Payment dates:** You may choose either the quarterly, monthly, fortnightly or weekly payment plans with final payment due by 31 December. Automatic payments may be from a Bank / Credit Union account or from a Visa or Mastercard.
2. **Security:** Your payments are processed through a secure bank to bank transaction.
3. **Convenience:** You may access your family's account or make payments online from the convenience of your home, workplace or mobile device at any time.

The school will maintain decision-making control of this facility, rather than FACTS. As always, we will continue to work with families should special circumstances or "hardship" cases arise during the school year. Please direct any enquiries in regards to the payment of fees to the school rather than to FACTS.

For continuing enrolments, an email will be forwarded in January, advising the fees applicable for the year. At this time, the option will be available to either roll over the existing payment plan to the new year or to select an

alternative payment schedule from the options available.

For new enrolments, an invitation to join the program will be emailed by Facts to the fee payers when the annual school fees are advised at the commencement of each year.

**One (1) term's notice, in writing, must be given when students are leaving our school. Failure to do this will result in one term's fees being charged.**

### Other payments:

The costs for the majority of excursions are covered in the School Fees. Excursions and events that students opt into, including some Sport and Recreation activities, may incur a cost. This policy requires that such excursions and events organised for your child/ren are paid as communicated through the Event Information sheet.

The school's current policy requires that all uniforms are to be paid for at the time of purchase and therefore cannot be charged to your Account.

### Bank account details

Nowra Christian School  
National Australia Bank  
BSB: 082-762  
A/c No. 509845890

Please include a meaningful reference when making payments to the bank account.

## Fence - School Access

---

The main carpark gates are open each morning and locked each afternoon. These gates stay open all day. The other gates around the school - bus lines, single

gate at MPC and single gate on north-eastern perimeter are open and closed each morning and afternoon. These gates remain locked during the day.

## Fundraising at School

---

The school receives many requests to be involved in a wide range of very worthwhile fundraising opportunities. On top of this, many of our parents and students are also involved in a wide range of ministry, cultural and sporting activities that have special fundraising events. When we are approached to support these fundraising opportunities, we find ourselves torn between wanting to support them, and at the same time, neither wanting to offend by saying no, and not wanting to be constantly asking parents to make donations for this or that worthy cause.

For these reasons, the school has a Policy that limits and directs fundraising at school.

Fundraising at school is limited to the following activities:

- School's Compassion children;
- Cancer Council via 24 hour "Relay for Life" and the occasional special event (eg Biggest Morning Tea);
- Whole department fundraising linked to valid

curriculum activities (eg MS Read-a-thon, Jump Rope for Heart);

- Fundraising approved by the school and co-ordinated by the school for parent led school fundraising projects;
- Fundraising for school mission initiatives;
- Special, one off appeals need to be reviewed and approved by the Principal.

Requests for fundraising for other activities that do not fall within the above guidelines would not normally be approved. Please note that this means that students are not to bring items to school for sale that are fundraisers for the various youth sporting and cultural groups represented in the school's community. This Policy is reviewed annually.

## Head Lice

---

To help prevent the outbreak of head lice, if a student has been checked and head lice are found we will contact parents to collect your child to treat at home.

We ask that you do not send your child back to school until treated and all "nits/eggs" have been removed. We also ask that you frequently check your child's head.

## House System

---

We have three school houses - Nebo, Sinai & Zion! The House System is not just limited to sporting events. There will be other opportunities across all areas of our school to earn house points. If you are unsure of which house your child belongs to, please contact the school office.



## Primary (K-6) PE Sport Days

---

STUDENTS ARE TO WEAR SPORTS UNIFORM TO SCHOOL ON SPORTS/PE DAYS.

Class teachers will advise students of PE days in first term.



## Infectious Diseases

These guidelines have been drawn up on the premise that children who have been ill with an infectious disease will not return to school unless they have fully recovered. The only exception to this rule is children with certain skin diseases may return once appropriate treatment has commenced.

These recommended periods are issued as a guide to teaching staff and medical practitioners. Variation in the recommendations may be warranted in cases of local epidemic.

In cases of doubt, or for guidance about conditions not mentioned on the following list, advice should be sought from the appropriate clinician or medical officer of a health authority.

All children should be immunised against measles, mumps, rubella, poliomyelitis, diphtheria, pertussis (whooping cough) and tetanus, according to the NHMRC recommended schedule before entry into a day care centre, pre-school or school. Therefore, the need to exclude case contacts should not arise.

Non-immunised contacts of index cases with a vaccine – preventable disease of childhood should be referred to a medical practitioner or an immunisation clinic.

### Infectious Disease Table

Condition	Cases	Contacts
Diarrhoea and/or vomiting	Exclude until at least 48 hours after their symptoms have gone	Not excluded
Chicken Pox (Varicella & Herpes Zoster)	Exclude until fully recovered or at least 5 days after the eruption first appears.  NOTE: Some remaining scabs are not an indication for continued exclusion.	Any child with an immune deficiency (eg Leukemia or receiving chemotherapy) should be excluded for their own protection.  Otherwise not excluded.
Conjunctivitis (Acute Infectious)	Exclude until discharge from eyes has ceased.	Not excluded
Coronavirus (COVID-19)	Notify the school immediately and follow current NSW Health Guidelines.	Follow current NSW Health Guidelines
Salmonella (Campylobacter)	Exclude until diarrhoea has ceased.	Not excluded
Diphtheria	Exclude until medical certificate of recovery following at least two negative throat swabs, the first not less than 24 hours after cessation of antibiotic treatment and the other 48 hours later.	Exclude family/household contacts until cleared to return by an appropriate health authority.
Glandular Fever	Exclusion is not necessary.	Not excluded
Hepatitis A	Exclude until receipt of a medical certificate of recovery but not before 7 days after the onset of jaundice.	Not excluded
Hepatitis B	Exclusion is not necessary.	Not excluded
Hepatitis C	Exclusion is not necessary.	Not excluded
Human Immunodeficiency	Exclusion is not necessary.	Not excluded
Virus Infection (HIV)	Unless the person has a secondary infection requiring exclusion in its own right.	Not excluded

## Infectious Disease Table Cont.

Condition	Cases	Contacts
Impetigo (school sores)	Exclude until appropriate treatment has commenced and sores on exposed surfaces are covered with a dressing.	Not excluded
Leprosy	Exclude until approval to return has been given by an appropriate health authority.	Not excluded
Measles	Excluded for at least 4 days from the appearance of rash.	Immunised contacts not excluded. Non-immunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If non-immunised contacts are vaccinated within 72 hours of their first contact with the index case, they may return to school.
Meningitis (Bacterial)	Exclude until well.	Not excluded
Meningococcal Infection	Exclude until well.	Not excluded
Mumps	Exclude for at least 9 days after onset of symptoms.	Not excluded
Poliomyelitis	Exclude for at least 14 days from onset. Re-admit on a medical certificate of recovery.	Not excluded
Ringworm, Scabies	Exclude until the day after treatment has commenced.	Not excluded
Rubella (German Measles)	Exclude until fully recovered or for at least 4 days after the onset of rash.	Not excluded  NOTE: Female staff of childbearing age should ensure that their immune status against rubella is adequate.
Streptococcal Infection (including Scarlet Fever)	Exclude until the person has received antibiotic treatment for at least 24 hours and the person feels well.	Not excluded
Tuberculosis	Exclude until production of a medical certificate from appropriate health authority.	Not excluded
Typhoid and Paratyphoid Fever	Exclude until production of a medical certificate of recovery.	Not excluded
Whooping Cough (Pertussis)	Exclude for 5 days after starting antibiotic treatment.	Exclude non-immunised household contacts ages less than 7 years for 14 days after the last exposure to infection or until they have received 5 days of a 14 day course of antibiotics.

## Knives

---

BY LAW, students are not permitted to bring/carry knives of any sort. Please DO NOT send your child to school with a knife to cut their food during the day. Food that requires cutting ie. fruit etc should be cut at home and wrapped appropriately.

Possession of a prohibited weapon, firearm or knife will likely lead to suspension.

## Library

---

K – Year 2 students must have a Library bag in order to borrow. (Library bags are available for purchase from the Uniform Room).

### Borrowing limits

- Kinder - 1 book for 1 week (2 books from Term 3)
- Years 1 & 2 - 2 books for 1 week
- Years 3 - 6 - 4 books for 2 weeks
- Secondary students - 4 books for 3 weeks

## Leaving NCS

---

When a student is leaving at the end of Year 12, there is a process that is explained at the time, to help us ensure that all resources are returned and a reference is provided.

When a student is leaving from other grades, the school requires **one term's notice and a letter advising the student's new school destination** and, if applicable, new address.

It is essential to note that, under NSW legislation, **a student may not leave school completely until they have completed Year 10.** After Year 10, and until they turn 17, students must be: in school, or

- in approved education or training (eg TAFE, traineeship, apprenticeship) or
- in full-time, paid employment (average 25 hours/week) or

- in a combination of work, education and/or training.

Sometimes, students or parents have issues or concerns that lead them to contemplate withdrawing their child. While we understand and respect the parents' role in making this decision, we do urge that you contact the school early in this process so that you are given a more complete picture of the situation and that the school has the opportunity to address your concerns. We believe that working through issues, rather than avoiding them, is of long term benefit to all concerned.

When leaving NCS, all library books, textbooks and other borrowed items must be returned to the school. Leaving families are encouraged to complete a confidential exit survey (this can be done anonymously) at <https://www.ncs.nsw.edu.au/ncs-exit-survey>

## Merit Cards

---

Merit Cards are awarded to students by teachers for consistent effort in school work, behaviour and attitude. Once students receive 10 Merit Cards, they will be awarded a canteen voucher.

Primary (K-6) and AM (Secondary) teachers keep a record when the 10 Merits Cards are awarded.

Upon receiving 100 Merit Cards (i.e. 10 Merit Certificates), students are to bring them into the school Office for checking and a special certificate will be presented at the end of the year.

## Mobile Phones & Smart Watches

---

It is preferred that students do not have mobile phones at school. If parents wish their child to have a phone, you will be asked to agree to the school's [Mobile Phone and Smart Watch Policy](#), which is available on our website ([www.ncs.nsw.edu.au](http://www.ncs.nsw.edu.au)).

Students who disobey the policy may be subject to a range of disciplinary measures such as detention.

Mobile phones should be kept in students bags during the day as There are to be no mobile phones used at school after 8am and no mobile phones used in the bus lines.

## NCS Encouragement Award (NEA)

---

The Nowra Christian School Encouragement Award (NEA) was established by the School Board in 1991 to encourage students to grow in the areas of spiritual development, Christian service, academic, cultural, sporting and technical pursuits.

The award consists of a certificate and a financial component to be put towards the activity that the student is pursuing.

Students nominated for an NEA must demonstrate qualities in keeping with God's Word, as well as ability and a desire to improve and develop in the area for which an award is sought.

NEA nominations are open each semester. Nominations forms are available at [www.ncs.nsw.edu.au/forms-documents](http://www.ncs.nsw.edu.au/forms-documents)

## Phone Calls

---

Students are not permitted to receive or make personal phone calls at school. Emergency phone calls left at the office will be passed on to students.

Students will not be allowed to use the telephone to change afternoon arrangements with their friends at school. This MUST be done the night before with parents' consent and NOT at school.

Students are not allowed to use classroom or staff telephones without a teacher's specific permission.

The school does not allow students to use mobile phones at school. Parents can show their support for the school by not responding in any way to SMS messages or calls from their child's mobile during school hours.

## Playground Behaviour

---

All Primary (K- 6) students are supervised in the playground before school (from 8.10am), at recess, lunchtime and during after school collection. Playground concerns are to be reported by students to the teacher on duty.

Secondary students are supervised before school (from 8.10am), at recess, lunchtime and during after school collection/buses. Students involved in inappropriate or dangerous behaviour will be subject to sanctions. Contact games (including branding games) are dangerous and are not permitted.

## Music Tuition Program - Years 2 - 12

---

This program began in 2000 to make learning a musical instrument available and affordable to students. Music lessons in violin, drums, flute, keyboard, clarinet, guitar and singing (on the availability of individual experienced tutors) are held during school hours. There is also a bank of musical instruments owned by the parent body, which

are hired to students at low rates. Group or individual lessons are available.

For a list of tutors please visit <https://www.ncs.nsw.edu.au/co-curricular-music>



## School Board

Nowra Christian School is a ministry of Nowra Baptist Church Christian School Limited (NBCCS Ltd). NBCCS Ltd appoints a governing Board of Directors in its Annual General Meeting in May each year. This Board is responsible for establishing and monitoring the school's Budget and Operational Policies. While the Board is appointed from different groups within the school community, their role and legal responsibility is to always act in the best interests of the whole school, rather than the group of people they are representing.

**Under the authority and guidance of the Board, the Principal is responsible for the day to day running of the school.** The Board meets once a month from February to November.

### The current Board is:

Mr Paul Dickinson	Chairman (Church Appointee)
Mr Simon Hustwit	Treasurer (Church Appointee)
Ps Ian Deane	(Church Appointee)
Mr Graeme Jolliffe	Principal
Mrs Jenny Schaefer	(Parent Appointee)
Mrs Fiona Lewis	(Parent Appointee)
Mr Gary Curline	(Church Appointee)
Mrs Bessie Weissel	(Church Appointee)
Mr Johnno Tallon	(Church Appointee)

## School Grievance Procedure

### General Matters

From time to time a parent may have concerns over their child's relationship with a teacher or other aspects of their child's education. Should a parent wish to address this, we would want them to abide by the following grievance process:

- Step 1:** Initial contact will be with the teacher involved with a view to resolving the conflict. The PAUSE Principle (Prepare, Affirm relationships, Understand Interests, Search for creative solutions, Evaluate options objectively and reasonably) should be implemented throughout any and all meetings in this process. Contact should only be made after the parent has clearly defined for themselves what they see the issue to be and what they believe is a fair and desirous outcome of the meeting.
- Step 2:** If the first step fails to bring resolution, the parents may contact the relevant Head of School. The School Office and all staff can advise who is the relevant Head of School.
- Step 3:** Should the Head of School be unable to help address the situation satisfactorily, the parents may then contact the Principal with a view to solving the conflict. This may involve the Executive discussing the matter with the teacher, directing the teacher towards a certain path of action, holding a mediation session with parties involved, or other appropriate strategy.
- Strategies set in place should be given time to work. If they do not work, the parent is to re-approach the School Executive to explore further options.
- Step 4:** If, after numerous attempts to address the situation, the parent comes to the point of believing that the school is unable to understand or deal with their concern, they may approach the Board through the Board Chairman, Secretary or one of the Parent Appointed Board Members. This approach must include a written account from the parent raising the concern. In cases where a Board member acts as an advocate on behalf of the parent raising a grievance, they will advocate but not vote on the matter.
- The written concern is to be distributed to all Board members in the information package sent out before the Board meeting. This enables the issue to be prayed about in advance of the meeting and be placed on the meeting's agenda.
- The Board would be the final arbiter in this case and their decision is final.

### Student Concerns

Where a student wishes to raise a concern, they are encouraged to do so through their classroom teacher or Year Advisor.

## Requesting a change in School Policy or Procedures

---

The school's Policies and Procedures have been developed by the school's authorities over the past 40 plus years after consideration of a number of different issues. These issues include a consideration of Biblical principles, legal requirements, the best interests of the individual members of the school community as a whole, reasonable community expectations, reasonableness in monitoring and enforceability, remembering our goal is to build learning and community while minimising exasperation! Teachers need to monitor compliance in a context somewhat more complex than the average family, with hundreds of under 18 year old community members, their families, and approximately 50 adults on site each school day in either a paid or voluntary basis.

We know that we do not always get it right. There might be times when you will want the school to consider a change to a Policy or Procedure. It is important that such a request be made using an appropriate method. This is an opportunity for parents and the school to model to the children how adults can discuss and negotiate in a mature fashion. In the past, there have been rare occasions where a parent has told their child to ignore the school's standard and that they'll take it up with the school if the child gets in trouble. Such an approach is likely to lead to conflict, rather than dialogue.

**Step 1:** We ask that parents be proactive if they see a need for a change in school policy or procedures to be considered. We ask that they think through why they think a change might be necessary, and also to think through if there might be good reasons why the current practice exists.

**Step 2:** If, having done this, you still think a change needs to be considered, please email the Principal's PA ([gailbate@ncs.nsw.edu.au](mailto:gailbate@ncs.nsw.edu.au)) with your concerns and constructive suggestions. The Principal's PA will advise you of the most appropriate person to deal with at this point. In many cases, it may be a teacher, co-ordinator or Principal.

### Subsequent steps:

If, after negotiating the matter with the recommended person, you wish to request further consideration, you may contact the people in the order outlined in Steps 2, 3 & 4 of the Grievance Policy.

The school undertakes to consider all reasonable requests when this process is followed. We will either implement a change if we deem that it meets the school's requirements, or explain to you why your suggestion will not be implemented.

## School Bags

---

The school does not stipulate what bag students should have, we expect students to have bags that are capable of safely transporting all school requirements. We recommend any backpack that has been endorsed by medical authorities as safe for students' backs. The bag

is seen to be part of the school uniform. Graffiti on bags is not accepted. You will be asked to replace your child's bag should any kind of graffiti is found on their school bag.

## School Reports

---

School reports go out to students at the end of each semester for students from K-10.

For Years 7-12, reports are accessed through SEQTA Learn and Engage.

Hardcopy K-6 reports are sent home with students.

## School Year

---

Our school year starts around the same time as local Government schools. The holidays at the end of Terms 1 and 3 are the same as Government schools. Government schools have around 40 weeks a year with Independent schools having around 38-39 weeks a year. Therefore, NCS finishes at the end of the year, one week before Government schools. Our students have an extra week of holidays in the mid-year holiday.

Our teaching staff use the week in summer before students return, together with the mid-year week, for further training and preparation for the following semesters. These Conference times are shared with other Christian schools. From time to time, our staff may visit other schools or attend conferences run by Christian Schools Australia. Our teachers continue to do much of their personal preparation during other

school vacation periods, but this corporate planning is invaluable as it puts us in a position to ensure that all term time – from the first day to the last – is well spent. It has been our experience that having the students arrive each term and get straight into serious learning sets a good tone for the term to follow. Similarly, keeping students focussed on learning throughout the whole term assists us in meeting the students' learning needs.

In light of the school's goal of starting well and keeping students focussed throughout the term, and the extra holidays that our students already have, it is important that families keep their holiday bookings to the school's advertised holiday times. This will assist your child to gain maximum benefit from all the things that are happening throughout the year in the school.

## Secondary Communication

---

There are a few ways teachers can communicate with parents of Secondary students.

- **Email** - We do understand that sometimes students accidentally misplace letters that are sent home.

In addition to giving students a hard copy, we endeavour to also email a copy home.

- **Phone call** - From time to time Teachers may communicate with families via phone call.

- **SEQTA Engage and Learn** - All Secondary families will have access to SEQTA Engage and Learn. We encourage parents to log in to find out any communication with class teachers. It also allows parents to see homework/assignments etc.

If parents need to communicate with teachers or staff, they are more than welcome to give the school a phone call.

## Secondary Sport & Recreation

---

Sport and Recreation is on every second Friday and is compulsory for Years 7-10.

## Senior Student Policies

### Athletics/Swimming Carnivals

Senior students are required to attend the school's Swimming and Athletics Carnivals as competitors or helpers.

### Driving to School

As a Senior student, they have the privilege of being allowed to drive to and from school. This privilege does not extend to permission to leave the property during the day for any reason (without written parental consent, for a reason deemed acceptable by the school). Of course, there needs to be parameters set to ensure the safety of the student and the school community. Students are only permitted to drive to school if they have a driver's licence, and are driving a registered car.

Students are not permitted to drive other students unless the school has received a note from the parents of both the driver and the passenger. These notes must give the names of the driver, passengers, and details of when permission is given (e.g. to and from school; for a specific local excursion).

Cars are out of bounds during school hours and are to be parked in the school car park. Of course, it is expected that students will drive safely and within the law if they wish to keep this privilege.

### Sport and Recreation

Senior students are not required to participate in Sport and Recreation. Students may go home before sport and recreation but must arrange their own transport. Students must sign-out by the end of lunch at the front office and be at home -- nowhere else. Please note that permission for this must be given and can be withdrawn if the school believes that the privilege is being abused. Students who stay at school during Sport and Recreation will be allocated to a classroom.

### Study periods

The school has a moral and legal responsibility to ensure that students are supervised and productive during the time that they are at school. For this reason students are allocated to a specific room during study periods and are expected to be there unless written permission is granted by a Secondary Co-ordinator. While in the room, students are expected to be using their time wisely on school work. Senior students are permitted to bring a personal audio player to school, which they may listen to while working in study periods. Headphones must be used so that other students are not disturbed, nor any classes that might be in the vicinity. The security of the personal audio player is the student's responsibility.



Senior students who have no morning periods are not permitted to start school late, as morning assembly and AM are important parts of the day and student's attendance is required. Senior students who have no afternoon lessons are permitted to leave at the start of lunch, provided parents have provided written permission at the beginning of each term. On these occasions, students are expected to be engaged either in study or work, not simply using the time to socialise.

### Senior Common Room

One of the privileges of being a Senior student is access to the Senior Common Room. The Senior Common Room is a community room which requires our members of the Senior school community to use it wisely and appropriately. It needs to be kept clean. Whether that is done by way of everyone cleaning up after themselves or a roster system is for the students to decide. It is important that students note that teachers will monitor the cleanliness and use of the room. If the room is not kept clean and tidy, the school reserves the right to close the room for a time period that it determines. If students have a concern that other students are misusing the room they must approach those students and discuss the matter with them or if this fails to achieve the desired result they should speak to their Year Advisor.

Students from other grades are not permitted to be in the Senior Common Room at any time.



## Sick Bay

---

Most teaching and administration staff hold current First Aid qualifications. The following procedures take place:

For minor injuries such as splinters, cuts etc., students are sent to be treated in sick bay.

In the event of sickness eg. vomiting or not feeling well, and at the class \*\*teacher's discretion, students are sent to sick bay and observed by Office Staff (for at least half an hour). Should the student not be well enough to return to class, parents will be contacted to come and pick their child up. (**\*\*Please note, due to the number of children who feel 'sick' during class time, it is the teacher's discretion as to whether they are 'sick' enough to be sent to sick bay, or whether they can have 'time out' in class.**)

Should an accident happen while your child is at school and staff believe it to be an emergency, an ambulance will be called. The school is covered for the ambulance use so there will be no cost to parents. Parents will be notified immediately after the ambulance has been

called so that you may meet your child at hospital.

Should the school be unable to contact parents, the emergency contact person on your Family Records will be contacted.

If a child requires medication from home to be taken during the day, the dose required for that day is to be given to school office staff, with written instructions for its administration to the child. Students are not to carry their own medication on to school grounds.

It is the school's preference that students, who suffer with Asthma, should have their puffers on them AT ALL TIMES. Parents of children who require the office staff to administer puffers or other treatments are advised to provide the school office with a spare puffer clearly labelled with the child's name, and with instructions for use.

**A CHILD WHO IS OBVIOUSLY UNWELL SHOULD NOT BE SENT TO SCHOOL.**

## Social Media Policy

---

All communication in the public arena about the school, its staff and students should support the overall values and purpose of Nowra Christian School (NCS).

A [Social Media Policy](#) has been developed to protect the school's students, staff, assets and reputation through clear protocols for the use of social media in official and personal capacities. The policy also outlines the actions the school may take should these protocols be violated.

Parents/carers and students should familiarise themselves with the school's expectations with regards to the use of their social media accounts. We have also created social media usage guidelines based on the policy as a helpful reference for students and parent/carers.

Link to the [NCS Social Media Policy](#).

[Student Social Media Usage Guidelines](#)

[Parent/Carer Social Media Usage Guidelines](#)

## Student Wellbeing - School Counsellors

---

At NCS, we provide a number of services to help the learning and development of students and to look after their wellbeing and safety. Counselling is one aspect of those services and is part of the overall Wellbeing Team.

### Parent referral

If you think your child would benefit from seeing the school counsellor, you can make an appointment by filling out the [Parent/Caregiver Referral for Counselling Form](#) and submitting it online.

A member of the Counselling team will then contact you to make an appointment.

### Student self-referral

Sometimes it's good to have someone at the school you can go to see for help or just to talk with in confidence. You might be having issues with anxiety or stress or depression, relationships or other matters. Counsellors are here to assist with these kinds of things and have been trained in strategies to help.

You can make an appointment with one of the counsellors by emailing the counselling team at the address below, or dropping by the counselling office in the Administration Building. [counsellingteam@ncs.nsw.edu.au](mailto:counsellingteam@ncs.nsw.edu.au)

## Temporary Change of Address

---

If your child is staying with other people for any length of time in parents' absence, parents should advise the school in writing of the changed living arrangements, making sure that this includes a contact number.

Parents should also ensure that those temporarily in charge of their children have written authority for medical treatment.

## Thanksgiving Evening and Award Ceremonies

---

At the end of each year, the school community comes together to recognise the faithful efforts of all members of our community. Awards are presented to students at assemblies during the final week of Term 4.

Thanksgiving Evening takes place during the last week of the year. This evening, held at the Shoalhaven Entertainment Centre, includes a selection of awards and student items that showcase some of the highlights of the year. **It is expected that all families will attend this evening.**

## Uniform & Uniform Room

---

The school expects all students to wear correct uniform, as outlined in the separate [2024 Uniform Guide booklet](#), on all occasions. This includes wearing the correct uniform TO AND FROM school at all times. Uniform should be kept in good order and repair and worn neatly. **Parents are expected to advise the class/AM teacher in writing if for any good reason the full uniform cannot be worn.** It is expected that such issues would only be VERY temporary. We believe that uniform communicates a great deal about our school, but, more importantly, the way that parents and the school work together in maintaining appropriate standards in this area says even more about the strength of our community partnerships. Parents will be advised if the uniform is incorrect/incomplete.

Uniforms must adhere clearly within the policy guidelines. If families are unsure when making purchases, then you must check with these guidelines BEFORE making any purchases to avoid the school asking you to re-purchase the correct item or imposing discipline on the student.

Secondary students not in correct uniform may receive lunchtime and/or after school detentions and an unacceptable pattern could lead to exclusion from school.

### Online Ordering

All uniform items (except shoes) can be purchased [online](#) from the school's uniform shop. At the moment the Uniform Room is closed for fittings. Parents are encouraged to purchase the item and return it with the tags on for an exchange or refund if the sizing is unsuitable. From time to time, we may open the uniform room for fitting days. These will be notified in NCS Bytes and appointments will be made online.

## Volunteers

---

All volunteers, including parents/carers who help in the classroom, or attend excursions and camps are required to complete the school's [Volunteer Register Form](#).

This form includes providing a volunteer Working With Children Check number.

## Visitors to the School

---

All visitors (including parent helpers) must register their attendance and departure at school by logging in and out on the computer in the front office. You will be required to wear a 'Visitor' badge for the time of your stay.

If you need to collect your child from school early, we ask that parents do not go down to the classrooms, to collect children. Please go to the front office and your child will be brought/sent to the office. Parents are also asked not to 'drop' things off to classrooms, please go to the office and we'll make sure it is delivered to them.



**Nowra**  
**Christian**  
**School**  
Grow up into Christ