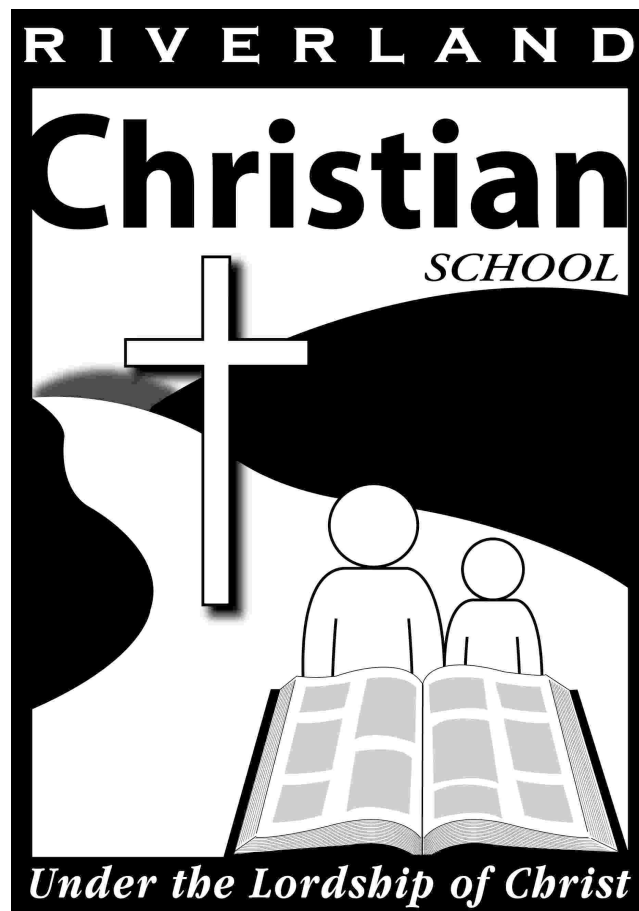


Riverland Christian School



Parent Handbook 2010

January 2010

Dear Parents,

We are excited to be sharing the education journey with you this year.

We thank you for the privilege of being able to teach your child. We believe our school will be able to fulfil the trust you have placed in us, and we will do our utmost to provide the best possible education for your child. Our desire is for all of our children to achieve success together in our school life.

We have prepared this booklet to help you understand the usual operations of our school, and to be a resource for you throughout the year. Please read through the information with your family, so that we all have a clear understanding of what to expect.

Updates will be communicated through our weekly newsletter as required.

Again this year we will be saying “*Together, we honour God, and enjoy our school*”
I pray that we will have a strong sense of Christian togetherness, of purpose before God, and of enjoyment in our learning.

I trust we will be able to work together to make our school an even better place to learn and play, and have fun in the process.

On behalf of the School Board, the parent body and staff, I welcome all families to our school and look forward to getting to know you all better.

If you have any further queries, please don't hesitate to ask our friendly staff.

With blessings,
Matthew Paterson

PRINCIPAL

Contact

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1 VISION STATEMENT

*To honour God by educating children
under the Lordship of Christ*

2 MISSION STATEMENT

1. To strive for the highest level of achievement in the general education and training of children using a curriculum based on the Bible and Christian principles.
2. To encourage children attending the school to revere God, to honour their parents, to live righteously and in accordance with Biblical principles of conduct and citizenship.
3. To provide an environment in which each child can come to a saving knowledge of Jesus Christ, be encouraged in growing toward Christian maturity and receive a grounding in the essentials of effective Christian witness.
4. To emphasise the individuality of the person and to assist each child in arriving at a realistic self-image as part of God's family and the community of man.
5. To encourage the development of the academic and creative potential of each individual.
6. To promote self-discipline, responsibility and self-motivation.
7. To assist parents in the development of each child's personality giving emphasis to those attitudes and characteristics which make for meaningful human relationships and successful socialisation.
8. To lay a Biblical foundation upon which the discernment and judgement of contemporary issues can be based.

THAT I MAY KNOW HIM - PHILIPPIANS 3:10

3 PHILOSOPHY

We believe that the teachings of the Bible are the foundations upon which our attitudes and actions should rest. The following has been adopted as the school's Statement of Faith.

4 STATEMENT OF FAITH

We believe in:

The inspiration of the Bible, equally in all parts and without error in its origin and its authority and supremacy in all areas of life.

The one God, eternally existent Father, Son and Holy Spirit, who created the universe and man in a condition of original perfection and harmony by direct supernatural acts.

The pre-existence, incarnation, virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, ascension to heaven and the second coming of the Lord Jesus Christ.

The fall of man as a real event in history with its subsequent effects on mankind and the universe, the need of regeneration by the operation of the Holy Spirit on the basis of grace alone, being justified by faith in Jesus Christ alone, and the resurrection of all to life or damnation.

The spiritual relationship of all believers with the Lord Jesus Christ, living of a life of righteous works and witnessing of His saving grace through the ministry of the Holy Spirit.

5 ACRONYMS

AISSA	Association of Independent Schools, South Australia
CEN	Christian Education National
DECS	Department of Education & Children's Services
DETE	Department of Education, Training and Employment
LAP	Learning Assistance Programme
RCS	Riverland Christian School
SACSA	South Australian Christian Schools Association
SACSA	South Australian Curriculum Standards & Accountability Framework
SAPSASA	South Australian Primary School Amateur Sports Association

6 ARRIVAL AND DEPARTURE

- 6.1 Students should arrive between 8:30 and 8:50 a.m. and should enter via the side gates unless accompanied by parents / carer's.
- 6.2 After school, children wait as directed by staff until collected by a parent/caregiver. Please let us know if anyone different is to collect children.
- 6.3 Parents are asked to drop off and pick up their children within the school grounds.
- 6.4 The driveway is one-way traffic only. PLEASE DRIVE AT WALKING PACE ONLY, and follow directions on signs. Cars must be parked as near as practicable to the left hand side of the driveway to allow for through traffic. Refer to the "RCS Parking Guidelines" attached below.
- 6.5 The driveway can become very busy and we remind parents that they are responsible for the safety of their children.
- 6.6 Parents are requested to inform the school by phone or note, of any regular or unusual lateness in collecting students.

7 ASSESSMENT AND REPORTING

- 7.1 Written reports are sent home at the end of second and fourth terms.
- 7.2 Parent/Teacher interviews are held in Term 1; they may also be held in Term 3 if required. These interviews provide the opportunity for focussed dialogue regarding each student's progress.
- 7.3 Where doubt exists regarding a student's readiness to progress to the next year level, a decision is made by the Principal in consultation with teacher(s), parents and student.
- 7.4 Other interviews or discussions may take place by negotiation between parents and teaching staff at any other agreed time. Please respect the teaching commitments and responsibilities of staff, by making appointments as necessary.

8 ASSOCIATION MEMBERSHIP

- 8.1 Riverland Christian School Incorporated (referred to as “The Association”).
- 8.2 The school is owned and run by a local association of interested Christians who desire to see God honoured by educating children under the Lordship of Christ. New members are welcome.
- 8.3 Application forms for membership are available from the school office.
- 8.4 Membership enables you to vote at the Annual General Meeting and to nominate or be nominated a Board Member. Membership is dependent on agreement with the “Statement of Faith”, and a favourable reference from your pastor/church leader.

9 ATTENDANCE

- 9.1 Student attendance is compulsory for all school days.
- 9.2 Children who are ill should not be sent to school. Refer to “Health and Hygiene” section for exclusions.
- 9.3 After any absence, please record an explanation in the diary or send a note to school. Alternatively parents may ring the school office on the day the child is absent.
- 9.4 Parents should not allow children to miss school except in cases of emergency and/or illness. The school should be advised of the reason for all student absences. If a student shows a pattern of absences over a period of time without a substantiated reason the school is obliged to notify the Attendance Officer of DETE (Department of Education Training and Employment).
- 9.5 Prolonged absences – the standard legal requirements are that Principals of schools may approve applications for temporary exemption from school attendance for periods up to one calendar month. Parents (or Guardians) must apply in writing and Principals will advise approval or non-approval on school letterheads.
- 9.6 For absences longer than one month – official forms for applications for “Exemption From School Attendance” by the Director General of Education can be obtained from the school office and forwarded to the Attendance Officer of this Education Region.
- 9.7 Students arriving late or leaving before the end of the school day must be signed in or out at the Front Office in the book provided.

10 AWARDS

- 10.1 The school has an Awards Policy, which acknowledges the importance of recognising positive qualities in children. Weekly awards are handed out on Friday afternoons during Chapel.
- 10.2 At the end of the year awards are given out for the Most Conscientious, Most Improved and Servant's Heart.
- 10.3 Other awards for specific subjects, encouragement, sporting achievement or special service to the school are also presented throughout the year.

11 BANKING

- 11.1 School banking is available. Those wishing to bank are requested to send bankbooks, enclosing money to the Front Office by Friday.

12 BEHAVIOUR MANAGEMENT

- 12.1 At RCS we encourage everyone to be responsible for their own behaviour. We are aiming not just for outward compliance, but for an inner transformation of the heart to produce fruit such as love, service, respect, forgiveness and truthfulness.
- 12.2 We operate within a framework of fair and clear expectations, aiming that every person should feel safe, and with support in difficult situations.
- 12.3 Each class teacher will use motivations to encourage positive behaviour, and consequences to discourage negative behaviour. The school has a well developed policy on this, as well as procedures for grievance if it is felt proper process has not been followed.
- 12.4 Children will be encouraged to be respectful even if they feel they have not been fairly treated. We will teach them how to appeal calmly and respectfully in these situations.
- 12.5 Children will be encouraged to consider the effect of their words and actions, and what steps will be needed for repentance and forgiveness.
- 12.6 Parents are encouraged to work closely and promptly with school personnel to resolve all issues as they arise.

13 BIBLES

- 13.1 Class sets of NIV Bibles, (Children's edition), are kept at the school for use during the day.

14 BOARD

- 14.1 The Board consists of up to 9 members elected from within the body of the Association (Riverland Christian School Inc.). The Board generally meets monthly to manage the affairs of the Association. Subcommittees of the Board are: Education, Promotions and Publicity, Grounds and Maintenance, and Finance.

15 BUSES

- 15.1 A bus service may be available in your area, please check with the front office.
- 15.2 If your child/ren will not be on the bus, please notify the school (8583 2304) on the previous day. If you are unable to ring the school on the previous day, please call and leave a message before 7:55 am on the Berri Bus mobile message bank (0427 832 304) or Renmark Bus mobile message bank (0427 831 105). Please don't ring the Mobile numbers during the run times.
- 15.3 If you are picking up your child/ren from the school, instead of them taking the bus as usual, could you please report to the front office so they can advise the bus driver.

16 BUS SERVICE- AIMS AND PURPOSE:

- 16.1 Our bus service was established to overcome the distance problem of the school not being centrally located in Berri.
- 16.2 To make the school accessible to more children who otherwise would not be able to attend.
- 16.3 Details of the RCS bus run bus behaviour policy are available from the school office. Fees for this service are listed on the Fee Schedule.

17 CEN

- 17.1 Riverland Christian School is pleased to be a member of "Christian Education National" (CEN), formerly CPCS.
- 17.2 CEN is an association of associations, each dedicated to teaching children in a Christ-centred way. There are over 80 such associations who are members of CEN, and operate schools throughout Australia, with a total of over 23,000 students.
- 17.3 All the schools are owned by an association of parents and governed by a local board or council representative of that schools' community. They seek to provide a quality education that prepares students for lives of loving service to God and neighbour. Christian schools are as varied as the communities they serve.
- 17.4 Christian Education National Schools are non-denominational and attract the support of parents from a range of denominational and ethnic backgrounds.
- 17.5 CEN serves our school in many important ways, including providing advice and professional development & training opportunities for board and staff members as well as useful seminars for parents.

18 CHANGE OF FAMILY CONTACT DETAILS

- 18.1 Families are requested to notify the front office promptly regarding change of address and/or phone number.
- 18.2 When parents are away during school term the contact name, phone number and address of the person with whom the child/ren is/are staying should be given to the front office staff in case of emergency.

19 CHAPEL

- 19.1 Chapel is held each Friday at 2:40 pm in the Library (any occasional changes to this will be noted in the newsletter). End of term is usually an hour early. Parents are always welcome to attend.

20 DIARY

- 20.1 Each student is issued with a School Diary/Communication Book. Upper Primary students are responsible for recording in it any set homework or other tasks as instructed by the teachers. Junior Primary children will receive a weekly homework sheet. It is a requirement that parents sign the Diary/Communication Book daily as it will be checked by the class teacher. A child failing to present his/her diary in the morning, or presenting an unsigned diary will receive an appropriate consequence.
- 20.2 Like all student and school owned books and materials, the diary must be kept free from graffiti. Teachers check diaries for neatness, to see that homework has been properly recorded and completed.

21 EMERGENCY PROCEDURES

- 21.1 The school has a plan for the care of all students and staff in the event of an emergency.
- 21.2 In all emergency situations students will be supervised by their class teacher or another member of the staff.
- 21.3 In the event of an emergency evacuation parents will be notified as quickly as possible so that children can be collected as soon as reasonably possible.
- 21.4 The school implements an emergency drill on a regular (once per term) basis.
- 21.5 Parents present during an emergency should comply with directions from the Principal or delegated staff member.
- 21.6 During a drill session, parents or volunteers are expected to participate fully in the emergency procedures as directed by the Principal or delegated staff member.

22 EXCURSIONS

- 22.1 Excursions are held at various times throughout the year. Parents will receive detailed information about each excursion. Consent forms must be signed and returned to the school.
- 22.2 Full school uniform will be worn on excursions unless specifically stated otherwise.
- 22.3 It is expected that all students will participate in these activities.
- 22.4 The school reserves the right to exclude children from excursions at its discretion, after discussion with parents.

23 FINANCIAL INFORMATION

23.1 Payments

- 23.1.1 When dealing in any area of finance with the school, it is important to remember to send the correct amount, as we do not keep large amounts of change on the premises.
- 23.1.2 EFTPOS and credit card facilities are available at the office for payment of fees and uniforms only.
- 23.1.3 When sending any money to school:
 - Place the correct amount in a sealed envelope (you may specify change to be donated to the school)
 - On the front of the envelope write:
 - your child's name
 - the purpose of payment
 - the amount of payment and (if different) total amount enclosed

23.2 Fees

- 23.2.1 The annual fees for students enrolled at the school are determined by the School Board at the end of each year, for the following year.
- 23.2.2 Term fees are payable by the end of the second week of each term, unless a prior arrangement has been made with the Principal/Bursar.
- 23.2.3 Fees are explained in full on the "Finance Information 2010" form available from the Front Office.

23.3 Building Fund Donations

- 23.3.1 Donations of \$2 or more to the "Riverland Christian School Inc. Building Fund" are tax deductible. Such donations cannot be made in lieu of fees

23.4 Library Fund Donations

- 23.4.1 Donations of \$2 or more to the "Riverland Christian School Inc. Library Fund" are tax deductible, as are donations of books less than 12 months old. Such donations cannot be made in lieu of fees

23.5 Scholarships

- 23.5.1 A Financial Scholarship may be available for those experiencing financial hardship. Receipt of a financial scholarship is subject to a family meeting scholarship guidelines and receiving board approval.
- 23.5.2 Application forms are available from the front office.

23.6 School Card

- 23.6.1 Government “School Card” assistance is available to those who qualify. Application forms are available at the front office.

23.7 Difficulty paying fees

- 23.7.1 Parents are strongly encouraged to discuss any difficulties regarding payment of fees, or changes to their financial situation with the Principal.
- 23.7.2 The school aims to make every effort to provide an affordable Christian education.

24 FOOD

- 24.1 No facilities are available at the school for the purchase of food or drink, however ‘Canteen’ or ‘Special Lunch Days’ are periodically organised by parent volunteers.
- 24.2 Young children will need your direction to know which food to eat at snack time, recess or lunch.
- 24.3 The school does not supply heating facilities, nor eating utensils for students.
- 24.4 Drinks should not be sent to school in glass containers for safety reasons. No soft drinks please.
- 24.5 Fridges- There are fridges for children to put their lunches in.
 - 24.5.1 -Only labelled lunch boxes will be able to go in the fridge.
 - 24.5.2 -No loose items will be allowed in the fridge
 - 24.5.3 -Fridges will be administered by teachers, or class monitors.
- 24.6 Students are not permitted to have bubble gum, chewing gum, lollypops or soft drinks at school.
- 24.7 Rainwater is available at the drinking fountains. We also encourage children to bring their own filled water bottles from home.

25 HEALTH AND HYGIENE

- 25.1 Children who are ill should not be sent to school
- 25.2 Sickness and Accidents
 - 25.2.1 The school will make every effort to contact the parents in the event of sickness or serious accident. However, if contact cannot be made, the school reserves the right to take such steps as it sees fit, to obtain the necessary treatment.
 - 25.2.2 Minimum exclusion times from school for infectious diseases, etc are reproduced on the following page for your guidance.
 - 25.2.3 The minimum periods of exclusion from school for cases of and contact with infectious diseases (and other illnesses) are issued by SA Health - Communicable Disease Control Branch
Telephone: 08 8226 7177 Email: cddb@health.sa.gov.au.
Online details are available from:
<http://www.health.sa.gov.au/pehs/youve-got-what.htm>
 - 25.2.4 Please contact the school if you are unsure.
- 25.3 If your child needs an asthma spray during the day, please leave the spray, clearly named and with full instructions, at the Front Office.
- 25.4 The staff are not permitted to administer non-prescribed medication.
- 25.5 Any prescribed tablets or medicine, which need to be given to your child during school hours must be sent in their original container with pharmacist's instructions clearly visible, accompanied by the completed DETE "Medication Plan" form which is available from the school office (and attached below) and must be signed by both the Doctor and Parent. Please also supply a measuring cup if required. A parent must ring the school at the time the medication is due, to ensure that it is administered on time. It is the parents' responsibility to ensure that medication goes home if necessary.
- 25.6 Medication is not to be provided by the school.
- 25.7 Please train your child to cough into a handkerchief or tissue. Families will need to send each child with a box of tissues, which can be kept on the child's desk.
- 25.8 Deodorant
 - 25.8.1 If required, children may bring only roll-on deodorant.
- 25.9 Dental Clinic
 - 25.9.1 This service is available to all children from pre-school to eighteen years of age, and operates out of the Berri Primary School.

26 HOMEWORK

- 26.1 Homework is a habit that, when developed, will stand students in good stead, especially in later school years.
- 26.2 Homework is only a small part of the daily program and should not dominate family life or other interests or pursuits, eg. music lessons, sports and church clubs, etc.
- 26.3 Times
- R - 2 Informal discussion of the day's activities, reading, counting, times tables, spelling and any specific set tasks for 10-15 minutes
 - Year 3 Up to 25 minutes of set work or revision
 - Year 4 Up to 30 minutes of set work or revision
 - Year 5 Up to 35 minutes of set work or revision
 - Year 6 Up to 45 minutes of set work or revision
 - Year 7 Up to 50 minutes of set work or revision
- 26.4 The role of the parent in relation to homework is:
- 26.4.1 to provide the correct atmosphere for study
 - 26.4.2 to provide reasonable supervision, including signing work or diary
 - 26.4.3 advise the teacher if there are any issues with homework.
- 26.5 If any student seems to be consistently spending more time than these recommendations, parents should contact the class teacher to discuss the matter. It is important that children have sufficient rest, recreation and family time as well as fulfilling their homework commitments.
- 26.6 Children are issued with a diary/communication book to record their night's homework and to provide a way of communication between the teachers and the parents. Any messages for the teachers can be written in the diary. Please check your child's diary each night, and sign every day. It is expected that parents will ensure that their children submit homework on time; a note should be provided if this is not possible.
- 26.7 No homework will be set on Fridays.

27 LAP (Learning Assistance Programme)

- 27.1 At Riverland Christian School we endeavour to help your child reach their maximum potential in all aspects of their life. One way we do this is by offering L.A.P (Learning Assistance Program). Each year there are children who benefit from one to one assistance outside the classroom. Some of the reasons for this may be:
- 27.1.1 They have a talent or interest to be extended
 - 27.1.2 They need encouragement or support with class work
 - 27.1.3 They have low self esteem or lack confidence
 - 27.1.4 They have English as a second language
 - 27.1.5 They are struggling with their basic skills
 - 27.1.6 They are reluctant workers
- 27.2 LAP also supports the class teacher, as they may not always be able to spend extra time with that child
- 27.3 For a program such as this to be successful we need volunteers. Please prayerfully consider if you can volunteer your time.

28 LIBRARY

- 28.1 Although we attempt to carefully select all the books to be used in classrooms and the library, it is not possible to be familiar with every book and its contents. If at any time the contents of a book causes you concern, please discuss it with the relevant member of the teaching staff.
- 28.2 All students are encouraged to borrow regularly from the school library. Library bags are available for purchase from the uniform shop for \$3.50, or you may supply your child with a plain or patterned library bag, no characters or pictures. This is to be used whenever transporting books to and from school. Students who do not bring their library bag are not permitted to borrow.
- 28.3 Missing/lost/damaged books
 - 28.3.1 An extended period of grace is allowed for missing books as these usually “turn up”. Payment is requested when:
 - 28.3.2 a book is still missing after a term i.e. 10 weeks
 - 28.3.3 a book is known to have been lost
 - 28.3.4 a book is damaged beyond repair through student negligence

29 LUNCH ORDERS – see FOOD

30 NEWSLETTERS

- 30.1 The school’s weekly newsletter is sent home on Wednesdays.
- 30.2 Parents should read all newsletters carefully, noting information relevant to them. Please sign the return sheet and send it back to school by Friday in its plastic cover along with any notices, canteen orders, payments or other items to be sent to the front office.

31 PARENTAL INVOLVEMENT

- 31.1 The school welcomes and expects many and various forms of involvement by all parents, and this input helps to keep the fees as low as possible. Assistance at Working Bees, in the classrooms, on excursions, with LAP, covering books, helping with art, listening to reading and making resources are all recognised as valuable involvement.
We appreciate assistance very much and depend upon it, but whilst in the school, please note:
 - 31.1.1 Assistance in a classroom must be by prior arrangement.
 - 31.1.2 During school time, the teacher is the authority, i.e. if you are in the same room as your child, he/she must observe the teacher’s instructions.
 - 31.1.3 Any other child, who accompanies a parent, is the responsibility of that parent. However that child needs to obey the rules of the school and the particular class.
 - 31.1.4 The office and school equipment are for staff access only, unless permission to use these has been given by the appropriate person.

31.1.5 The phone is to be used only for emergencies, with permission first obtained. Local calls are 40 cents each.

31.1.6 When visiting the school for a period of more than fifteen minutes you must report to the front office to sign in and before departing sign out.

31.2 Parents & Friends Association

31.2.1 The school relies on the Parents and Friends Association for the support it provides through meetings, various fund-raisers, social events, etc. Parents and friends are encouraged to take an active role in the school through the P&F Association.

31.3 Working Bees

31.3.1 Working bees are held at various times throughout the school year. This helps to keep the property and equipment safe and well maintained for the children. This provides an excellent way for parents to meet one another, develop a sense of community and maintain high standards of neatness, and cleanliness, without compromising the school finances.

31.3.2 Parents are reminded that they are obliged to attend at least one working bee per term for at least 2 hours.

31.4 Riverland Christian School Incorporated (The Association)

See "Association Membership".

32 PARENT RESPONSIBILITIES

32.1 All parents have signed the "Admission Agreement" form and are asked to abide by the conditions therein.

32.2 If parents have any concerns or criticisms, the Biblical pattern is encouraged, i.e. go to the relevant person and talk to him/her in order to resolve the situation. Please refer to the "Riverland Christian School Incorporated Constitution", Appendix 5 "Dispute Resolution Policy" for specific details (available from the school office), and the "Riverland Christian School – Complaints and Grievance Procedure" attached below.

33 PERSONAL PROPERTY

33.1 The school accepts no responsibility for any personal item of student property that is brought to school and is subsequently lost, broken or damaged, eg. toys, balls, racquets, stationery, etc. Items which students are not permitted to bring to school include weapons, electronic games, mobile telephones and radios. If you are in any doubt about the suitability of any item please check with the Principal.

33.2 Lost Property

The labelling of your child's belongings with his/her name including socks, jumpers, shoes, this is essential for the return of lost property. All lost items are placed in a "Lost Property" box in the lockers near the R/1 class, which is cleared at the end of each term. Please ask at the Front Office about any missing items.

34 PLAYGROUND EQUIPMENT

- 34.1 The playground equipment has been specifically designed for children 5 years and older. Please do not let younger children play on the equipment, as it can be dangerous for them. The school accepts no responsibility for any injury sustained. It is the parents' responsibility to supervise pre school children in the school grounds.
- 34.2 Students are not permitted on the equipment after school, as there is no supervision of the equipment at these times. If children are at the school outside of normal school hours (eg. while parents attend a meeting), they remain the responsibility of their parents.

35 PRAYER

- 35.1 A prayer support group meets every Tuesday at 9 a.m. to pray for the school, staff, students and broader community. You are most welcome to join us.

36 SPORT AND SPORTS UNIFORM

- 36.1 Sport is compulsory for all students and full sports uniform must be worn.
- 36.2 In the event of a student being unable to participate in sport, or not having the correct uniform, a note stating the reason must be sent to school.
- 36.3 Sports day is currently Wednesday, and students wear their sports uniform for the full day. For sport uniform details, please refer to "Uniform Details C. Sports Uniform".

37 STUDENTS IN CLASSROOMS

- 37.1 No student is permitted in a classroom during recess or lunch breaks without a teacher present to supervise.

38 TELEPHONE USAGE

- 38.1 Messages received for children, and calls made by children, should be limited to those of extreme urgency. Students may make phone calls only after obtaining permission from a teacher, and then from the office staff. Calls will be recorded and reimbursement of 40c per call required. Students shouldn't need to have mobile telephones at school, but if they do, the mobile needs to be brought to the front office at the beginning of the day and collected at the end of the day.

39 TIMES

8:55 am	First bell
10:00 am	Healthy Snack (optional)
11:00 am	Recess break begins
11:28 am	Warning Bell
11:30 am	Recess break ends
1:00 pm	Lunch break begins (eating time)
1:05 pm	Play time begins
1:28 pm	Warning bell
1:30 pm	Playtime ends
3:15 pm	Dismissal

- 39.1 Students should arrive at school between 8:30 and 8:50 am. Late arrival, (after 8:55), may cause embarrassment to the student and inconvenience to the class.
- 39.2 Students arriving late or leaving before the end of the school day must be signed in or out at the Front Office in the book provided.
- 39.3 Parents who may need, on occasion, to deliver children before 8:30 am are required to make arrangements with the Principal. As no yard duty supervision is provided prior to 8:30 am, children will be required to sit quietly outside their respective classrooms.
- 39.4 It is expected that all students will be collected from school by 3:30 pm

40 TERM DATES 2010

Term 1	Term 2	Term 3	Term 4
Wed 27 January – Thurs 1 April	Wed 21 April – Fri 2 July	Mon 19 July - Fri 24 September	Mon 11 October - Fri 10 December

Please note at the start of Term 2 there is a 2 day CEN state conference.
This year there is not a mid year 3 week holiday break.

41 TRANSPORT OF STUDENTS

- 41.1 On occasions when a child cannot be collected by a parent, alternative arrangements must be made by the parent who should notify the office.
- 41.2 If students will be travelling to and from school by bicycle, please provide written advice. As required by law and in the interests of safety, students who ride bicycles to school must wear an approved safety helmet and bicycles must be fully roadworthy (brakes, reflectors, bell, etc.). The school cannot accept any responsibility for loss or damage to bicycles that are brought to school. It is recommended that a reliable lock be employed to secure the bicycle to a permanent fitting. Students should consult with the Principal as to the best location to store their bicycle during the day. The student is to walk the bike while on school property.
- 41.3 Bus students must wait for teacher's instructions after school in regard to boarding the bus. Please refer to "Bus Behaviour Policy" for details of behavioural expectations on the bus.

42 UNIFORMS

- 42.1 The wearing of school uniform is **COMPULSORY**. If a child is out of uniform an explanatory note is required, including an expected date by which the problem will be rectified.
- 42.2 Please label each item with child's name.
- 42.3 If a child is out of uniform and does not have an explanatory note, a uniform infringement note will be sent home. The teacher may also impose a suitable consequence for non-compliance with uniform policy.
- 42.4 The school has second-hand uniforms for sale. If your child out-grows his/her uniform, and it is still in good condition, please feel free to donate the clothing to the school.
- 42.5 "No hat, shade play" policy applies all year round.
- 42.6 The sharing of hats is **NOT** allowed. We also encourage parents to ensure that their children have applied sunscreen before coming to school.
- 42.7 Any additional items to the uniform listed, must be bottle green, eg. parkas, gloves, etc. Hair ties/bands may be yellow (not fluorescent), bottle green, navy blue, uniform check or plaid material, or white. Hair Clips may be brown, black, silver, navy, and bottle green and must be plain.
- 42.8 Children are not permitted to wear jewellery except for a simple watch. Girls only may wear plain studs or sleepers – only one in each ear.
- 42.9 No make up or coloured nail polish is allowed. Hair colouring and bleaching is not permitted.
- 42.10 Hair should be neat, tidy and not hiding the eyes. In the case of girls with long hair, it should be tied back off the face. Boys' hair length is to be limited to collar depth and no shorter than a No 2 cut.
- 42.11 Shoes need to be cleaned and polished on a regular basis. For children wearing prescribed orthotics – black leather sneakers are allowable if kept clean and polished, and an explanatory note is sent to the teacher.
- 42.12 Summer and Winter uniform is as specified in the section "Uniform Details". During Spring and Autumn students may choose to wear either full summer or full winter uniform.

43 UNIFORM DETAILS

Items marked * can be ordered through the school

PLEASE CLEARLY LABEL EACH ITEM WITH THE CHILD'S NAME.

43.1 SUMMER MONTHS

(December, January, February)

GIRLS

Green/white check frock (knee-length minimum)*

Bottle green V-neck pullover or cardigan with logo*

Short white above ankle socks

Black school shoes (black sneakers excluded) or plain brown or black sandals, flat soled.

BOYS

Green and white fine striped shirt (R-2 boys may wear a banded shirt)*

Bottle green V-neck pullover with logo*

Grey school shorts*

Short grey above ankle socks

Black school shoes (black sneakers excluded) or plain brown or black sandals, flat soled.

43.2 WINTER MONTHS

(June, July, August)

GIRLS

Stiff collared white school shirt*

School tie*

Bottle green V-neck pullover or cardigan with logo*

Bottle green plaid skirt (yrs 3-7)*

Bottle green plaid pinafore (R-3)*

Bottle green plaid tailored slacks*

Navy tights and/or above ankle Navy blue socks

Black school shoes, including T-bar buckle or lace ups (black sneakers excluded)

BOYS

Green and white fine striped shirt (R-2 boys may wear a banded shirt)*

Bottle green V-neck pullover with logo*

School tie*

Grey standard college trousers (not jeans)*

Short grey above ankle socks

Black school shoes (black sneakers excluded)

43.3 SPORTS UNIFORM

GIRLS

Bottle green track suit with logo (as required in Winter)*

Gold polo shirt with logo (long-sleeved in Winter, optional)*

Bottle green skorts (skirt-like shorts)*

Bottle green extra-long leg shorts (optional in place of skorts)

White above ankle socks

Sandshoes or sneakers, preferably predominately white or neutral – not bright colours.

BOYS

Bottle green track suit with logo (as required in Winter)*

Gold polo shirt with logo (long-sleeved in Winter optional)*

Bottle green sports shorts*

White above ankle socks

Sandshoes or sneakers, preferably predominately white or neutral – not bright colours.

43.4 HATS

43.4.1 School hats. – bottle green cricketer's hat with logo*

43.5 ART SMOCKS

43.5.1 Students are to wear a smock or large old shirt for protection of school uniform for ALL art lessons. Please supply one well labelled, which will be returned home from time to time for cleaning.

43.6 SECOND HAND UNIFORMS

43.6.1 The school has second-hand uniforms for sale. If your child outgrows his/her uniform, and it is still in good condition, please feel free to donate the clothing to the school.

44 VANDALISM

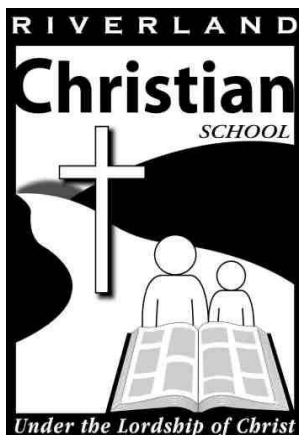
44.1 Any student found guilty of vandalism may face possible suspension and parents will be expected to pay any costs involved in repairing or replacing damaged equipment.

This handbook is published in good faith, in that it represents some of the procedures and policies of RIVERLAND CHRISTIAN SCHOOL. Last revised on 14/01/2010.

Changes may occasionally be necessary, and will be published in the School Newsletter.

Acknowledgements: * Input from other Christian Schools has been much appreciated. Infectious disease information courtesy of Health SA

Riverland Christian School



Matters of Concern

A Leaflet for Parents

Our School welcomes suggestions and comments from parents and takes seriously any complaints and concerns that may be raised. This leaflet will show you how to use our complaints system.

A complaint will be treated as an expression of genuine dissatisfaction that needs a response.

We wish to ensure that:

- parents wishing to make a complaint know how to do so.
- we respond to complaints within a reasonable time and in a courteous and efficient way.
- parents realise that we listen and take complaints seriously.
- we take appropriate action with the full knowledge of the parent concerned.

"How should I complain?"

When you contact the School, ask to make an appointment with the appropriate staff member and be as clear as possible about what is troubling you. Please start with the person most closely concerned with the issue, as they may be able to sort things out quickly and with the minimum of fuss. However, you may prefer to take the matter to the Principal.

"I don't want to complain as such, but there is something bothering me."

The School is here for you and your child and we need to hear your views, concerns and your ideas. Contact a member of staff as described above.

While our chaplain is not a person in authority to receive complaints, they may be able to support and assist you to work through the grievance process

"I am not sure whether to complain or not."

If as parents you have concerns, you are entitled to raise them and we would encourage you to do so. If in doubt, you should contact the School, as we are here to help.

"What will happen next?"

If you raise something by telephone, or face-to-face during an appointment, it may be possible to resolve the matter immediately and to your satisfaction.

If you have made a complaint or suggestion in writing, we will contact you within five working days, to respond to your concerns and explain how we propose to proceed.

In some circumstances, the person you contact will need to discuss the matter further with other staff. If a detailed exploration of the issue is needed you may be invited to come in to discuss the concern with staff members involved. When the exploration of your complaint has concluded, the appropriate staff member will communicate the outcome to you.

"What happens about confidentiality?"

Your complaint or concern will be treated in a confidential manner and with respect. Knowledge of it will be limited to the Principal and those directly involved. The Chairman of the School Board may also be informed. It is the School's policy that complaints made by parents should not adversely effect their children.

We cannot entirely rule out the need to make third parties outside the School aware of the complaint and possibly identify those involved. This would only be likely to happen where, for example, a child's safety was at risk or it became necessary to refer a matter to the police. You would be fully informed and involved in such action.

While information relating to specific complaints will be kept confidentially on file, we would point out that anonymous complaints may not be pursued.

Action, which is needed to be taken under staff disciplinary procedures as a result of complaints, would be handled confidentially within the School by the Principal.

"What if I am not satisfied with the outcome?"

We hope that you will feel satisfied with the outcome, or at least that your concerns have been fully and fairly considered.

If you are not satisfied, the Principal will offer to refer the matter to the Chairman of the School Board. Alternatively, you may wish to write directly to the Chairman. The Chairman will call for a full report from the Principal and will examine matters thoroughly before responding. This may result in a positive solution, but if it does not, the Chairman will invite you to a meeting. You may wish to be supported by a friend, but legal representation would not be appropriate at this stage.

The School recognises and acknowledges your entitlement to express concern and to complain and we hope to work with you in the best interests of the young people in our care.

*Riverland Christian School
Matters of Concern - A Leaflet for Pupils*

Any Problems, Complaints or Suggestions?

If so, the School would like to hear.

How do I make a complaint?

- By talking about it - or by writing it down if you find that easier.
- You can do it by yourself, or through your parents.

To whom?

- To the person you are unhappy with. First try talking with them on your own. This is Jesus way.
- If that doesn't solve the problem, take someone with you – a friend, the chaplain, a parent or another staff member.
- Still having problems? Talk to the principal.

Does it matter what the issue is?

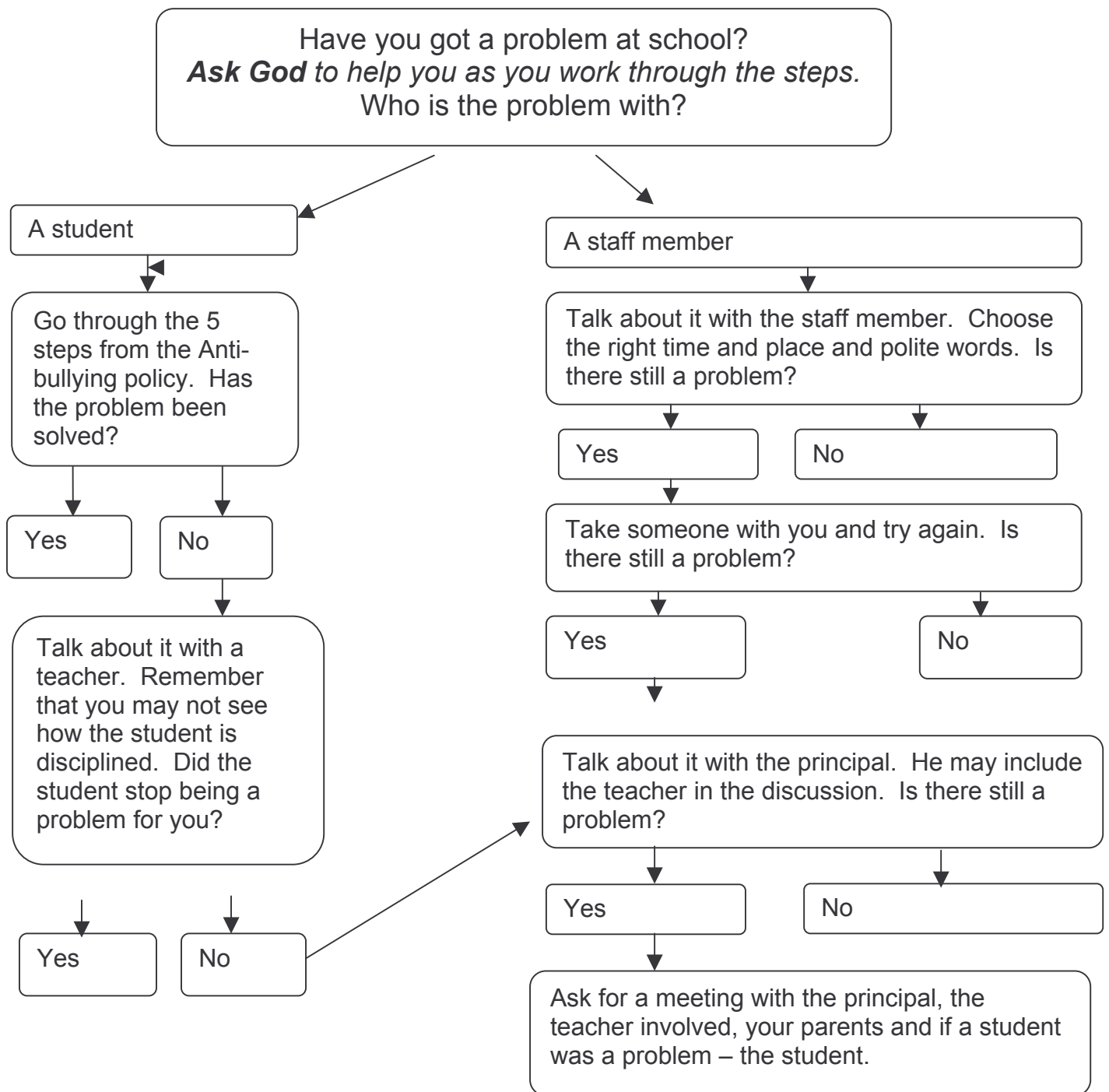
- No, it can be a **big problem** or a **small one**. By discussing it, you may come up with positive ideas.

Do others have to know?

- If you don't want anyone else to know, tell the staff - they will understand.

(Sometimes staff will need to discuss the matter with another adult who can help)

Even if you find the issue hurtful or embarrassing, don't worry - it will only be discussed by staff who can help you.



Remember – this is about solving your problems and getting along, not about getting even.

Key Principles

The key principles for the handling of complaints at Riverland Christian School are:

- The school is open to the concerns of parents and pupils
- Complaints are received in a positive manner
- Parents and pupils can expect to be taken seriously
- Information about complaints is clear and readily available
- Concerns are dealt with speedily and those who have raised them are kept informed about progress
- It is not acceptable for pupils to receive adverse treatment because they or their parents have raised a complaint
- Clear confidential files and a log are kept
- Confidentiality is respected and maintained as far as possible
- Resolution of the matter is sought
- Staff training covers the handling of complaints
- Following the biblical principles of Matthew 18, complaints should be addressed to the person directly involved. If resolution is not achieved the complainant should take a friend with them. If resolution is still not achieved the complainant should address the complaint to the person's immediate superior and so on until resolution is achieved.
- The chaplain can assist people through the grievance procedure.
- The ultimate aim of this procedure is not just justice and the righting of wrongs, but the restoring of relationships so that there is unity within the school community

Psalm 133:1, 3b How good and pleasant it is when brothers live together in unity. For there the LORD bestows his blessing, even life forevermore.

Colossians 3:12-14 Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. 13Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you. 14And over all these virtues put on love, which binds them all together in perfect unity.

Taken from Annex C of *Riverland Christian School – Complaints and Grievance Procedure*

Map showing Car Park

New Building

TANK TANK PUMP
PUMP

Crossing

Disabled

Pick up / Drop Off

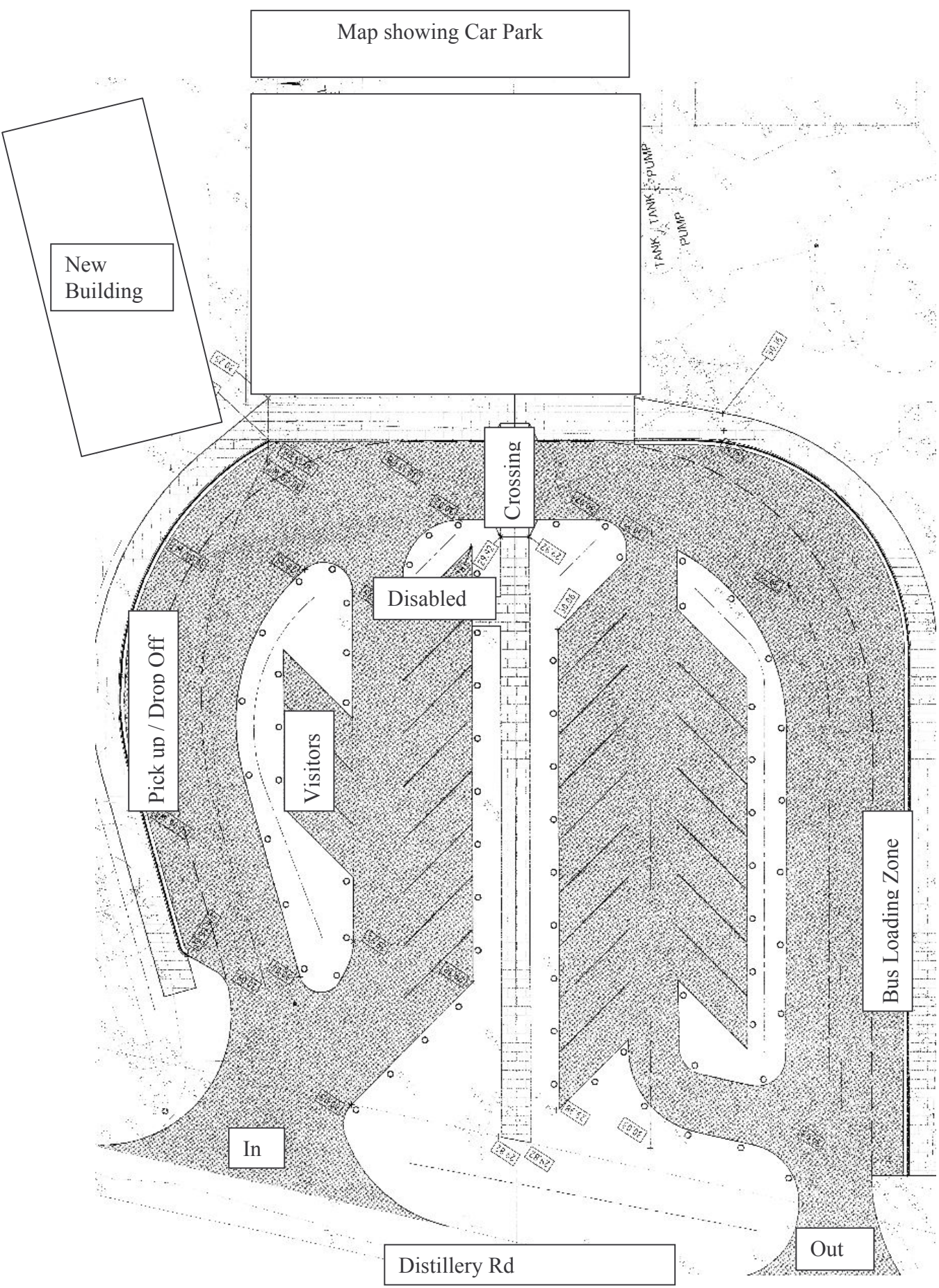
Visitors

Bus Loading Zone

In

Distillery Rd

Out



Medication plan

for schools, preschools and childcare services

CONFIDENTIAL

To be completed by the PRESCRIBING DOCTOR and the PARENT/GUARDIAN/ADULT STUDENT for a child or student who requires supervision of medication at school, preschool or while in sessional care.

This information is confidential and will be available only to supervising staff and emergency medical personnel.

To the doctor

Please:

- Complete all sections of this form.
- Schedule medication outside care/school hours wherever possible.
- Be specific: **As needed** is **not** sufficient direction for staff members—they need to know exactly when medication is required.
- Nominate the simplest method. **For example: Oral or 'puffer' medication is much easier to arrange than a nebuliser.**

Please note that education and childcare workers:

- accept only medication which has been ordered by a doctor and is provided in the original, fully labelled pharmacy container
- do not monitor the effects of medication as they have no training to do this
- are instructed to seek emergency medical assistance if concerned about a child's/student's behaviour following medication.

Name of child/student Date of birth

Family name (please print) First name (please print)

Medic Alert number (if relevant) Review date

MEDICATION INSTRUCTIONS <i>(Please print clearly)</i>	TIME <i>(Please indicate times relevant to schooling/child care)</i>
Medication name and form <i>(eg liquid, capsule, ointment)</i>	<input type="checkbox"/> Early morning <input type="checkbox"/> Mid-morning <input type="checkbox"/> Middle of the day <input type="checkbox"/> Mid-afternoon <input type="checkbox"/> Evening <input type="checkbox"/> Other (please specify)
Dose	
Route <i>(eg oral or inhaled)</i>	
Any other instruction	

Please note:

- Young children *(eg junior primary age)* are generally supervised when they take their oral/puffer medication
- Wherever possible, safe self-management is encouraged.

Please advise if this child's/student's condition creates any difficulties with self-management; for example, difficulty remembering to take medication at a specified time or difficulties coordinating equipment (eg puffer and spacer).

.....
.....

AUTHORISATION AND RELEASE	
Medical practitioner	Professional role
Address	
..... Telephone	
Signature	Date
I have read, understood and agreed with this plan and any attachments indicated above.	
I approve the release of this information to education/childcare staff and emergency medical personnel.	
Parent/guardian or adult student	Signature
Family name (please print) First name (please print)	Date