STUDENT HANDBOOK 2014

ACADEMIC ASSIGNMENTS POLICY
This applies to secondary school students and is in downloads on the website.

AFTER SCHOOL CARE (Primary Age Students)
On-site After School Care (Phone 0434 618 581)
Emmaus After School Care (EASC) offers supervised care and fun from 3:15pm to 6pm every day of the school week at competitive rates. The program is led by a qualified Director who is assisted by a junior staff comprising of several of our caring Year 9/10 students. EASC is a registered child care.
Permanent or Casual Bookings are available. For current Fees and booking forms: please contact the front office or see the After School Care Section of the website. [www.emmaus.act.edu.au/emmaus-after-school-care.html]

ASSEMBLY
All Assemblies start at 2.20pm and be held in the Gym. Assemblies are held on designated Friday afternoons. Primary Assemblies are attended only by Primary classes, and Whole School Assemblies are attended by both Primary and Secondary classes. Classes are rostered to host Assemblies, which are a great opportunity for students to present creative items to an audience - parents are warmly invited, and indeed encouraged, to attend.
For latest roster see [www.emmaus.act.edu.au/assembly-roster.html]

Merit Certificates are awarded at Assemblies as a positive incentive for good work and behaviour. Teachers will endeavour to give prior notice to parents whose child/ren will receive Merit Certificates at an Assembly.

At the end of year at the Celebration and Awards Assembly, outstanding achievements from throughout the year are recognised for Years 3 to 9 and we celebrate the graduation of Year 6 students on to High School. Year 10 Achievement Awards are presented at the Year 10 Farewell Assembly.

ATTENDANCE
The school is required by law to keep rolls carefully marked. For the protection of the children we ask parents to contact the School Office before 9:00am if a child will not be attending. If emailing, please send to absences@emmaus.act.edu.au.

Hence, we know if a child is missing, or has missed their bus connection etc. All students (K-10) arriving late should report to the School Office and sign the Late Book. Secondary students are also required to be issued with a Late Slip after signing the Late Book.

Attendance is expected for all special days, for example, Sports Days, Carnivals, Camps and Excursions.

SMS: An SMS phone message will be sent to the mobile of parents of students who are absent without explanation. You cannot reply to the SMS message, you must please either call or email the School to confirm receipt of the SMS message.

Absence Notes: Parents are reminded that the ACT Law requires students to attend school every day of the school year unless they have a current exemption. The Department of Education requires an explanatory note to be sent to the school before, on, or soon after the day a child is absent. The note must state the reason for absence and should be signed by a parent or guardian and not the pupil. A note or an email from the parent will generally suffice as an acceptable form of absence note. If emailing, please always send the email to both the class/core teacher as well as the School Office - emmaus@emmaus.act.edu.au.

BICYCLES
The wearing of helmets is compulsory for all cyclists. Children may ride their bikes to school and should chain/lock their bike to one of the bike racks provided in the courtyards. The courtyard fencing does not in itself provide sufficient security against theft - even more so for any bikes/scooters left at school overnight. The bicycle racks are out of bounds during the day. From 8.30am - 3.30pm, pupils are not allowed to ride bikes anywhere in the Courtyard, through the carpark or on the school oval. Students in our uniform represent our school and, as such, we expect our students to ride responsibly to and from school and obey all rules applicable to cyclists.
BOOKS
All exercise books and textbooks must be covered. Classroom teachers will indicate personal requirements for each class. Textbooks are supplied by the school, Primary students will be supplied with all their exercise books. (Secondary students will receive their first exercise book for each subject and then must supply their own after this is used, exercise books can be purchased from the front office) Students are expected to cover their books within one week of receiving them and to keep their books neat and free of graffiti. Any text book which is damaged or lost will be charged against the family account.

BRING YOUR OWN DEVICE (BYOD)
This user agreement policy applies for Secondary School families who choose to provide their own laptop/ mobile devices (screen size 17.5cm min) for use in the classroom. The Policy can be viewed in Downloads on our website.

BULLYING
Bullying is not accepted at our school and steps will be taken to eliminate it if it is shown to be occurring. What counts as bullying in our school? Examples of bullying include:
• Excluding/ignoring a fellow student, whether by an individual or a group without teacher approval (note that ignoring the comments or behaviour of a fellow student may be condoned by the teacher).
• Using/misusing a student's belongings without consent.
• Verbal harassment, intimidation, taunting, threatening or teasing.
• Physical intimidation or premeditated attack (and these may lead to Police attendance).

At Emmaus, we work hard to:
Prevent bullying: mainly in the area of building positive relationships with and between students.
We are also pro-active in monitoring potential bullies and their behaviour.
Identify bullying: by encouraging students to come forward, open discussion about playground relations, and, where necessary, surveying students and parents for information.
Deal with bullying: we have a history of and reputation for issues being followed through.

Refer to Cyber Bullying Policies on school website http://www.emmaus.act.edu.au/downloads.html under “IT acceptable use policy”

BUSES
Bus Departures: It is the responsibility of the children to be at the designated meeting area for their bus on time. Parents will be called to collect any children who miss their bus departure time.

Our school is serviced by ACTION, Transborder, and Qcity Buslines. Details of timetables and routes are available by telephoning the respective bus companies or checking their websites.

Some services drop-off and pick-up directly at Emmaus whilst for other services children are escorted by a teacher to the Cowper St traffic lights in order to catch the appropriate bus. Children catching a morning service that drops off at Daramalan need to walk to Emmaus, which they may be able to arrange to do in the company of other Emmaus students. Buses also run from the bus stop at Dickson, opposite the pool.

Parents are advised NOT to change bus arrangements unless in an emergency. It is the child’s responsibility to make sure they are in the right place at the right time to be escorted to their bus.

Emmaus students are expected to be on their best behaviour at all times when travelling on school buses. Parents should discuss this matter with their child/ren. Students wearing our school uniform represent our school. Any issues on buses are followed up as a matter of course by drivers and both Emmaus staff and the staff of other schools involved.

CANTEEN AND SPECIAL LUNCHES
Lunch orders and Weekly specials are available on Fridays at second break on a prepaid order basis, with orders being due in by 9.00am Thursday mornings. Specials and Canteen Menu Lists are available from on the website the School Office. The Lunch Order Box is in the hallway outside the School Office window.

Fundraising Lunches may be held from time to time. Generally, order forms are sent home to all students, and need to be returned to the box outside the School Office by the due date. (All fundraising needs to be approved by the Fundraising Committee) -
CHAPLAIN (see also School Counsellor/Pastoral Care)

Through the government-sponsored School Chaplaincy Program, Emmanuel has a part-time Chaplain who is available to support adolescent students and their parents, and is involved in various community-building roles. The Chaplain is involved in the Parents Who Pray group, and may also share a devotional within each classroom throughout the year.

CHRISTIAN EDUCATION

Emmanuel is a Christian School. All teachers are practising Christians. Bible Studies, worship and prayer are important components of our program and we assume we are complementing and supporting the worldview of parents at home. Our Curriculum documents say:

We believe preschool, primary and secondary education are supports to parents in their role of raising children. The view the NCCEA takes, which is based on the Bible verse in Deuteronomy 6:7, is that it is the privilege and responsibility of parents to raise their children. Parents may choose to pay a school to assist with the education of their children, in particular with the development of academic skills. The school is therefore in a two-way partnership with parents in the education of their children and endeavours to support, complement and enhance the efforts of parents and their relationship with their child/ren.

We believe that honest rational thinking, a consistent epistemology and worldview, equitable and reliable values, right human relations, successfully enduring human society, and environmental balance, are only possible with the assumption of an intelligent Creator. We therefore teach an excellent education within a Christian worldview.

Emmanuel Christian School Statement of Faith

- The Lord God is one – Father, Son & Holy Spirit. He fulfils His purposes in creation, revelation, redemption, judgment, and the coming of His Kingdom. He calls people to be united with Himself and with each other in love.
- God made all people in His own image, which gives us dignity and worth. But since the fall of man, we are born disconnected from God and in our sin we have fallen short of His glory and our estate, and are under His wrath and penalty.
- God the Father has shown His love for us by giving Jesus Christ, His Son, for us. Born of the virgin, Mary, having lived a sinless life, Jesus died as a substitutionary sacrifice for our sin. He rose victorious over every evil including sin, sickness and death. He was taken up to be with God, His Father, and will return one day in glory and judgment.
- The Holy Spirit leads people to God – to repent and turn to God, and makes the life and work of Christ real in the hearts of those who trust in Him. He illuminates the minds of Christians to understand Scripture, gives spiritual gifts freely, and produces evidence of His presence in their lives – love, joy, peace, patience, kindness, goodness, gentleness and self-control – to be used in the service of God and others.
- The Bible was written by people, inspired by God and has ever since been protected by God. It is hence trustworthy as our authority for faith and life.
- The local and global networks of people who follow Christ in Christian groups and denominations comprise the Church, and the Church is His body on earth.
- Christ commissioned His followers to spread the news of God’s plan to everyone, teaching them how to find and follow Him.
- Christ commands us to love God with all our heart, mind and strength, and to love others through service, reconciliation, and the provision of liberty to all who are oppressed and broken-hearted, until Jesus comes again.

COMPUTERS

Our school has a commitment to give all students the opportunity to use computers as part of their learning experience. Whilst most classrooms are equipped with a few computers for in-class use, each class schedules time in our ICT lab which is equipped with school intranet and internet-connected machines.

Secondary School also have a class set of Apple Laptops on a mobile Lab. We have a large and growing range of CD-rom reference material and networked programs.

Students have the opportunity to attend an After School Computer Club in the ICT lab (see After-School Activities). They may use their time to play educational games, research on the internet (white-listed sites), and/or complete homework. Refer to website for policies on Bring Your Own Device and Acceptable Use IT www.emmanuel.act.edu.au/downloads

DAMAGE BY STUDENTS

In the event that a student is responsible (or partly responsible) for causing damage to, or loss of, school property (or the property of a student/staff member), the student may be asked to contribute towards the cost of repair/replacement. The amount will be determined by the Principal and will be dependent on the circumstances surrounding the incident which lead to the loss/damage.
DATES – Term Dates 2014
Term dates can be also found on the website.
TERM 1: Monday 3 February - Friday 11 April 2014
TERM 2: Monday 28 April - Friday 27 June 2014 (Note: 3 week break)
TERM 3: Monday 21 July to Friday 26 September 2014
TERM 4: Monday 13 October to Wednesday 17 December 2014

DISCIPLINE POLICY (see also School Rules)
Once class rules are understood, careless, reckless or wilful misbehaviour may, after a warning, result in:
(a) the pupil being isolated from their class, firstly in a special part of the room and then;
(b) the pupil being moved into another teacher’s room for part or all of the day.
• A pupil may be required to meet behavioural expectations over a period of time via a contract before being allowed back to class as a fully participating member.
• Should keeping a contract prove impossible for the student, parents may be asked to collect the child.
• Suspension and expulsion are options for students who wilfully continue to break school rules.

Parents will be informed in writing should any of these measures be necessary. They may also be asked to come and collect their child if the child continues to wilfully refuse to obey reasonable requests from the teacher.
Students may forfeit their place in the school if, after all disciplinary measures have been tried, their choice of behaviour is consistently unacceptable.

DROP OFF / PICK UP ZONE (see also Parking)
It is important that the Drop Off/Pick Up Zone in the School’s main car park be used specifically and only for that purpose – Drop Off or Pick Up. Please do not park in the Drop Off / Pick Up Zone or remain there for any amount of time other than to drop children off or quickly pick them up in the afternoon. In particular, at no time should you park in the Drop Off/Pick Up Zone and sit waiting in your car or leave your car. A parking notice will be issued to parents who do not follow this request in order to remind you of the rules regarding the use of the Drop Off/Pick Up Zone. Thank you for your help in ensuring the correct use of the zone.

EDMODO
Students should see their teachers for details.

ELECTRONIC EQUIPMENT (mobile phones, iPods, etc.)
Students bring these items to school at their own risk. These items must be kept in their bags during the day and are not to be used at school (unless specific teacher permission is given). As much as possible, it is preferred that parents organise for your child to check their mobile at the end of the day for messages regarding after school arrangements, rather than leaving messages to be delivered to students by the School Office staff.
Students found using these devises during school time will have them confiscated. 1st time: returned that day 3.10pm, Second time: on Friday 3.10pm, Third time: end of term.

Students should not call or text their parents if not feeling well but should go to the front office with teacher permission.

Phone cameras (or any cameras) are not to be used at school without permission. Students are not to post any videos or photos from school on the internet without the express permission of the Principal.

Refer to website for policies on Bring Your Own Device and Acceptable Use IT

HOMEWORK
Homework is an important part of the school curriculum. The staff see several benefits in homework.
• it develops a consistent study habit in a child’s free time
• it provides a focus and contact point between parents and their child/ren so that parents are aware of the work their child/ren is/are doing and their strengths and weaknesses.
If a child has been unable to complete his/her homework or takes an unreasonable amount of time (ie consistently longer
Homework should not be a distressing event and times should be limited to those listed below. Ultimately, you the parent decide what is appropriate for your child.

Homework will be given on Mondays to Thursdays with the expectation of students spending only the following amount of time per afternoon:

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<tr>
<th>Year</th>
<th>Time</th>
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<tr>
<td>Kindy</td>
<td>10–15 mins</td>
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<td>Year 1</td>
<td>10–20 mins</td>
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<td>Year 2</td>
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<td>Year 3</td>
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<td>Year 9</td>
<td>45–80 mins</td>
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<td>Year 10</td>
<td>60–90 mins</td>
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Please note that our Primary students do not suffer any consequence at school for incomplete homework. In Secondary, students are required to complete at school, during recess or lunch break, any homework task not completed at home. Where problems arise, please contact the teacher.

HOUSES (Activities and Sports House Name Origins)

There are three Houses at Emmaus Christian School and children in the same family will be placed in the same House. Primary and Secondary students take part in House activities each Sports Day in addition to competing for their House at School Carnivals.

These Houses represent the three streets bordering the school grounds and the names and colours of these houses are:

- **Bancroft** (red) Named after Joseph Bancroft (1836–1894), a leading Queensland scientist and doctor, who published 38 scientific papers.
- **Davenport** (gold) Named after Sir Samuel Davenport (1818–1906), a pioneer of land settlement and ardent promoter of agriculture and new industries in South Australia; legislator and philanthropist.
- **Wilshire** (light blue) Named after James R Wilshire (1771–1840) a pioneer and colonist. Arrived in NSW in 1792; Acting Commissary General 1804; elected as member of first Municipal Council of City of Sydney in 1842, later becoming the Mayor.

INTERVIEWS (Parent /Teacher)

Primary Parent-Teacher Interviews are conducted at the beginning of Term 1 to gather information. Preschool and Secondary Parent-Teacher Interviews are held at the end of Term 1 to discuss how students are progressing.

Preschool, Primary and Secondary Parent-Teacher Interviews are held in Term 3 to discuss the Mid-Year Report. Attendance at these interviews is strongly encouraged. Teachers are also available throughout the school year via an appointment. Emmaus is introducing an online booking system for Parent Teacher interviews through our Website.

LATE ARRIVALS (Appointments and Early Departures)

Students arriving at school late (ie after 9:00am for Primary, 8:50am for Secondary) are to report to the School Office and register as a late arrival (by signing the Late Book) and give the reason for their lateness before proceeding to class. Younger children will need to be accompanied to the School Office by a parent. Students who are late to school regularly may be required to do some catch-up work at recess or during class free-time. Secondary students are required to obtain a Late Pass from the School Office before proceeding to class.

If students need to leave school during the day for an appointment, or go home early (or sick), the parent/guardian needs to collect the student from the School Office and sign the student out. Secondary students with a note from their parent may sign themselves out.

An SMS message will be sent to parents if a students is marked absent and no absent notification has been received. You cannot reply to the SMS message, you must please either call or email the School to confirm receipt of the SMS message. If emailing, please send to emmaus@emmaus.act.edu.au.

LIBRARY

Library borrowing times are during the scheduled class and each Wednesday and Friday during the second lunch break. Students have their own library cards and are able to borrow three books at a time for a loan period of one week, books can be returned at any time through the chute. Infants students should have a library bag to help keep the books in good condition.

Books not returned will be charged to family accounts together with at $10 administrative fee. All fees need to be paid promptly and cannot be refunded.
LIGHT SABER LICENCE

Primary students wishing to bring light sabers to school need to have a Light Saber Licence, available from the School Office. A parent and the child sign the card to say that you have discussed and understood the rules associated with the use of light sabers. Students who lose their card and ask to have it replaced may be asked to pay a $2 fee.

LOST PROPERTY

The Primary Lost Property Box is located outside the School Office and the Secondary box is outside the Secondary Coordinator’s office. LABEL ALL ITEMS. Emmaus has a “Label It or Lose It” policy which means that named items are returned to owners, and unlabelled items are automatically disposed of. Parents should regularly check that children have only the correctly labelled items and have not mistakenly picked up another student’s item. Customised labels are available via an ongoing fundraiser at “You Name It Labels”, with Emmaus Preschool receiving a percentage of the sales. Order on line: www.younametlabels.com.au and quote the school’s code – ecpa0403.

LUNCHES

Emmaus Christian School is a ‘Nut Aware School’. This means that we encourage parents, children and staff to avoid bringing foods that contain nuts to school in order to help minimise the risk to children with documented allergies to nut products.

Every pupil should bring his/her own healthy lunch. Home-made drinks should be brought in a plastic container (no glass or cans). Lunch boxes and drink containers must be clearly named. Any cutlery needed is to be sent from home.

The following foods are not permitted at school: Chewing gum, soft drinks, energy drinks, fast foods, packet noodles. Children are to consume sweet food and chips only in moderation.

Teachers will monitor children's eating habits and discuss with parents as necessary. In the lower-Primary School, lunch is eaten under supervision for the first ten minutes of the lunch period.

Note: (1) Children who forget their lunch may be given a bread and butter sandwich with a simple spread.
(2) Secondary students have access to microwaves and sandwich toaster. Responsible use of these items is expected.
(3) Primary children do not have access to a microwave.

Shops: Weather permitting, Years 9/10 go to the shops once a week (Wednesdays) and Years 7/8 go twice a term, accompanied by a teacher. Students must wear correct school uniform and not be on lunch detention in order to merit this privilege. Students are not permitted to buy soft drinks or energy drinks (such as Red Bull, Mother, etc) on ‘Shops’ day - any such item will be confiscated.

MEDICAL

If a child is unwell, he/she is not to be sent to school. If a child becomes ill whilst at school, parents will be contacted to collect the child. For this purpose, parents should always ensure their contact details are kept up to date with the School Office.

Parents of children with asthma, diabetes, anaphylaxis, etc, are required to submit an Action Plan to the School Office, in case an emergency arises with your child. It is the parents’ responsibility to keep the plan and medication up-to-date.

Refer to the school Website for list of disease and exclusion time www.emmaus.act.edu.au/downloads.html

NEWSLETTER

News items are placed every Friday on our School’s website, www.emmaus.act.edu.au in the NEWSLETTER section. Wider community info eg sports clubs, church news… can be found in the Community News tab.
PARENT INVOLVEMENT PROGRAM (PIP)

Parents are expected to contribute, in practical ways, towards the successful running of the school. For example Working Bees are held every Term and are advertised on the website also see http://www.emmaus.act.edu.au/pip—parent-involvement-programme.html

It is expected that each family contributes 25 hours per annum, 12 hours each parent for separated single parent families, and as negotiated with home school families (generally 12 hours). Preschool families (without siblings in Primary or Secondary) are to contribute 10 hours per year.

Please Note: During school hours, all parents are required to sign in and collect a ‘visitor’ badge from the School Office before assisting in the school.

PRAYER

Prayer is a vital factor in our school’s life. A group of parents meet one morning a week (currently Tuesdays in the Preschool Music room) after morning line-up to pray together for the school in general. If you have, or know of someone who has, a prayer need, please feel free to contact the School Office and we can write details (detailed or vague) into the Prayer Book so that you will receive prayer.

Emmaus is also part of the Parliamentary Prayer Network, through which schools support politicians through prayer, encourage our families to keep our Government leaders in your prayers at home also.

REPORTS, TESTS AND ASSESSMENTS

Teacher-designed tests are administered regularly and frequently in order to obtain information about:

- the strengths and weaknesses of each child
- the effectiveness of the teaching methods used
- various aspects of the curriculum that require teaching.

The information gained from tests and other forms of teacher-based assessment helps teachers to plan and teach more effectively.

Grade tests are conducted twice a year and written reports are sent home at the end of Term 2 and Term 4. Periodically, standardised testing may also be used. Government supervised Year 3, 5, 7 and 9 (now known as NAPLAN - National Assessment Program - Literacy and Numeracy) testing occurs each year. (All students in those years take part unless parents contact the school requesting exclusion of their child.)

Parents are given the opportunity to register your child/ren to take part in national University of NSW Mathematics, English, Science, Computing, Spelling and Writing Competitions (Years 3–10). Involvement in these Competitions is completely voluntary, with registrations and payment generally being called for from early in Term 1.

When reporting, teachers treat each child as an individual and try to give an honest picture of strengths and weaknesses in academic areas, conduct, attitude, and social development. In like manner it is expected that parents will contact the teachers if they know of anything that may affect their child’s progress and learning.

REQUESTS FOR WORK WHILE STUDENT IS AWAY

Work can be provided if a pupil is absent for a week or more and is well enough to complete some school work whilst away (or on an extended family trip etc – a fee may apply and plenty of time should be given for teachers to organise the work). This can be arranged by ringing the School Office and contacting the class teacher. For periods of less than one week, a pupil who is not well enough to attend school should spend the time resting and recovering.

SCHOOL BANKING

School Banking Day is each Wednesday. Students deposit money through the Commonwealth School Banking program which is run by a parent volunteer. Books need to be in the Banking Box (outside the School Office window) before 9am each Wednesday and will be returned to the students by Friday of the same week.

SCHOOL COUNSELLOR

Parents who wish for their child/ren to be counselled are first required to speak with the child’s class teacher about the matter. If it is felt that the issue is of a nature that can be dealt with at school, the student will be referred to the School’s Pastoral Care person, Mrs Michelle Gillis. For more substantial issues, the school can recommend several counselling services including Relationships Australia (6122 7100).
SCHOOL RULES

If students have an attitude of respect for themselves, others, and things, they will automatically be behaving appropriately.

The following list is not exhaustive. Rules are designed to encourage behaviour that demonstrates responsibility and respect for the rights of others.

Some specific examples:

- **Students must remain in school grounds** during school hours unless given teacher permission.
- Chewing gum, soft drinks or energy drinks such as Mother, Red Bull, etc are not to be brought to school, and children are to consume sweet food in moderation.
- **Smoking, drinking alcohol, using non-prescribed drugs, hugging/kissing/courting** is not permitted.
- **All language is to be positive, courteous and encouraging** to all members of the school community. Disrespect, swearing and put-downs are not acceptable.
- **Food/drink are not allowed on the school oval or in the Gymnasium.**
- Students may not **ride bikes in the courtyard, on the oval or through the car park.** The bicycle racks are out of bounds during school time.
- **School uniform is to be worn to and from School**, on excursions, and on other formal and public occasions. Good appearance depends not only on uniform but also on clean shoes and hair. Students are not permitted to be seen smoking, drinking alcohol, hugging/kissing in school uniform in or out of school hours, on or off school property. (A more detailed Uniform Policy is found further on in this Handbook).
- **Hairstyles are to be essentially modest;** Primary students with long hair should always have it pulled back, with hair ties, pins, clips etc. being in Emmanus blue, green, white, or same as hair colour. Secondary girls are not required to keep their hair tied back EXCEPT FOR practical Science, Woodwork, Art and Cooking lessons, or as directed by their teachers. Coloured hair is acceptable if it falls within the bounds of ‘normal’ hair colours. Principal’s discretion applies.
- **Jewellery and Make-up:** Barely noticeable make-up (Principal’s discretion). Only plain studs or sleepers are allowed in pierced ears. A single metal necklace, single ring, single bracelet and single stud/sleeper per ear are permitted. Necklaces must remain hidden under clothing. Necklaces, rings and sleepers may need to be removed for sport, woodwork, jewellery etc.
- **All students are to behave in a responsible manner while travelling to and from School** particularly when travelling on public transport and whilst on school excursions.
- Mobile phones, iPods are not to be seen or heard at school,
- Cameras are not to be used at school – this includes the use of mobile phone cameras (mobile phones should remain hidden all day at school). Students found using these items will have the item confiscated. Students are not to post any videos or photos from School on the internet without the express permission of the Principal.

**SCHOOL SONG LYRICS** (to the tune of ‘Dare to Dream’ by Celine Dion)

**The Spirit of the King**

Our minds can take us far,
the rest is in our hearts
and God can use our own imaginations.

All people, old and young,
have a road to travel on,
a journey led by hope and inspiration.

There’s nothing ordinary in the living of each day,
there’s a special part for all of us to play.

Feel the flame forever burn,
teaching lessons we must learn
to bring us closer to the Spirit of the King.

As we search for Truth and Care,
climb every mountain that we dare,
it is the Spirit of the King that leads us on.

**SCHOOL TIMES**

**Before School:** The school gates remain locked until 8.30am each morning when teacher supervision starts for the day. Any children who arrive on the school grounds before 8.30am will not be supervised, and remain the responsibility of their parents.
After School: School finishes at 3:00pm for Primary School and 3.10pm for Secondary School. Unless taking part in on-site After School Activities, children should be collected promptly. (Siblings of children attending After School Activities are not permitted to remain at school unsupervised.) No supervision is provided for students after 3.30pm and Primary aged students still on school grounds at that time will be escorted to Emmaus After School Care and the family will be charged the casual rate of care for that afternoon.

Primary School Times
- 8.30am Gates are unlocked
- Start: 8.55 am
- Recess: 10.40 - 11.10 am
- Lunch: 12.50 - 1.30 pm
- Finish: 3 pm

The Primary School bell rings at 8.55am at which time students should go to the lineup area in the Primary courtyard for morning announcements.

Secondary School Times
- 8.30am Gates are unlocked
- Start: 8.45 am
- Recess: 10.40 - 11.10 am
- Lunch: 12.50 - 1.30 pm
- Finish: 3.10 pm

Secondary students should report straight to their home room by 8.45am, at which time Class Rolls are marked.

SECONDARY BALL
At the end of each School year, Secondary students and their families, along with School staff, join together for an evening of celebration of the past year. The graduating Year 10 students are the guests of honour, and their Year 10 Certificates and the Dux Award are presented. Dancing is a key focus of the evening’s entertainment, with lessons being held during Secondary Sport for several weeks prior to the Ball in order to encourage every student to have confidence on the dance floor. Students are encouraged to dress in the nicest outfit they have, and we do not expect families to go to any great expense for the Ball.

It is a requirement that every Secondary student attends the Ball, with the cost for each Secondary student being covered by School fees. No refunds can be given if a student does not attend the Ball, and we invite and strongly encourage parents to buy tickets to attend for an enjoyable evening also.

SPORT
Sport is a vital part of our school curriculum. We support a positive attitude to sporting participation from Kindy to Year 10 and provide a broad range of sporting activities. Personal skill development and team participation are encouraged, emphasising sportsmanship and support for each child at their individual achievement levels.

On the specified days, pupils are to wear sports shoes so that they are able to participate in the activities. The school selects a Representative Squad to participate in Zone and State Carnivals where applicable.

Towards the end of Term 4, Primary parents will be invited to enrol their child in an optional Swimming School which is held during school time (an extra fee is required).

Emmaus also encourages involvement by students in sports outside of school hours. Any parents wishing to form and coach a team in a particular sport is welcome to talk to the Principal about how to go about seeking interest from potential team members.

In addition to our outdoor multi-purpose court, we have been blessed with a new indoor sports centre, officially opened in April 2011.

STUDENT REPRESENTATIVE COUNCIL (SRC)
Usually each term, two students from each class are appointed as Representatives of the Primary or Secondary SRC. Regular meetings are held where issues of interest to students are raised. All students in Years 7 to Year 10 are welcome to raise any issues (concerns, new ideas, prayer points,) with their appointed Student Representatives. The SRC has a history of causing positive changes within the school.
**SUNSAFE**

Emmaus has a policy of doing everything possible to protect our children from exposure to harmful levels of ultraviolet radiation during the hotter months. Thus, we require all students to wear appropriate hats outdoors. Students without hats are required to stay within the shaded areas of the Primary or Secondary courtyards. If a student does not have a hat when required for an excursion, he/she will either be required to miss out on the excursion, or **have a hat supplied by the School Office (teacher’s discretion) with the cost of the hat needing to be paid by the family within one week.**

Students learn about sunsafe issues in class. Parents may supply sunscreen for students to apply themselves. Note that students are encouraged **not** to wear hats during terms 2 and 3. While UV levels are low at these times, medical authorities recommend exposure to the Vitamin D in sunlight.

**TEACHER CONTACT**

Please contact the School Office if you wish to make an appointment with a teacher. If parents wish to discuss anything urgently they may converse with a teacher very briefly before or after school. Parents may also visit the classroom at any time (with notification) and observe what is going on. **Parents are not to contact teachers after hours without prior permission to do so, unless in an emergency.**

**TELEPHONE USE**

Pupils are not permitted to make free telephone calls from the School Office except in emergency situations. Similarly, parents are requested not to phone the School Office to speak to pupils, or to leave messages, unless it is an emergency. After school arrangements should be made before school. Where possible, parents are encouraged to send messages to your child’s mobile phone and instruct your child to check his/her phone at the end of the school day. Alternatively, advise your child to check with the School Office for a message at the end of the day. Students requesting use of the telephone must have the approval of their teacher and pay 50c for any calls.

**TRADING CARDS**

Children in K – 6 are able to borrow equipment from the Sports Room during recess and lunch using a Trading Card. These are obtained by supplying the School Office with a photo (similar to passport size). Please note that a child’s first trading card is supplied free of charge. If the card is lost, a replacement card will cost $5.00. Note that Secondary students only access the Secondary sports equipment and need to use their Student ID Card for trading.

**UNIFORMS**


**Bags:** Primary students may purchase Emmaus Christian School bags from the Uniform Store. Emmaus school bags are preferred, but not compulsory. Secondary students should ensure that logos and markings on their school bags are modest and appropriate - these will be vetted by the Staff and Principal. All bags should be sturdy and in good condition.

**Uniform Store:** Both Primary and Secondary uniforms are available at the following times:

- Monday and Wednesday 8:30am - 10:00am
- Friday 2:30pm - 4:00pm
- (Note: The first week of each term, Second hand Uniforms are also for sale)

**VISITORS**

Please Note: During school hours, all parents and visitors are required to sign in and collect a ‘visitor’ badge from the School Office before assisting/working in the school.