



**Emmaus
Christian
School**

Parent Handbook 2020

Including Student Code of Conduct (attachment)

Primary, Middle and Senior Schools (Kindergarten - Year 10)

Updated December 2019

Parent Handbook (K-10)

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About Emmaus

Vision/Purpose

Emmaus exists to partner with parents, in providing a Christ-centred, Biblically-grounded and academically-rigorous education, which enables students to grow in wisdom and character, to the glory of God.

Values

1. Caring for Others

At Emmaus, we value, care for and respect each other because we are all made in the image of God. We partner with parents to care for and develop the whole person- body, soul and spirit. We foster a sense of belonging, celebrate one another's achievements and choose to be grateful for our school and each other. We are a community that learns in a fun, creative, encouraging and generous environment.

2. Striving for Mastery

At Emmaus, we encourage students to strive for excellence in all aspects of life: in study, work, and in relationships with God and with people. We believe God equips every person with gifts and abilities. We seek to instil in our students a strong desire to apply their utmost to what they do, an attribute that will long outlive their school years. Students are encouraged to master and apply academic and life skills in order to make the most of their opportunities in later life. Our goal is to equip students with the necessary skills and understanding to make wise and Godly choices, and to live resilient, fulfilled, and productive lives.

3. Equipping for Service

At Emmaus, our motivation for service is the love that Christ has shown us: his life of servant leadership is the example we seek to follow. Staff at Emmaus model integrity, accountability and the value of excellence in our work. We strive to equip students with both the desire and the skills to make a difference in the lives of others. We aim to grow students who are rich in Godly wisdom and noble character and find their security in the love of Christ.



Statement of Faith

One Creator God

The Lord God is one - Father, Son & Holy Spirit. He fulfils His purposes in creation, revelation, redemption, judgment, and the coming of His Kingdom, calling people to be united with Himself and with each other in love.

Because God is the creator of all, 'sacred' and 'secular' domains of learning cannot be separated. Since humanity's purpose is to glorify God, all learning should be directed to that end, seeking to enthrone God as the creator and rightful king in the way we teach, learn, speak and act.

Humanity and the Fall

God made humanity, both men and women, in His own image, giving all people immeasurable dignity and worth. Our rebellion against God sees us disconnected from Him, falling short of His glory and deserving of judgement. Our sin taints all areas of life and learning, damaging individuals and communities. It ensures the futility of all human endeavour and learning that is divorced from the knowledge of God.

Jesus

Yet God the Father has shown his love for us by giving Jesus Christ, His Son, for us. Fully human and fully God, born of the virgin, Mary, having lived a sinless life, Jesus willingly died in our place as a sacrifice for our sin. He rose victorious over every evil and against all sin, sickness and death. He was taken up to be with God, His Father, and will return one day in glory and power.

As the exclusive and all-powerful saviour, we believe that Jesus is the key to life's purpose and meaning, and is the unsurpassed model for human flourishing.

The Holy Spirit

The Holy Spirit is God's presence in the world, who leads people 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 is present in every Christian's life, illuminating their minds to understand Scripture, giving spiritual gifts freely, and producing evidence of His presence - love, joy, peace, patience, kindness, goodness, gentleness and self-control - to be used in the service of God and others

The Bible

The Bible was written by people, inspired by God and has ever since been protected by God. It is our highest authority in all matters of faith and practice and illumines all learning and every dimension of human life.



The Church

The local and global networks of people who follow Christ in Christian groups and denominations comprise the Church: a new humanity, the family of God and Christ's body on earth. Through the Church we are shepherded towards ongoing transformation into Christ's likeness.

Christ commissioned His followers to spread the news of God's plan to everyone, teaching them how to find and follow Him. He 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.

The Family

Along with the Church, families are a precious gift to the world, as the primary community in which parents are to teach their children how to love, serve, worship and grow in character.

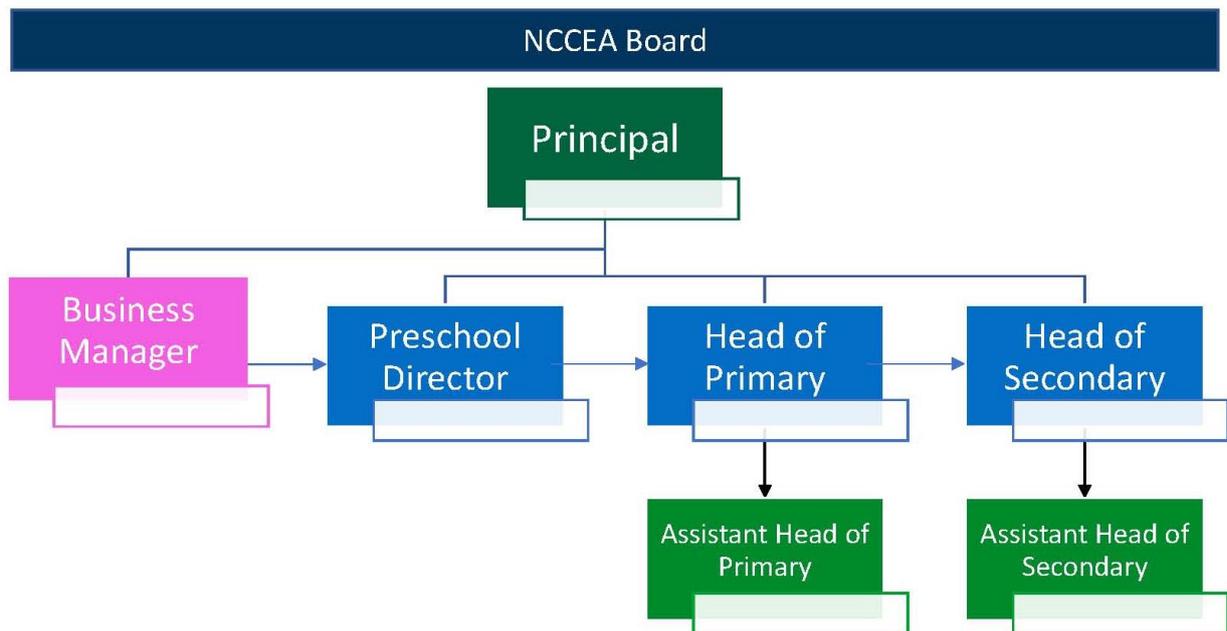
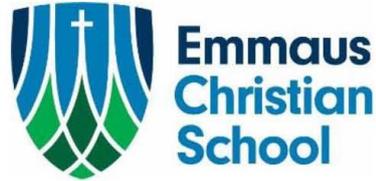
Families are formed and sustained through the gift of marriage, an institution that is to be honoured, whether or not we are called into it ourselves. The Bible's teaching, as upheld throughout the history of the Christian Church, is that marriage is the relationship between one man and one woman, entered into for life to the exclusion of all others, and is the proper context within which God's good gift of sexuality is to be enjoyed.

A Christian

A Christian is someone who responds to God's grace by being 'born again' into a new life of trust and obedience to Jesus Christ as their Lord and Saviour. This journey is not entered into alone, but in community with other believers through shared worship, fellowship, and service in the Church.



School Structure



Grade Breakdown

Preschool

P3 and P4 classes (Three and four year old children)

Primary School

Junior School (Kindy to Year 2)

Primary School (Year 3 to Year 5)

Secondary School

Middle School (Year 6 to Year 8)

Senior School (Year 9 to Year 10)



After School Activities

During the school term, various optional After School Activities may be on offer (e.g. Homework Club, Chess club, Kids Who Code, etc), depending on the availability of tutors. Activities vary from term to term and are held within the school buildings but are run independently by the tutor for each Activity.

Students attending activities MUST be picked up promptly at the end of each lesson. Tutors are at liberty to charge a fee for children being picked up late.

There is the option of having a student join the Emmaus After School Care when their After School Activity finishes if there are places available and the child is registered.

We have a few tutors who use our classrooms for after school music tuition (mainly guitar, trumpet, keyboard, drums). Availability varies according to demand. Please enquire with the School Office.

After School Care

After School Care at Emmaus, is provided onsite for Emmaus students in Preschool to 12 years of age. The program runs from 3:15pm to 6.00pm Monday to Friday.

Bookings are available on a Permanent or Casual basis, with a different fee for each.

Please see the [EASVC](#) section on our website or the Skoolbag App for further information.

After School Supervision

School finish times = 3:00pm for Primary School (K-5) and 3.10pm for Secondary (6-10).

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.)

Primary children wait in the undercover pickup area. They are not permitted in the car park unless accompanied by a parent or guardian. A drop off and pick up zone is available in the carpark. Parents will be issued with a family name placard to place on the dash when collecting students at the end of the day. This allows us to identify cars quickly and have your children out of the gate to you as smoothly as possible.

Please do not park in the drop off zone.

The school DOES NOT provide supervision after 3:30pm. Gates will be locked at this time.

All students are expected to leave the school grounds by 3.30pm, unless taking part in an Afterschool program.

Use of Playground / Oval Afterschool

After school, children are only allowed on the oval or playground equipment if accompanied by a parent/guardian or part of the Emmaus After School Care.



Bus Departures:

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

Anaphylaxis

See POLICY: WHS 3-6 APPENDIX: Student Medication Form

Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening.

Parents of students with Anaphylaxis are responsible for making sure the school is aware of your child's situation. It is expected that students with anaphylaxis be taught at home ways to assess risks, and to develop risk minimisation and management strategies. See MEDICAL CONDITIONS & ACTION PLANS, the school requires a current Anaphylaxis Action Plan, an Epi-pen or Ana-Pen and any other medication that is required.

Emmanuel Christian School is an "Allergy Aware School", which means that foods that could cause an allergic reaction are not banned from the school, but that we strongly encourage parents and children to be aware of foods that contain allergens for others. Classes discuss food allergies at the beginning of the year, so that students are aware of classmates who need to avoid certain foods. Primary students must eat in supervised, designated areas, and wash their hands after eating high-risk foods. Students are not to share their food at any time.

Foods that may cause an allergic reaction for some students include:

- Milk, cheese and yoghurt products;
- Products containing egg or traces of egg;
- Products containing nuts or traces of nuts (including chocolate, store-bought biscuits, spreads and muesli bars);
- Soy products;
- Wheat and some fruits.

Assemblies

K-10 Assemblies

Are held twice per term. Once mid-term and a short end-of-term assembly.

The mid-term and formal assemblies will be advertised in the Newsletter and families are most welcome to attend.

K-10 Assemblies are held in the Gymnasium and usually start at 2:00pm unless otherwise advised.

Primary School Assemblies

These are attended only by Junior and Primary 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, to attend. Primary Assemblies are held in the Gymnasium and start at 2.15pm unless otherwise advised.



Primary Morning Line Up

Primary students usually celebrate student birthdays on Monday mornings. Awards and Merit Certificates are awarded on Friday mornings during line up. Parents are always welcome at morning line up. If your child is receiving an award, you will be notified so that you have the opportunity to attend if possible.

Secondary School Assemblies

Short Secondary school assemblies are held weekly and attended by Middle and Secondary students only.

Attendance

See POLICY: SW 1-1 Attendance Policy for full details

It is very important that students are on time for school.

If your child is going to be late (appointments, etc.) or is absent from school, please notify the School Office by phoning (02) 6247 7151 or emailing absences@emmaus.act.edu.au

SMS phone message

A 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. If emailing, please send to teacher and absences@emmaus.act.edu.au.

Late Arrivals

All students (K-10) arriving after normal School start time (8.55am Primary & 8.45am Middle & Secondary) should report to the School Office and sign in on the tablets.

Primary Students are to be signed in by a parent.

Late Slip

All students are also required to be issued with a Late Slip after signing in, which is presented to the teacher upon arrival at class.

Early Departures

In situations where a student needs to leave early:

- Primary students must be signed out at the office by a parent/carer
- Middle school & Secondary students must have a note/email from their parent, have shown this to their teacher, before signing out at the office.

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. Hence, we know if a child is missing, or has



missed their bus connection etc. Attendance is expected for all special days, for example, Sports Days, Carnivals, Camps and Excursions.

Absence Notes

The note or email must state the date and reason for absence and should be signed by a parent or guardian and not the pupil.

If emailing, please send the email to both the class/core teacher as well as the School Office absences@emmaus.act.edu.au

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. *Note that 90% student attendance is required for Years 9 and 10 toward the Year 10 Certificate (medical issues exempted).

Before School

Emmaus does not provide a Before School Care program. A teacher will be on duty in the playground from 8:30am each morning, and the school gates will be opened at this time. Parents who drop their child/ren off earlier than this time remain responsible for their child/ren. Please ensure your child is escorted to the courtyard or playground from your car.

Behaviour Expectations

**Refer to POLICIES: SW 1-5 Student Behaviour Expectations Policy
SW 1-6 Code of Conduct – Student**

Our core values underpin our expectations of the ways in which students will interact with each other while at school. In the light of our Christian worldview, our expectations of student behaviour focus on teaching students to display the love of Christ toward each other.

Emmaus Christian School, while expecting students to behave in an exemplary manner, recognises that students are individuals who come to school with a variety of backgrounds, experiences, and personal circumstances, and that we are all in need of grace.

All students are to agree to and sign the ‘Code of Conduct – Students’ form.

Birthdays

In Primary school if you wish to celebrate your child’s birthday at school, cupcakes or treats in patty papers are easier for us to handle. Children with specific dietary requirements need to have a stock of acceptable treats at school to allow them to participate in the celebration.



If you are having a party and would like to invite some or all of the children, please encourage your child to hand out invitations at the end of the day to avoid hurting the feelings of those not invited.

Book a Meeting with Teachers

Meetings with classroom teachers are usually available by appointment before and after school (and sometimes during the day). Please feel free to email a teacher to book an appointment time to discuss any concerns.

Building Fund

The Emmaus Building Fund is central to the management of our school facilities and assists Emmaus to operate within a safe and pleasant environment. These funds are crucial to improving and upgrading our current facilities as well as factoring in expansion options for our growing school.

We have two aspects to this building fund. The first compulsory component is a Capital Levy which is invoiced with each family's annual school fees. This component is not tax deductible.

The second is an optional, tax deductible donation additional to the required levy. Tax receipts are issued and mailed out at the end of the financial year.

Bullying

(Refer to SW 1-7 Anti-Bullying Policy for full details)

Bullying is not accepted at our school and steps will be taken to eliminate it if it is shown to be occurring.

At Emmaus, we work hard to prevent bullying by building positive relationships with and between students. We are also pro-active in monitoring potential bullies and their behaviour. We identify bullying by encouraging students who feel bullied to report it to us, open discussion about playground relations, and, where necessary, surveying students and parents for information.

Buses / Light Rail

The Dickson area is serviced by several buses and the light rail. Operators include Transport Canberra, Transborder, and Qcity Buslines. Details of timetables and routes are available by telephoning the respective bus companies or checking their websites.

Emmaus students are expected to be on their best behaviour at all times when travelling on 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, Emmaus staff and the staff of other schools involved.



BYOD - Bring Your Own Device

Emmaus Christian School is expanding its BYOD program in 2020. Students in Years 3-10 are expected to bring a device to assist with their learning. After much consideration a decision has been made for Emmaus to move toward using Laptops as the recommended device. Laptop devices are more suitable for the education context as they encourage students to:

- touch type and produce written assignments more efficiently;
- manage, store and send documentation efficiently;
- reduce app notifications and distractions for students who are easily distracted by technology and need to focus on set tasks.

There are a variety of laptop devices available including Chromebooks, Apple MacBooks and Windows-based laptops which would be suitable. The choice is yours as to which type of device you choose but it should meet our four basic requirements (below) and fit in with what your child is comfortable to use.

Minimum Laptop Requirements:

- A big enough screen for viewing and creating content, a minimum of 10" (25cm) but not too big as the device can then get bulky and unwieldy.
- Long battery life, the device should last the length of a school day, provided it is fully charged at the start of the day, around 6 hours.
- A keyboard and touchpad/mouse are requested. (Tablets are not recommended as they have proven to be fragile and slower to enter data on.)
- Wi-Fi connectivity and access to an internet browser.

We also understand that this is a period of transition and you are welcome to continue to use existing devices in 2020 but would request that by 2021 you have transitioned to providing a laptop device.

If you have questions or would like to discuss specific device options, please contact Mrs Rachel McClure or Mr. Luke Willsmore via email; lukew@emmaus.act.edu.au or rachelm@emmaus.act.edu.au.

Calendar

Please refer to our school website and Skoolbag for Parents calendar.



Code of Conduct – Parents, Visitors & Volunteers

See POLICIES:

GEN 3-5 Code of Conduct – Parents, Visitors & Volunteers

GEN 3-6 Visitors and Volunteers Policy

As part of our desire to promote a healthy, supportive school community where we treat one another with respect and kindness, we require parents, visitors and volunteer to follow these policies. Policies are available on our website.

Code of Conduct – Students

See POLICY: SW1-6 Code of Conduct - Student

Our School rules are part of the Code of Conduct- Students, All students and their parents/carers are to sign this agreement which is available on our website.

Committees

There are several committees associated with Emmaus which perform vital services to the whole school community. Membership is voluntary; and all participation can be logged as PIP (Parent Involvement Program) hours. The services performed by committees and their members are vital in helping to keep costs, and hence fees, as low as possible. We welcome application (to the Principal) from parents in the following Committees:

- Finance Committee (advisory to the Board through the Principal)
- Parents and Friends Committee (community building and fundraising)
- WHS (advisory to the Principal)

Communication

Newsletter / Facebook/ Skoolbag / Student Learning Platform

The main form of communication with parents is via the weekly emailed Newsletter, Skoolbag App, our Emmaus Facebook page and the school website www.emmaus.act.edu.au . The latest news is emailed on Friday's during term, with larger Newsletters and Parent Memorandums as appropriate. These are also available on the school website under News.



Teacher Communication

Parents wishing to discuss any school matter may contact their child's teacher by email or make an appointment with the teacher. Alternatively, parents may quickly catch the teacher before school starts or after school finishes for a brief chat, or to organise an appointment outside of class time.

Class teachers may also communicate with parents directly via email, and in term letters (Primary school).

Classroom/ Homeroom teachers are the first port of call, then Heads of School, then the Principal. Please expect to be directed back if you have not talked to the teacher about any issues.

Concerns, Disputes and Grievances

Refer to GEN 2-0 Dispute Resolution Policy for full details

We welcome constructive comments. Please contact the school immediately IF an issue becomes apparent. When classroom issues arise, written correspondence is useful as it provides a permanent record of the issues involved.

The simple steps to follow are:

1. Discuss the matter with your child's teacher;
2. If no resolution, discuss the matter with the Preschool, Primary or Secondary Heads;
3. If no resolution, discuss the matter with the Principal;
4. If no resolution, bring the matter in writing to the attention of the Chair of the Board.

(Note that the order of these steps is essential, and the Board may not deal with matters when it is apparent that these steps have not been followed)

Rarely do matters go beyond Step 2. All concerns can be handled in a positive way, and, if done so, will help strengthen our school community.

Contact Details

It is important to keep your contact details up to date.

At the beginning of each year a print out of your child's '**Student Information & Medical Summary**' will be made available for parents/carers to check (correct as necessary) and sign.

Counsellor

See section on Student Wellbeing Coordinator.



Electronic Equipment – see BYOD

See POLICIES:

SW1-5 Student Behaviour Expectations Policy

SW1-6 Code of Conduct - Student

All students and their parents sign our Student Code of Conduct. Part of this agreement covers access to Emmaus computer network and expectation of BYOD scheme.

Mobile Phones

Students must leave mobile phones turned off and out of sight all day or they will be confiscated.

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

Excursions, Camps & Outdoor Education

See POLICY: WHS 3-2 Off-Campus Education (Camps and Excursions) for full details

Excursions of an educational nature are arranged throughout the year. Students who do not return their permission note for an excursion **WILL NOT BE PERMITTED TO ATTEND** the excursion - no phone calls will be made to parents for verbal permission.

Children are to wear full school uniform on excursions unless otherwise instructed by a note from the teacher.

Camps are an extension of the pastoral care component of school life where students are engaged in challenging but rewarding experiences outside normal classroom lessons, helping build relationship and personal growth. At Emmaus, camps are seen an integral part of the school curriculum and are therefore not voluntary for students. No student will be exempt from camp unless approved by the Principal. Parents will be invoiced a camp levy or levies at the start of each school year.

Camp fees in the case of students given an exemption, will still be payable.



Fees

See POLICY: FIN 1-0 Fee Policy for full details

The North Canberra Christian Education Association (NCCEA) Board set school fees each year.

Annual Fee Letter

An Annual Fee Letter is sent in Term 4, and an annual School Fee Invoice (itemised) is posted to all families in January. Fees are to be paid by the end of Week 1 of each term, unless a Payment Authority Form (to pay by regular instalments) is submitted to the Bursar.

Payment Options

Direct debit is the school's preferred option for fee payment. The school does offers two payment options to suit the financial circumstances of each family.

These are:

1. Payment Authority by direct debit is our preferred method. Structured to pay off the year's fees (and any opening outstanding balance) by the end of the school year (note: a new Payment Authority Form needs to be submitted at the start of each school year).
2. Payment for each term by the end of Week 1 of each term;

EFTPOS/Credit Card/Cash payments can be made at the School Office. If paying cash, the exact amount must be given, as the School Office does not hold change.

Notice Student Withdrawal (leaving)

As per the Fee Policy.

- One full term's notice (10 weeks) in writing TO THE PRINCIPAL is required for withdrawing any student.
- A Late Notice Fee (LNF) of a full term's fees (10 school weeks' equivalent of tuition fees) will be charged where insufficient notice has been given.

Fete (Twilight Fete)

Emmaus will hold a School Fete, called by the Principal and organised by the P&F committee.

Please note all parents are required to complete 2 hours of their PIP in support of this major event.

As far as possible, in odd years, (e.g. 2019,2021) a Fete will be held, in even years a Musical will be staged (e.g. 2020,2022).



Homeroom Teachers

In Middle and Secondary Schools, every student has their own Homeroom Teacher. Homeroom teachers are a parent's main point of contact and are involved in the day to day pastoral care of students.

Homework

Emmaus Christian School sets homework from Kindergarten to Year 10, but the intent and quantity varies across the sections of the school. Across the school, we understand that families have a range of commitments outside of school hours and that any homework set needs to be purposeful.

In Primary School, the aim of homework is to revise and practice skills learned at school. In the Upper Primary grades, we are also beginning to develop work habits to support secondary studies. **All homework in primary school is at the discretion of parents and there are no school consequences for not completing it.**

In Junior Primary School (Years K-2), homework should take 15 minutes or less per night, four days a week. The goal is to reinforce basic literacy and numeracy skills. The most important part of homework in these years is taking time to read with your child. Research into the effects of primary school homework may be ambiguous, but the research into reading is not. Children who read with their parents become better readers than those who do not.

In Upper Primary (Years 3-5), homework should take no more than 25 minutes per night, four days a week. From Year 3, any homework set will appear on Google Classroom pages and/or be emailed home to parents. This is to make it easier for parents to keep track of due dates and assignments. Homework should connect to what is being learned at school, instructions should be clear and the work should be able to be completed independently.

Houses (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 students take part in House activities each Sports Day in addition to competing for their House at School Carnivals.

These Houses are named after 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.

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 Interviews

Parent-Teacher Interviews (PTI) are held twice a year during each Semester to discuss how students are progressing.

You will be notified by email of Parent-Teacher Interview arrangements and how to book your slot using our online booking system. Attendance at these interviews is strongly encouraged. Teachers are also available throughout the school year via an appointment.

Launch Day / Launch Pack

At the start of each school year we aim to have a Launch day where families come to the school and pick up a pack for the start of the new year. This is an opportunity for various administration items / forms/ student information to be attended to.

Library

The Emmaus school library is run on a part time basis. Primary classes visit the library on set days each week and the library opens at lunchtime on set days (see sign on the library door for current days). There is an external book return chute, so books can be returned at any time.

- Kindy and Year 1 students must have a waterproof library bag (even a plastic bag will do) to be allowed to borrow.
- Students may borrow 3 books at a time (in addition to any text books and music books).
- The loan period is for 2 weeks,
- The library borrowing system sends automatic overdue notices via email,
- There is no eating in the library
- Parent volunteers are welcome to help by re-shelving and covering books.

Lost or Damaged Books

Should a library book be lost or damaged then it must be replaced, by either;

- Purchasing the same item yourself and bringing it to the librarian, or
- The replacement cost plus a \$10 administration fee will be added to you school account.

Lost Property

Please ensure all your child's belongings are clearly labelled. We no longer operate a lost property box. Emmaus has a strict label it or lose it policy. Labelled items will be returned to the owners but any items not clearly labelled will be donated to the P&F second-hand store or to charity.



Lunch / Recess Breaks

- There are two breaks during the school day. Junior primary students may also have a fruit break in the morning.
- Every pupil should bring his/her own healthy lunch and snacks.
- The students are required to eat their food in the respective courtyards.
- No food is to be taken on to the oval or the multi-purpose court. This is to assist students with anaphylaxis. See Anaphylaxis for further information.
- Kindy to Year 9 school students do not have access to a microwave. (Food will not be heated for students)
- Year 10 students have a microwave and a kettle available for their use in their homeroom.

Medication

See **POLICIES**

WHS 3-6 APPENDIX: Authorisation to Administer Medication Form

WHS 3-6 Student Medication

In the situation where a child needs medication over a short-term period (ie tablets, medicine) we require the following (note: see below for ongoing medical conditions – they require a separate Medical Plan – to be updated annually):

- An 'Authorisation to Administer Medication' Form to be filled out by the parents.
- The medication (in original packaging) should be given to the School Office upon arrival at school. (It remains the parent's responsibility to take any medication home as needed.)
- No child is permitted to have prescription medication in his/her possession (Asthma 'puffers' excluded for Middle & Secondary Students).

Pain relief (paracetamol tablets) may be given to Primary, Middle & Secondary students whose parents have indicated permission to do so on their Student Information & Medical Summary Form. As a precaution, School Office staff will endeavour to contact the parents on a case-by-case basis before giving any such medication. Parents will be asked to collect a child who is unwell.

Medical Conditions and Medical Action Plans

See **POLICY:** **WHS 3-6 Student Medication**

Parents of children with ongoing medical conditions eg asthma, diabetes, anaphylaxis, etc, are required to submit a Medical Action Plan to the School Office, in case an emergency arises.

It is the parents' responsibility to keep the plan and medication up-to-date (at least annually).



Musical Programs

Years 5 and 6 Concert Band Program is part of the curriculum. We currently cater for Flute, Clarinet, Saxophone, Trumpet, Trombone and Snare/Glockenspiel Percussion.

Instruments are loaned to students from the school and a loan agreement form is required each year.

Students can progress to become part of the Senior Band.

All School Musicals will be staged every second year (where possible).

Individual Music Tutoring can be arranged during school time (at parent's expense), please fill in an expression of interest form on Skoolbag.

New Parent Induction Course

Once a term, a New Parent Induction Course will be run on an advertised Saturday by the Principal. The course covers various things including Emmaus' foundational beliefs.

P&F (Parents & Friends Committee)

See POLICY: GEN 3-1 Parents & Friends Committee Terms of Reference

Our P&F committee looks after many fundraising and social activities around the school. P&F also run a second-hand uniform store. This is a great way of being involved in the school community. Contact any the school to find out more.

Parent Involvement Program

See Policy: GEN 3-4 Parent Involvement Program Policy for full current details

Parent involvement helps to build community, and it also allows us to keep fees at a minimum. Parents are expected to contribute, in practical ways, towards the successful running of the school.

Note: As part of your PIP, 2 Hours of PIP per year must now be done for the Twilight Fete to ensure enough helpers.

Please Note: **During school hours, all parents are required to sign in and collect a 'visitor' lanyard from the School Office before assisting in the school. You must have a current Working with Vulnerable People (WWVP) card to be a helper and carry it with you when at school.**

Parent assistants must only work in a class where they have a child of their own – unless by special arrangement.



Some Examples of ways to earn PIP:

- Help the P&F,
 - Library & Text Book Covering
 - General Administration work as requested
 - Becoming a Board Member
 - Working Bees
 - Reading with students
 - Helping at Sporting Events
 - Help at Events eg Fete, catering
- Washing Roster
 - Meeting Attendance eg Prayer Group
 - Joining a Committee,
 - Share a skill
 - Cleaning & other odd jobs
 - Accompanying class to Excursion,
 - Coach a sport team eg. Futsal, netball, etc.
 - Run a Fundraising Event

Parent Meetings

Parent meetings are organised by the Board and are held several times throughout the year. Community members may submit items for inclusion on the agenda (NOTE: items must be submitted 3 weeks in advance).

Parking

Subject to change during construction periods.

- **The Drop Off/Pick Up Zone is to be used only for that purpose – Drop Off or Pick Up.**
- Cars should travel ONE WAY ONLY in the School's main car park and should always give way to pedestrians.
- When dropping off or collecting children, cars should enter from Davenport Street ONLY, observing line markings, travelling slowly (10-15km/h) and taking extreme care when reversing.
- 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.
- Primary School children will not be permitted to enter the car park area without an adult and should always be escorted to and from the vehicle. Please make use of the concrete paths around the car park.
- Extra parking is available next to the Gymnasium on Bancroft Street; however all efforts should be made to avoid parking on Bancroft Street when functions are held in the gym.
- Extra parking may also be available in the Teachers' car park off Wilshire Street (behind the outdoor multi-purpose court).
- Please do not park in the Bus Stop on Bancroft Street near the Gym car park entrance.

Parents Prayer Group

Prayer is a vital factor in our school's life. A group of parents meet one morning a week after morning line-up to pray together for the school in general. Parents are encouraged to be involved either on a regular basis or just whenever you can. Check the current day with the Office. 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.



Photos of Students

As part of the enrolment process, parents elect either YES or NO to their child's photo being used in school related publications such as school newsletter, magazines, school social media, school related apps and websites.

If your child is not allowed in photographs, PLEASE make them aware of this so they don't request to be included in activities being photographed.

Note: ticking "no" will not exclude your child from the annual class photo and school year book. If you wish your child to be excluded from the class photo, please contact the school's Community Liaison Officer prior to photo day.

Policies

Emmaus public policies are available from the Emmaus website, www.emmaus.act.edu.au. Printed copies are also held in the Business Managers office. The following list is of currently available policies (subject to change);

Student Welfare Policies

- SW 1-1 Attendance Policy
- SW 1-5 Student Behaviour Expectations Policy (including suspensions & exclusions)
- SW 1-6 Code of Conduct – Student
- SW 1-7 Anti-Bullying Policy

Teaching & Learning Policies

- ECS TL 1-2 Curriculum Programming
- ECS TL 1-3 Literature Policy
- ECS TL 2-2 Grades Reporting
- ECS TL 5-0 Currently Under Review: Learning Support Policy
- ECS TL 5-1 Gifted and Talented Policy

General Policies

- GEN 1-4 Sun Safe Policy
- GEN 1-5 Privacy Policy
- GEN 2-0 Dispute Resolution Policy
- GEN 3-1 P&F Committee Terms of Reference Policy
- GEN 3-2 Parking at ECS
- GEN 3-4 Parent Involvement Program (PIP) Policy
- GEN 3-5 Code of Conduct for Parents Visitors and Volunteers
- GEN 3-6 Visitors & Volunteers Policy
- GEN 4-0 Uniform Policy

Work Health & Safety Policies

- WHS 1-1 Work Health and Safety
- WHS 3-1 Managing WHS Risks



- WHS 3-2 Off-Campus Education (Camps and Excursions)
- WHS 3-6 Student Medication
- APPENDIX WHS Policy 3-6 Authorisation to Administer Medication Form
- WHS 4-1 Reporting and Investigating Incidents
- WHS 4-2 First Aid
- WHS 6-1 Extreme Heat

Other Policies

- ENR 1-0 Enrolment Policy
- FIN 1-0 Fee Policy

School Association (NCCEA)

North Canberra Christian Education Association Inc.

The School Association is the parent body at Emmaus and meets once per term to discuss and resolve issues of importance to parents and to 'interface' with the School Board.

All parents are Associate (non-voting) members of the Association, via a nominal fee paid at the beginning of the year with First Term fees.

To become a Full Member (with voting rights), or a candidate for Board nomination, parents need to provide a written pastoral reference from their church to the Board for approval. You may like to discuss Association membership with a current member of the Board (see School Board).

School Board (NCCEA Board)

The school is overseen by a Board - refer to the School Board page on the website ('Our School' tab) to see our current members.

School Board representatives are elected from and by the Full Members of the School Association. The Board's AGM is held around May each year and the election of new Board representatives occurs at this meeting. If you are interested in becoming a Board representative, please contact any of the current representatives or the School Office for details.

School Bags and Backpacks

Emmaus branded school bags were introduced as a compulsory component to the Emmaus uniform requirements in the following date stages.

- **2018 Emmaus school bags became compulsory for all Kindergarten**
- **2019 Emmaus school bags became for all Kindergarten and Year 1**
- **2020 Emmaus school bags are now compulsory for all students.**

A sample can be viewed in the Front Office.



Sports Association Primary Schools

If your child excels at a particular sport, please check the Primary School Sports Association website for sport trials which may be of personal interest. <http://www.schoolsportact.asn.au>

Students participating in these trials may be selected to play for North Gungahlin and/or ACT Primary School teams. Please keep the school fully informed of your child's involvement. Students **MUST** have both the Primary Sports Coordinator and the Principal sign the downloaded permission slip to allow them to attend. Students are expected to make their own way to and from these extra-curricular events.

SkoolBag App

Please install Skoolbag to your smart phone, ipad or windows computer. The app allows permission notes to be submitted online.

5 Easy Steps to Staying Informed
SkoolBag

SkoolBag is the easiest way to stay up-to-date with school events, last minute notices, newsletters and all your school's communications.

- 1. Download SkoolBag**
Search SkoolBag in the Apple App or Google Play Store, download the FREE app:
SkoolBag: School Communication
- 2. Create an Account**
Follow the prompts to create your account in seconds.
- 3. Add your School**
Type your school's name and press enter. Tap the plus icon to add.
- 4. Allow Notifications**
Ensure you Allow SkoolBag to send you push notifications when prompted.
- 5. Subscribe to Groups**
Select Year Groups / Sports Teams to appear in your feed.

SkoolBag



School Exclusion Periods (Infectious conditions)

If your child has an infectious condition, you need to keep them at home to stop it from spreading. Here's a list of common childhood illnesses and their recommended exclusion periods. (source www.healthdirect.gov.au)

Condition	Common symptoms and how it's spread	Should I keep my child home from school?
Chickenpox	Chickenpox causes mild fever and a rash of red, itchy patches. These turn into fluid-filled blisters before they crust over to form scabs and eventually drop off. Chickenpox spreads through close person-to-person contact and droplets in the air (from sneezing and coughing, for example).	Yes, until all blisters have dried, which is usually around 5 days after the rash first appeared.
Colds	Common symptoms of a cold include coughing, low-grade fever, a sore throat, sneezing and a blocked or runny nose. Colds are spread through droplets in the air – from coughs or sneezes, for example – and on surfaces.	No, there is no need to exclude a child with the common cold if they seem well.
Conjunctivitis	Conjunctivitis, or 'pink eye', causes redness and swelling of the outer layer of the eye and inside the eyelid. It can also cause sore and watery eyes, with pus. Conjunctivitis spreads through contact with the discharge from an infected eye, nose or throat.	Yes, until the discharge (pus) from their eyes has stopped – unless otherwise advised by your doctor.
Diarrhoea	Diarrhoea is loose, watery stools occurring more than 3 times in 1 day. It can be caused by a virus, bacteria, parasite, food poisoning, allergy, or other conditions. Stomach cramps, nausea, a fever, headache and loss of appetite are common associated symptoms.	Yes, until they have not had a loose bowel motion for 24 hours
Gastroenteritis	Gastroenteritis, also known as 'gastro', can cause vomiting and diarrhoea, as well as nausea and stomach pains. It spreads easily from having contact with an infected person (or their vomit or stools). It can also spread via contaminated food or water.	No Yes, until they have not had a loose bowel motion for 24 hours.
Hand, foot and mouth disease	The main symptoms of hand, foot and mouth disease are fever and tiny blisters on the cheeks and gums, inside the mouth and on the hands and feet. Children pass it on easily by touching other kids, or toys that other children will play with.	Yes, until all blisters have dried.
Hand, foot and mouth disease	The main symptoms of hand, foot and mouth disease are fever and tiny blisters on the cheeks and gums, inside the mouth and on the hands and feet. Children pass it on easily by touching other kids, or toys that other children will play with.	Yes, until all blisters have dried.
Impetigo	Impetigo, also known as 'school sores', causes sores and blisters. The affected area can become irritable and itchy. It can spread to anyone who touches infected skin or items that infected skin has touched.	Yes, until they have started antibiotic treatment. Any sores on exposed skin should be covered with a watertight dressing.



School Times

Primary: 8:55am – 3:00pm

Middle & Secondary: 8:45am – 3:10pm

School gates remain locked until 8.30am each morning when teacher supervision starts.

Any children who arrive on the school grounds before 8.30am will not be supervised and remain the responsibility of their parents.

No supervision is provided for students after 3.30pm, Primary aged students still on school grounds at that time will be escorted to After School Care and the family will be charged the casual rate of care for that afternoon.

Middle and Secondary school students should leave the school grounds by 3.30pm unless they are taking part in an organised program such as homework club.

Also SEE AFTER SCHOOL SECTION

Software Third Party Permissions

Emmaus Christian School is committed to providing a technology rich environment for our students. This includes providing cloud-based education services through Google Apps for Education and Microsoft Office 365 to support teaching and learning. To take full advantage of the opportunities digital technologies offered students we need to share some limited personal information with third party providers.

The School also has a licensing agreement with Microsoft. All students can download the latest version of Office completely free on up to 5 personal computers or devices.

As all of these services require some personal information of students in order to provide the service, and that information will be stored in a location outside of Emmaus; we seek your consent to provide access to your child.

Please see the Skoolbag Software Third Party Consent e-Form which has links to the current third party providers so you can review their privacy policies.

The Software Third Party Consent is an annual form and needs to be updated at the start of each year.

Please contact Luke Willsmore on lukew@emmaus.act.edu.au if you have any concerns with respect to the provision of this information to the third party service providers listed in the consent form.

Please be aware that your child's exclusion from using the platforms may restrict their learning.

Summary of Software – see Skoolbag for details & links

- DOCTOPUS AND GOBRIC *- Used for: online assessment tool and add-on to provide students with timely results from assignments allocated in Google Classroom
- KAHOOT *- Used for: game-based learning platform for teachers and students
- GROK LEARNING *- Used for: IT learning platform for teachers and students
- SCRATCH *- Used for: online educational programming language
- GOOGLE APPS FOR EDUCATION* - Used for: online learning management platform where students submit work and communicate with the class/teacher



- READING EGGS * - Used for: online reading program that helps children learn to read.
- PHONICS HERO * - Used for: online reading program that helps children learn to read.
- IXL *Used for: Revision and extension of maths concepts covered in class
- It's PIPS (Performance Indicators in Primary Schools)
- SPORTS TRACKER – used for Sports event organisation
- MUSIC Composition Software

Stationery Supplies

In Primary School (Kindy to Year 5), Emmaus supplies student with their stationery needs as part of the school fees.

In Secondary School (Years 6-10), parents are to purchase the required stationery. A 'Stationery List' is issued each year outlining the items needed.

Sun Safety

See POLICY: GEN 1-4 Sun Safe Policy and WHS 6-1 Extreme Heat Policy

Both these policies are on the school website. In line with the Cancer Council guidelines, the school will expect students to wear Emmaus Uniform sun-safe hats in Terms 1 and 4 during school hours, the wearing of hats is encouraged during Terms 2 & 3.

Remember Term 1 & 4: Pimary: NO HAT=NO PLAY.

Uniforms, also see School Bag Section

See POLICY: GEN 4-0 Uniform Policy for full details

The Principal, through the Executive, is responsible for the development of the uniform policy and for monitoring uniform standards. The Uniform Committee provides the Principal with advice and makes recommendations as required. Families commit to following our uniform policy as part of enrolment.

Emmaus uniforms are to be purchased at LOWES, Macquarie.

The P&F also run a Second-hand Uniform Store from time to time (as advertised in the newsletter).

- Parents are required to ensure their children wear neat and tidy uniform to school.
- Students are to wear their uniform correctly, with due modesty and of an appropriate length.
- All long hair is to be tied back.
- Items must be clearly named.
- Substituting 'similar' styles or colours is not an option.



Vacation Care Program

Vacation Care Program is open to Emmaus primary students. Details are in the Skoolbag app. Bookings are made by email to our Preschool and Afterschool Care director on lyndell@emmaus.act.edu.au

Volunteers, Visitors & WWVP Cards

See POLICY: GEN 3-5 Code of Conduct – Parents, Visitors & Volunteers
GEN 3-6 Visitors and Volunteers Policy

We love having our community members (e.g., parents, grandparents) help here at Emmaus Christian School.

Please Note: Any visitor/parent on the school premise **between 9.15am and 2.45pm, MUST SIGN IN and wear a VISITORS LANYARD.**

If you are planning on volunteering at Emmaus, please note that we need our volunteers to:

- Wear a Visitors Lanyard at all times containing their WWVP when on Emmaus School grounds;
- Read our Policies 'Parents, Volunteers and Visitors Policy' and 'Parent & Volunteers Code of Conduct'
- Have a current ACT Working with Vulnerable People (WWVP) Card, and have given a copy to the School Office AND
- Carry their WWVP card with them at all times; (Note: Volunteers need to be able to show their WWVP Card should the Department of Regulatory Services conduct a 'spot check'. An 'on the spot' fine applies in the event your card is not able to be shown.)
- Sign in at the School Office on arrival AND read/adhere to the Work Safety Guidelines (copy is located next to the sign in book);
- Sign out at the School Office when leaving and return the Visitors Lanyard;

More details from http://www.ors.act.gov.au/community/working_with_vulnerable_people/forms_and_fees

Water Bottles

Primary students are encouraged to have a labelled bottle of WATER in the classroom to drink throughout the day (no juice or cordial is permitted in the classroom). Please do not send frozen drink bottles, as they make a mess on desks.

Wellbeing: Student Wellbeing Coordinator

We ask parents to give permission on **The Student Information Summary Form** (this form is given on Launch Day) so students can see the Wellbeing coordinator if needed

The Wellbeing Coordinator at Emmaus is Mrs Michelle Gillis. Michelle has been with Emmaus since 1997 and is a qualified teacher with a Graduate Diploma in Community Counselling.



A Restorative Practices approach is used to follow up issues at the request of teachers, parents, caregivers and students.

Should a student be involved in behavioural and relationship challenges, Mrs Gillis works with them to achieve successful outcomes.

A wider part of the Wellbeing Coordinator's role is to be available to members of the school community, and appointments can be requested through Reception.

Working Bees

Generally, Working Bees will be held on the fourth Saturday of each term, from 9am to 1pm. Involvement in School Working Bees is an excellent way to contribute to your Parent Involvement Program (PIP) requirement, as well as to get to know other parents, and we appreciate families who can make it along for all or part of that time.

Details will be advertised in the Bulletin. The "To Do" list is available at the School Office prior to the Working Bee should you wish to view it.

- Upon arrival at the Working Bee, parents are asked to sign in, and to take note of the "Bee Safe" Working Bee Safety Sheet.
- Upon completion of your time at the Working Bee, parents are asked to sign out.
- It is also your responsibility to note the hours worked in the PIP Register which will be available on the sign in/out table on the day.

Parents are invited to enjoy morning tea together during the course of the Working Bee.







Attachment A:

Code of Conduct - Student

Extract from Student Welfare Policy SW1-6

Access Level - Public

Updated December 2019



Introduction

The aim of this Code is to ensure that the school is a safe and effective place in which learning takes place; that students develop self-discipline and consideration for others; and that the property and reputation of the school is protected.

The purpose statement of the school, “Emmaus exists to partner with parents, in providing a Christ-centred, Biblically-grounded and academically-rigorous education, which enables students to grow in wisdom and character, to the glory of God,” will come about as each student, with God’s help, fulfils his or her responsibilities with integrity, and respects the rights of others in the school and community.

The important things are living right with God, peace, and joy in the Holy Spirit. Anyone who serves Christ by living this way is pleasing God and will be accepted by other people. So let us try to do what makes peace and helps one another. (Romans 14:17b-19)

Student Responsibilities

<p>General Behaviour:</p> <ol style="list-style-type: none"> 1) Be aware of rules and expectations – ask for clarification if unsure. 2) Obey all school rules. 3) Maintain a neat appearance; wear full school uniform, including sports uniform when required. 4) When free dress is encouraged, wear clothing that is modest, sun-safe and sensible. 5) Behave safely and courteously; also travelling to and from school. 6) Uphold the reputation of the school by behaving appropriately when wearing school uniform, or engaged in off-campus school activities. 7) Students are not permitted to possess or smoke cigarettes; possess, use or be under the influence of alcohol or non-prescribed drugs, or other substances harmful to health whilst wearing school uniform or engaged in any off-campus school activities. 8) Chewing gum is not permitted. 	<p>Behaviour toward Others:</p> <ol style="list-style-type: none"> 1) Show respect at all times for teachers, other school staff and visitors to the school. 2) Treat other students, and other student’s work and things, with dignity and respect. 3) Respect the learning needs of other students. 4) Do not disrupt class activities or impede others’ learning. 5) Behave in a manner which does not endanger the health and safety of yourself or others. 6) Respect the authority of members of staff. 7) Report any dangerous activity to the teachers. 8) Report any incidents of bullying; cooperate with staff in investigation of disciplinary cases. 9) Accept correction in a respectful manner. 10) Cooperate and assist teachers in running a safe school for all students. 11) Be willing to make restitution when wrongdoing has occurred.
<p>Attitude toward Property:</p> <ol style="list-style-type: none"> 1) Care for property belonging to yourself, the school and others. 2) Remain out of the buildings during recess and lunchtime, unless supervised by teacher or authorized staff member. 3) Follow all safety rules, such as: <ul style="list-style-type: none"> • do not climb on buildings, trees or unsuitable equipment; • do not run inside or where there are many people about. 4) Play safely in designated areas. 	<p>Attitude toward School and Learning:</p> <ol style="list-style-type: none"> 1) Attend every school day, unless legally excused. 2) Be in class on time, with all materials and ready to learn. 3) Take responsibility for your own learning: complete work set by teachers promptly and to the best of your ability, including homework and other assignments. 4) Take full advantage of the opportunities offered by the school. 5) Ensure all school communications are delivered to parents. 6) Follow instructions.



Some Specific Areas

- **Out of Bounds** - 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, lying and put-downs are not acceptable.
- **Food/drink** are not allowed on the school oval or in the gymnasium and library
- 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 /Hairstyles / Jewellery and Make-up** refer to the uniform policy on the website.
- All students are to behave in a responsible manner while **travelling to and from School** particularly when travelling on public transport (buses etc.) and whilst on school excursions.
- **Mobile phones, iPods, etc.**
 - **Primary (K-5):** phones and other electronic devices (excluding BYOD) are not to be seen or heard at school or they will be confiscated, First time: one day, Second time: one week.
 - **Secondary (Y6-10):** Phones are not permitted during the teacher has given permission and supervises their use. Devices may be confiscated due to inappropriate use.

Network and Technology Use

Technology at Emmaus is provided for students' educational purposes. The goal of our School is to create and maintain a cyber-safe culture that is in keeping with the values of the School, and legislative and professional obligations.

The term '**network and technology**' includes, but is not limited to:

- Emmaus Wi-Fi network and internet access,
- Computers (such as desktops, laptops, tablets, iPods),
- Storage devices (such as USB memory devices, CDs, DVDs, iPods, MP3 players),
- Cameras (such as video, digital, webcams),
- all types of mobile phones, gaming consoles, video and audio players (such as portable CD and DVD players),
- any other similar technologies as they come into use.

I understand that if I bring a device onto school premises, that the school will not take any responsibility if it's lost, broken or stolen and that I must allow staff to access and check my device/s at any time.

I understand that any images or material on personal devices brought to school must be appropriate to the school environment.



I understand that the students are responsible for appropriate behaviour when using the School computer networks and technology, or any other network and technology when using the School's name or any name or image of a member of the Emmaus community.

Conditions of Use

As a student at Emmaus **I will:**

- **As a PRIMARY (K-5) STUDENT:** Use technology only with the permission and supervision of an Emmaus teacher (this includes before and after school and during recess or lunch time)
- **As a SECONDARY (6-10) STUDENT:** Use technology only with the permission of an Emmaus teacher
- Only access what the teacher has requested me to access
- Only publish work, images, messages or any other content using language that is positive and that doesn't make others feel uncomfortable or unsafe
- Immediately tell an adult if I see or receive something that is inappropriate or that makes me feel uncomfortable
- Respect the privacy of all students at Emmaus Christian School by keeping passwords private
- Only access my own work
- Make no attempt to access inappropriate material

As a student at Emmaus **I will not:**

- Do anything to break, damage or change the school's technology (including reconfiguring ipads and/or disconnecting or removing cables or other parts of the network or technology)
- Give out personal information such as my surname, address, telephone number or photo of myself, parents or any person while on the internet
- Post inappropriate or silly pictures of myself or others in uniform
- Pretend to be someone else when communicating
- Break copyright law by using material from other people's work or websites unless I have permission from the person who created the material. If I am unsure, I will check with my teacher
- Use the internet or technology to make other people feel uncomfortable or unsafe
- Take or use images (including photos and recordings) of people without their permission
- Download anything without permission

Care of School Property

As a student at Emmaus:

- I will take care of and use school property in an appropriate and correct manner.
- I understand that any damage I cause to school property will need to be reported to my Head of School as soon as possible.
- I understand that any significant damage (deliberate or repeat accidental) that I cause will be investigated. If deemed necessary, my parents will be informed and monetary compensation will be sought. Compensation for damages will be administered by the Business Manager.



- I understand that a possible consequence of me causing damage to school property may also require me to undertake community service tasks within the school as a way of making amends. My Head of School will negotiate with my parents to determine a fair arrangement.

Breach of Student Code of Conduct

Breach of the Code of Conduct will have consequences. Behaviour that infringes on the safety of others will not be tolerated. This includes:

- Harassment, bullying, illegal or anti-social behaviour of any kind
- Dangerous activities and violence
- Intimidating behaviour
- Cyber bullying

The School Principal and staff members accept their obligation to fairly, reasonably and consistently enforce the requirements of the Student Code of Conduct. It is school policy to advise parents of all serious or persistent breaches of school rules. See Behaviour Expectations Policy.

Action that may be taken where the Code of Conduct is Breached

Wherever possible, action is aimed to assist the student to achieve **self-discipline**, and to assist with problems which may underlie the unacceptable behaviour. Where appropriate, action is taken as a direct consequence of the misbehaviour.

In general, teachers will deal with instances of unacceptable behaviour in the classroom; cases of persistent or extreme misconduct may be referred to section coordinators. Heads of School are responsible for the general overview of discipline.

Disciplinary action may include:

Discussion:

- With student, and/ or parents, Referral to school Student Wellbeing Coordinator

Setting of tasks:

- Service to the school in line with the infringement

Detention:

- Part or all of a recess and/or lunch

Withdrawal:

- Exclusion from a school activity,
- Restriction to certain parts of the school grounds

ICT Restrictions:

- Access to and use of ICT equipment restricted or removed as deemed appropriate.



- PERSONAL BYOD confiscated and returned when a parent comes to collect it

Cost of repair:

The school may bill the student for all or part of the cost of repair, or replacement

Suspension and Exclusion

See SW 1-5 Behaviour Expectations Policy

Students Rights

Every Student has the right to:

- Be safe and to feel secure in school
- Learn
- Develop their God-given talents, interests and ambitions positively without intimidation
- Work to the best of their ability
- Be treated with respect by other students and school staff
- Be listened to

Complaints

Any decision of the School, with which a student, or his or her parents, does not agree, may be reviewed by following the procedure set out in

'GEN 2-0 Dispute Resolution Policy' (available on our website).

Note:

The Student Code of Conduct may be varied at any time by the Principal in consultation with the leadership team.



Attachment 2:

A: Student Code of Conduct Acknowledgement

By signing this document, I/we acknowledge that I (the student) have read the Student Code of Conduct and will follow its guidelines to the best of my abilities.

1. Student Name: _____ Signature: _____ Class: _____

2. Student Name: _____ Signature: _____ Class: _____

3. Student Name: _____ Signature: _____ Class: _____

Parents Name: _____ Signature: _____ Date: _____

B: Parent Handbook Acknowledgement

By signing this document, I acknowledge the following:

I (the parent) have received the Emmaus Parent Handbook and I understand that both the Handbook and Student Code of Conduct are available on the school website.

Parents Name: _____ Signature: _____ Date: _____

C: Software Third Party Permission

I understand the Software Third Party Permission form must be read and submitted electronically through the Skoolbag app.

Parents Signature: _____ *Please return to the School Office when signed.*

Administration only

Entered onto PC School Database Initials:

