



Junior School Parent Handbook

2018

Welcome to the Junior School (Foundation to Year 6) at Holy Trinity Lutheran College, a school committed to providing a quality Christian education and a supportive and vibrant learning environment for our students.

As a college we strive to nurture each student for a life of faith and service, through their intellectual, spiritual, physical, emotional and social growth. Each individual is recognised as a valued gift of God, with their very own unique talents and potential, and are provided with rich and dynamic educational experiences that are grounded in the Christian faith. We pride ourselves on having a family, Christ-centred community and cherish the opportunity to shape and influence the lives of the children placed in our care.

Junior School students are nurtured and guided to develop the necessary skills to thrive in this ever-changing world we live in. Our teachers provide child-centred learning opportunities where excellence is sought, innovation is encouraged, effort is applauded and relationships are valued—strengthening the educational outcomes for all students.

The teaching and learning in the Junior School aligns to the Australian Curriculum. Emphasis is placed on teaching core literacy and numeracy skills, to equip students with the competence to succeed across the curriculum. Technology is taught both explicitly and integrated across all areas of learning. Students are encouraged to think critically, use initiative, accept responsibility and grow in self-confidence. Through relevant and meaningful learning opportunities, critical and collaborative work skills are developed. In our quest to equip students for life in the 21st century, learning support and enrichment programs are provided to assist and extend students in their individual learning journey.

Holy Trinity Lutheran College is a school for all members of our local and wider community. A place where a child can flourish in a safe, caring, enriched and Christ-centred learning environment.

We look forward to sharing your child's learning journey during their time at Holy Trinity Lutheran College.

Our mission

Holy Trinity Lutheran College is a Christian community that is committed to providing a quality Christian education and the nurturing of young people for a life of faith and service.

Our vision

Our vision is to enable students the ability to thrive in a changing and challenging world. Holy Trinity Lutheran College will provide our students the opportunities to:

- grow, share and live in faith and love for their Saviour, Jesus Christ
- give witness to their faith in Christ
- know they were created with special gifts and talents to develop, enjoy and use to God's glory so they may enrich the world
- develop their capacity to use cooperative and collaborative skills of sharing, leading, service, trust and supporting
- accept responsibility, use initiative, understand the importance of personal safety and grow in self-confidence
- grow spiritually, intellectually, physically, emotionally, culturally and socially
- develop critical thinking and problem solving skills
- strive for excellence and work conscientiously towards their full potential
- set high expectations for themselves and learn to evaluate their progress.

Our values

Holy Trinity Lutheran College strives to:

- provide a Christ-centred school that helps students to grow in their knowledge, faith and love of their Saviour, Jesus Christ
- discover and encourage the development of each student's individual God-given gifts
- value each student as a whole person and recognise that God has intentionally created each person to live in relationship with God and others
- nurture each student in a caring Christian environment
- encourage students to achieve their personal best
- establish and maintain an atmosphere of safety, cooperation, mutual respect and tolerance which empowers individuals to embrace the future with confidence.

General information

Annual report

The annual report can be located on the college website.

Assembly

Junior School assembly is held every Monday morning at 9:00am in the gymnasium. All families and friends are welcome to attend the assembly where announcements are made, awards presented and significant school achievements acknowledged.

Attendance

Arrival time

Students are expected to arrive at the college between 8:30 am and 8:55 am. School begins at 9:00 am. The early arrival of students is discouraged as staff will not be on duty until 8:30 am. If a child needs to arrive before 8:30 am, written permission must be obtained from the Head of Junior School or Principal.

Children arriving after school has begun must be signed in at the office by a parent or guardian and a note with explanation given to the teacher.

Departure time

School finishes at 3:20 pm. Students not remaining for extra-curricular activities are expected to leave promptly. No students should be on the play equipment. All children should have left the grounds by 3:40 pm when formal supervision ceases.

Leaving the college grounds

Students are to remain on the school grounds throughout the school day. They may only leave the grounds if accompanied by a teacher or parent/guardian, and are signed out through the office.

Collection of students

It is preferred that children are not to be collected by persons unknown to the college unless prior notification has been provided to the school by parents/guardians. Parents arriving before 3:20 pm to pick up children are asked not to congregate around the classroom doors or corridors.

Parents are asked to make their child/ren aware of any change in how and when they will be collected from school. If emergencies arise during the day, please contact the office before 3:00 pm and leave a message for your child.

Please refer to Appendix A for details regarding the collection of children who leave before the official end of the school day.

Absence

Any absence for any reason must be notified to the college as soon as possible on the morning of the absence. Parents can use the college app or contact the office by phone (please ring after 9.00 am to avoid the busy morning rush) to notify the office of student absences.

If contacting by phone, a follow-up written note explaining this absence should be provided to the class teacher or office when the student returns to school.

Parents will be contacted by phone if the office is not notified of a student's absence.

Absence due to illness

Any absence from school needs a note of explanation to the class teacher on the child's return to school. This note must be dated, neatly presented, contain the child's name and signed by a parent/guardian. It must also give the reason for the absence. If a child is absent for two or more days, parents are required to notify the school by telephone.

Anticipated absence requests

Requests for absence for other than medical reasons, such as music examinations and the like are to be submitted to the Head of Junior School.

In cases of anticipated extended absence or absence at the beginning or end of term, parents are asked to discuss requests with the Head of Junior School.

Bags

All bags and back packs must be purchased from the Uniform Shop and have the college logo on them.

Banking

The Lutheran Laypeople's League (LLL) is an auxiliary of the Lutheran Church of Australia (LCA) and has been operating successfully since 1921. It operates similarly to any savings bank account. Low interest loans are taken out by church groups such as our school to assist in the construction of buildings.

Parents interested in introducing their child to the idea of savings by opening up a savings account can obtain an application form from the office. Personal savings accounts are also available to other family members. Banking day is Monday, so if you wish to make a deposit please drop your passbook and money in to the office on that day.

Behaviour

The principles of courtesy, consideration, co-operation and common sense provide a sound basis for the behaviour of students in our college. They also take on a special meaning in a Christian context, when we see each other as fellow people of God who are forgiven by God when we sin. In the classroom, a clear set of expectations are maintained to support the learning process. Positive encouragement is given to reward good behaviour. Generally, students learn that there are consequences for their actions. Parents are involved co-operatively in dealing with repeated occurrences of serious behaviour problems.

Bicycles

Bicycles and scooters are not to be ridden within the college grounds.

Bicycle racks are provided for storage of bicycles and scooters. During the day the racks are out-of-bounds to all students. Students riding bicycles and scooters to and from school must wear safety helmets.

Bus

Students travelling on buses are expected to remain seated, be well behaved and obey instructions given by drivers/teachers in charge of buses, or accompanying adults. Information and timetables for bus travel can be obtained from the office.

Camps

Participation

School camps provide students with opportunities for personal and social growth as they live together and share a variety of outdoor experiences. We believe they are very worthwhile and therefore we organise camps for students in Years 2 to 6 as part of their educational program. All children are strongly encouraged to participate, unless there are necessitating circumstances which prohibit their involvement. Where this is the case, parents must obtain approval from the Head of Junior School for their child's non-attendance.

Fees

Camp fees are payable in addition to tuition fees, and are charged as a levy on the fee statement.

Parent assistance

Each year we are grateful for the assistance given by parents who attend camps in a supportive role to the teachers. Help is particularly appreciated in domestic situations such as mealtime, supervision in dorms and settling the children at night. In planning camps, teachers (who take responsibility for all aspects of the camp) consult with the Head of Junior School and Principal on the desired number of parent helpers required. The teacher will then seek the necessary number of volunteers to attend camp.

It is College Council policy that all volunteer helpers in the school, which includes camps and excursions, have successfully gained a 'Working With Children Check' (WWCC). Applications can be made online and there is no charge for volunteers.

Occasionally, more parents may request attendance at camps than are required, or parents may wish to visit the camp part-time. It is felt that to have additional people present is unwise and, even though done with the best of intentions, can be distracting for the children. Camp dates and supervision needs for a particular year are determined as early as possible so that people can plan ahead. Parents wishing to help with a camp are asked to make early contact with the class teacher, however, this does not necessarily confer preferential selection. Where we have an oversupply of volunteers, parents will appreciate that the final decision will be made by the Head of Junior School or the Principal in consultation with the class teacher. One aspect taken into account is the value in sharing the opportunity for different parents to participate from year to year.

Adult supervisors are not expected to contribute to camp costs.

Canteen

The canteen is operated by parent volunteers and is open most Thursday mornings at recess.

Lunch orders are outsourced to Thipatiy Coffee Lounge. They are available for Foundation to Year 5 on Tuesdays and Year 6 to 11 on Thursdays at lunch times.

Lunch order bags and menus/price lists are distributed to families at the start of the year. Menus and price lists can be collected from the school office and can also be found on the college app. Lunch orders need to be filled out and placed in the Lunch Order Tub in your child's classroom before 9.30 am on canteen mornings. Extra bags may also be collected from the school office.

Carpark

Parents are asked and expected to obey all traffic signs within the school grounds, including temporary ones that may be used from time to time. Please drop your child/ren off in the appropriate zones and then proceed safely out of the school grounds. Drop off areas are not to be used as parking bays. Please do not walk behind cars in the car park. Always use footpaths and crossings. Cars backing out do not see small children or adults walking behind vehicles. Please be aware that buses enter the school grounds and therefore be prepared to adjust your driving habits accordingly. Do not park in the bus zone. Parents are not to park in the staff car park area.

Change of personal details

If at any time you change your postal or residential address, home, work or mobile telephone numbers, or contact names please notify the office immediately. Your details need to be kept up to date so that we can contact you in the event of an illness or injury affecting your child. You can also use the college app to inform the office about any change in details or information. Requests not to publish addresses or phone numbers in the School Directory should be made in writing.

Chapel

Chapel Services for the Junior School are held on Friday mornings from 9:00 to 9:20 am in the Gymnasium. All classes take turns leading the Chapel Services. The weekly Chapel Service is replaced by an Opening Service and Closing Service at the beginning and end of each term.

Children are given the opportunity to give financial support to those less fortunate than themselves via their classroom offering bowl.

Parents are welcome to join in the chapel services.

Class devotions are held at the beginning of each non-chapel day in the classrooms.

Church activities

If you do not have a church of your own you are welcome to attend worship services in the Holy Trinity Lutheran Church parish.

At the time of printing, Sunday worship times in the congregation at Holy Trinity Lutheran Church are: 9:00 am, 10:30 am and 7:00 pm.

Kids' Time is held each week at 10.00am, excluding school holidays.

Class trays

Routine communication such as medical or permission forms, return slips, notes to the Principal or any other similar correspondence are collected in a class tray in each room at the start of lessons for the day. The class tray is then delivered to the office.

School fees paid by cheque or credit card can also be handed in via the class tray, or directly to the office. School fees paid by cash should always be made at the office.

Communication

The Holy Trinity Lutheran College app is the main communication tool for parents. It provides the college with an easy way to communicate with parents and carers regarding college news, newsletters, the events calendar, notices and information, student absenteeism and much more.

You can download the app through our website or by searching for 'Holy Trinity Lutheran College' on the app store.

Conveyance allowance

Financial assistance for transport to school via bus or car is available in certain circumstances. This is provided through the Department of Education Training. More information is available from the office.

Counsellor

A full time Counsellor is available to provide emotional and wellbeing support services to students and families. This may involve counselling, referral to other services, or incorporating programmes into the classroom. The Counsellor works together with parents/caregivers and the education staff to try and best meet the needs of the students. Appointments can be made either by referral through the teaching staff or by parents contacting the Counsellor directly.

Daily schedule

8:30 Yard duty starts
9:00 School starts
10:50 Recess
11:20 Lessons
1:00 Lunch time
1:40 Lessons
3:20 Students dismissed

Excursions

Excursions provide enhanced learning experiences that are arranged within the curriculum. Local excursion expenses are included in your composite fee. Some excursions may be held outside of the Horsham area and will require bus travel and other expenses. Parents will be required to subsidise some or all of these expenses.

Fees

Fee statements are issued at the beginning of each term and payment is due within two weeks, unless prior arrangements have been made with the Business Manager. Payment can be made by cheque, cash, EFTPOS or BPay. In cases of financial difficulty please discuss your concerns with the Principal or Business Manager. A copy of the Fee Billing and Collection Policy is in Appendix C.

Food allergies

A number of students in the college have severe allergies and are at risk of Anaphylaxis, which is the most severe form of allergic reaction. These students should have their own adrenaline auto injector also known as an EpiPen. This will be kept at the school office in case of an emergency. Teachers will ensure they have an EpiPen when they travel outside of the school grounds for excursions and other school related events. Students should not share food with another person for any reason. Parents are asked not to send foods to school which may trigger allergic reactions in another student (peanut butter for example).

Holy Trinity Lutheran College is a Nut Awareness School. We will take reasonable measures to minimise the allergen exposure of members of the school community.

- A key feature of our risk minimisation strategy is to inform all students of the risks of sharing lunches. Regular discussions with all classes will emphasise the importance of eating their own food and of not sharing foods, as this poses a significant risk for some students.
- It is requested that parents/guardians avoid sending nuts or nut spreads such as Nutella and peanut butter to school in lunchboxes, in particular if a class member has a known nut allergy.

Homework

Homework is set for the following reasons:

- to develop a regular study habit

- to bring into the home some aspects of school and give parents an opportunity to share in children's school work
- to train children in skills of learning by self-discipline and self-motivation.

The following per night time limits are a suggested guide:

- Year 1 15 minutes including reading
- Year 2 15 minutes including reading
- Year 3 15 minutes plus reading
- Year 4 20 minutes plus reading
- Year 5 30 minutes plus reading
- Year 6 30 minutes plus reading

It is important that homework not intrude unnecessarily on family life. If it is not clear what has to be done or the child has difficulty, please send a note to the teacher.

House competition

Competition within the college for sport carnivals is based on a three house system. The Houses are:

- Wimmera (red)
- Lowan (blue)
- Mallee (yellow).

Insurance

All students are covered by a Student Personal Accident Cover. Students are covered by this policy 24 hours per day, seven days per week. Details of this policy are available on request.

Lines of communication and feedback

In most instances, any communication between parents and the college relates to their own particular children. In such cases parents should speak with, or send an email to, the relevant class teacher.

Parents, and others connected with the college, may wish to offer suggestions or raise concerns about the running of the school or college policy. On such occasions the only person to contact is the Principal. He has the responsibility for the day-to-day running of the college. If necessary he will refer matters to the College Council to whom he is responsible.

It is important to keep the lines of communication open. Please feel free to contact the Principal at the college if you wish to share your thoughts about our school.

Lutheran Church of Australia (LCA) Helpline

If you feel that you have been sexually harassed or abused within the LCA, phone 1800 644 628 or write to The Supervisor, Professional Standards Unit, Level 1, 24 McDougall St. Milton, Qld 4064.

Management of the college

Holy Trinity Lutheran College is owned and operated by the Holy Trinity Congregation. Management is in the hands of an appointed College Council to whom the Principal is responsible for the operation of the school.

College Council

The College Council is elected by the congregation and consists of different membership categories. Terms of office are for two years. The College Council is responsible for the governance of the college.

All day to day issues are not the responsibility of College Council. These matters need to be referred to the Principal.

The following are not identified in the management of the college:

a) **The Pastor**

The Pastor has a spiritual, guiding, teaching, pastoral, caring etc. role with respect to the whole congregation and college community. He is involved at College Council level and also at other levels—particularly as, together with the Principal, he considers spiritual and people issues of the school.

b) **Parents, Teachers and Friends Association**

The PTFA is a support group not involved with management and policy matters. Among its aims are fundraising and conducting social activities for the enjoyment and development of our community. Its activities are subject to the approval of the College Council through the Principal.

c) **Individual parents**

Parents have much influence but no direct say in governing the school or day-to-day management. They have access to policy and procedure via the Principal. Parents are encouraged to bring their ideas and concerns to the Principal.

These individuals/groups, while being committed to the work of the school, have a variety of roles but these are not managerial.

Complaints Procedure

If you as parents have cause for concern in relation to your child and classroom matters, then you need to speak in the first instance to the class teacher. If you are unhappy with the outcome of this meeting, or if the concern is of a general school nature, then you need to address these concerns with the Head of Junior School or Principal. If you still do not receive satisfaction, then you may take your concern to the Chairperson of the College Council. If there is still concern, then you may contact Lutheran Education Victoria, NSW & Tasmania (LEVNT) where mediation may be offered. If one or more steps of this process are skipped, you will be referred back to the appropriate step.

Medical matters

Information

The college should be kept informed of any medical or other condition which may

have a bearing on a child's involvement in the school program or activities, or which may influence his/her performance as a student.

The following provisions regarding medication apply.

Children should not carry medicines (except for asthma sprays), including headache tablets (Panadol etc.), on their person or keep medicines in their bags. It is preferable that personal asthma inhalers are kept and accessed in the Sick Bay so that First Aid staff can oversee and advise parents of usage.

As a general rule parents should avoid sending medication to school to be dispensed by staff. Often a child requiring medication is not well enough to attend school.

In the event that medication needs to be administered during the school day the following conditions will be adhered to:

- Medication authorisation must be completed and signed by the parent authorising college staff to administer any medication.
- All medication is to be in the original packaging, clearly labelled with the child's name, time of dose and exact amount to be given. If it is prescribed medication, it MUST contain the pharmacy label.
- If a nebulizer is to be used all components are to be supplied by the parents. The exact dosage and time for administration must be provided in writing.

Any MEDICATION TO BE ADMINISTERED IS TO BE HANDED IN AT THE OFFICE by a parent when the child arrives at school.

Infectious diseases (exclusion)

Children contracting INFECTIOUS DISEASES MUST BE KEPT HOME until cleared by a doctor.

Parents are required to inform the Principal if their child has a serious infectious disease. This information is treated in confidence.

Parents please take special note of the exclusion period of 48 hours from the last signs of gastroenteritis.

A child with head lice may return to school after appropriate treatment with chemicals, which are obtainable from a pharmacist. However, to minimise the risk of spread, any child with suspected head lice (i.e. visible lice or eggs in their hair or excessive scratching of the head) will be required to be collected from school. Regular checks are undertaken each term.

Infections control in schools

The statement below is reprinted from the Education Office Gazette.

Children are exposed to the risk of catching infectious diseases when in close contact with one another at school. Some examples of infectious diseases that may be spread in schools are measles, mumps, chicken pox, rubella and hepatitis B. Infectious children may have little or no outward sign of disease. They may not even realise they are carrying a disease. It is therefore important that

general precautions be taken to reduce the chance of infections spreading. Only in this way will the spread of illness from undetected infectious children be prevented. To reduce the chance of infections spreading, the school follows strict safety, hygiene and first aid guidelines. It is particularly important that children with open skin wounds have these covered with fresh waterproof dressings before coming to school. Your co-operation is sought in this regard. Also you are advised to consider having your child vaccinated against diseases that are likely to spread at school. Information about vaccination can be obtained from your Child's Health nurse or from your own doctor.

Children are not to share food, drink or utensils.

The nurse

The College Nurse visits annually to check on the health and physical development of students in Foundation and any students in Year 1 who have not been seen previously. Consent forms are sent home prior to the nurse's visit.

Instrumental music lessons

Private instrumental music lessons are available at the school. More information is available from the office.

Mobile phones

Students are permitted to bring mobile phones to school, however they are not to have access to them during the day. If your child brings a mobile phone for reasons outside of school hours, these must be passed to their class teacher at the commencement of the day and may collect it when the child leaves at the end of the day.

Naming of personal property

All items of clothing as well as lunch boxes, school bags, personal sport equipment and library bags must be clearly and indelibly named.

Lost property will be stored in the office for a short period of time.

Newsletter

Each Thursday our newsletter is available to all families. This can be read either through the app or our website.

The newsletter should be read carefully as it is the main method of communicating important information with families.

Deadline for inclusions is 9.00 am Wednesday. Any inclusions received after this time will be included in the following week's newsletter.

Parent involvement—voluntary assistance

A very significant factor in the successful development of the college is the voluntary assistance across many areas. These include classroom help, library help, fundraising, working bees, camp helpers, canteen, sport coaching, craft instruction, financial

gifts, building assistance etc. You are encouraged to become involved and help enhance the tradition of parent support in whatever areas you can manage.

If you feel there is some way you can assist the college with time, expertise or equipment please advise your class teacher, the office or contact the Head of Junior School.

Parents, Teachers and Friends Association

The PTFA exists:

- to stimulate an active interest in the life of the school.
- to foster fellowship and co-operation amongst Parents, Friends and Teachers.
- to raise funds for the purchase of equipment and amenities for the school.

Meetings are held each month and a note in the newsletter will advise of times and dates.

Parent/teacher contact

- Early in Term 1 time is set aside for an information evening. Teachers will explain the educational program, expectations and other guidelines for their class for the year.
- Parent/teacher Interviews are held early in Term 1 and Term 3.
- Written reports are sent home at the end of Term 2 and Term 4.
- Parents or teachers may arrange individual interviews as necessary at any time during the year.
- Parents wishing to telephone teachers should limit their calls to the following times:
8:30 to 8:45 am
10:50 to 11:15 am
1:00 to 1:35 pm
3:20 to 4:00 pm
If you wish to telephone a teacher outside of these times, the office will take a message and you will receive a return call as soon as possible.

Pastoral care

An important part of our college is our pastoral care to parents, students and staff. Our Pastor is freely available for visitation, private counselling or consultation on any matters regarding your personal life and Christian faith. Contact can be made through the college or the church office on 5382 1325.

Privacy notice

You can be assured that the privacy of your personal information is of the utmost importance to us. The information provided by you in the course of your child's enrolment is used by the school to organise and conduct its business. Your information will not be disclosed without your consent for any other purpose unless required by law.

Reporting and assessment

Parents will receive detailed written reports at the end of Term 2 and Term 4. A student's final grade for a subject can be made up from a variety of assessment results including topic tests, examinations, assignments, oral presentations and classroom observations. In addition to written reports, parent/teacher Interviews will be held at the beginning of Term 1 and Term 3. Parents can request a parent/teacher Interview as necessary at any time during the year.

Service projects

The practice of free-will gifts is encouraged at our weekly chapel services where children are given the opportunity to give financial support to those less fortunate than themselves.

Shoes

Formal school shoes must be black polished leather. No runners are accepted. A sample of boys and girls approved school shoes are on display in the Uniform Shop. No other shoes will be accepted unless approved by the Principal.

Social media

We understand that a large number of parents are active on social network sites such as Facebook, Instagram and Twitter. Parents need to be mindful of things that are posted about the college, staff or other students and should refrain from using these sites to express opinions about the college and its personnel. The Principal will make contact with parents if it is deemed inappropriate.

It is also imperative that when posting pictures of your child/ren, the photo doesn't include other students (e.g. sporting teams, special events). Many parents have expressly asked for their children's photos not to be put on the internet.

Sport

Competition

The college's program incorporates competition in local and regional sporting associations. We are a member of the Horsham City Primary Schools Sports Association and is involved in sport competition in Term 2 and Term 3. Team competition usually occurs on Friday afternoons.

Our students can also participate in district trials for swimming, athletics and team sports with a possibility to progress to regional, state and national titles.

Codes of behaviour

Parents:

- Encourage participation by your children.
- Provide a model of good sportsmanship for your child to copy.
- Be courteous in your communication with players, team officials, game officials and sport administrators.
- Encourage honest effort, skilled performance and team loyalty.

- Make any new parents feel welcome on all occasions.
- Do not interfere with the conduct of any events.

Spectators:

- Demonstrate appropriate social behaviour.
- Remember children play for enjoyment. Don't let your behaviour detract from their enjoyment.
- Let game officials conduct events without interference.
- Support skilled performances and team play with generous applause.
- Demonstrate respect for opposing players and their supporters.

Players:

- Be a good sport.
- Play for enjoyment.
- Work hard for your team as well as yourself.
- Treat all team mates and opponents as you enjoy being treated yourself.
- Play by the rules.
- Co-operate with team and game officials.
- Control your behaviour on and off the field.
- Learn to value honest effort, skilled performance and improvement.

Stationery and textbooks

If textbooks or stationery are lost or damaged, it will be the parent's responsibility to replace these items at their own expense. It is the student's responsibility to ensure they are looking after their own and/or the college's property.

Students' communication with staff

Students and parents are permitted to contact staff by email if they have a specific question in regard to homework, or require an urgent response to a matter which cannot wait until the next school day.

Students and parents should remember to:

- keep electronic communication focused on school work only
- send emails to the staff members HTLC account only
- not use online chat, text messages or social network sites to contact staff.

Student planner

Students may be issued with a Holy Trinity Lutheran College student planner at the start of the year. These planners will be used to record homework and important dates, and be a form of communication between parent, student and teacher. Parents are required to check student planners daily.

Term dates

Generally, our college adheres to Education Victoria's term dates with variations to accommodate Professional Development time for teachers.

Term dates are published on the website and in the newsletter.

Testing and examinations

We believe it is important that students gain experience in sitting tests and examinations. Regular diagnostic testing will take place to monitor student growth and progression.

Things to be left at home

Many items are not suitable to be brought to school for many and varied reasons. These reasons include:

- the items may present a danger to others and self
- they are illegal substances
- they may be difficult to replace if broken or lost.

The list of items includes but is not exclusive to:

- chewing/bubble gum and lollies
- expensive toys
- electronic equipment e.g.: computer games, CD players, MP3 players and iPods
- liquid paper
- jewellery
- knives
- valuables (unless arranged with the teacher)
- collector cards
- pets (unless arranged with the teacher)
- cigarettes and lighters
- alcohol, drugs and other illegal substances.

Travelling to and from the college

Students should always remember that they represent the college when travelling to and from the college. Behaviour of students should reflect positively on the college. Uniform should be worn as it is expected to be worn whilst at school. All students are expected to follow road rules if walking or riding to school and must enter the college through the designated traffic areas.

Uniform and appearance

All students attending Holy Trinity Lutheran College from Junior School to Senior School are expected to wear the uniform as stipulated by the college. This Uniform Policy reinforces the required expectations and provides direction on uniform requirements.

University of NSW competitions (ICAS)

All students in Years 3 to 6 may participate in International Competitions and Assessments for Schools (ICAS) in Science, English and Maths.

Visitors to the college

All parents and others who are volunteering and/or will be at the school for longer than 10 minutes during the day are required to wear a visitor's badge for the duration of their visit. On arrival, please attend the office to sign in and collect a badge. The badge is to be returned to the office when you sign out at the completion of your visit. This includes all volunteers working on rosters in classrooms, canteen, etc. but does not apply to parents attending chapel or special school/class events.

Worship

Please refer to Chapel.

APPENDIX A

Procedures for collecting children who leave school before the official end of the school day.

These procedures are put in place for the well-being and safety of your child, and to assist in the smooth running of the college.

1. Whenever a child is collected early from school, they must be signed out at the office. If they return to the College before the end of the day, they must be signed in. Signing out must occur before you have collected your child.
2. In most instances, children are collected to attend appointments that are known before the commencement of school. If this is the case, please ensure a note (written or emailed) is sent to the teacher at the beginning of the day. This note needs to contain the time of day the child will be collected and who will be collecting the child.
3. However, unforeseen circumstances do arise and children need to be collected from school. In these situations, you are asked to contact the office as soon as possible so that the teacher and child can be notified. All students must be collected from the office area.
4. Under no circumstances should a child be collected during recess or lunch without informing the class teacher and office.

Children who are ill.

1. Children who are not well should not be sent to school. Not only do they need treatment and rest, but also their attendance may place the other children and staff at risk.
2. It is essential that the office has up to date and current addresses and contact phone numbers of parents and those designated as emergency contacts.
3. Children who are presented to the office as sick or injured will be cared for in the sick bay and in most cases the parents will be notified immediately to come and collect their child. These children should be collected as soon as possible from the office and signed out.
4. In some situations, children who are unwell prefer to stay in the classroom until they are collected. Parents will be told if this is the case but are still required to sign out their child at the office.

APPENDIX B

Guidelines for parent/adult helpers for camps and excursions

The following are guidelines for supervising adults and general information that will help ensure a smooth and enjoyable camp/excursion for all.

1. The teacher is in charge and takes responsibility for the camp/excursion, so if in doubt about anything, please ask and confirm details with the teacher.
2. In the case of any injury, accident or unaccounted for child, inform the teacher in charge as soon as possible.
3. When all of the children are together in a large group, please assist the teacher by constantly counting the children. If you think some are missing, tell the teacher.
4. When taking children to public toilets please endeavour to enter first to check on cleanliness, prior damage that may need to be reported to management and other public users who may pose a risk to the safety of the students. Wherever possible a minimum of two adults should accompany the children to the toilets. One will supervise the children inside the toilets and one will remain outside to collect the children as they exit. This person needs to be in a visible place close to the toilets, and the students need to be shown where that adult will be waiting for them. Before leaving the vicinity of the toilets, the adults must do a head count and ensure that all children are accounted for.
5. If there are any signs of behavioural problems or social or emotional difficulties, please inform the teacher as soon as possible.
6. The teacher will make you aware of those students who require medication or special treatment. All medication will be kept in the teachers back pack and only in exceptional circumstances will you be asked to administer any medication.
7. While supervising a small or large group, please remember that the safety of the children must come before personal interest in any activity. Please be constantly aware of where the children are and what they are doing.
8. When in charge of a small group, do not let them out of your sight. Be aware of your surroundings and the designated meeting place and time to return to the larger group.
9. If you have any questions, concerns, complaints or need any clarification, please see the Head of Junior School immediately.

APPENDIX C

Fee billing and cancellation policy

1. School fees and charges

Tuition fees and levies are set by College Council on an annual basis. Fees for the next school year are detailed in the Schedule of Fees issued at the end of each year and remain in force until such time as they are amended on the approval of College Council.

Levies for activities are charged either at the beginning of the term in which the activity is to occur or in the term following the activity. The amounts of each activity will vary according to the actual cost incurred for that activity. Typical events that the activity levy would be charged for are excursions, camps, student insurance, competitions etc.

2. Application and enrolment fees

An application fee of \$50 for Junior School enrolments is charged at the time of lodgement of an enrolment application. The application will not progress until the application fee has been paid. Should the enrolment be successful the application fee is credited to your child's Term 1 fees.

3. Withdrawal of students

Parents are required to give written notice to the school if a student(s) is to be withdrawn from the school. This requirement also applies to students leaving at the end of Year 6.

4. Issuing accounts

School fee invoices will be issued on four occasions throughout the year, usually one week before each term commences.

5. Payment of fees

All school fees are due and payable by the end of week two of each term unless alternative payment arrangements have been made with the Business Manager or Principal.

A schedule of fees for the next year are available on the website or the app. Hard copies of are available from the school office.

Fee payments can be made by cash, cheque, EFTPOS, credit card or direct deposit to the school's bank account.

Any family that has not paid their fees in full by the end of week two of each term, or not already made alternative arrangements must contact the Principal or Business Manager to negotiate an acceptable payment arrangement to ensure continued enrolment.

6. Sibling discount

A sibling discount is offered for two or more children of the same family enrolled at the school at the same time. A discount of 10% applies to the second child, 20% for the third child while the fourth and any subsequent child will not be charged tuition fees.

7. Voluntary Building Fund donation

The college has established a fully tax deductible building fund.

The building fund donation has been set at \$100 per child with a maximum of \$200 per family. Payment may be spread over the year and the amount payable will appear on the fee statement.

8. Fee arrears and collection procedures

School fees are due and payable by the end of week two of each term. Any fees outstanding at the commencement of week three of each term will be considered to be overdue unless alternative arrangements have already been agreed with the Principal or Business Manager.

In the week immediately following the due date for payment the Business Manager or other delegated person will issue a reminder notice which will include the account to be paid and a request to discuss payment arrangements with the Business Manager. Following receipt of the reminder notice, failure to pay, or put in place arrangements to pay with the Business Manager, will cause the enrolment of your child/ren at Holy Trinity Lutheran College to be cancelled and the debt passed on to our debt collection agency.