



PORT MACQUARIE  
ADVENTIST SCHOOL

Nurture for today • Learning for tomorrow • Character for eternity

STUDENT  
HANDBOOK  
2019

## Vision Statement

*Nurture for today • Learning for tomorrow • Character for eternity*

## Purpose Statement

Port Macquarie Adventist School is...

*An aspirational, future-focused, learning community where both the individual and collective team exhibit a growth mindset and the grit to achieve educational excellence.*

### **PMAS Summary**

Port Macquarie Adventist School is a co-educational institution operated by the Seventh-day Adventist Church, as part of its worldwide system of Christian schools. It is open to any student who wishes to study and learn within a Christian environment.

Port Macquarie Adventist School was established on its current site in 1992. The school currently offers primary education.

Port Macquarie Adventist School is fully registered with the New South Wales Board of Studies, and is a member of the Association of Independent Schools (NSW). Seventh-day Adventist Schools (NNSW) Ltd is responsible for the appointment of permanent staff and supervision of teaching standards. The local School Council is responsible for the management of the school, student enrolment and for the provision of suitable facilities in which the school can operate efficiently and safely. Responsibility for the day-to-day operation of the school rests with the principal and staff.

The School is located in an attractive bushland setting at:

500 Ocean Drive Port Macquarie NSW 2444

[info@portmacquarie.adventist.edu.au](mailto:info@portmacquarie.adventist.edu.au)

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# STAFF DIRECTORY

## School Executive:

Principal ..... Joyanne Walsh ([principal@portmacquarie.adventist.edu.au](mailto:principal@portmacquarie.adventist.edu.au))  
Business Manager.....Johanna Gatti ([johannagatti@adventist.org.au](mailto:johannagatti@adventist.org.au))

## School Office Staff:

School Receptionist ..... Helen Adams ([admin@portmacquarie.adventist.edu.au](mailto:admin@portmacquarie.adventist.edu.au))  
Marketing & Events ..... Helen Adams ([admin@portmacquarie.adventist.edu.au](mailto:admin@portmacquarie.adventist.edu.au))  
Marketing & Events ..... Joyanne Walsh ([principal@portmacquarie.adventist.edu.au](mailto:principal@portmacquarie.adventist.edu.au))  
Finance Officer .....George Mundy ([accounts@portmacquarie.adventist.edu.au](mailto:accounts@portmacquarie.adventist.edu.au))

## Classroom Teaching Staff:

Pre-Kindy..... Rochelle Weiss ([rweiss@portmacquarie.adventist.edu.au](mailto:rweiss@portmacquarie.adventist.edu.au))  
Kindergarten ..... Michelle Hawke ([mhawke@portmacquarie.adventist.edu.au](mailto:mhawke@portmacquarie.adventist.edu.au))  
Year 1 ..... Michelle Rosendahl ([mrosendahl@portmacquarie.adventist.edu.au](mailto:mrosendahl@portmacquarie.adventist.edu.au))  
Year 2 .....Vanessa Fisher ([vfisher@portmacquarie.adventist.edu.au](mailto:vfisher@portmacquarie.adventist.edu.au))  
Year 3 ..... Nikolas Mistry-McNabb ([nmcnabb@portmacquarie.adventist.edu.au](mailto:nmcnabb@portmacquarie.adventist.edu.au))  
Year 4 ..... Nikolas Mistry-McNabb ([nmcnabb@portmacquarie.adventist.edu.au](mailto:nmcnabb@portmacquarie.adventist.edu.au))  
Year 5 ..... Maneesha McNabb ([mmcnabb@portmacquarie.adventist.edu.au](mailto:mmcnabb@portmacquarie.adventist.edu.au))  
Year 6 ..... Maneesha McNabb ([mmcnabb@portmacquarie.adventist.edu.au](mailto:mmcnabb@portmacquarie.adventist.edu.au))  
Technology Educator .....Meridith Ebbs ([mebbs@portmacquarie.adventist.edu.au](mailto:mebbs@portmacquarie.adventist.edu.au))  
Teacher Release ..... George Smith ([gsmith@portmacquarie.adventist.edu.au](mailto:gsmith@portmacquarie.adventist.edu.au))

## Learning Enrichment:

### Teachers:

Literacy/Numeracy Support..... Kathryn Foster ([kfoster@portmacquarie.adventist.edu.au](mailto:kfoster@portmacquarie.adventist.edu.au))

### Teacher Aides:

Teacher Aide .....Corbi Wentzel  
Teacher Aide (Pre-Kindy) .....Sam Cliffe

## Student Services:

Chaplain .....Sam Duke ([chaplain@portmacquarie.adventist.edu.au](mailto:chaplain@portmacquarie.adventist.edu.au))  
Counsellor .....Sam Duke ([chaplain@portmacquarie.adventist.edu.au](mailto:chaplain@portmacquarie.adventist.edu.au))  
Student Welfare.....Helen Adams ([admin@portmacquarie.adventist.edu.au](mailto:admin@portmacquarie.adventist.edu.au))

## Support Staff:

Librarian ..... George Smith ([gsmith@portmacquarie.adventist.edu.au](mailto:gsmith@portmacquarie.adventist.edu.au))  
Uniform Shop..... Noone  
Canteen..... Rebecca Livingston

# Code of Christian Conduct

The School's "Code of Christian Conduct" is a reference point for pupils and teachers.

- Everyone has the right to work and learn without being disrupted by others.
- Everyone has the right to be treated courteously and respectfully.
- Everyone has the right to work and play in a clean and safe environment.
- Everyone has the right to feel proud of this school.

Our aim is to ensure that all children at the Port Macquarie Adventist School have access to quality learning within a safe and caring environment, and to encourage all students to strive towards behavioural excellence and increased personal responsibility.

*"Treat others the way you would like to be treated." Matthew 7:12*

# Administration

## GENERAL

The School is governed by the Board of Directors who are appointed by the NNSW Conference of the Seventh-day Adventist Church. The School Advisory Council is appointed by the Board of Directors to oversee the governance of the school in accordance with the policies and directives of the Board and to comply with the State Board of Studies requirements.

## SCHOOL HOURS

### School Hours:

8:20	Duty commences (no student on campus before this time)
9:50am	First warning bell (time to get ready for class)
8:55am	Bell (time for class)
8:55am-10:50am	Classes commence with worship
10:50am-11:30am	Lunch
11:30am-1:30pm	Classes resume
1:30pm-2:00pm	Recess
3:00pm	Classes dismissed with prayer
3:00pm-3:30pm	Afternoon duty (no students on campus after this time)

## ATTENDANCE

Regular attendance is paramount to your child's education. It is a legal requirement and parent/caregivers are required to ensure children attend school on a regular basis.

Students who arrive late and/or picked up early are required to be signed in and out by the parent/caregiver.

Should your child be absent, a written explanation signed by the parent or caregiver is required. Should your child be absent for part of any day or late (after classes have commenced constitutes lateness) then please come into the office and sign the 'Late Arrival/Early Departure' register, which is available at the front desk. You are able to give verbal explanation by telephone to reception, or alternatively an email sent directly to the school [admin@portmacquarie.adventist.edu.au](mailto:admin@portmacquarie.adventist.edu.au) or via the free downloadable Skoolbag App.

## EXEMPTION FROM ATTENDANCE GUIDELINES

Where the parents of a student of compulsory school age seeks an exemption from attendance at school or an exemption from enrolment, the school will process the parent's application in accordance with the guidelines from NSW Department of Education and Communities. See the school for further details.

## SECURITY OF STUDENTS

### COURT ORDERS

Please ensure if there are any court orders in place (or changes to court orders) for your child that the school is notified and all the necessary paperwork is given to the office.

### SUPERVISION OF CHILDREN

The school is responsible for the safety and the wellbeing of the pupils during regular school hours. Students arriving before 8.20am or staying after 3.30pm cannot be provided with teacher supervision and therefore parents are advised to drop off or collect students within these times.

Students are supervised, during recess and lunch periods by allocated staff, wearing high visibility vests. Students are also supervised whilst catching buses and at the designated parent pick up area in the afternoon. Students are advised of out of bound areas and areas that they can play in. They are also to adhere to the school rules at all times for their own safety.

### PICK UP AND DROP OFF OF STUDENTS

The safety of children arriving and leaving school is paramount. Please ensure you adhere to the schools published process for drop off and pick up.

The after-school bus assembling area is situated outside the Year 3 classroom. All children remain in

this area until their bus arrives. Those children who are catching a bus will be directed to their bus by the teachers. There is to be NO stopping at all in the bus pick up area and kiss and go area in the afternoons.

Supervised car pickup will be at the loading zone line marked on the road near the office. Cars will approach the loading line in single file and each car will be loaded. Please do not drive past a stopped vehicle in the loading zone. If your child/children are not at the line when you reach the front you will have to either park in the top car park or drive around again.

The top car park is for parents who would like to park and walk down to gather their children. The bottom carpark is for staff only.

Please advise the school office if there is any change to your day-to-day collection of your children, preferably by 2:30pm to ensure messages are delivered to students. Should your circumstances change, and your child is required to be collected by another parent/friend/relative etc, please advise the office by phone or in writing and we will notify your child and their teacher. This is to ensure safety for students and avoid confusion for students and staff.

## **SIGN IN FOR VISITORS AND PARENTS TO THE SCHOOL**

Parents or visitors to the school grounds during school times are required to sign in and out at the office. You will be issued with a “visitor” badge so students and staff can easily identify that you have permission to be on the school grounds. In addition, the school can also care for your well-being in the event of an emergency.

## **SECURITY – EVACUATION PROCEDURES**

The school undertakes compulsory evacuation and lock-down drills so in case of an emergency. Students and staff alike are trained to know the procedure in the unlikely event an emergency occurs. All visitors to the site are to comply with directions of staff in an emergency.

Two emergency procedures are practiced with staff and students throughout the year, e.g. Lock-Down and Evacuation.

## **TRANSPORT**

The NSW Government currently pays transportation costs for students living further than 1.6kms radial distance from the school. You can apply for a bus pass via <https://apps.transport.nsw.gov.au/ssts/applyNow> or get an information brochure from the school

office. A strict code of conduct applies to free bus travel. This code can also be found through the website link above. All student applications for free bus travel are valid from home to school and return only. Any child choosing to use the bus system for other travel e.g., to a baby sitter's or friend's place must be prepared to pay a fare and have a covering letter from the parent both for the school and the bus driver. You can also update any address changes etc via the website above. Busways Bus Service serves most town and rural areas.

## Admissions

### ADMISSION POLICY

Adventist Schools are an independent Christian School System and are open to all students irrespective of their religious affiliation, nationality or gender. We attempt to accommodate disadvantaged students wherever possible. All students are expected to live in harmony with the School Rules, show respect for Christian principles and take part in the regular Bible classes and School activities.

All applications for enrolment are subject to School Council approval. The Council will:-

1. Expect that the 'Conditions of Enrolment' agreement is signed.
2. View all applications and accept the child provided the School can meet the child's educational needs and the child meets the School's registration requirements. (See the Principal for further details). All new students are accepted on a provisional basis for a period of one school term. The Council reserves the right to accept or decline applications.
3. Expect new entrants to present their immunisation and birth certificates on
4. admission.
5. Expect parents to discuss any legal restraints, such as Family court orders, with the Principal during the interview.
6. Provide the school with NAPLAN results and two school reports from the previous school.
7. In the best interest of the child, any diagnosis should be presented at time of interview.

Applications for the next year should be made, where possible, before December 1 of the previous year.

Ideally a child should turn five before commencing Kindergarten. Government Regulations state that a child should be 5 years old, on or before the 31<sup>st</sup> July in the year of enrolment and must be enrolled by the time they are 6 years old.

Port Macquarie Adventist School students are to be 5 by 31<sup>st</sup> March in the year of enrolment into Kindergarten. Exceptions to this will need to be approved by the Principal and School Council. Kindergarten is offered as a one-year program only. Children are expected to attend for five days a week. Students, whose parents have work commitments, will be cared for on these days, however, no new work will be presented to the children.

No pupil will be allowed to remain at school if the School Council considers that he or she is not upholding the standards of moral and behavioural conduct expected by the school as outlined in the schools 'Behaviour Management' plan.

## **CONDITIONS OF ENROLMENT**

Enrolment at this school is subject to the following terms and conditions:

1. That the parents/caregivers will support the ethos and philosophy of the school and will endeavour to support and uphold the principles, practices and policies of the school in every way.
2. That the parents/caregivers give permission for their child to take part in all of the school's activities, including Biblical Studies, devotional activities, sports and school sponsored trips away from the school.
3. That the parents/caregivers will provide their child with the correct uniform as approved by the School Council and will support the school's uniform code.
4. That the parents/caregivers undertake to provide the child with all necessary equipment of a personal nature that may be needed to enable the child to fully participate in the school's educational program and to give positive encouragement to help the child complete assigned tasks.
5. That the parents/caregivers accept the right of the School to administer such discipline as it deems necessary for the child and agree to uphold in every way possible the School's authority and right to administer appropriate discipline in accordance with the Student Behaviour Plan, the Policies of the School Council and any Government regulations.
6. The parents/caregivers agree to bring any grievances or complaint enquiries directly to the teacher concerned or the Principal, in confidentiality with only those involved, at the earliest opportunity.
7. That, while acknowledging that students come from varied religious and ethnic backgrounds, enrolment in Port Macquarie Adventist School presupposes students will behave, both in and out of school, in a manner which does not contravene the "Christian Code of Conduct". This code, based on Christian principles of behaviour and lifestyle, is outlined in the School Handbook and the Student Behaviour Plan. Should a student not behave in such a manner, and bring dishonour on the school, his/her enrolment may be jeopardized.

8. The parent/caregiver accepts that if the School is unable to contact or consult them in any medical emergency involving their child, they hereby authorise the School to take all necessary steps to provide appropriate medical care for their child.
9. That all fees and charges are payable in accordance with the signed payment agreement. In case of financial difficulty, special arrangements may be made through the Principal who will arrange an interview with the Finance Committee.
10. That failure to pay fees by the designated time will disqualify the parents from receiving the prompt payment discount.
11. That if all fees and charges are not paid according to the signed payment agreement and special arrangements have not been made with the Finance Committee, then action will be taken by the School Council and may lead to the child/children not being accepted the following term, and outstanding fees forwarded to a debt collector.
12. That the Council may suspend or terminate enrolment at its discretion for failure to comply with these conditions or other serious breaches of the Board's rules and regulations.
13. All children who are accepted to admission are accepted on a provisional basis for one school term. At the end of this time a decision will be made concerning continued enrolment.

The board reserves the right to amend, modify, add or remove from the 'Conditions of Enrolment' clauses, conditions, aspects and items as required from time to time and will undertake to notify parents of such changes in writing while their children remain at the School.

## Academic

### ACADEMIC INFORMATION

As outlined in the School Objectives, every aspect of the school curriculum is devoted to the development of the whole person, mental, physical, social, spiritual and emotional. To accomplish the purposes of our school the curriculum has been designed to integrate Seventh-day Adventist philosophy and lifestyle into the total school program. Adventist Primary Schools maintain a balance between educational innovation and effective traditional methods of teaching. Our curriculum includes Key Learning Areas (KLA's) from the NSW Education Standards Authority (NESA). These areas are: English, Mathematics, Science and Technology, Geography, History, Personal Development, Health and Physical Education and Creative Arts. Additional areas of focus during the school week include, Biblical Studies (a subject which promotes Christian values in the lives of children), Library, Sport, Chapel/Assembly.

## **ASSESSMENT AND REPORTING**

Assessment is an on-going means of diagnosing academic strengths and weaknesses. Regular checks of a pupil's progress are made and full progress reports will be issued in Terms Two and Four. An Initial Report will be provided to parents towards the end of Term One. Parent/teacher interviews are offered in Term One, Two and Four after reports have been published to parents. Wherever possible face to face discussion between the parent and teacher are beneficial and encourages pupil progress. These discussions need not be limited to formal reporting times. (See Parent/Teacher Communication).

## **EXCURSIONS**

At times the school, as whole or individual classes, will be involved in excursions. Parents will be notified of all off campus trips. Students whose fees are outstanding past the current term will not be eligible for the major excursions. (See also the 'Student Behaviour Plan'). Students are expected to comply with the school uniform policy at these times. Parents will be notified of any excursions at least one week prior to the event where practicable.

## **HOMEWORK**

Students are expected to complete homework that is set by teachers. The amount of homework a student receives is proportional to their grade/age. Homework is an opportunity to revise some important content that you have learnt in class, to help you remember it. It is also a time you can share what you are learning at school with your parents.

## **LIBRARY**

Children are encouraged to borrow books from the school library. Each child may take two books at a time. Books are due back each week.

There is a supervised class library period for each class, once a week. Here the children learn how a library works, report on the books they have read and borrow books for home.

Children are expected to have some kind of library bag for carrying their books safely. Lost books need to be replaced or paid for by the end of the term.

## PHYSICAL EDUCATION (PE/SPORT)

All children are expected to participate regularly and actively in sport and PE periods. Sport uniforms are required to be worn on allocated PE/Sport days. Each year the school participates in combined Mid-North Coast Adventist School Carnivals. These carnivals consist of Swimming (Year 3-6), Cross Country (Pre-Kindy – Year 6), Athletics (K-6). These carnivals are usually held in the Port Macquarie area. Students who qualify for the next level in any of these carnivals are invited to attend. If invited, and families accept, the entire cost will be the family's responsibility.

## REPORTS/PARENT INTERVIEWS

Reports are written three times per year for K-6 and once a year for Pre-Kindy.

**Term One** Interim Report and parent interviews (approximately week 6)

**Term Two** End Semester One reports K-6 and parent interviews (approximately week 10)

**Term Three** No reports (teachers to initiate contact with parents to discuss any concerns they may have with particular students).

**Term Four** End Semester Two reports PK – 6 and parent interviews if required. (Dates to be scheduled)

## STUDENT LEADERSHIP

We appoint two Captains and two Vice Captains each year. PMAS Student Leaders are chosen through a published process. Students wishing to apply for one of the school Students Leadership roles are invite to do so at the appropriate time.

## BUS BEHAVIOUR

Busways Port Macquarie has a Code of Conduct for students who use the bus system to get to and from school. Students who do not adhere to this code of conduct will be managed also under our behavioural system.

## MOBILE PHONE USAGE

Mobile phones are not permitted at school. If for any reason it is necessary for your child to carry a phone to and from school, the phone must be handed into the front office during school hours. The school will not take responsibility for the loss or damage of such devices.

## **INTERNET USAGE**

Personal iPads, Apple Watches and alike are not permitted at school. If for any reason it is necessary for your child to bring an iPad to and from school, the iPad must be handed into the school office whilst on school premises. Apple Watches are to be disabled for the time the student is on site. The school will not take responsibility for the loss or damage of such devices.

Port Macquarie Adventist School aims to create and maintain a cyber-safe culture in keeping with the core values of the school. Port Macquarie Adventist School integrates technology into learning and teaching areas, enhancing learning, and preparing students for their future role in the digital world in which they live. The School's computer network, internet access facilities, intranet, computers and other school ITC equipment / devices assists the effective operation of the school.

## **STUDENT WELFARE**

### **Safe environment**

A safe environment for students is one where the risk of harm is minimised and students feel secure. Harm relates not only to dangers in the built environment, involving such matters as architecture and construction, lighting, space, facilities and safety plans, but also refers to violence, physical threats, verbal abuse, threatening gestures, sexual harassment and racial vilification.

### **Supportive environment**

A supportive environment fosters the social, academic, physical and emotional development of students. A supportive environment can be described as one in which:

- students are treated with respect and fairness by teachers, other staff and other students
- members of the school community feel valued
- effective teaching and learning take place
- positive support and encouragement are provided by members of staff and students
- non-discriminatory language and behavioural practices are defined, modelled and reinforced by members of the school community
- consultation takes place on matters relating to students' education and welfare.

## **BIKES/SCOOTER/SKATEBOARDS**

Bikes/scooter/skateboards can be ridden to and from school provided the relevant safety equipment is adhered to. Upon arrival at school these items are not to be used on the school grounds during the

day, unless a special request from the school to participate in a sport program is made. Please ask at the office where these are to be kept. Due to the nature of Ocean Drive the school does not endorse this means of transport.

## **BEHAVIOUR MANAGEMENT**

An outline of the schools' Behaviour Management system is found at the end of this document under Appendix A. Located there is a visual of the school's system. For more information contact the school's front office.

## **Communication**

### **NEWSLETTERS**

Newsletters are emailed fortnightly in order to keep parents adequately informed of forthcoming events and responsibilities. Please keep the school updated with your current email address to ensure you receive the newsletters regularly. Families are responsible for checking the newsletter each fortnight to stay informed and up to date with the calendar and other important information.

### **FACEBOOK**

The school has a Facebook page which is updated regularly. This is for the purpose of keeping parents informed of upcoming events, marketing the school, sharing of recent events and general communication. Parents give permission at enrolment for students to appear on any social media pages.

### **PARENT/TEACHER COMMUNICATION**

The educational program of this school is committed to the development of Christian values in the lives of its students. This commitment extends to working closely with parents/caregivers in order to provide a safe nurturing environment. Parents and caregivers should support the school by encouraging students to uphold the standards of basic Christianity and school expectations. It is the desire of each teacher on staff that your child will achieve his/her full potential.

The school is also committed to the Port Macquarie-Hastings Community in fostering community pride in local education and providing a caring education for those students who will support our value system.

Our commitment extends further to our local Churches, to whom we are indebted for their

financial and spiritual support of our school.

Parents are encouraged to discuss progress and concerns with teachers as the need arises. Such discussions should be by appointment when the teacher is available. Teachers are not available during lesson time as the teacher's class time belongs to all the children. Should a parent consider a matter to be urgent, the Principal should be contacted first. Teachers and the Principal are available for appointments at mutually convenient times.

## **PROCEDURE FOR VOICING A CONCERN**

You should first try to talk to the person with whom you have an issue. If you feel you cannot approach that person, or you are unhappy with their response, you should approach the Principal. The school has Grievance Guidelines which the school is obliged to follow if a parent wishes to make a formal complaint.

## **CONFLICT WITH OTHER STUDENTS**

It is not appropriate for a parent to confront the child of another parent on the school grounds. Matters of conflict should be referred to a teacher for resolution.

## **ANIMALS TO SCHOOL**

Domestic animals are not permitted on campus. If, for any reason, your child wishes to bring an animal to school for a period of time, arrangements should be made with the Principal prior to the animal being brought to school.

## **AUDITORY AND VISUAL CHECKS**

Mid North Coast Area Health Centre conducts free checks on primary aged children each year. Phone 6588 2882 for an appointment.

## **PUPIL FREE DAYS**

These will be shown on the School Calendar. The first week of Term 3 is usually devoted to teacher professional development. This is a student free week as teachers will be participating in educational programs on and off site. Dates for Pupil Free Days will be published to families at the beginning of each school year. The school website also has published pupil free days and Term dates.

## **CANTEEN**

The Canteen is open each Friday for students to order their lunch. Lunch orders are to be handed into the front office by Friday morning of each week. Volunteers are welcome to help the canteen. All volunteers to the canteen are to complete the schools volunteer induction program and hold a current Working with Children Check number.

## **CHAPEL**

Our PMAS Pastoral Care Department works at the school on Thursdays and Fridays. Each Friday the School Chaplain is responsible for running Chapel in the local SDA Church. Students are encouraged to actively take part in the program through announcing, singing, prayer, and activities. Each week selected students from each class will receive an award certificate. Parents are welcome to attend Chapel. Twice a year the Pastoral Care Department hosts a Week of Worship for Pre-Kindy – Year 6. These programs are designed to give students an opportunity to participate in a spiritual experience offering students the option to engage with the school and/or local churches according to their faith-based world view.

## **DENTAL TREATMENT**

Eligibility of Children for Oral Health Care Services

For a child or young person to be eligible for free public oral health services they must:

- Normally reside within the boundary of the Mid North Coast Local Health District, and;
- Hold a current Medicare card, and;
- Be less than 18 years of age. Please note that additional eligibility criteria may apply for some specialist oral health services.

The Oral Health Customer Service Line can be contacted on 1300 651 625 for further information.

## **DISTRICT SCHOOL EVENTS**

Other Adventist Schools on the Mid-North Coast, Macksville and Taree, enjoy inter-school fellowship with Port Macquarie during the year. This helps broaden our children's circle of friends and develops further social skills. Good educational values are also a part of this excellent scheme.

Three annual events are planned:

1. Swimming Carnival
2. Cross Country
3. Athletics Carnival

## **EXTRA-CURRICULAR ACTIVITIES**

The pupils regularly participate in various activities connected with the school program. These may include any of the following:

- Church services
- Performances for community groups
- Excursions
- School fundraising
- School functions
- Inter-school sporting activities
- Week of Worship

## **HOME AND SCHOOL COMMITTEE**

An association of Parents, Teachers and Friends interested in the progress of the School meets regularly during the year to hear speakers on informative topics, organise social events and raise money to provide additional school equipment. All parents are welcome to be part of this committee. Please see the newsletters for information when meetings are to be held.

## **LOST PROPERTY**

All care will be taken to collect personal items that students leave on the school premises, but the school holds no responsibility for lost items. All items, including clothing, must be clearly labelled with the child's name. This includes shirts, shorts, dresses, jumpers, sports uniform, socks, hats, bags and lunch boxes.

## **FRUIT BREAK**

All children are encouraged to bring a piece of fresh fruit or vegetable for morning tea. Fruit break occurs in each classroom in the morning teaching session. Processed fruit such as fruit straps, fruit in jelly etc are discouraged.

## **LUNCH**

A healthy lunch is best for children. Lunchboxes with the least amount of processed foods, sugar and preservatives are encouraged. All children are expected to remain seated at the undercover area for a minimum of ten minutes to eat lunch. Students are also given an opportunity to eat at recess if necessary.

## OUT OF BOUNDS

For each child's safety, there are areas bordering our school, in which the children may not play in. These areas are:

- Any bush areas bordering the school grounds
- On the grass area behind the school hall

Children are not permitted to play around the front of the classrooms during supervised playtimes. At playtimes, when a teacher is not present in the classroom, students are not permitted to enter the room. Students are also expected to stay below the stairs at all times especially when arriving at school and waiting for after school buses to arrive.

## PARENT INVOLVEMENT

Parent involvement is encouraged in the following ways:

- Helping in canteen
- Listening to children read
- Working in classes with small groups
- Helping out in any area of the curriculum that parents enjoy or in which they have special expertise
- Assisting on excursions
- Writing articles for the school magazine, local newspaper etc.
- Helping in the library
- Home and School

Parents/caregivers/volunteers, who help regularly, must complete the PMAS Volunteer Induction Program and hold a current Working with Children Check (WWCC). A WWCC is applied for online and documentation taken to Roads & Maritime (RMS) for verification.

## PRE-KINDY

In Pre-Kindy we endeavour to provide a program that will prepare your child for the routine and structure of Kindergarten. We follow the Early Stage One outcomes from the Board of Studies.

Pre-Kindy has a fully qualified teacher accompanied by a Teacher Assistant each day. Our maximum student ratio is 1 to 15 and we operate 5 days per week.

To be eligible for Pre-Kindy, children should turn 4 by the 31<sup>st</sup> March that year. In exceptional circumstances, approval may be given by the Principal contrary to this pre-requisite through a

formal interview process.

The Pre-Kindy program runs as a school readiness program and does not run as a childcare facility. PLEASE NOTE THAT THESE ENROLMENTS ARE NOT ELIGIBLE FOR BUS PASSES UNTIL THE FOLLOWING YEAR WHEN THEY BECOME FULL-TIME KINDERGARTEN STUDENTS.

Priority of access is outlined below:

1. Students enrolling in Kindergarten at Port Macquarie Adventist School
2. Students who will begin Pre-Kindergarten with us from the commencement of the
  1. school year
  2. Students enrolling in Kindergarten at another school the following year
  3. Students not enrolling in Kindergarten for the following year.

## **SICKNESS OR ACCIDENT**

PARENTS: It is the responsibility of the parents to notify the school of a child's condition of health. If medication or special supervision is required it is the parents' duty to keep the school fully informed in writing.

The school reserves the right and responsibility to confiscate any medications that have not had prior authorisation by the parent. Any medication supplied by the parent, to be administered by the school should be in the original dispensing container with all details written on it (if the medication has been prescribed for another person the school will not administer it to the child). A letter to the school requesting that medication be given and complete instructions should accompany the medication. The school office can also provide an "Administration of Medicine to Students Register" form. Medication will be stored in the front office and accessible only by school staff.

In the event of illness or accident prompt attempts will be made to contact the parents. In all emergency cases, students will be transported to the local hospital, by ambulance, for treatment. The school reserves the right to decide on the degree of urgency in each case.

## **TELEPHONE**

The school telephone is not for student use. In an emergency the Principal may give permission for the telephone to be used.

The school office is attended between **8:30am – 3:30pm Monday to Friday**. Appointments with teachers or the Principal may be made by contacting the school during office hours. The school also

has an answering machine if the office is temporarily unattended. Please use this facility when the office is unable to answer the telephone. Please refrain from calling or messaging the Principal on her phone, unless it is an emergency.

## UNIFORM

The wearing of school uniform is a pledge of loyalty to the school and an important contribution to the school. Therefore, the wearing of regulation uniform is compulsory. Should your child be unable to wear any part of the uniform the school should be notified in writing of the reason for the infringement and the time frame for returning to correct uniform.

**Jewellery:** Jewellery, with the exception of watches, is not a part of the school uniform and is not to be worn. Should a girl have pierced ears, a plain metal (i.e., silver or gold only) stud may be worn at the base of each ear lobe only. No other location is permitted. Boys are not permitted to wear earrings of any kind to school. Rings, necklaces, bracelets & bangles, make-up, temporary tattoos and nail polish are not permitted (clear nail polish is acceptable).

**Hair:** All students' hair should be clean and neat and should not impede the student's vision. Boys' hair is not to extend past the collar. Outlandish hairstyles and colours (including glitter gels and the like) are not permitted. Girls whose hair is past shoulder length should wear their hair tied back with navy, white (or red in winter) ribbon, bands or clips.

**Hats:** School hats only are to be worn at the school. The school has a NO HAT NO PLAY Policy. The hat must be worn at lunchtimes and recess times. Students without hats will not be permitted to play and must remain seated in the shade in a designated area.

**Shoes:** All students should wear plain, all black, polishable leather shoes or boots. These are the only shoes to be worn with school uniform.

**School Bag:** All students must have the Port Macquarie Adventist School bag.

**UNIFORM PURCHASES** We have an on-campus uniform shop that is owned and operated by Noone. Noone operates this shop from **8:15am-10:15am** each Thursday of the term. Please contact the school office to arrange another time should you be unable to make these times (due to work commitments etc) and we will do our best to arrange another time.

# Financing School Operating Costs

Finance to meet the yearly operating and capital expenses of the school comes from school fees, State and Commonwealth Recurrent Grants, and local Seventh-day Adventist church-members' support.

Each year the Adventist churches within the area accept a cost allocation based upon their membership and the number of students attending the school from their church.

## TUITION FEES, FAMILY AND PROMPT PAYMENT DISCOUNTS

The annual fees for each student are inclusive and made up of:

- tuition
- class resources
- competitions
- special events
- sport and recreational programs
- class and subject excursions
- 24hr student accident insurance (limited)
- Percentage of the Canberra Year 5/6 excursion\*

By providing you with an inclusive figure, you know upfront what your fees will be for the year. It is an efficient and convenient way to cover the costs of all equipment, activities and services that are provided to support your child's education.

\* Only if fees are up to date, otherwise the full cost of the excursion will be incurred.

The enrolment fee of \$200.00 per child will be applied to the fee account once the first payment has been paid to PMAS.

School fees do not cover the following:

- Musical Instruments hire or purchase
- Maintenance Levy
- Stationery Fee
- Technology Fee
- A non-refundable fee/deposit will need to be paid for all year 5/6 students attending Canberra Excursion.

## STATIONERY FEE

An annual stationery pack costing \$90 per child is charged each school year and is payable at the time of registration. This covers the students' textbooks and stationery.

## MAINTENANCE LEVY

A maintenance levy of \$125 per family is payable each school year. The maintenance levy contributes to the upkeep of the school buildings and grounds. The maintenance levy is compulsory for all families and student enrolment is subject to full payment being received upon registration.

## TECHNOLOGY LEVY

A technology levy of \$150 per family is payable each school year. The technology levy contributes to the acquisition and upkeep of the school technology assets. The technology levy is compulsory for all families and student enrolment is subject to full payment being received upon registration.

## FAMILY DISCOUNTS

(Kindy – Year 6 only) Port Macquarie Adventist School (PMAS) provides generous discounts to families who have more than one child enrolled on a full-time basis at PMAS in K-Y6 on tuition fees. The following discounts will be applied to the family fee statement (on tuition only):

One child:	Full fee
Second child:	15% discount
Third child:	30% discount
Fourth child:	45% discount
Fifth child:	Free

PROMPT PAYMENT DISCOUNTS (Kindy – Year 6 only) - discounts on tuition fees (after all discounts, subsidies and fee assistance are deducted) are available for prompt payment of fees, as follows:

Annual upfront payment: 10% discount on annual tuition if annual tuition fees are paid by the second Friday of school for the year.

Term only upfront payment: 5% discount on current term's tuition if fees are paid by the second Friday of each term.

## FEE PAYMENT OPTIONS

- Option A: Payment of annual fees (Kindy – Year 6 only: 10% discount on annual tuition if annual tuition fees are paid by the second Friday of school for the year).
- Option B: Payment of current term's fees Kindy – Year 6 only: 5% discount on current terms tuition if current term's tuition fees are paid by the second Friday of each term)
- Option C: Weekly or fortnightly payments will commence the first week of Term 1. Prior arrangements may be made to commence payments from January 1.
- Option D: These payments are to be made using direct debit or Centrepay (a free direct bill-paying service offered to customers receiving payments from Centrelink). A direct debit form can be obtained from the school administration office. Further details below under "Paying Accounts." *It is the fee-payer's responsibility to ensure the payment is received by the school office by the due date.*

## FEE SUPPORT

Port Macquarie Adventist School recognises that some families experience short term financial hardship and they do not want this to be the primary reason for students being unable to attend or remain at the school. In cases of extreme hardship, assistance in meeting fees may be available. People wishing to apply for fee support should speak with the school Principal.

## CHANGES IN ENROLMENT STATUS

**Temporary absence:** No deductions from fees will be given for delays in students returning to school or for absence during the term.

**Withdrawal of enrolment:** Any student who leaves the school at any stage throughout the school year is required to give at least one term's notice, by letter to the school Principal. This gives the school adequate time to allow for the position to be filled by another student. The refund is the amount remaining after this one term's fees are deducted. This term's notice also applies to students not returning to the school the following year. Students who will not be enrolling at the school the following year need to complete a withdrawal of enrolment form, which is available at the school office, and submit the form before the last day of Term 3.

## METHODS OF PAYMENT

School Office Hours: The school office is staffed between **8.30am and 3.30pm**, Monday to Friday during the term. The office is not open during school holidays.

Paying Accounts School accounts can be paid using any one or more methods of payment listed below.

- a. In person at the school office using cash, debit/credit card
- b. Over the Internet as determined by personal banking arrangements
- c. By Direct Deposit or Direct Debit Authority as determined by personal banking arrangements

**School Bank Details:** Westpac Banking Corp

**Account name:** Port Macquarie Adventist School

**BSB:** 032-586

**A/C:** 21-6875

Please ensure you leave your surname and initial as a reference to your payment.

- d. By Payroll Deduction as determined by personal employment arrangements
- e. Authorising direct deposits from Centrelink through Centrepay. Please provide the following Centrepay reference number to Centrelink:

Centrepay reference # 555- 058-759-X

## IMPORTANT NOTES FOR PAYMENTS

Payments made directly to the school bank account must include the identifying code or relevant name to enable staff to recognise the payer and relevant account for receipting purposes. If an identifier is not allowed by the bank from which the payment is made, then the school must be advised of details of the deposit(s).

If a family defaults on paying school fees, the school will initiate regular business practices for the procurement of these fees. In this event, all costs borne through the recovery will be added to your account. The school reserves the right to instigate any or all of the following actions:

- I. Your child's enrolment may be terminated
- II. Your account may be sent to our debt collection agency
- III. Litigation may be instigated against you

We prefer not to take this course of action, however if school fees are not paid in full or a mutually acceptable payment plan is not in place, we may be left with no alternative.

All overdue accounts, not subject to an arrangement approved by the school's finance committee, are subject to an interest charge of 7.5% compound interest calculated on the outstanding balance from the due date.

#### ACCOUNT QUERIES

To enable the Bursar to clarify information or rectify any errors, please contact the school immediately if you have any query in relation to your fee account. The school's Bursar can be contacted on 6562 7023 Ext: 2.

#### **FINANCE COMMITTEE**

A Finance Committee operates under the guidance of the School Council to assess the needs of any families experiencing unforeseen circumstances in regard to meeting their fee commitments. If you are in need of special consideration please contact the Principal or Bursar for an assessment application.

## School Rules

1. School uniform is compulsory and must be strictly adhered to at all times. Emergency variations are allowed only by agreement with the Principal. A note is required, clearly explaining the reason for any discrepancy. Suitable other formal attire should be worn in its place.
2. Children should not leave school supervision without notice from a parent or caregiver. Children are considered to be representing the school whilst wearing school uniform and therefore subject to the school's code of conduct.
3. All students should keep their hair neat and tidy. Girls' long hair must be properly tied back.
4. The phone is an aid in school administration and may not be used by students. The teachers are not to be disrupted during class via phone, however we welcome parents to leave a message with the office for the teachers to phone back at an appropriate time. The school office is attended **between 8.30 – 3.30 pm Monday to Friday**.
5. While under school supervision, pupils are not permitted to have chewing gum.
6. Breakages and damage caused by irresponsible or malicious action will be charged to the person concerned.
7. While under school supervision, students are not permitted to have inappropriate material/substances/items which are not conducive to their school work or personal well-being (phones/iPads need to remain in students' bags whilst at school).
8. Lateness, absences and uniform discrepancies should be clearly explained in a note from parent/caregiver. It is the parent's legal responsibility to explain all absences. \*
9. Bad language is deemed to be an unacceptable form of communication and every effort will be made to eliminate it. This also includes derogatory remarks.
10. All children who usually catch the bus will be sent home on the bus unless a letter is sent to the school by a parent/caregiver, stating that other arrangements have been made or the receptionist has been contacted with adequate time to inform the student.
11. Any changes in collection of the children - e.g., someone new picking them up, children not to catch bus etc., - should be notified in writing. If times does not permit, written notification is to be supplied within 24 hours.

\* N.B. It should be noted that it is very difficult for teachers to find time to help children catch up with school work after extended periods away from school.

## Thoughts for Students

1. Do your best to be successful at your school work.
2. Bring all necessary material to class and complete set work on time.
3. Be polite and respectful when you speak to others.
4. Learn to know Jesus and live as God's Word tells you.
5. Be obedient.
6. Co-operate willingly with everyone at all times.
7. Show common sense.
8. Keep your school clean and tidy.
9. Wear the school's uniform in a representative manner.
10. Make your school a happy place by avoiding fights, bad language and acts of vandalism.

# **APPENDIX A**

**STUDENT CODE OF CONDUCT**

**STUDENT MANAGEMENT (NEGATIVE)**

**STUDENT MANAGEMENT (POSTIVE)**

## PMAS Primary Student Code of Conduct

Students at PMAS accept responsibility for their own behaviour. All students are encouraged to read the school's Student Management Guidelines to know what the school expects of them. To show this responsibility students sign the PMAS Code of Conduct each school year. The Code of Conduct and the PMAS Student Management Guidelines work together to help students with their behaviour at school.

### PMAS Code of Conduct:

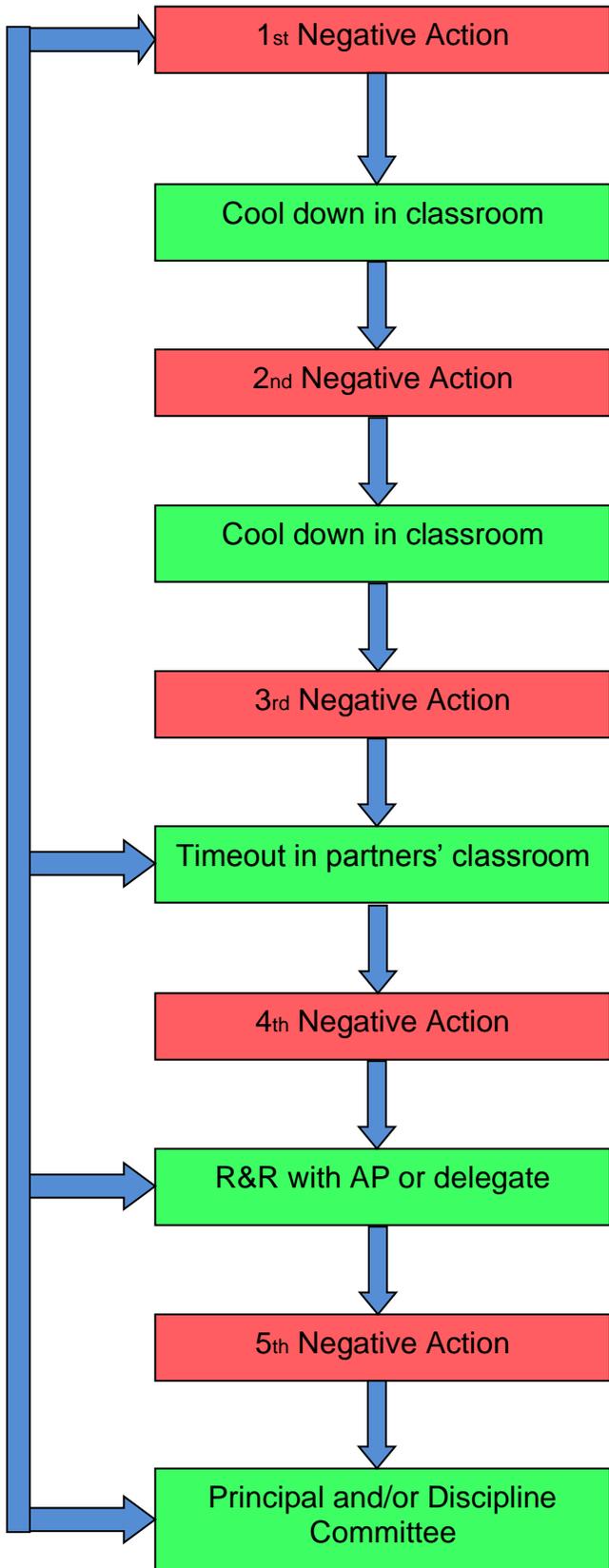
1. I will support and be respectful of the spiritual activities of the school
2. I will do my best at all times to demonstrate respect for my classmates regardless of the background they come from
3. I will also behave in a manner that shows respect for my family and my school
4. I will use language that is kind to others. I will not swear or 'put-down' others
5. I will leave electronic equipment at home, including a phone and iPod/iPad.
6. I will not use physical violence towards others in any way. If I see physical violence, I will inform a teacher straight away
7. I accept that I am responsible for my behaviour at all times, including in the classroom. I understand that others have a right to learn and I am not to interfere with their learning
8. I will wear the school uniform with pride. My personal grooming will be neat and tidy. I will not wear jewellery, make-up or have hairstyles that are against the uniform policy.
9. Smoke cigarettes, drinking alcohol or taking drugs is dangerous for my health. I will not take any of these things. I will tell a teacher straight away if I find out some else has bought drugs to school.
10. I will do my homework each night and will complete any projects that I am given as extra homework.
11. I will respectfully follow directions given to me by all teachers. However, if I am unhappy with a direction, I have been given, I may choose to make an appointment to politely discuss my concerns after class with my teacher
12. I recognize that bullying is not part of PMAS culture. It can harm lots of people in many different ways. I will tell a teacher if I believe someone or myself is being bullied at school. That is one way I can show I am great member of the PMAS family

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Student Management System Primary (Negative)



Time to be spent in own classroom in the Cool Down area. Amount of time in CD = age of child.

Time to be spent in own classroom in the Cool Down area. Amount of time in CD = age of child + ½ of the age. This level may also require teacher discretion.

Time to be spent in partners' classroom in the Cool Down area. A timeout sheet will be completed upon returning to the classroom. Restitution will be made with the classroom teacher. Classroom teacher, in consultation with the Principal will decide whether a Behaviour Plan (BP) will be put in place. BP plan to reflect the negative action.

Second half of lunch spent doing a Repair & Restore (R&R) job with the Principal or their delegate. Jobs may include collecting rubbish, cleaning some area of the school, weeding etc.

Discipline Committee to decide on the next course of action to be taken. Actions such as In-School Suspension, Out of School Suspension and Expulsion may be taken at this time.

NB: Children may skip the Cool Down or Timeout and go straight to R&R depending on the severity of the action.

## Student Management System Primary – Updated (Positive)

All students begin the term on Diamond level. (It's up to each child to remain on Diamond level for the term.

One timeout occurs in a partners' classroom occurs in the term, students remain on Diamond level.

At two timeouts in a partners' classroom or an R&R or Suspension, move down to Gold level.

At three timeouts in a partner's classroom or R&R or Suspension, move down to Silver level.

At four timeouts in a partners' classroom or R&R or Suspension, move down to Bronze level.

<b>Award</b>	<b>Discipline</b>	<b>Celebration</b>
Diamond	1 Timeouts	Attends all of the celebration event
Gold	2 Timeouts, R&R or Suspension	Attends three quarters of the celebration event
Silver	3 Timeouts, R&R or Suspension	Attends half of the celebration event
Bronze	4 Timeouts, R&R or Suspension	Attends a quarter of the celebration event

NB: At the beginning of each term all children will begin on Diamond Level again.