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WELCOME

Welcome to the Orange Anglican Grammar School Handbook for Parents. As the Foundation Principal, it is a great honor to lead you and your children through the foundation years of the School. I hope this handbook answers some of the questions you may have. However, please do not hesitate to contact our office if you have any further questions.

Educating children is a privilege. It requires wisdom, knowledge, love and time to make learning personal and relevant. It is about providing opportunities for children to explore their potential, investigate new interests, and revel in the challenge of learning.

By providing a balanced curriculum delivered by excellent teachers, within an environment that encourages self discipline and respect, and in safe and secure state of the art facilities, Orange Anglican Grammar School aims to equip its students with the **academic, social, moral and spiritual abilities and values** that will enable them to make a positive contribution to society.

Each child who attends Orange Anglican Grammar School will bring with them a unique background, moulded by family experiences and values. Our privilege is to work with families, as part of a team, to enrich and extend each child's potential.

Your child's achievements will be noticed, whether they are thoughtful actions, striving to learn a new task, overcoming a challenge or achieving a goal. The School will be there to encourage your children and celebrate with them, within a personal and caring environment.

It is my hope that an Orange Anglican Grammar School education will provide a strong foundation for the development of attitudes, values, and skills that will enable your children to live fulfilling and happy lives.

Mrs Ann Brown B.Ed. M.A.C.E.I
Principal

ABSENCE FROM SCHOOL

On the morning of a child's unexpected absence from school, parents are asked to ring the school office before 9.30am. It is a legal requirement that a letter of explanation be received by the child's teacher immediately following the absence.

ACADEMIC COMPETITIONS

Children in Years 3 to 6 will usually compete in a number of academic competitions, including Maths, English and Science. They take place during the course of the year. It is important to note that the content of these competitions is not based on the NSW Board of Studies syllabus or class-based work. They are not an indicator of class achievement but a useful experience that challenge the students to use their knowledge and skills in a formal testing situation.

ACCIDENTS AND ILLNESS

In the event of an accident or illness during the day at the School, it is most important that you can be contacted. An emergency/medical information form has been prepared to provide contact information. **The School should be notified immediately of any changes to telephone numbers, contact people or addresses relating to your child.**

AFTER-SCHOOL CARE

It is envisaged that an After School Care service will be available to Orange Grammar School families, given sufficient demand. Operating hours will be from the end of the school day until 5.30pm daily. Fees will payable at the end of each school week.

AIMS OF THE SCHOOL

The aims of Orange Anglican Grammar School are to provide:

- an educational experience that aims to prepare young men and woman for their contribution to Australian society;
- an academic program that caters for all students with an emphasis upon the development of individual student potential;
- a system of Pastoral care with a focus on the individual;

- a committed and professional staff and positive work environment;
- a commitment to education with an emphasis on values and ethics;
- a commitment to the well being of the student;
- a well balanced and broad co-curricular and sporting program;
- balanced academic and behavioral standards;
- an emphasis upon high achievement in the traditional academic subjects; and
- a physical environment that provides up to date facilities.

ASSEMBLIES

A School Assembly is held each week. This is a valued part of the week and parents are welcome to attend, especially if they know their child is performing or receiving an award. Announcements are made, highlights of the week are shared, the School Song is sung, prayers are said and awards are handed out.

ATTENDANCE AT SCHOOL FUNCTIONS

Attendance at most excursions, camps, church services, sporting activities and other school functions is an expectation of all students. Parents will be informed when these events are taking place via the School's calendar, newsletter or website.

BASIC SKILLS TESTING

It is a government requirement that all students in Years 3 and 5 participate in the annual Basic Skills Testing Program. Students are tested in Literacy, Numeracy and Writing. The results are compared against National Benchmarks and parents are provided with a comprehensive report.

BEHAVIOUR MANAGEMENT

The School has a clearly defined Discipline Policy, a copy of which has been included in your information pack. Please read it carefully and consider how your expectations at home match with those of the School.

BIRTHDAYS

We love to celebrate your child's birthday. If you would like to provide a birthday cake we offer the following suggestions to help make the celebration practical and enjoyable for all involved:

- Bring individual portions that do not need to be cut up—cupcakes are ideal.
- Check with the teacher if there are any special dietary needs within the class and provide an alternative for those children if possible.
- Please do not send a knife or matches with your child.

BOOK CLUB

The School provides an opportunity for children to become involved in the Scholastic Book Club which enables parents and children to purchase quality children's literature at reasonable prices. There are 8 book club issues each year. A percentage of the sales is given to the School in the form of books for the library.

BOOK WEEK

In Term 3 each year Book Week is celebrated in order to promote quality literature and reading. Special book week activities will be arranged to involve all students and information regarding these activities will be provided in the School newsletter.

BUILDING FUND

The Building Fund is the main source of income for building projects. An optional donation can be included when paying school fees and goes towards building new facilities. Donations to the Building fund are tax deductible.

BULLYING AND HARASSMENT

Please ensure you listen to your child seriously if they raise an issue and inform us as soon as possible, preferably on the same or next day so that appropriate action can be taken.

BUSES

Children catching buses meet the duty teacher at the front gate, from where they are escorted to the bus stop in Anson Street and supervised until the bus departs. Children must have their bus passes in their possession at all times. They are also required to show their bus passes to the driver upon entering the bus. It is expected that their behaviour be exemplary whilst traveling on the bus. Bus pass applications can be obtained from the School's Administration Office.

CAMERAS AND PHOTOGRAPHY

The School owns a digital camera. All members of staff are encouraged to use the camera as part of the day to day learning experiences in classrooms and for assessment purposes. If you do not want your child's photographs to be used in displays within the School, we ask that you let us know in writing at the start of the year.

CALENDAR

Details of events are communicated through the weekly newsletter in '***It's a Date***' which includes the dates and details of upcoming School activities. It is envisaged that an annual calendar will be produced in future years.

CASUAL TEACHERS

For a variety of reasons, casual teachers sometimes replace teachers. Teachers are entitled to Sick Leave, Long Service Leave and Maternity Leave. Generally speaking, the classroom program is left for the casual teacher to deliver but sometimes this is not possible, at which time the casual teacher will deliver their own program for the day.

CERTIFICATES

Certificates are awarded to students for achievement in a particular field as determined by the class teacher. The Principal presents certificates at school assemblies and the names of recipients are included in the weekly newsletter. The certificates

are a very important and positive way to recognize achievement by individual children.

CHAPEL

Father Ben Edwards, assistant Priest of Holy Trinity Anglican Church, is our School Chaplain. All students attend fortnightly Chapel services at Holy Trinity. The students are actively involved in the services and parents are welcome to attend. Please note the dates and times as they appear in our weekly newsletter.

CHILD PROTECTION (Also see Visitors)

The School adheres to all legislation pertaining to Child Protection. ALL people who work in the School in any capacity, voluntary or paid, must complete the mandatory Child Protection forms so official checks can be carried out. If you plan to help out in the School in any way, we ask you to ensure that the appropriate form, available from the office, has been completed before you start.

CLASS SIZES

It is the intention of the School Council to limit class sizes to:

Transition	20
Kindergarten	20
Years 1 & 2	22
Years 3 & 4	24
Years 5 & 6	26

CLOTHING SHOP

The clothing shop is open on request during school hours. Bookings for uniform fittings for new students should be made with the Administration Officer. In the future, it is the School's intention to include the sale of second hand uniform items.

CODE OF BEHAVIOUR

By enrolling your child at Orange Anglican Grammar School you have signified your agreement with the following set of principles

which we call our Code of Behaviour. We expect every student and every other member of the School community to comply with this Code.

1. Within the School I will:

- Behave sensibly
- Accept responsibility
- Seek opportunities to be kind and helpful to others
- Care for the school environment

2. Within the classroom I will:

- Be positive
- Learn enthusiastically
- Complete every task to the best of my ability
- Work co-operatively
- Bring equipment

3. When travelling to and from the school I will:

- Be considerate of others
- Obey all rules set by the bus company
- Wear the School uniform with pride

We explain to students what each of the statements means. Our staff model these precepts and we hope that parents do the same. Please actively reinforce this Code of Behaviour at home. Such reinforcement is an essential component of the partnership between home and School in preparing children to be caring and responsible citizens.

COMMUNICATION BETWEEN SCHOOL AND HOME

There are many avenues for effective communication between the School and the home:

- **The School Newsletter** is distributed every week via students. It contains up to date information on the activities of the School.
- **Parent Teacher interviews** and individual interview sessions will be conducted as a normal part of the School's program.

- **Personal appointments** can be arranged at other times through the School's office.

CONCERNS

The School recognizes the right of all students and parents to express their concern about school related issues and to have their grievances acknowledged through a fair hearing. If at any time you have a concern about any aspect of School life, we encourage you to contact the School and arrange a meeting with the appropriate member of staff.

CURRICULUM

The curriculum, including curriculum outcomes, of this school focuses on developing the whole child and complies with the requirements set out in Part 3 of the NSW Education Act 1990. The curriculum is taught in accordance with the outcomes of the NSW Board of Studies syllabuses for the six key learning areas of primary education – English, Mathematics, Science and Technology, Human Society and its Environment, Creative Arts, Personal Development, Health and Physical Education. Appropriate courses of study are provided for each child in each key learning area, each year.

The main emphasis in the curriculum is the provision of literacy and numeracy skills which children will require to become fully functioning members of our society. Teaching in English involves the children learning comprehension skills, grammar, punctuation, spelling, writing, talking and listening. Teaching in Mathematics involves learning in whole numbers, the four operations, fractions and decimals, chance and data, patterns and algebra, measurement, space and geometry.

The School recognizes the place of technology in the learning program and has established a wireless network allowing access to computers and the internet from anywhere on the campus. Teaching and learning activities provide the children with opportunities to learn about and how to use computers,

scanners and digital cameras, electronic information retrieval and communication systems.

DISCIPLINE

The School aims to provide a safe, nurturing teaching and learning environment. The overall aim of all disciplinary measures in the School is the development in each child of a high degree of self discipline in both work and behaviour. At all times the School will seek to ensure that disciplinary action is based on procedural fairness.

The main thrust of our policy is the provision of an environment in which students want to behave appropriately at all times. Learning opportunities will enable students to develop self respect, social responsibility and accountability for their own actions.

However, children who are behaving in a disruptive or dangerous manner will be removed from activities until they are prepared to modify their behaviour. Repeated misbehaviour in the infants classes, after due warning, will incur a loss of treat or anticipated activity. Parents will be advised of any instances which need follow up support of school rulings/counselling.

Where older students are disobedient, fight, are rude, swear or continually play in a rough and unsafe manner a lunchtime detention may be imposed.

Students placed on 3 or more detentions during a term will be placed on a Behaviour Card for 1 week. In both instances parents will be informed of the behavior and resulting penalty.

DROP OFF/PICK UP

In order to ensure the safety of students, staff and visitors to the School, parents and carers are asked to observe the following procedures.

The area in front of the School is now a “Kiss and Drop” zone from 9.00am – 9.20am and 3.00pm – 3.30pm. We ask that parents use the spaces according to the following guidelines:

- Parking is not permitted during the times listed. If you are accompanying your child into the building, you will need to park in one of the spaces listed above.
- Where ever possible, students should be assisted out of the car and through the gate into the School area by the parent/carer, ensuring that the gate is closed behind you. Year 1 – Year 5 students are encouraged to come into School independently.
- In the afternoons, students waiting to be picked up will wait within the fenced front area of the School. Staff will be on duty to assist students into cars stopped in the “Kiss and Drop” zone. This means the driver will not have to get out of their car, and should then be able to move out of the space within a very short time.

EXCURSIONS

Your children will participate in many excursions and educational activities off site in their time at Orange Anglican Grammar School. Some of these may require additional parental help, so we ask you to take notice of notes sent home with your child as well as those in the weekly newsletter in which the need for help will be outlined.

EXTRA CURRICULAR ACTIVITIES

The School aims to provide a wide range of experiences and opportunities for the students. Extra-curricular activities will be offered in conjunction with staff expertise and may vary according to other school commitments. Information about these activities will be provided in the School Newsletter.

FEES

Accounts will be forwarded at the end of each term and are due on the first day of each term. Fees are to remain a term in

advance irrespective of payment method, unless prior arrangements are made. If you have any difficulty keeping up with payments, or your circumstances change in regard to fee payment, you are encouraged to advise the Principal as soon as possible.

GOING HOME ARRANGEMENTS

Each term a Daily Update Form is sent home asking you to inform us of the arrangements in place each afternoon with your child. Any changes to this form, even if only for one day, must be communicated in writing to the School before the event. Alternatively, you may ring the office as soon as possible on the given day.

HEALTH

We ask you to inform us of any medical conditions affecting your child. Consent must be given to your child's teacher if medication is to be dispensed at school. There is provision for written consent contained in the Health and Medical Information form. Consent should clearly outline the following:

- Child's name
- Name/nature of ailment
- Name of medication
- Frequency of receipt of medication
- Any other relevant information such as the projected longevity of the illness

All medications must also be clearly marked with the above information in case it needs to be dispensed by someone other than the class teacher (eg casual teacher). Children are not to have medication in their possession (except for asthma puffers) at any time.

No medication will be given to any child without a Medical Administration Consent Form signed and dated by a parent/guardian. The form must clearly state the dosage and

time(s) to be given. All medication must be taken to the Administration Office before School commences.

HOMEWORK

Homework is recognized as a valuable part of schooling and supports the learning in which children are involved at School. It is School policy that some form of homework is set and completed most evenings. No homework is set for weekends or holidays as the School recognizes the importance of family and leisure activities. The following times are suggested but not prescriptive for children at each stage. All children work at their own pace, so it could be that your child finishes the tasks more quickly or slowly than the following guide. If you have any concerns about the time your child spends on homework tasks you are encouraged to discuss them with the class teacher.

Transition:	Reading
Kindergarten:	Reading
Years 1 and 2:	10 minutes written and 10 minutes reading
Years 3 and 4:	15 minutes written and 10 minutes reading 10 minutes instrument
Year 5 and 6:	20 minutes written and 10-15 minutes reading 10 minutes instrument

HOURS

School commences at 9.15am and concludes at 3.15pm. Teachers are on duty in the playground from 8.45am and until 3.45pm each day. Please do not send your child to school before 8.45am as school playgrounds can be lonely and dangerous when unsupervised.

HOUSE SYSTEM

It is the School's intention to develop a House system when enrolments sufficiently support such a system. The Houses will bear names of significance and will allow our students to be involved in activities which serve the School as a whole, and allow them to participate in minor leadership roles.

IMMUNISATION

All students entering the School must have an immunisation certificate. If a copy of this certificate has not yet been sighted by the Administration Officer, this should be forwarded on the first day of school. Children who are not fully immunised may be required to remain at home should there be an outbreak of a disease for which they are not immunised.

INFECTIOUS DISEASES

Some infectious diseases require children to be kept home from school to prevent the spread of infection. We have included this information on the last page of the guide so you can display it on your fridge.

Chicken Pox:	7 days after spots first appear
Conjunctivitis:	Until all discharge has ceased
Fifths Disease: (Slap Cheek)	As this disease is normally contagious in the period before the rash appears, it is not normally necessary to exclude the child from School
German Measles:	7 days from the appearance of the rash surfaces such as scalp, hand, face and legs
Hepatitis: (Viral & Type A)	Exclude until all symptoms have disappeared or until a doctor issues a certificate of recovery, for at least 7 days from the first signs of jaundice
Head Lice:	Parents will be contacted and requested to take their child home and treat hair. They may return to school upon satisfactory evidence of removal of lice and eggs

Impetigo: (scabby sores)	Exclusion only necessary if found on exposed areas
Measles:	5 days from the appearance of the rash or until a medical certificate is produced
Mumps:	Exclude until fully recovered, for at least 7 days after the swelling occurs
Ringworms:	Exclude until appropriate treatment has begun. The School may ask for a certificate to confirm this has been done

LEARNING SUPPORT

Based on assessments conducted throughout the school year, students in need of support will be placed on an appropriate program. Where necessary, referrals may be made to outside agencies, in consultation with parents, for more specialized support for an individual student.

LATENESS

It is an expectation of the School that children arrive on time. While we understand that occasionally lateness cannot be avoided, persistent lateness disrupts the learning of your child and the learning of the other children in the class. We therefore ask you to ensure your child arrives at school on time.

LEAVE

Parents may apply in writing to the Principal when seeking extended leave. This should be done well in advance of the proposed absence. Absences from School disrupt the continuity of learning not just for the child who is absent but also for their peers. Leave for holidays outside school holidays is generally discouraged.

LIBRARY

Every class will spend time in the Library each week. All students will be given the opportunity to borrow books for reading at home and to learn about the value of libraries in both learning and leisure time. All students will be issued with a waterproof School library bag. Library bags remain the property of the School. Should your child lose their library bag, a new one will be issued on receipt of the replacement cost.

LOST PROPERTY

It is each child's responsibility to keep track of his/her clothing and to search for lost items as soon as possible after the loss is noticed. All lost property is placed in a basket outside the Principal's office. While every effort will be made to locate the owner of lost property, this may not always be possible. At the end of each term items will be given to a local charity or to the Uniform Shop for selling.

Please ensure all items of your children's clothing are clearly labeled to avoid items being lost to you forever.

MONEY AND TOYS AT SCHOOL

There are a few occasions when a limited amount of money may be brought to School to support charities, cake stalls etc. Notice of these occasions will be advised in the newsletter. No cash should be brought on site at any other time by students.

Unless otherwise invited by the teacher, toys, electronic games, MP3 players and swap cards should be left at home.

MUSIC

Music plays an important part in the life of Orange Anglican Grammar School. Every student will participate in the music program each week. It is the intention of the School to participate in Eisteddfods and other events in the community to further develop the musical and performance skills of students.

In addition, the Orange Regional Conservatorium of Music provides choral, string, brass and woodwind programs for Kindergarten to Year 6 students on a weekly basis. Instruments and music are supplied by the Conservatorium at no cost to parents. It is the School's expectation that students will treat the instruments with the utmost care and respect and will spend time on regular practice.

NEWSLETTER

A detailed newsletter is sent home every week with the eldest or only child in the School. You are encouraged to read this newsletter carefully as it is the main form of ongoing communication between the School and home. The newsletter will also be posted on the website at www.orangegrammar.nsw.gov.au

NO HAT

No hat – play in the shade. This policy applies all year round and no exceptions will be made.

NOTICE OF WITHDRAWAL

One term's notice must be given in writing to the Principal when it is the intention that a student will leave the school. When a student leaves the School during a term, the full term fee will be charged.

OPEN DAY

An Open Day will be held each School year. The format of the day will vary from year to year, but might include displays of student work, demonstration lessons, and musical items. Open Day is an opportunity for members of the community to experience Orange Anglican Grammar School in action. Parental support on Open Day will be very much appreciated.

PARENT/TEACHER INTERVIEWS

We encourage close communication between home and School. Organised parent/teacher nights and individual

interview sessions are conducted as a normal part of the School's program. Appointments at other times can be made through the School's office.

PARENTAL INVOLVEMENT

Parents are welcome to help out in a number of different voluntary roles. Help is welcomed in the classrooms, the Library, at sports carnivals, working bees and on excursions.

The support of parents in the classroom is encouraged especially in the infant classes and suggestions are made during the Parent Information Evening. Parents are most welcome to attend our weekly Assembly when each class showcases aspects of their learning activities. Parents are also welcome to join us for Chapel services.

Because parents are the first educators of their children, we welcome and encourage their active participation in the School's education of their children. We strongly believe that education is most effectively carried out when the values of the School reflect those of the home. It is also imperative that parents support the rulings of the School in the presence of their children.

PARKING

Four car parking bays are available at the front entrance of the School, with a large area allocated for an Emergency Access point. At no time should you park your vehicle in this designated area. **The spaces in front of the School are now for drop off and pick up only between 9.00am – 9.20am and 3.00pm – 3.30pm.** Parking is also available in marked angled spaces fronting Anson Street, parallel spaces next to the playground opposite those angled spaces, and between the playground and the church.

For safety reasons, children should never be allowed to walk through the car park unsupervised.

PHOTOGRAPHS

Each year the School arranges a professional photographer to visit the School and take photos of individuals, classes and groups. The photos normally take about six weeks to be returned to the School. Information will be provided in the Newsletter regarding the date. Full School uniform is to be worn for photographs.

PLAYGROUND SUPERVISION

Playground supervision commences at 8.45am. Under no circumstance is a child to be left at School unsupervised before that time as School playgrounds can be lonely and dangerous places. Your understanding of this requirement is appreciated. In the afternoons, students will be supervised until 3.45pm if necessary.

PRIVACY

Orange Anglican Grammar School is bound by the National Privacy Principles contained in the Commonwealth Privacy Act. The new privacy legislation which has been applied to the private sector since 21 December 2001 regulates among other matters, the way organisations collect, use, disclose, keep secure and give people access to their personal information.

The School's Standard Collection Notice outlines how the School uses and manages personal information which has been provided or collected. A copy of the **Standard Collection Notice** has been included at the end of this guide for your reference.

The School cannot provide the phone number or address of any student or parent without appropriate authority.

PROMOTING THE SCHOOL

Research has been conducted in other Independent Schools and it has been found that up to 80% of new families joining these schools heard about the school from an existing parent. We encourage you to pass on our details to any interested friends or potential parents.

REPORTS (REPORTING TO PARENTS)

The aim of the school report is to communicate with parents regarding their child's individual progress in all aspects of school life, thus promoting discussion and co-operation between home and school for the benefit of your child.

Reports are compiled for students in K – 6 and are issued at the end of Terms 2 and 4. Student progress is recorded in each of the six Key Learning Areas and comments on general progress and development are included. In Years 1-6 student achievement is assessed against 5 achievement levels as required by Australian Government legislation and which indicates each child's achievement relative to the achievement of their peers at Orange Grammar.

Opportunities for parent/teacher interviews will follow the distribution of reports.

SCHOOL COUNCIL

The School Council is appointed by and accountable to the Anglican Schools Commission, within the Anglican Church Diocese of Bathurst. The Commission relies on the School Council for strategic planning, broad policy determination and financial management of the School. The Principal is accountable to the Council for the educational leadership and management of the School. In 2008 the Council comprises the following members:

Chairman:	Mr David Day
Deputy Chairman:	Mr Adrian Scarra, Bishops Registrar
Councillors:	Bishop Peter Danaher Bishop Richard Hurford Father Frank Hetherington Mrs Pen Hewitt Ms Phillipa Byrne Mr Peter Jackson

Rev'd Gary Neville
Mr Raymond Norman

The full Council meets once monthly, and sub committees meet as required.

SCHOOL ETHOS

The fundamental aim of the School is the pursuit of excellence in all areas of human endeavour. Every attempt is made to achieve this by the provision of a nurturing and encouraging environment.

The School aims to hold traditional values, emphasizing respect for self and others, obedience, good manners, self discipline and industry, in a vibrant, Christ-centered environment. The School seeks to provide opportunities for children's individual and group needs and to realize the full potential of each child. In the classroom both individual attention and group learning are provided in order that children who experience difficulties are able to be given further help, while those with special abilities are provided with opportunities to further enhance and develop those abilities.

School life constitutes a large part of living for each child, consequently, it is important for its own sake and is not merely a preparation for the future. School life should therefore be satisfying, challenging, co-operative and exciting.

SCHOOL CREST

Representations of Christianity are visible through the Bishop's Mitre and the Cross. The three circles on the cross stand for The Father, The Son and The Holy Spirit. The Pinnacle and Mount Canobolas are represented as well known landmarks in the district.



The stars underneath are representative of the Southern Cross.

SCHOOL MOTTO 'Seek the Truth'

At its inception, the School Council resolved to adopt SEEK as the School motto (Service, Empathy, Ecology, Knowledge). Since then, the School motto has been enhanced to include the words 'Seek the Truth'. As Christians, seeking the truth is to seek to know God in Jesus Christ. We believe that this will enable us to live full and satisfying lives and that in seeking the truth we will enrich the whole of the society in which we live. Our School community is where we seek the truth in all our activities and learning.

SCHOOL PRAYER

Thank you Lord for this new day.
In our School to work and play.
Please be with us all day long.
In every lesson game and song.
May all the happy things we do.
Make you our Father happy too. Amen.

SCHOOL SONG - (written by Pamela Brooks of Orange)

Beneath the Southern Cross you'll find us,
In the shadow of Mount Canobolas,
Where Wiradjuri people once trod,
A place of learning, a place of God

We seek the truth,
You lead the way,
Light for us the path of life,
We walk each day.

Orange Anglican Grammar School,
We will do our best in all we do,
As the years pass by, may you reign on high,
We will strive to bring honour to you.

We will always seek the truth
And remember your caring rule,
Follow the path of life lit up for us

At Orange Anglican Grammar School.

SICKNESS

Please keep your child at home if they are unwell. Children who are unwell at School inevitably get sent home, have an unhappy time and also risk passing on their sickness to staff and other children. If your child falls sick at school, you or the nominated emergency contact will be called to collect them.

STAGES

The NSW Board of Studies (BoS) mandate what needs to be taught in schools. All BoS curriculum documents are organised into stages and this is reflected in the organisation of the School. Each stage comprises a set of learning outcomes that children are expected to achieve prior to commencing working towards the outcomes of the next stage:

Early Stage 1: Refers to the first year of school that is traditionally known as Kindergarten.

Stage 1: Refers to the second and third year of school, traditionally known as Years 1 & 2.

Stage 2: Refers to the fourth and fifth year of school, traditionally known as Years 3 & 4.

Stage 3: Refers to the sixth and seventh year of school, traditionally known as Years 5 & 6.

When your child enters Secondary School in their eighth year of school (Year 7), they will be entering Stage 4.

The School has a complete set of curriculum documents available for parents to read. Please contact the Administration Officer if you would like to borrow any of the curriculum documents.

SPALDING LITERACY PROGRAM

In implementing the Spalding Literacy Program at Orange Grammar we recognize that each child has a preferred learning style that uses different senses. Spalding ensures that each of the senses is used in each lesson, thus providing more meaningful opportunities for each student.

At the core of this program is the teaching of the 70 sounds we use in the English language to create words. Children are taught to recognize these sounds as they are heard and seen, as well as how they feel when written. Spelling rules, grammar, and the all important comprehensions skills are also strong features of the program. Spelling words are taken from a list of the 1700 most commonly used words in our language, thus providing a strong foundation for all future spelling challenges your child will encounter.

The outcomes of the Spalding Literacy Program match the outcomes of the NSW Board of Studies English K-6 Syllabus.

SPORT

Orange Grammar is very aware of the need to develop within each child a desire to live a healthy lifestyle. By living a healthy lifestyle we recognize that our students will have the greatest chance to achieve and maintain physical, mental, social and spiritual well being.

Two weekly sports sessions are held for Kindergarten – Year 6 students, who may wear sports uniform to school on these days. The sessions incorporate the teaching of gross motor skills, games, gymnastics and dance and utilize local specialist facilities. The cost of travel to and from and entry to these facilities is included in School fees.

Friendly competition against independent schools within our region is available to our students in athletics, swimming and cross country running.

As the school grows it is also anticipated that teams will be entered into local sporting competitions in a range of sports suitable for primary school students.

Access to the highest level of competition in NSW is available to talented athletes through our membership of the Junior School Heads Association of NSW.

Codes of conduct for competitors, spectators and parents are included at the end of this handbook.

TRANSITION TO SCHOOL (Pre-Kindergarten)

Our Transition to School program is a special program designed to prepare children for formal schooling. By developing the basic building blocks for future success, the program seeks to meet the needs of those children who have grown beyond the conventional preschool environment but who are not yet ready for Kindergarten.

There is an emphasis on pre-literacy and pre-numeracy skills and children are also introduced to computer technology, music, art and physical education as a part of a varied and highly enjoyable weekly program.

The class is open to children who are 4 years of age. However, arrangements may be made for a child to commence prior to turning 4 if it is deemed appropriate for the individual and existing students. Children may attend from 3 days to 5 days per week with fees adjusted accordingly. A modified school uniform is worn by Transition students.

UNIFORM

The full School uniform is to be worn at all times, unless otherwise advised. This includes traveling to and from School.

Summer Uniform is usually worn in Terms 1 and 4 and the Winter Uniform in Terms 2 and 3. However, in unseasonably hot or cold

weather this may be varied at the discretion of the Principal. We do ask that parents ensure that whichever uniform is being worn, it is complete and not a mixture of summer and winter.

- All items of clothing should be clearly labeled with the student's name
- Black leather shoes are the only footwear that may be worn with the summer and winter uniforms. These may be lace up or buckle.
- Children may wear their sports uniform to School on sports days. Joggers that are **predominantly** white should be worn with the sports uniform.
- Socks should be above the ankle.
- The School hat is compulsory all year round for all students and should be worn during all outdoor activities.
- Hairstyles should be tidy with navy or terracotta hair accessories for girls such as ribbons or bands only.

The full list of the School Uniform follows. All uniform enquiries should be directed to the School's Administration Office in the first instance. Uniform articles are only available for purchase through the School, other than items marked with (R) which can be purchased at a retail outlet.

Transition to School - Formal Uniform-Unisex	
Summer	Winter
Crested powder blue polo shirt	Navy track top & polo shirt. (Powder blue skivvy optional (R))
Navy jersey knit shorts	Navy double knee track pants
Striped ankle sports socks	Striped ankle sports socks
Enclosed sports style shoe (R)	Enclosed sports style shoe (R)
Crested navy school hat	Crested navy school hat
Navy crested school bag	Navy crested school bag

Primary Formal Uniform	
<p>Girls – Summer Navy poly-wool pinafore Blue/white striped short blouse Navy crested crossover tie Navy blue ankle socks Terracotta knitted jumper Black leather school shoes(R) Crested navy school hat Hair ribbons/bands in navy or terracotta only</p>	<p>Boys - Summer Navy blue shorts Blue/white striped short shirt Navy blue crested tie Navy blue ankle socks Terracotta knitted jumper Black leather school shoes (R) Crested navy school hat</p>
<p>Girls - Winter Navy poly-wool pinafore Blue/white striped long blouse Navy crested crossover tie Navy tights (R) Terracotta knitted jumper Navy crested school hat Navy crested school bag</p>	<p>Boys - Winter Navy dress trousers Blue/white striped long shirt Navy blue crested tie Navy blue ankle socks Terracotta knitted jumper Navy crested school hat Navy crested school bag</p>
Primary Sports Uniform	
<p>Navy jersey knit sports shorts Crested powder blue polo shirt Crested navy polar fleece Navy tracksuit pants Striped ankle sports socks Sports shoes (R)</p>	
Cold Weather Items	
<p>Navy polar fleece beanie Navy polar fleece scarf Navy Rain Jacket</p>	

VACATION CARE

Initially, it is not the intention of the School to provide a Vacation Care service. Orange City Council offers Vacation Care programs throughout December and January and during other

school holiday periods. Please contact Orange Council's Outside School Care Coordinator on 6393 8000 to make suitable arrangements.

Other Vacation Care programs are available in Orange and are generally organized by Church groups. Contact your local Church office for more information.

VISITORS (CHILD PROTECTION)

In the interests of the safety of our students, all visitors to the School, not including parents and family, are asked to report to the school office, sign in and wear a Visitors (or Volunteer) badge whilst visiting. All adults who have contact with children via the School must sign a declaration consenting to a background check to confirm that they do not have a criminal record. Forms are available in the Administration Office.

VOLUNTARY HELPERS

The School welcomes the assistance and involvement of parents, grandparents and other members of the School community as voluntary helpers. Because of the access which they have to students, all voluntary helpers who interact with students in any way within the School are required to sign the declaration that they are not a prohibited person and are asked to consent to their names being screened by the Commission for Children and Young People. Forms are available at the Administration Office and each Voluntary Helper is required to complete one.

The School has a set of Guidelines for Voluntary Helpers, a copy of which will be given to all people offering to assist in School activities. A copy of the School's "Guidelines Relating to the Care and Protection of Students", declaration and consent forms, and the School's Evacuation Procedures will also be given to all Volunteers.

Voluntary Helpers will be given a visitors badge and will be permitted to work with staff members of the School. They will also be required to complete an entry into the School's Voluntary

Helper Register and will be required to confine their attendance to a Supervising Teacher.

WEBSITE

Orange Anglican Grammar School's website can be found at www.orangegrammar.nsw.edu.au and contains information about the School, dates of activities/events (It's a Date!) and newsletter items.

YOUR FEEDBACK

It is important that this booklet contains the information that new parents to our school need to know.

We want to know if we have overlooked the inclusion of vital information regarding the day to day operation of the school.

We would therefore appreciate you filling in the enclosed form and returning it to the school administration office, or, personally advise us of possible further inclusions that would improve your Orange Anglican Grammar experience.

I need to speak to somebody about . . .

Absence from School due to illness:	Class teacher
After School Care:	After School Care coordinator
Bullying:	Class teacher
Discipline matters:	Class teacher
Enrolments:	Administration, Mrs Carolyn Googe
Guidance/Counselling:	Class Teacher/Principal
Homework problems:	Class teacher
Late to School:	Administration, Mrs Carolyn Googe
Learning support:	Principal, Mrs Ann Brown
Library:	Class Teacher
Newsletter:	Administration, Mrs Carolyn Googe
Pastoral Care:	Class Teacher
Subject/Curriculum concern:	Principal, Mrs Ann Brown
Transport:	Administration, Mrs Carolyn Googe
Uniform:	Administration, Mrs Carolyn Googe

STANDARD COLLECTION NOTICE

Orange Anglican Grammar School is bound by the National Privacy Principles contained in the Commonwealth Privacy Act. The new privacy legislation which has been applied to the private sector since 21 December 2001 regulates among other matters, the way organizations collect, use, disclose, keep secure and give people access to their personal information. We seek to make all members of the School aware of the matters specified below and to obtain consent for uses and disclosure of personal information that may not be regarded as being for primary or secondary related purposes. The following statement outlines the School's policy on how the School uses and manages personal information which has been provided or collected.

1. Orange Anglican Grammar School collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. The primary purpose of collecting this information is to enable Orange Anglican Grammar School to provide schooling for your child.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection Laws.
4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.

5. Orange Anglican Grammar School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, medical practitioners and people providing services to the School, including specialist visiting teachers, sports coaches and volunteers.
6. If we do not obtain the information referred to above we may not be able to continue the enrolment of your child.
7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions, information such as academic and sporting achievements, pupil activities, photos and other news is published in School newsletters, promotional material and on our website.
8. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Pupils may also seek access to personal information about themselves. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the pupil, or where pupils have provided information in confidence.
9. As you may know the School from time to time engages in social and fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organizations that assist in the School's fundraising activities such as the School's P&F. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

10. We may include your contact details in a class list and School directory. If you do not agree to this you must advise the School immediately.

11. If you provide the School with the personal information of others, such as doctors or emergency contact, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.

12. From time to time photographs and student achievement may be used to market the School.

13. Please notify Orange Anglican Grammar School in writing, if you have any objections to any of the above clauses.

CODES OF CONDUCT FOR PARTICIPATION IN SPORT

At Orange Anglican Grammar School we value being able to provide opportunities for our students to participate in sport at all levels. In order to ensure that participation is an enjoyable experience for all involved we have developed codes of conduct for participants, spectators and parents. Please take the time to read this document with your child, to talk over any aspects that may need clarifying with them and encourage them to uphold them when representing their school in a sporting competition. Likewise we ask that parents also familiarize themselves with our expectations so that together we can provide positive sporting experiences for our young people.

PLAYERS

1. Play by the rules.
2. Never argue with an official. If you disagree, have your captain, coach or manager approach the official during a break or after the competition.

3. Control your temper. Verbal abuse of officials and sledging, other players, deliberately distracting or provoking an opponent are not acceptable or permitted behaviours in any sport.
4. Work equally hard for yourself and/or your team. Your team's performance will benefit, so will you.
5. Be a good sport. Applaud all good plays whether they are made by your, team or the opposition.
6. Treat all participants in your sport as you like to be treated. Do not bully or take unfair advantage of another competitor.
7. Cooperate with your coach, team-mates and opponents. Without them there would be no competition.
8. Participate for your own enjoyment and benefit, not just to please parents and coaches.
9. Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.
10. Do not interfere with the progress and/or conduct of the game.

SPECTATORS

1. Remember that young people participate in sport for their enjoyment and benefit, not yours.
2. Applaud good performance and efforts from all individuals and teams. Congratulate all participants on their performance regardless of the game's outcome.
3. Respect the decisions of officials and teach young people to do the same.
4. Never ridicule or scold a young player for making a mistake. Positive comments are motivational.
5. Condemn the use of violence in any form, whether it is by spectators, coaches, officials or players.
6. Show respect for your team's opponents. Without them there would be no game.

7. Encourage players to follow the rules and the officials' decisions.
8. Do not use foul language, sledge or harass players, coaches or officials.
9. Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

10. Do not interfere with the progress and/or conduct of a game.

PARENTS

1. Remember that children participate in sport for their enjoyment, not yours.
2. Encourage children to participate, do not force them.
3. Focus on the child's efforts and performance rather than winning or losing.
4. Encourage children always to play according to the rules and to settle disagreements without resorting to hostility or violence.
5. Never ridicule or yell at a child for making a mistake or losing a competition.
6. Remember that children learn best by example. Appreciate good performances and skilful plays by all participants.
7. Support all efforts to remove verbal and physical abuse from sporting activities.
8. Respect officials' decisions and teach children to do likewise.
9. Show appreciation for volunteer coaches, officials and administrators. Without them, your child could not participate.
10. Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.
11. Do not interfere with the progress and/or conduct of a game.

YOUR NAME (Optional) _____

YEAR YOUR CHILD ATTENDS: _____

INFORMATION THAT COULD BE INCLUDED IN THIS HANDBOOK:

Thank you for helping us to improve your Orange Anglican Grammar School experience.

YOUR NAME (Optional) _____

YEAR YOUR CHILD ATTENDS: _____

INFORMATION THAT COULD BE INCLUDED IN THIS HANDBOOK:

Thank you for helping us to improve your Orange Anglican Grammar School experience.

TEAR OUT SECTION

INFECTIOUS DISEASES – exclusion periods

Some infectious diseases require children to be kept home from school to prevent the spread of infection. We have included this information on this page of the guide so you can tear it out and display it on your fridge.



Chicken Pox:	7 days after spots first appear
Conjunctivitis:	Until all discharge has ceased
Fifths Disease: (Slap Cheek)	As this disease is normally contagious in the period before the rash appears, it is not normally necessary to exclude the child from School
German Measles:	7 days from the appearance of the rash surfaces such as scalp, hand, face and legs
Hepatitis: (Viral & Type A)	Exclude until all symptoms have disappeared or until a doctor issues a certificate of recovery, for at least 7 days from the first signs of jaundice
Head Lice:	Parents will be contacted and requested to take their child home and treat hair. They may return to school upon satisfactory evidence of removal of lice and eggs
Impetigo:	Exclusion only necessary if found on exposed (scabby sores)
Measles:	5 days from the appearance of the rash or until a medical certificate is produced
Mumps:	Exclude until fully recovered, for at least 7 days after the swelling occurs
Ringworms:	Exclude until appropriate treatment has begun. The School may ask for a certificate to confirm this has been done