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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**

## **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.

## **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.

## **A – Z HANDBOOK**

### **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 7 will usually compete in a number of academic competitions, including Maths, English and Science and computing. 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 challenges 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 become available to Orange Grammar School families, given sufficient demand.

## **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. Assembly is a time for the whole school to gather and reflect on and celebrate achievements. Prayer and music enhance assemblies.

## **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.

## **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**

In the Primary School, 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 teachers at the gates adjacent to the bus stops. 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. The School is currently served by Orange Buslines, Selwoods, Apple City and Davis bus companies.

### **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. Students should not bring cameras to school nor should they take photographs of one another.

## **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, Priest of Holy Trinity Anglican Church, Molong, is our School Chaplain. Collections are taken during special Chapel services to support our Compassion children, Jeny and Michael. 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	28
Kindergarten	20
Year 1	22
Years 2	24
Years 3 to 6	26
Years 7 & 8	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.

### **CONTACTING THE SCHOOL**

The School telephone number is 02 6360 4811. Although it has several telephone lines available, this is the only published number. Should you find a problem with this number, please make contact using either **0439 552 945** or **0408 324 936** mobile numbers, or by using our email system. Mobile numbers should only be used in the event of an emergency or if the main office number is not available for any reason.

### **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.
- **The School Diary** is issued to every student each year. The diary is an important communication tool between your child's teacher and yourself as well as providing older students with a facility for recording homework and assessment tasks. We ask that parents ensure all students have their diary at school every day.

## **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.

## **COMPASSION**

At Orange Grammar we want to ensure that our students are given opportunities to share their good fortune with children less fortunate. Our School community includes Jeny, from El Salvador, and Michael, from Ecuador, with whom our students have a very special relationship. Through the sponsorship of these children our students provide the opportunity for them to become healthy and fulfilled adults, bring about lasting change to their families and communities. Throughout the year activities are held to raise the funds needed for the sponsorship of Jeny and Michael.

## **CURRICULUM**

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 students with opportunities to learn about and how to use computers, scanners and digital cameras, electronic information retrieval and communication systems.

### **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.

### **Kindergarten to Year 6**

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. The six key learning areas of primary education are 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.

### **Years 7 – 8**

The eight key learning areas of secondary education are English, Mathematics, Science, Human Society and its Environment –

History and Geography, Creative Arts – Music and Visual Arts, Languages, Personal Development Health & Physical Educations, Technology – Information & Software Technology, Agricultural Technology, Food Technology, Graphics Technology, Industrial Technology, Design & Technology, Textiles Technology.

Appropriate courses of study, that meet Board of Study requirements for the Award of the School Certificate are provided for students in each key learning area, each year.

### **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 beyond the bus lane is known a “Kiss and Drop” zone from 8.05am – 9.05am and 3.05pm – 3.35pm. We ask that parents use the zone 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 the car park.
- Drop off should allow students to exit the car on the curb side, where possible to allow immediate access through the gate into the School area. Please ensure the gate is closed behind your child. Year 1 – Year 5 students are encouraged to come into School independently. Younger children may need to be assisted by their parents or care givers
- In the afternoons, students waiting to be picked up will wait within the fenced area of the “Kiss and Drop” zone. Staff are on duty to assist students into cars stopped in the “Kiss and Drop” zone to ensure the driver does not have to get out of their car, and should then be able to move out of the space within a very short time.
- It is important that children understand the importance of getting into their car as quickly as possible.
- The aim of ‘Kiss & Drop’ is to ensure a smooth flow of traffic. It is important that the first car in the zone stops at the roundabout end, thus allowing another four cars in the zone. Drivers should not hold up those behind them. If your child has not arrived at Kiss & Drop, you should proceed out of the zone, and drive down to the main roundabout and return to the zone.

- Use of mobile phones in the Kiss & Drop zone is not recommended as it holds up those behind you.

### **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 in the first week 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
Year 7:	30 – 60 minutes daily. Assessment tasks and exam revision will require additional time.

### **HOURS (2009)**

School commences at 9.05am and concludes at 3.00pm. Teachers are on duty in the playground from 8.35am and until 3.35pm each day. Please do not send your child to school before 8.35am as school playgrounds can be lonely and dangerous when unsupervised.

### **HOURS (2010)**

School will commence at 9.05am and conclude at 3.35pm. Teachers are on duty in the playground from 8.35am and until 4.05pm each day. Please do not send your child to school before 8.35am as school playgrounds can be lonely and dangerous when unsupervised.

### **HOUSE SYSTEM**

It is the School's intention to develop a House 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 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.

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.

## **NAPLAN TESTING**

It is a government requirement that all students in Years 3, 5, and 7 participate in the annual NAPLAN 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.

## **NEWSLETTER**

A detailed newsletter is produced every week and can be received by email or by viewing our website [www.orangegrammar.nsw.gov.au](http://www.orangegrammar.nsw.gov.au). You are encouraged to read this newsletter carefully as it is the main form of ongoing communication between the School and home.

## **NO HAT**

No hat – no play. 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**

Many car parking bays are available in the front car park of the School, with two areas allocated for Disabled parking. At no time should you park your vehicle in the designated Disabled area, unless you have a legitimate right and display your permit.

**For safety reasons, please ensure you and your children use the foot paths provided in the car park and never walk through the middle of the car park.**

### **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 8.35am. Under no circumstances should children 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 3.35pm and 4.05pm in 2010, 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 – 7 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 1-7 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

Councillors: Father Frank Hetherington  
Mrs Pen Hewitt  
Mr Peter Jackson  
Miss Kathleen McCredie  
Rev'd Gary Neville  
Mr Raymond Norman

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

## **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.

Stage 4: Refers to the first and second year of secondary education, traditionally known as Years 7 & 8.

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 in K – 6 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 hours of physical education are provided each week for students in Kindergarten – Year 6. Students may wear sports uniform to school on these days. The sessions incorporate the teaching of gross motor skills, games, gymnastics and dance and use 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.

## **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, and knee high for girls in winter.
- 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.

<b>Transition to School - Formal Uniform-Unisex</b>	
<b>Summer</b> Navy crested school hat - \$13.00 Crested burnt orange polo shirt - \$15.00 Navy jersey knit shorts - \$12.50 Striped ankle sports socks - \$5.85 Enclosed sports style shoe (R) Navy crested school bag - \$29.50	<b>Winter</b> Navy crested school hat - \$13.00 Crested navy polar fleece - \$35.00 Navy double knee track pants -\$22.00 Striped ankle sports socks - \$5.85 Enclosed sports style shoe (R) Navy crested school bag - \$29.50
<b>Primary Formal Uniform</b>	
<b>Girls – Summer</b> Summer Dress –4/6 \$56; 8-12 \$56; 14-16 \$60.50 Blue/white striped short blouse - \$18.50 Navy crested crossover tie - \$17.20 Navy blue ankle socks - \$5.85 Terracotta knitted jumper - \$53.00/\$60.00 Black leather school shoes(R) Navy crested school hat - \$13.00 Terracotta hair ribbon - \$2.00/m (bands to be in navy or terracotta)	<b>Boys - Summer</b> Navy blue shorts - \$20.00 Blue/white striped short shirt - \$19.00 Navy blue crested tie (elastic) - \$17.50 Navy blue crested tie (standard) - \$20.50 Navy blue ankle socks - \$5.85 Terracotta knitted jumper - \$53.00/\$60.00(10+) Black leather school shoes (R) Navy crested school hat - \$13.00
<b>Girls - Winter</b> Navy polywool pinafore – sizes 4/6 \$92; 8/10 \$94;12/14 \$96.50 Blue/white striped long sleeve blouse - \$21.00 Navy crested crossover tie - \$17.20 Navy tights (R) or knee high navy socks(R) Terracotta knitted jumper - \$53.00/\$60.00-10+ Navy crested school hat - \$13.00 Navy crested school bag - \$42.50 Navy crested school bag – senior - \$44.00	<b>Boys - Winter</b> Grey dress trousers - \$27.00 (\$31.00 adjustable) Blue/white striped long sleeve shirt - \$22.00 Navy blue crested tie (elastic) - \$17.50 Navy blue crested tie (standard) - \$20.50 Navy blue ankle socks - \$5.85 Terracotta knitted jumper - \$53.00/\$60.00 (10+) Navy crested school hat - \$13.00 Navy crested school bag - \$42.50 Navy crested school bag –senior - \$44.00
<b>Primary Sports Uniform</b>	
Navy jersey knit sports shorts - \$12.50 Crested burnt orange polo shirt - \$15.00 Crested navy polar fleece - \$35.00 Navy tracksuit pants - \$22.00 Navy crested legionnaire sports cap - \$10.00 White school striped sports socks - \$5.85	

**Cold Weather Items**

Navy polar fleece beanie - \$10.00  
Navy polar fleece scarf - \$17.00  
Navy Rain Jacket - \$35.00  
Primary Jacket - \$28.00

**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](http://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 . . .**

<b>Absence from School due to illness:</b>	Class teacher
<b>Bullying:</b>	Class teacher
<b>Discipline matters:</b>	Class teacher
<b>Enrolments:</b>	Registrar
<b>Guidance/Counselling:</b>	Class Teacher/Principal
<b>Homework problems:</b>	Class teacher
<b>Late to School:</b>	Receptionist
<b>Learning support:</b>	Principal
<b>Library:</b>	Class Teacher
<b>Newsletter:</b>	Administration Officer
<b>Pastoral Care:</b>	Class Teacher/ School Chaplain
<b>Subject/Curriculum concern:</b>	Principal
<b>Transport:</b>	Administration Officer
<b>Uniform:</b>	Administration Officer

## **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:**

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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:**

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