



# CASINO CHRISTIAN SCHOOL

Growing in Grace and Knowledge

## Parent Handbook 2024

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# Who We Are

## Mission Statement

The vision and values of Casino Christian School are

***To honour Christ, build community and grow in grace and knowledge.  
We show compassion, integrity, respect and responsibility.***

To reach this vision we focus on three things:

- *Personnel* – appointing staff who are born again believers
- *Practices* – growing a school environment which manifests the love of Christ
- *Policies* – developing Christ-focused curriculum and teaching strategies

## School Structure

- School Board - The School is a ministry of the Casino Presbyterian Church, but it is interdenominational. The School Board directs the School. The Board is made up of representatives from the Presbyterian Church of NSW and local representatives. The Chairman of the Board is Mr Jeffrey Falls.
- Executive Team - The School Executive Team comprises of the Principal, Business Manager, Head of Primary, two Heads of Secondary, and Learning Support Coordinator. The Principal is a member of the Board and is responsible for reporting the operations and development plans of the School to the Board.
- School Staff



# Staff

## Primary Teaching Staff

Name	Position	Email
Mrs Carolyn Coulter	<b>Head of Primary</b>	ccoulter@ccs.nsw.edu.au
Miss Rachel Goodacre	Kindergarten Teacher	rgoodacre@ccs.nsw.edu.au
Miss Jessica Egan Miss Gabby Allen	Year 1 Teachers	jegan@ccs.nsw.edu.au gallen@ccs.nsw.edu.au
Mrs Melissa Livingstone	Year 2 Teacher	mlivingstone@ccs.nsw.edu.au
Miss Melanie Young	Year 3 Teacher	myoung@ccs.nsw.edu.au
Mrs Sharlaine Ranger	Year 4 Teacher	sranger@ccs.nsw.edu.au
Mr Kerry Frahm	Year 5 Teacher	kfrahm@ccs.nsw.edu.au
Miss Mekah Blackhall Mr Darryl Spriggs	Year 6 Teachers	mblackhall@ccs.nsw.edu.au dspriggs@ccs.nsw.edu.au
Mrs Elyce Kemsley	Primary Relief Teacher	ekemsley@ccs.nsw.edu.au
Mrs Rachel Filmer	Primary Relief Teacher	rfilmer@ccs.nsw.edu.au
Mrs Kira Crowther	Primary Relief Teacher	kcrowther@ccs.nsw.edu.au

## Secondary Teaching Staff

Name	Position	Email
Mr Matthew Lake	<b>Head of Secondary</b> Science	mcallaghanlake@ccs.nsw.edu.au
Mr Walter Juozapaitis	<b>Head of Secondary</b> English / Business Studies	wjuozapaitis@ccs.nsw.edu.au
Mrs Kendal Bryant	<b>Careers Advisor</b> 11 Welfare / Hospitality / Food Tech / Agriculture / MTE	kbryant@ccs.nsw.edu.au
Mr David McPherson	<b>Sports Coordinator</b> PDH / Bible / PASS	dmcpherson@ccs.nsw.edu.au
Mrs Carly van Beers	<b>Learning Support Coordinator</b> Elliot Welfare	cvanbeers@ccs.nsw.edu.au
Mrs Megan Wade	<b>Learning Support Teacher</b> Art / Child Studies	mwade@ccs.nsw.edu.au
Mr Benjamin Boland	SLR / Physics / Liddell Welfare	bboland@ccs.nsw.edu.au
Mrs Samantha Boland	English / Art / Liddell Welfare	sboland@ccs.nsw.edu.au
Mr Col Bryant	Auto / Timber / PDH / MTE	cbryant@ccs.nsw.edu.au
Mrs Carolyn Coulter	English	ccoulter@ccs.nsw.edu.au
Mrs Greta Gaut	Mathematics	ggaut@ccs.nsw.edu.au
Ms Haylee Holliday	Musical / Drama / Science / Taylor Welfare	hholliday@ccs.nsw.edu.au
Mrs Samantha Jackson	English	sjackson@ccs.nsw.edu.au
Mr Phillip Murray	Mathematics	pmurray@ccs.nsw.edu.au
Ms Jacqui Nott	English / Taylor Welfare	jnott@ccs.nsw.edu.au
Mrs Kelly-ann Oosterbeek	History / Bible	koosterbeek@ccs.nsw.edu.au
Mr Jason Prozinski	History / Bible	jprozinski@ccs.nsw.edu.au
Mr Mark Wade	IPT / MSE / Music / Elliot Welfare	mwade@ccs.nsw.edu.au
Mr Peter Young	Bible / LOTE / PDH	pyoung@ccs.nsw.edu.au
Mrs Rhonda Zeiler	Mathematics / Photography / Taylor Welfare	rzeiler@ccs.nsw.edu.au

## Ancillary Staff

Name	Position	Email
Mrs Faith Hull	Principal	admin@ccs.nsw.edu.au
Mr Arie Bongers	Business Manager	abongers@ccs.nsw.edu.au
Mrs Erin Stevenson	Finance Officer Tumble Monkeys Coordinator	bursar@ccs.nsw.edu.au
Mrs Josephine Lake	School Counsellor	jcallaghanlake@ccs.nsw.edu.au
Mr Darryl Spriggs	School Chaplain	dspriggs@ccs.nsw.edu.au
Mrs Emily Kusabs	Aboriginal Liaison Officer	ekusabs@ccs.nsw.edu.au
Mrs Carly van Beers	Learning Support Coordinator	cvanbeers@ccs.nsw.edu.au
Mr David McPherson	Sports Coordinator	dmcpherson@ccs.nsw.edu.au
Mr Mark Wade	IT Manager	mwade@ccs.nsw.edu.au
Mr Matthew Jackson	IT Support	mjackson@ccs.nsw.edu.au
Mrs Chris Becker	Administration	admin@ccs.nsw.edu.au
Mrs Debbie Cowan	Administration	debbcowan@ccs.nsw.edu.au
Mrs Amy Watson	Administration	awatson@ccs.nsw.edu.au
Mrs Kate Farrugia	Administration Lab Assistant	kfarrugia@ccs.nsw.edu.au
Mrs Gerda Bongers	Uniform Shop Coordinator	uniform@ccs.nsw.edu.au
Mrs Colleen McKee	Librarian	library@ccs.nsw.edu.au
Mrs Megan Wade	Learning Support Teacher	mewade@ccs.nsw.edu.au
Mrs Donna Southam	Student Learning Support Officer	
Mr Hamish Wyndham	Student Learning Support Officer	
Mrs Adele Gifford	Student Learning Support Officer	
Mrs Emma Rixon	Student Learning Support Officer	
Miss Hannah Ayoub	Student Learning Support Officer	
Mrs Cherie Rixon	Student Learning Support Officer	
Mr Joseph Kusabs	Student Learning Support Officer	
Mrs Erin Goodning	Student Learning Support Officer	
Miss Holly Vout	Student Learning Support Officer	
Mrs Megan Jurjens	Student Learning Support Officer	
Mr Michael Wyndham	Bus Driver	
Mr George Gifford	Bus Driver	
Mr Rick Denton	Maintenance Officer Bus Driver	
Mr Keiran McLeod	Maintenance Officer	
Ms Anne McKee	Tumble Monkeys Assistant	

# School Communication

## **Thrive News Articles**

The school's *Thrive News* articles are our school's primary form of communication for planned events, general announcements and reports of various achievements of our school body. A hyperlink for the news articles is emailed home fortnightly, posted on Facebook and sent via the School Stream app to all families. These articles are linked to the 'News' page on our school website and can be accessed at any time.

## **School Website**

Our school website contains up-to-date information for parents and other interested parties about Casino Christian School. [www.ccs.nsw.edu.au](http://www.ccs.nsw.edu.au)

## **Notes**

Occasionally notes will be sent home for a range of reasons. These might include notes for class news, excursions and permission slips.

## **School Facebook Page**

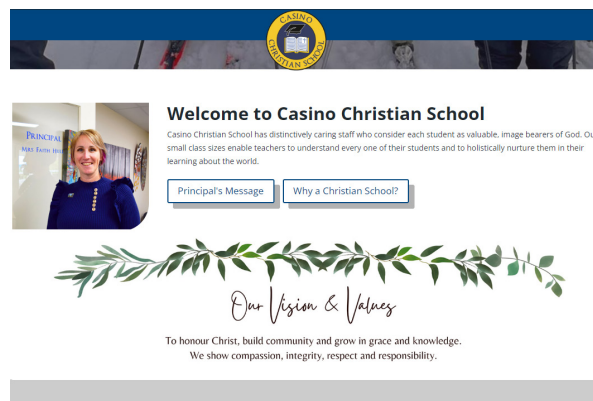
The school has its own Facebook page where important messages are also communicated.

## **School Apps**

We use the School Stream app which you can download from your preferred app store.

**School Stream App:** (for all parents/guardians): Search for our school and create your own login details

In the School Stream app, you will be able to access news article links, the school calendar, excursion notes, uniform order forms, student timetables, absence reports, etc. We strongly recommend downloading the app, if possible, as more of our communications will gradually be given through this platform.





### **Parent/Teacher Interviews**

These are held twice a year and it is strongly suggested that parents attend these. Interviews are 10-15 minutes in duration and bookings are made online via an email booking or by phoning the school office.

### **Information Nights**

Information nights are held from time to time. Parents are strongly encouraged to attend as not only a way of receiving important information but also of meeting other parents.

### **Informal Interviews**

Please do not hesitate to contact the school if there are issues you feel need to be addressed. Should you have an issue or concern that cannot be addressed at the dedicated interview times, you may find a mutually convenient time to meet with your child's teacher. Appointments can be arranged via a note, email to the teacher, over the phone via the office, or in person. If the class teacher cannot resolve the issue, they will take it to the Head of Primary/Secondary. If still not resolved, the Head of Primary/Secondary will take it to the Principal.

### **Phone Calls**

Messages can be left for staff through the school office and they will email the teacher. The teacher will endeavour to return phone calls within 24 hours.

### **Messages for Students**

If you need to get a message to your child, please contact the school office no later than 30 minutes before the end of the school day.



# Arrivals and Departures

## **Buses**

All students who travel by town bus must have a bus pass. If a student does not have or has lost the pass, then an application for a replacement must be submitted. Applications for bus passes are made directly online at <http://www.transportnsw.info/school-students>. CCS operates three private buses that service students in the Fairy Hill, Kyogle and Lismore regions. For more information, please contact the school office at [admin@ccs.nsw.edu.au](mailto:admin@ccs.nsw.edu.au)

## **Arriving at School**

All students are required to be at school, ready to enter classrooms when the bell rings at 9:00am. Students must not be at school before 8:45am when playground supervision commences. Private arrangements should be made with the Principal if having your children here before 8:45am would help your family.

## **Late Arrivals at School**

Students who arrive at school after 9am (except when buses are running a few minutes late) must sign in electronically via the school office using their student ID card, where a late note will be printed to present to their teacher. Explanations for lateness must be provided by a parent/guardian in person, via email, phone or the School Stream app. The family may be contacted by office staff or an Attendance Officer if no reason is given.

## **Early Departures**

Students are required to report to the school office before any early departure, to be signed out. A note/communication should be sent to the school by a parent/guardian on any day a child is to leave school early. Students will not be permitted to leave the school grounds if a parent is unable to be contacted.

## **Absences**

Parents are requested to contact the school office either by phone, note, SMS or via the School Stream app if their child will be absent from school. If the school office has not been contacted by parents or guardians, an SMS message will be sent. If we have not received a response to the SMS, we will further attempt contact by phone call to enquire about the absence. This will alert both parents and staff if a child has not arrived at school as expected. This is a legal requirement of the school. We also see this as an important way to maintain communication and keep students safe.

Parents are not required to send in a note to explain an absence or late arrival if they have phoned, emailed or sent an SMS. All contacts will be recorded to maintain attendance records. However, if no contact has been made then an Explanation of Absence will be posted for completion.

## Collection of Children After School

All Primary students who catch buses will be supervised onto the buses by their class teachers, unless otherwise notified.

Students waiting for parents should do so at the end of the school office block. Students will not be allowed to access the car park without parental supervision. If a student has not been collected by parents or guardians by 3:15pm, the staff member on duty will take the student to the school office and contact with the student's parents or guardians will be made by phone.

## Visiting the School

In the interest of child protection, all visitors are required to sign in at the school office and wear a visitor's badge. Staff are instructed to approach visitors who don't have a visitor's badge visible.

## Parking

The small size of the school car park can create congestion issues at 3pm when all classes leave the school together. Please park and drive carefully and be aware of the buses that come and go during this time. Please stay away from the bus stop area when walking or parking from 2:50pm to 3:10pm. Do not allow students to run into or out of the car park at any time. Accompany all students to and from your car.

## Classroom Helpers

Our school greatly values the contributions made by family and friends in the classroom, on excursions, at carnivals, in the canteen and elsewhere. If you are willing to help with an event, please let your child's teacher or the office staff know.

Under our Child Protection Policy, all parents who volunteer to help with School events are encouraged to have WWC. Any parent going on an overnight excursion must have a WWC number and have provided this to the office. Volunteers coming into the school as helpers must sign in at the front office and wear a helper's badge.



# Term Dates and Bell Times

## Term Dates

<b>Term 1 (11 Weeks)</b>	
Commences	Tuesday 30th January – K, Yr 7, 11,12 Wednesday 31st January – Yr 1-6 & Yr 8–10
<i>Easter Holiday</i>	Friday 29th March-Monday 1st April (during term)
Concludes	Friday 12th April
<i>Anzac Day Holiday</i>	Thursday 25th April (during holidays)
<b>Term 2 (10 Weeks)</b>	
Commences	Tuesday 30th April
<i>King's Birthday Holiday</i>	Monday 10th June
Concludes	Friday 5 July
<b>Term 3 (10 Weeks)</b>	
Commences	Tuesday 23rd July
Concludes	Friday 27th September
<b>Term 4 (9 Weeks)</b>	
<i>Labour Day Holiday</i>	Monday 7th October
Commences	Tuesday 15th October
Concludes	Wednesday 11th December

## Bell Times

<b>Period 1</b>	9.00 - 9.55am
<b>Period 2</b>	9.55 - 10.50am
<b>Recess</b>	10.50 - 11.10am
<b>Period 3</b>	11.10am - 12.05pm
<b>Period 4</b>	12.05 - 1pm
<b>Lunch</b>	1 - 1.40pm
<b>Welfare Class</b>	1.40 - 2.05pm
<b>Period 5</b>	2.05 - 3.00pm

# Primary School Information

## Assemblies

Assemblies are scheduled every second Friday during Period 1 at 9am, usually in the MPC. Parents and friends are warmly encouraged to attend these events.

Special assemblies, such as End of Term/Year Celebrations and Graduation assemblies, are held at designated times throughout the year and will be advertised to the whole school community.

## Sports Days

Mondays and Thursdays are set aside for Primary sport. Sport is organised and run by each class teacher. Students should wear the yellow sports uniforms on these days.

## Library Day

Every Primary class is given weekly library sessions to borrow and return books. Students must bring their library bags if they wish to borrow books.

## Assignments

It is the policy of the Primary Department that students are to complete assignments and projects at school. At this stage, the focus of teaching research skills is on the processes involved rather than the quality of the final product (although this is an important element of the process).





### Assessments and Reporting

Assessment at Casino Christian School is about developing the whole child. The school uses assessments to help the student, teacher and parents to have a realistic understanding of what the student has achieved, what can be improved, and in what manner each child's study is being undertaken.

A range of assessment strategies are used throughout the school. More details are available from each Primary Teacher. Formal Primary Semester Reports are issued to parents at the end of Term 2 and Term 4.

### School Reports

The State and Federal governments have been increasingly standardising the type and format of information that they believe parents require. Part of this process is communicating to parents the achievement of their students against criteria, using the A to E format.

Students with disabilities will continue to receive a report of their child's progress against their Individual Learning Program and not that of another child.

### External Assessments

**NAPLAN:** Students in Years 3, 5, 7 and 9 each year participate in a national assessment called NAPLAN (National Assessment Program: Literacy and Numeracy). If a parent wishes to withdraw their child(ren) from NAPLAN they may do so by contacting the school office and completing the required forms.

**External Competitions:** Throughout the year, students will have the opportunity to participate voluntarily in external competitions such as the University of NSW competitions for English, Mathematics and Science.

# Secondary School Information



## Assemblies

Assemblies are normally held three times a term at irregular times. They incorporate worship, prayer, and reading from God's word. They also provide an opportunity for staff and students to communicate important information to the whole Secondary School. Students and families will be notified via *Thrive News* when assemblies are scheduled.

## Sport

Secondary sports take place on Friday mornings for students in Years 7-10. Students should wear the school sports uniform on Friday. The sport program is assigned and organised by sports staff. Class PE lessons occur throughout the week.

## Internal Assessments and Reports

A range of assessment strategies are used throughout the School. More details are available from each Secondary Subject Teacher and in the Secondary Assessment Handbooks for students in Years 9-12. Students should have training in the necessary skills and resources so that they can competently complete assignments in the time given. Parents and guardians are asked to guide students as needed but to not do the assignments for them.

Written contact home will be made for non-submitted work, and parents will be asked to sign an acknowledgement. Year 9 - 12 Assessment Notifications will use formal pro-formas as required by the NSW Board of Studies.

In the HSC course, failure to satisfactorily submit set assessment tasks will mean that the student has failed to fulfil the requirements of the course.

See the respective Assessment Handbooks for students in Years 9-12 for details about illness and misadventure claims.

Formal Secondary Semester Reports are issued to parents at the end of Term 2 and Term 4 for students in Years 7-10. Year 11 and 12 Reports are issued at the end of Term 1 and Term 3.

## School Reports

The State and Federal governments have been increasingly standardising the type and format of information that they believe parents require. Part of this process is communicating to parents the achievement of their students against criteria, using the A to E format. Students with disabilities will continue to receive a report of their child's progress against their individual learning program and not that of another child.

## External Assessments

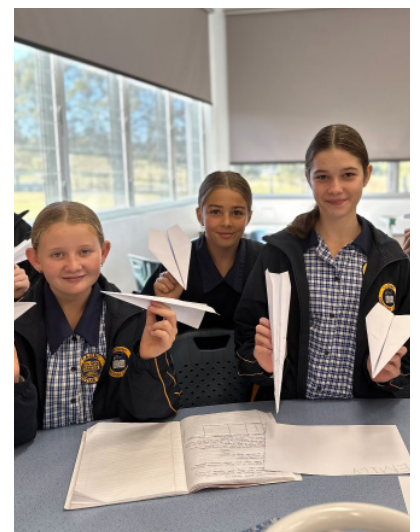
*Higher School Certificate:* Casino Christian School is registered and accredited with the NSW Board of Studies, allowing the School to present candidates for the Record of School Achievement (RoSA) and Higher School Certificate (HSC) credentials.

*NAPLAN:* Students in Years 3, 5, 7 and 9 each year participate in a national assessment called NAPLAN (National Assessment Program: Literacy and Numeracy).

*External Competitions:* Throughout the year, students will have the opportunity to participate voluntarily in external competitions such as the University of NSW competitions for English, Mathematics and Science.

## Exam Attendance

If a student is unable to attend an exam, he or she must produce evidence supporting the reason for non-attendance. Valid reasons include: sickness, accident or misadventure. In these cases, the student will be given the opportunity of being tested or assessed at a later date. For students in Years 9-12, there are formal processes that need to be followed, and these are outlined in the respective Assessment Handbooks. If the student does not have a valid explanation for not attending an exam, he or she can expect to be given a mark of zero for that examination.





## Homework

Homework should be seen as a means of:

- Consolidating work done in class
- Completing work begun in class
- Preparing for future work to be done in class or at home
- Extending and enriching work covered in class

Our school policy states that students will be expected to do homework set by their teachers, so that they make the best possible progress towards achieving their full potential.

Teachers will give regular instruction on the study habits required for their students. Homework instructions should be such that they are clearly understood. Please contact the teacher concerned if this is not the case, to ask for clarification.

The consequences of not doing homework should be clear and fair. Teachers should make contact directly with parents if a student is inconsistent in doing their homework.

Secondary school homework will primarily be in the form of irregularly-timed research tasks, except in Mathematics and English, where more regular homework needs to be set. For the complete homework policy please see the school website.

## Textbooks

Students will be issued with relevant textbooks as needed throughout the year. They are loaned out for the duration of the year or necessary time period via the school library. All textbooks must be returned to the library by the end of the year.



# Whole School Information

## Canteen

Each Friday, our canteen coordinator volunteers their time to serve our students. To order lunch on Fridays, lunch orders must be handed in to the school office by Thursday. Information about special canteen events will be advertised in our *Thrive News*.

## Private Music Lessons

Music tutors are available to teach a range of musical instruments during and after School hours. Information about available tuition is distributed at the beginning of each year. Lessons are available in singing, guitar, ukulele, drums, trumpet and flute. Further details are available from the School Office.

## Library

All students may borrow from the School library. The loan period is two weeks and written notification is given for overdue books. When possible, the library is accessible to students during their lunch break and/or study periods (Senior Students).

## Critical Events

The Principal has responsibility for implementing critical events procedures. These protocols are invoked at times when we as a community are called upon to respond to a major event in our midst. The aim of the procedures is to enable the school to act in a supportive way, thus minimising the negative impact of the critical event.



### **Fee Payments**

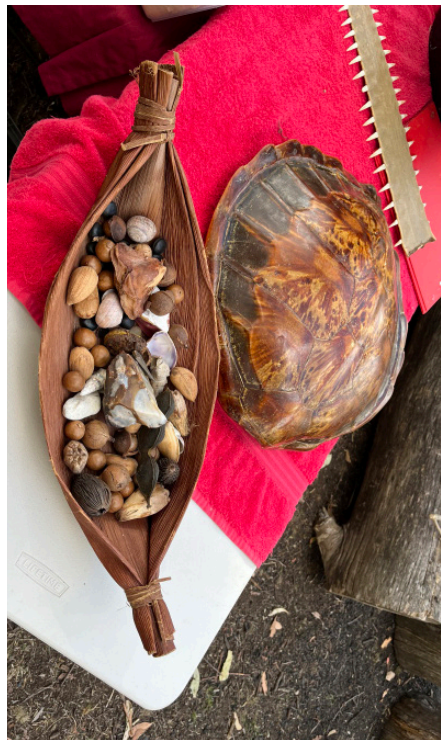
Statements of School Fees are emailed out early in each term. The year's fees can be paid in full, by instalments each term, or by instalments each month via direct debit, credit card, or can be electronically transferred weekly, fortnightly or via Centrepay. There are various concessions and rebates available. Enquiries can be made to the Business Manager.

### **Lost Property**

Please ensure all articles of clothing and equipment are clearly labelled with your child's name. We also endeavour to return any found labelled items to the correct child. The lost property box is located in the Teacher's Lunch Room. We would appreciate parents checking their child's hats and jackets to ensure they are wearing the correct item.

### **Valuables and Money**

Students are discouraged from bringing valuables to school for obvious reasons of security and accidental damage. Primary students may bring a ball or a small toy to play with during playtime. They may also bring in a news item on their news day. However, to avoid grief over loss, breakage or theft, it is recommended that nothing of monetary or sentimental value is brought to school. Money for activities and excursions should be handed in at the School Office upon arrival at school. Students are discouraged from bringing large quantities of money to school for security reasons. Students may wish to bring in a small donation from time to time for our Compassion child, special events or the canteen, but otherwise have no reason to have money with them.



# Student Welfare



## General Principles

Each student at Casino Christian School should have the freedom to develop spiritually, academically, socially and emotionally. Each student needs to know that they are safe, and is to be treated with respect and dignity and to learn without interference from other students.

The discipline strategies and structures outlined for the School are designed to encourage student ownership of self-disciplined, responsible and mature behaviour, so as to prevent students from interfering with their own and other students' education.

It is recognised that, although behaviour itself is not necessarily an indicator of the 'heart' of the student, it is believed that the discipline strategies and structures of the School will help our teachers provide just and fair discipline while also allowing provision for God's mercy and grace.

Casino Christian School seeks to work in partnership with our parents in their God-given responsibility of nurturing and disciplining their children. Communication with parents is a vital ingredient of our discipline procedures and it is in the cooperation between School and home that our students can be better guided towards godly behaviour. The School community will work together to disciple (train and nurture) for the building up of the Christian community.

## Bullying Prevention

Casino Christian School recognises that the implementation of whole-Casino Christian School prevention strategies is the most effective way of eliminating, or at least minimising incidents of bullying within our community.

For further information, please refer to our Bullying Prevention and Intervention Policy on our school website.

## Child Protection

As Christ's ambassadors and as professional people the safety, welfare and well-being of children and the school are a high priority. To this end our Child Protection Policy is designed.

Examples of areas of concern:

*Neglect:* the child's or young person's basic physical or psychological needs are not being met or are at risk of not being met.

*Medical Neglect:* the parents/caregivers have not arranged necessary medical care for the child or young person, and are either unable or unwilling to do so.

*Physical (including sexual) abuse:* the child or young person has been, or is at risk of being, physically or sexually abused or ill-treated. All sexual abuse is defined as 'current risk of harm' under these provisions.

### Child Protection Policy Principles (extract from full policy)

The School will provide proactive opportunities for developing caring, safe and accepting environments for students.

The School will take all available reasonable measures to identify and appropriately react to children or young people at risk of harm.

The definitions of 'child', 'young person' and 'risk of harm' are according to the Children and Young Person (Care and Protection) Act, 1998, that is:


- i) a 'child' is a student under 16
- ii) a 'young person' is a student between 16 and 18
- iii) 'risk of significant harm' means circumstances that are causing concern for the safety, welfare or well-being of the child or young person are present to a significant extent.

*Violent Domestic Context:* the child or young person is living in a household where there have been incidents of domestic violence, and as a consequence, is at risk of serious physical or psychological harm.

*Psychological harm:* the parent or caregiver has behaved in such a way towards the child or young person that they have suffered, or are at risk of suffering, serious psychological harm. The School Principal is to be informed promptly of all matters that may or will involve a student at risk of harm and will manage the situation according to school policy.

Staff employment policy and procedures will ensure that staff members who are appointed to positions are fit and proper persons to occupy those positions and understand their responsibilities in this area.

This area of School life can be summarised by the principle found in 1 Thessalonians 4:1-11: 'do not take advantage of one another'.



Do nothing out of selfish ambition  
or vain conceit. Rather, in humility  
value others above yourselves.

Philippians 2:3

### **Staff Checks**

All employers that work with children are obligated under The Child Protection (working with Children) Act 2012 to take steps to ensure that no Prohibited Person is employed in their organisation. All paid employees, as required by the Act, will have a Working with Children Check conducted.

All unpaid (non-parent) workers (volunteers) will also have a check conducted. Parent volunteers are strongly encouraged to provide details of their WWC clearance. See Volunteers Policy for more details.

### **Reportable Conduct Allegations Against Staff Members**

All allegations of reportable conduct will be investigated according to the Commission for Children and Young People guidelines, and will be monitored by the Ombudsman or AIS, depending on the nature of the investigation.

### **School Counsellor**

Our School Counsellor, Mrs Josephine Lake, works in this role two days a week. Referrals of students may be requested, preferably through the Primary/Secondary Coordinator, or via the Principal. Family counselling may be available upon request.

### **Whole School Compliance Statement**

Casino Christian School complies with the Education Reform Amendment (Corporal Punishment) Act 1995. As a result, corporal discipline is not a part of our discipline policy.

**Detention (Primary):** In the Primary Department, students may receive a detention for a breach of school rules. Detention occurs during class break times. Parents are advised if a number of detentions have been necessary in a short space of days.

**Detention (Secondary):** In the Secondary Department, students may receive a detention for a breach of school rules.

### **After School Detention (Years 4 - 11)**

Students may receive an after-school detention for a serious breach of the School rules, or for multiple minor breaches. Parents will be given at least 24 hours' notice to arrange pick up of their child on the day of the after-school detention at 5pm. After-school detentions are discussed with parents before being implemented.

### **Behaviour Monitoring**

Students who receive multiple detentions, or who do not appear to be responding appropriately to normal classroom discipline, may be required to carry a monitoring booklet. This booklet focuses the attention of the student and staff on particular areas of behaviour. It encourages the student to form positive habits of behaviour that may help them meet the expectations of the community. The booklet will go home each night and back to school the next day so that home and school can work closely together.

### **Suspension, Probation and Expulsion**

These disciplinary steps, to be used only in extreme circumstances, are initiated by the School Principal. The Head Secondary or the Head Primary may also issue suspensions after discussion with the Principal. Usually this occurs only when all the avenues previously outlined have been exhausted and the student shows no evidence of repentance, which is normally indicated by the student not being willing to try to improve. A single extremely serious misdemeanour may also lead directly to one of these courses of action.

### **Special Needs and Learning Support**

Our school is committed to meeting the needs of every student according to the resources available to us. We have a range of support programs and support staff (including Student Learning Support Officers) and a Learning Support Coordinator for this purpose. Parents are encouraged to raise any concerns with their teacher in the first instance. The Learning Support Coordinator may become involved to help facilitate the meeting of your child's needs if further assistance is needed.





### **First Aid**

Any injury to a member of the school community is reported to the school's designated First Aid personnel (in the school office) who will be responsible for rendering immediate assistance. In the case of a serious injury, an ambulance will most likely be called.

The First Aid policy of the school is that when in doubt, the worst of any injury is assumed, i.e. a student complaining of an injured wrist, after falling, will be treated as if the wrist was broken. Accordingly, once immediate first aid has been rendered, parents/guardians will be contacted as soon as the situation allows. Depending on parent/guardian response, an ambulance may then be called. If, in the judgment of the First Aid personnel, an injury is obviously severe and further medical attention is necessary, then an ambulance will be called, immediately after which a parent/guardian will be contacted.

### **Sickness**

Students who feel sick are to report to the front office staff who will direct the student to the Sick Bay if appropriate. If there is concern over the student's condition, the student will be assessed for the application of First Aid.

As a general procedure, parents/guardians will be contacted if their child is suffering from vomiting, a temperature, Covid19 symptoms, diarrhoea or if the student has received a head injury.

A register is kept of students who are referred to the sick bay, including name, class, date, time of arrival and departure and destination, i.e. back to class /home / hospital. Treatment of minor complaints is recorded in the Treatment Register.

If your child is feeling unwell prior to school it is suggested that they remain at home to recover for a day or two. Having to send them back home during the day will only cause more inconvenience to working families. Contagious illnesses spread quickly in the close community of a school, so please arrange to care for your sick child at home.

## Medication

The school is committed to working with parents and students to control the intake of any prescription drugs at school.

### Medication Protocols

All students will bring their prescribed medication and a signed note from parents/guardians about how and when the drug is to be administered, to the school's First Aid providers at the front office. Students will then come to the office when they are due for their medication. The administration of the prescribed medication will be observed and recorded in accordance with standard drug administration procedures. Oversight of this policy will be from the Principal.

## Head Lice

Head lice continues to be a problem in all schools and the school frequently distributes information in an attempt to minimise outbreaks. The school notifies parents via the school newsletter if head lice are a problem at the time. Individual parents may be contacted too. If this occurs, please check your children's hair and take the appropriate action to treat them. Please do not send your children to school if head lice are active. You may have to treat them several times to get a clear result.

## Hairstyles Recommendation

Students with long hair should wear it tied back, braided and/or pinned. Further information can be found under the Uniform Policy on the website at: [www.ccs.nsw.edu.au](http://www.ccs.nsw.edu.au)

## Sun Safe Play

All students are required to wear hats for sport and play. A school hat must be worn all year round. In primary school, we enforce a "no hat – no play in the sun" policy.





# Internet Devices at School



## Internet Use at School

Students only have supervised access to the internet. Software restrictions are in place to minimise accidental access to unacceptable content. All Students are required to sign an acceptable use policy and Google Workspace Consent Form prior to accessing the internet each school year. Year 11 and 12 students have greater access to the internet to facilitate their study.

## Mobile Phone Policy

The school policy endeavours to be sensitive to families who have genuine reasons for needing their children to have their mobile phone at school. At the same time the school seeks to avoid the problems of unfettered mobile use at school.

Therefore, ***it is preferable that mobile phones NOT be brought to school at all.*** However, if there is a genuine need for a child to have their mobile phone at school, parents will need to write a letter of explanation. This letter will only cover a student for the period of that school year. A new letter must be written the following year if circumstances require the student to have a phone.

If approved by the Principal, the phone must be turned off and left in the student's bag (or handed in to the office) and may only be accessed when not at school. Any breach of this policy will result in the confiscation of the phone. The phone will need to be picked up by a parent/guardian. No responsibility will be taken by the school for loss and/or damage to a phone. We ask that parents still contact the school office during school hours if they wish to pass on a message to their child.

For our full policy, please see our Mobile Phone and Smartwatch Policy on our school website.

## Policy for Other IT Devices

**All IT devices** such as ipods, tablets etc. **should be left at home.**

The exception to this is when a teacher allows the use of a device in class for the purposes of learning in a particular lesson. The device is only to be used then.

# Staff Conduct

## Staff Conduct

The school employs only Christian staff, both teaching and non-teaching. Therefore, the Board expects staff to conduct themselves, in both their school duties and in their private lives, in a manner befitting evangelical, Bible-believing Christians. The behaviour expected of God's people as described, exhorted and commanded in the New Testament is the standard normally expected of staff at Casino Christian School.

All teachers at the school are fully qualified in accordance with the standards required by Board of Studies, Teaching and Educational Standards.

## Grievances Policy

### Purpose

This document seeks to enact natural justice principles for those in the community who may have critical unresolved issues with any member of the School Staff.

### Policy

The school will ensure a reasonable opportunity for any member of the School community to have critical unresolved issues with a member of the School Staff addressed.

### General Principles

These protocols pursue the principles of justice, fairness and reasonableness, in an attitude of mutual respect, fulfilling the teachings of Scripture (e.g. Matthew 18) and meeting any legal requirements of the State.

The first step in resolving any critical issue is to raise the matter directly with the person concerned in the first instance and seek to resolve the matter at the lowest level. If the matter is still unresolved, the parent will normally request a joint interview with that staff member and either the Primary Coordinator or Deputy Principal for Secondary matters. If the matter is still unresolved at this level then a meeting can be set up by requesting a meeting with the Principal and the staff member involved.



# Student Conduct

## Student Code of Conduct

Students should remember our four school values:

**Compassion** - Sympathy or concern for the sufferings or misfortunes of others.

**Integrity** - Being honest, sincere, keeping to personal values no matter the situation

**Respect** - Considering personal and others' rights and upholding them

**Responsibility** - Taking ownership of and accountability for the things in my control



Our values of compassion, integrity, respect and responsibility are the ways we endeavour to live out our vision of honouring Christ, building community and supporting our students to grow in both grace and knowledge. These four key values are the basis of our whole-of-school community behaviour education and expectations, as a part of our PBIS implementation. These values are to be upheld in the way you conduct yourself not only in the School, but also the community.

Students should try to show the fruits of the spirit at all times (see Galatians 5: 22-23). The following Student Code of Conduct is designed to assist you in this. It is based on the fruits of the spirit and many other important principles from God's Word, the Bible.

Being a student at Casino Christian School is a wonderful privilege, therefore you should:

- Take appropriate responsibility for your own progress by participating fully and cooperatively in all lessons and school activities, and by diligently completing homework.
- Be positive and open about your learning. Don't interfere with others' learning by being disruptive and thoughtless. Listen carefully to all teachers and other presenters of learning. Don't talk, interrupt or yell out. Raise your hand to ask or answer.
- Show respect for and obedience to teachers and other adults, including parent helpers and school volunteers. When spoken to, answer clearly and with courtesy. Greet people respectfully and cheerfully.
- Take correction respectfully. For example, don't answer back, sulk or display temper or annoyance.
- Be careful in your speech and conversation. For example, never blaspheme, swear or use bad language, and always maintain decent standards of conversation.
- Be respectful of other students. For example, be friendly and helpful. Don't name-call, jeer, sneer, make fun of or criticise others, either to their faces or behind their backs, and don't exclude others. This is bullying.
- Value and show respect for school property by not defacing, damaging or littering.
- Respect the property of others including fellow students. When borrowing things (including library books) always look after them and return them properly.

- Always be honest and truthful.
- Be punctual to class. Always offer an apology and reason for lateness to the teacher.
- Be careful of others' safety. Don't behave in a dangerous or careless manner, for example, running where there are lots of people around.
- Be responsible. For example, pick up your own rubbish, tidy your own work station, report wrong behaviour by others, report breakages. Always show good manners and proper behaviour on bus travel to and from the school
- Be patient. For example, don't push in on a line or queue.
- Be courteous and polite. For example, use names when addressing teachers and adults. Use "please", "thank you", "I beg your pardon" and "excuse me". Knock before entering a room.
- Wear the correct school uniform (see below), unless special permission is given. A note from home should be brought about uniform problems.
- Remain inside the school grounds. No climbing or venturing over fences, or into rooms without permission.

## Uniform

A full Uniform Policy is available on the school website. Parents are asked to support the uniform codes as presented to them upon enrolment. All items of uniform must be purchased through the School Uniform Shop. Some used uniform items are available at reasonable prices. Any variation in school uniform will be communicated to home in writing. Please do not accept verbal reports from students about what they believe they can do that is different to the written uniform code.

Uniform Order Forms are available on the school website, at the school office, and on the School Stream app.





## Student Privileges

The term “rights” is often used to speak about some sort of moral entitlement or something that is owed to someone. It often comes with the notation that a person should be given X regardless of circumstances. We often say it is the “right” of a child to education – tell that to the starving children all over the world. A sense of entitlement can also lead people to devalue what they have. From a Christian perspective, we are not owed anything; we don’t have the “right” to anything. Rather than having a “right” to anything we want to encourage our students to value the *privileges* they have.

### Students at Casino Christian School have the *privilege* to:

- A safe and supportive environment
- A Quality Education
- Enjoy sensible relationships with other students, both boys and girls
- Use the facilities provided under the guidance of staff
- Serve the wider school and boarder community
- Enjoy excursions related to units of work
- Enjoy excursion to build community
- Resolve conflicts in a constructive, non-violent and peaceful manner
- Offer understanding, tolerance and inclusion towards others
- Seek to accomplish something worthy and admirable, try hard and pursue excellence as students seek to faithfully use the gifts and abilities God has given them.

# Notes



# School Map 2024

