

Dear Parents

On behalf of the School Council and Staff I express our best wishes to every RJ family for a truly blessed Christmas and a joyful New Year. I also hope that the Christmas period will give you some time to relax and be refreshed.

Our Presentation Nights and our 'Footprints' yearbook have celebrated an excellent year, with numerous wonderful memories and fantastic achievements. Looking to 2018, we warmly welcome all our new families commencing with us. **All parents are reminded to check/update any changes to contact details etc. through the Edumate Parent Portal.** This is an essential requirement to ensure accurate information can be used by School staff, especially during emergency situations.

Please keep the following information in a readily accessible location and record any dates on your home calendar and diary. This letter includes details to help families prepare for the beginning of the School year.

### SCHOOL ORGANISATION FOR 2018

#### Executive Staff:

- Deputy Principal** - Mr Alan Dawson
- Assistant Principal/Head of Secondary** - Mrs Jenny Clay
- Assistant Principal/Head of Primary** - Mrs Narelle Taylor
- Operations Manager** - Mrs Stephanie Ghali

#### Staff with specific Leadership roles:

- Director of Service Learning/ Secondary Chapel & Christian Ministry** – Mr Stewart Rowe
- Director of Secondary Welfare** – Mr Brad Maxwell
- Director of Studies (7-12)/ Curriculum Co-ordinator (PD/H/PE) and (Science)** – Mrs Julia Scrimshaw
- Curriculum Co-ordinator (English/Drama)** – Mrs Sally Morrow
- Curriculum Co-ordinator (Mathematics)/Secondary ICT Co-ordinator** – Mr Gary Clay
- Curriculum Co-ordinator (TAS/Visual Arts)** - Mr Rob Cohen
- Curriculum Co-ordinator (HSIE/LOTE)** – Mr Matthew Sendt
- Curriculum Co-ordinator (Music)** - Mrs Narelle Robertson
- Primary Co-ordinators**
  - Oakhurst Campus** – Mrs Karen McLeod, Mr Michael Reed, Mrs Claire McCormick
  - Marsden Park Campus** – Miss Anne Sharkey
- Learning Support Co-ordinator K-6** – Mrs Jennifer Jackson
- Learning Support Co-ordinator 7-12** – Mrs Kerrie Lyons
- Stage 6 (Years 11-12) Welfare Co-ordinators** – Mr Chris Smith; Miss Rachel Little
- Stage 5 (Years 9-10) Welfare Co-ordinators** – Mr Matthew Bingham; Mrs Rhiannon Mulligan
- Stage 4 (Years 7-8) Welfare Co-ordinators** – Mr Neil Van Heerden; Miss Emma Johnston
- Secondary Chapel/Christian Ministry Co-ordinator** – Miss Ruth Mahaffey
- Primary Sport Co-ordinator** – Mr Gavin Mitchell
- Secondary Sport Co-ordinator** – Mr David Hyde
- Careers Advisor** – Miss Rachel Little
- Primary ICT Co-ordinator** – Mrs Lyndall Orr
- Primary Extension/Enrichment Co-ordinator** – Mrs Rebecca Frakes
- WH & S Co-ordinator** – Mrs Stephanie Ghali

#### PreKindergarten and Primary Staff:

*Consistent with Secondary, the initials of our School are utilised for naming Primary classes. These classes are not graded, but based on a mix of abilities.*

#### Marsden Park Campus

- ◆ Pre-Kindergarten - Mrs Kim Hogan
- ◆ Early Stage 1 Kindergarten (KM) - Mrs Tracey Kuiper
- ◆ Mid Stage 1 Year 1 (1M) - Miss Anne Sharkey

## Oakhurst Campus

◆ Early Stage 1 Kindergarten (KR)	-	Mrs Marianne Capel
◆ Early Stage 1 Kindergarten (KJ)	-	Miss Emily Hawkins
◆ Early Stage 1 Kindergarten (KS)	-	Mrs Karen McLeod/Mrs Lyndall Orr
◆ Mid Stage 1 Year 1 (1R)	-	Mrs Anne Glass
◆ Mid Stage 1 Year 1 (1J)	-	Miss Alicia Parata
◆ Mid Stage 1 Year 1 (1S)	-	Miss Alison Scott
◆ Late Stage 1 Year 2 (2R)	-	Mrs Rebecca Frakes
◆ Late Stage 1 Year 2 (2J)	-	Miss Kate Ross
◆ Early Stage 2 Year 3 (3R)	-	Mrs Michelle Beckman
◆ Early Stage 2 Year 3 (3J)	-	Miss Giulia Tolomeo
◆ Late Stage 2 Year 4 (4R)	-	Mr Daniel Pass
◆ Late Stage 2 Year 4 (4J)	-	Mrs Anita Wells
◆ Early Stage 3 Year 5 (5R)	-	Mr Samuel Newmarch
◆ Early Stage 3 Year 5 (5J)	-	Miss Sarah Rees
◆ Late Stage 3 Year 6 (6R)	-	Mr Michael Reed/Mrs Claire McCormick
◆ Late Stage 3 Year 6 (6J)	-	Mr Gavin Mitchell

## Secondary Staff:

- Mrs Sally Morrow - English (Year 10), English Advanced (Year 11), English Extension 1 (Year 11), English Standard (Year 12), Home Group (Years 11-12), Sport.
- Mr Alan Bolton - English (Years 7, 8, 9).
- Mrs Rhiannon Mulligan - English (Years 9,10), English Standard (Year 11), Modern History (Year 12), Home Group (Years 9-10), Sport.
- Mrs Jenny Clay - English Advanced (Year 12).
- Mrs Annette Sicard – English (Years 7,9,10), English Studies (Year 12), Learning Support, Home Group (Years 9-10)
- Mrs Kerrie Lyons - English (Years 7-8), Learning Support, Home Group (Years 7-8)
- Mr Neil Van Heerden – English (Years 7,8,9), Drama (Year 7), English Advanced (Year 11), English Extension 1 (Year 12), Home Group (Years 7-8).
- Mrs Joanne Rathbone – English (Years 7,10), History (Year 10), English Standard (Years 11,12).
- Mr John Derrington – HSIE (Year 7), Drama (Years 7,9-12), Sport.
- Mr Matthew Sendt –Ancient History (Years 11-12), Modern History (Year 12), History Extension (Year 12), Home Group (Years 11-12), Sport.
- Mr Matthew Bingham –Geography (Years 9-10), Legal Studies (Years 11-12), Home Group (Years 9-10), Sport.
- Miss Rachel Little - Geography (Years 9-10), Business Studies (Years 11-12), Home Group (Years 11-12), Sport.
- Mr Brad Maxwell – Biblical Studies (Year 10), Society & Culture (Year 11), Economics (Years 11-12), Sport.
- Miss Anna Massey - HSIE (Years 8), Geography (Years 9,10), Business Studies (Year 11), Society & Culture (Year 12), Home Group (Years 9-10), Sport.
- Mr Andrew Wood – HSIE (Years 7-8), Computing (Year 7), Commerce (Years 9-10), Legal Studies (Year 11), Home Group (Years 7-8), Sport.
- Mr Rodney Leenman – History (Years 9-10), Modern History (Year 11), Home Group (Years 7-8), Sport.
- Miss Ruth Mahaffey – HSIE (Years 7-8), Biblical Studies (Years 7-10), History (Year 9), Home Group (Years 9-10), Sport.
- Mr Antony Fletcher - HSIE (Year 7), Indonesian (Year 8).
- Mrs Julia Scrimshaw – Biology (Year 11), Chemistry (Year 12).
- Miss Charlotte Watson - Science (Years 7-10), Chemistry (Year 11), Home Group (Years 9-10), Sport.
- Mr Chris Smith - Science (Year 10), Physics (Year 11), Biology (Year 12), Home Group (Years 11-12), Sport.
- Mr Johnathan Hughes - Science (Years 7-10), Sport.
- Mr Adam Bunsell - Maths (Years 7, 10), Science (Years 8, 9), Physics (Year 12), Home Group (Years 9-10).
- Mr Gary Clay –Maths General (Year 12), Maths Extension (Year 12), Software Design & Development (Years 11-12), iSTEM (Year 9).
- Mr Sewa Murthen –Maths (Years 7, 9,10), Maths General (Years 11, 12), Home Group (Years 11-12), Sport.
- Mr Darren Hua - Maths (Years 8,9,10), Maths 2 Unit (Year 11), Extension 1 Maths (Year 11), Sport.
- Mr Alex Glazebrook - Maths (Years 8, 9, 10), Maths 2 Unit (Years 11-12), Home Group (Years 7-8), Sport.
- Mr Stewart Rowe - Maths (Years 7-8), Biblical Studies (Years 9-10).
- Mrs Rajitha Chodiseti – Maths (Years 8-10), Science (Year 7), General Maths (Year 11).

- Mr David Hyde – PD/H/PE (Years 7-9 & 11), PASS (Year 10), Home Group (Years 7-8), Sport.
- Mrs Michelle Gough - PD/H/PE (Years 7, 9-10), CAFS (Year 11-12), Home Group (Years 7-8), Sport.
- Mr Steven Millard - PD/H/PE (Years 8-10 & 12), PASS (Year 9), CAFS (Year 12), Home Group (Years 11-12), Sport.
- Mrs Natasha Doherty - PD/H/PE (Years 7-10), Sport.
- Mr Rob Cohen – iSTEM (Year 9), Timber Technology (Year 10), Engineering Studies (Years 11-12), Design & Technology (Year 11), Sport.
- Mr Chris Harrison - Technology (Years 7-8), Timber Technology (Year 9), Design & Technology (Year 10), Industrial Technology Timber (Year 11), Sport.
- Mrs Jerusha Thompson – Technology (Year 7), Visual Arts (Year 7-8), Textiles & Design (Year 9-10), Textiles Technology (Years 11-12).
- Miss Emma Johnston – Technology (Year 7), Art (Year 8), Design & Technology (Year 9), Photography & Digital Media (Year 10), Visual Arts (Year 12), Home Group (Years 7-8), Sport.
- Mr Chris Bemrose – Visual Arts (Years 7-11), Photo & Digital Media (Year 12), Sport.
- Mr Tomas Webb - Technology (Year 8), Food Technology (Years 9-10), Hospitality (Years 11-12), Home Group (Years 9-10).
- Mrs Narelle Robertson - Music (Years 5, 6 & 9), Music 1 & 2 (Year 12), Home Group (Years 11-12).
- Mrs Erica Hales - Music (Years 7, 8, 10), Biblical Studies (Year 10), Primary Drama & Biblical Studies, Home Group (Years 11-12)
- Mr Alex Wright - Music (Years 7-8), Computing (Year 7), Music 1 (Year 11).

#### **Support and Operational Staff are as follows:**

- Principal's PA - Mrs Helen Clarke; Financial Transactions - Mr Jason Campbell; Receptionist – Mrs Kathy Du Toit; Enrolments Registrar - Mrs Trudy Tildsley; Student Reception (Secondary) - Mrs Peita Champion, Mrs Christine Kranendonk; Student Reception (Primary) - Mrs Carolyn Forrester; Marsden Park Receptionist/Teacher Aide - Mrs Ruth Kemplay-Hill; Marketing & Publications Officer - Mrs Melanie Wheatley; Clerical/Teachers' Aides - Mrs Helen Hillier, Mrs Heather Robertson; Primary Teachers' Aides - Mrs Janice Lawrence, Mrs Michelle Arundel, Mrs Tammy Holder, Mrs Joanna Davis; Secondary Teachers' Aides – Mrs Debbie Rowe, Mrs Danielle Terceiro, Mrs Kathryn Arkapaw.
- Mrs Debra Beck - School Counsellor.
- Library Technicians - Mrs Pam Shaw; Mrs Kerrie Peterson.
- Science Laboratory Technician/Chemical Safety - Mr David Powell.
- TASC ICT Site Leader – Mr Timothy Rae; TASC ICT Technician – Mr Timothy Bell.
- Facilities Manager- Mr Nathaniel Rushton. General Assistants/Bus Drivers - Mr Mark Robertson, Mr Jonathan Grima, Mr Timothy Matson, Mr Chris Golden.
- Canteen Manager - Mrs Julie Pym; Canteen Assistants - Mrs Louise Wade, Mrs Jo-ann Mansell.

## SCHOOL HOURS – OAKHURST CAMPUS

Primary				Secondary		
8.45am	-	10.55am	LEARNING	8.30am	-	10.35am
10.55am	-	11.15am	RECESS	10.35am	-	10.55am
11.15am	-	1.15pm	LEARNING	10.55am	-	12.41pm
1.15pm	-	2.00pm	LUNCH	12.41pm	-	1.34pm
2.00pm	-	3.20pm	LEARNING	1.34pm	-	3.20pm

NB. Secondary Sport means Tuesdays are slightly different ie. Recess at 10.16am and Lunch at 12.21pm.

## SCHOOL HOURS – MARSDEN PARK CAMPUS

PreKindergarten, Kindergarten and Year 1 8.50am to 3.05pm

## TERM DATES 2018

### TERM 1 (11 weeks)

	22-25 January	Staff Days
<i>Friday</i>	<i>26 January</i>	<i>Australia Day Public Holiday</i>
Monday	29 January	Oakhurst Kindergarten – ½ day starting at 9:15am; Oakhurst Years 6, 7, 11 & 12 and all new Primary & Secondary students commence
Tuesday	30 January	Marsden Park Campus Pre-Kindergarten and Kindergarten-Year 1 commence
Tuesday	30 January	Oakhurst Years 1-5 and Years 8-10 commence
<i>Friday</i>	<i>30 March</i>	<i>Good Friday</i>
<i>Monday</i>	<i>2 April</i>	<i>Easter Monday</i>
Friday	13 April	Last day of Term 1

### TERM 2 (10 weeks)

<i>Wednesday</i>	<i>25 April</i>	<i>Anzac Day</i>
Monday	30 April	Students recommence
<i>Monday</i>	<i>11 June</i>	<i>Queen's Birthday Public Holiday</i>
Friday	6 July	Last day of Term 2

### TERM 3 (9 weeks)

	24-27 July	Staff Development Days
Monday	30 July	Students recommence
Friday	28 September	Last day of Term 3
<i>Monday</i>	<i>1 October</i>	<i>Labour Day Public Holiday</i>

### TERM 4 (8 weeks)

Monday	15 October	Students recommence
Wednesday	5 December	Primary Presentation Night 6:30pm
Thursday	6 December	Secondary Presentation Night 7:00pm
Thursday	6 December	Last day of Term 4
	7-10 December	Staff Days

## FIRST DAY 2018

### OAKHURST CAMPUS

\*Monday 29 January - students at the Oakhurst Campus in Kindergarten, Years 6, 7, 11 and 12 and all New Primary & Secondary students commence.

Commencement times:            Secondary Students – 8:30am  
   Primary students – 8:45am  
   Kindergarten students – 9:15am

\*Tuesday 30 January - returning Years 1-5 and 8-10 students at the Oakhurst Campus commence.

\*Parents of Primary students are invited to share in the last half hour of their child's first day by visiting their child/ren's classroom/s.

OAKHURST CAMPUS:            Kindergarten on Monday 29 January at 12:30pm and  
   Years 1-6 classes on Tuesday 30 January at 2:50pm

Please wait outside your child's classroom until you're invited in.

### MARSDEN PARK CAMPUS

\*Tuesday 30 January - students at the Marsden Park Campus in PreKindergarten and Kindergarten commence at 8.50am.

\*Parents of Primary students are invited to share in the last half hour of their child's day by visiting their child/ren's classroom/s.

MARSDEN PARK CAMPUS:        PreKindergarten, Kindergarten and Year 1 on Tuesday 30 January at 2.30pm.

Please wait outside your child's classroom until you're invited in.

## DAILY ROUTINE

We ask all parents to co-operate in the matter of punctuality. **No child should arrive before 8.00am or remain after 3.45pm**, unless permission has been granted by the Principal.

Every student absence is recorded. **Absences must be explained in writing.** Please follow the procedures outlined below:

1. If you know in advance that your child will be absent please advise your child's teacher and provide a note prior to the absence. Requests for leave for absences other than sick leave longer than 3 days should be made in writing to the Principal, well in advance of the date and at least a minimum of 2 weeks prior.
2. If your child is sick or is going to be late to School on any day please SMS (0438 657 339) or email [absences@rjas.nsw.edu.au](mailto:absences@rjas.nsw.edu.au) stating the reason for the absence or delay. Alternatively, ring the School Office by 8.45am (9677 2455) and follow up with a note at your earliest convenience.
3. If someone other than yourself is to collect your child please advise us of these new arrangements.
4. If you need to take your child from School early on any day, you should contact the Office as early as possible on the day so that your child/ren can be waiting in the Office, otherwise they'll be sent for on your arrival.

**NB.** All notes need to briefly outline the reason/s for the absence. Lateness and the reason are recorded, so any Secondary student arriving after 8.30am should report firstly with his/her parent/s to Student Reception and any Primary student arriving after 8.45am should report firstly with his/her parent/s to Primary Reception, before then moving to the classroom. At Marsden Park Campus the same expectations apply, however the timing is slightly different ie. the procedure applies for arrival after 9.15am.

An SMS message is sent to parents when a student has been marked absent - please respond as soon as possible to confirm any absence. **Student absences can also be verified through the Edumate Portal.**

## WEEKLY ROUTINE

### \* Secondary Sport Day - Tuesday

Secondary students wear their Sports Uniform for the whole day, including joggers. For the other 4 days the School Uniform is worn. Sports Uniform is brought in their School bag for timetabled PE lessons.

### \* Primary Sport Days - as determined by Primary Staff. Normally Fridays for Years 3-6.

Primary students wear their Sports Uniform for the whole day, including joggers. For the other 4 days the School Uniform is worn. Years 3 to 6 students bring joggers in their bag on some of these days for fitness sessions, as directed by the Class Teacher.

### \* Assemblies/Chapel - Friday

### \* During Terms 1 and 4 the Policy of 'No Hat - No Play' operates. Therefore, students must have their School Hat/Cap with them each day and wear it, otherwise they must remain in the specified shade areas. It is also a good idea to apply sunscreen lotion in the morning to all exposed skin before School and, if brought, can be reapplied later. The above guidelines also apply to Sport occasions during these Terms.

## PARENTS' AND FRIENDS' ASSOCIATION

**The Parents' and Friends' Association is one of the best ways for parents to be involved in the School.** It is the official 'Parent Forum'. We would encourage parents to seriously consider the role they might take on in the P and F Association. It doesn't matter if you are a new parent to the School. We look forward to everyone's participation.

**The first Meeting is the Annual General Meeting and Election of Office Bearers to be held on Tuesday 20 February commencing at 7.00pm.** Please note that the P & F Assoc. Meetings will generally be on the 3rd Tuesday of the month during School Terms. **The P & F Assoc. dates for 2018 will be: 20 February; 20 March; 15 May; 19 June; 21 August; 18 September; 20 November.** Please record these dates on your calendar and in your diary.

## PARENT ASSISTANCE

**We appreciate and value the support of parents/grandparents in a whole range of ways.** For example, the effectiveness of some Primary classroom programs is greatly enhanced by parent/grandparent assistance. During the initial weeks of the year Primary teachers will invite parents and others to offer their assistance. Please help in any way that you are able.

Furthermore, the Canteen staff would warmly welcome assistance with food preparation in the mornings for one to three hour blocks of time to ensure our student body is well looked after. If able to help from time to time please contact Mrs Julie Pym, Canteen Manager [canteen@rjas.nsw.edu.au](mailto:canteen@rjas.nsw.edu.au)

Throughout the year there will be many opportunities for parents to contribute to our School community. Volunteers should sign the 'Visitors' Book' in the Reception areas each time that they enter the School and must wear a 'Visitor Badge'. Volunteers must also provide the School with their 'Working with Children Check' clearance number and their date of birth, for verification purposes. A copy of the Volunteers' Handbook is available on the website or at Reception for your convenience and outlines the expectations of the School.

## CAR PARKING AND BRINGING CHILDREN TO / PICKING UP CHILDREN FROM SCHOOL

**Parents are not to park in the School grounds and are expected to limit parking in the Church grounds to 5 minutes maximum.** Also, parents must not park in front of the Child Care Centre/Op Shop parking spaces at any time. Please be aware of the following:

- \* Parking is available on the School side of Hedda Street and Dryden Avenue, according to Council signs. Do not park across our neighbours' driveways or on their grass.
- \* **Plumpton Marketplace carpark is the School's preferred parking option** because there are pedestrian lights across Jersey Road and there's plenty of space. It's a quick and safe way to access the School.
- \* **Parents are only permitted to come into a School/Church turn-a-round area for a maximum of 2 minutes and should not get out of their cars.** The turn-a-rounds are drop-off/pick-up areas only. *In the afternoon vehicles should only arrive in the turn-a-rounds between 3.30pm and 3.45pm,* so that students have time to pack-up and make their way to the turn-a-rounds. *NB. The gate into the School turn-a-round is not opened until 3:25pm.*

\* *Families of Primary-only children use the Church carpark turn-a-round. Families with Secondary-only or Primary and Secondary children use the School turn-a-round. A third drop-off/pick-up area operates in Dryden Avenue for Primary and Secondary students.*

The absolute co-operation of parents in respect of before and after school transport procedures is needed so that the welfare and safety of everyone remains paramount. It is particularly busy after School every day and requires parents to adhere to the procedures outlined above.

### STUDENT CODE OF CONDUCT ~RESPECT AND CARE~

As members of the Richard Johnson Anglican School Community, students are both encouraged and expected to actively demonstrate respect and care in the following ways:

**Respect God and the life and example of His Son, Jesus Christ.** In all you do seek to honour God in thought, word and action (Matthew 22: 34-39).

**Respect the Staff and their authority.** Follow instructions. Address people politely. Do the right thing (Titus 3: 1-2).

**Respect and care for other students.** Listen to others. Be a positive contributor. Encourage others (1 Thessalonians 5:11).

**Respect the Truth.** Be honest in all situations. Never make up false comments about others (1 Peter 1: 22; 2: 1; 1 John 3: 18- 20).

**Care about Learning.** Learn as much as possible. Pay attention at all times. Get involved in School activities (Proverbs 23:12).

**Care for the School's reputation.** Set a great example. Dress properly, speak well, behave appropriately (1 Timothy 4:12).

**Care about yourself.** Get to know your Creator because He knows you intimately (Psalm 139, especially verses 14-16). Develop mind, body and soul, in ways that are pleasing to God (1 Corinthians 3: 16-17).

### EDUMATE PARENT PORTAL

By using our 'Parent Portal' parents are able to access a number of different areas of the School database eg. to see if your child/ren is late or absent, has Tokens, Detentions, Secondary Assessments due etc. Each student is issued with a user name and password; parents will have a different one. **Absences should also be confirmed on the Parent Portal in the first instance. An exception to this is where access to the Portal is difficult, in which case a written note of explanation can be sent to your child's Classroom or Home Group Teacher.**

### OPEN EVENINGS FOR PARENTS

Special Evenings for parents will be held according to the schedule below and will be an excellent opportunity for hearing about what is happening with your child's learning and about plans for the year, as well as being a good time to meet staff and other parents. You should plan to attend and not miss this opportunity. **Students do not attend the Primary occasion, but Secondary students do attend the Years 7 to 11 nights with their parents.**

**Monday 5 February – all Primary classes.** The timetable for the night will be published later.

**Tuesday 6 February – PreKindergarten and Kindergarten/Year 1 at Marsden Park Campus.**

**Wednesday 7 February – Year 11 students/parents** to cover the essentials about the Senior Years and to establish a good foundation for progressing through to the HSC etc. Year 11 'Study Camp' details will be shared.

**Wednesday 14 February – Stage 4 ie. Years 7 and 8 students/parents** to engage with the Stage 4 Program and become familiar with the relevant matters to be covered by their child/ren during the year.

**Wednesday 28 February – Stage 5 ie. Years 9 and 10 students/parents** to engage with the Stage 5 Program and become familiar with two unique experiences scheduled to occur concurrently: (1) the Year 9 incredible 3 day bush/river experience on the Colo River; (2) the Year 10 Urban Challenge to discover the contrasting aspects of inner-city living/working, within 'An Amazing Race' format and awareness of how some of the homeless and needy are assisted.

## TEXTBOOKS/STATIONERY

Stationery needs to be organised by parents, except for students in Kindergarten to Year 2. A list of the stationery requirements for Years 3-12 is available on the School website. Stationery lists can be located under RESOURCES/GENERAL. All stationery items for Kindergarten to Year 2 will be purchased by the School on behalf of families.

All students from Years 7 to 12 will be provided with a specially designed Student Diary at the beginning of the year. This Diary will be used every day and it contains information applicable to the students' ongoing conduct and performance. The Diary will also be an essential way for teachers and parents to communicate about a student's progress. If lost, the Diary must be replaced straight away. As a deterrent for 'losing one's Diary', a replacement cost of \$20 will be charged.

The cost of Primary textbooks and the hire fee for Secondary textbooks is covered by the Service Charge. Textbooks not returned by Secondary students before the due date as indicated by staff will be charged for their replacement on the student's account. If the books are subsequently returned, no refund will be made, because the replacement books will have already been ordered.

**NB. It is extremely important that all personal items of clothing, textbooks (Primary only), stationery (books, folders etc) and other possessions are clearly labelled.** Every item owned by a student should be easily identified.

## RJ SCHOOL BUS TRAVEL

The School currently provides a private bus service to Oakhurst families who live in Colebee, Quakers Hill and Schofields. Fees apply.

The School also currently provides a private bus service to Marsden Park families between the two Campuses via Colebee and the Elara Estate.

Please visit the website for more details and an application: <http://www.rjas.nsw.edu.au/enrolment/travel-and-parking-information> Seats are limited and must be booked. For further information, please contact Mrs Stephanie Ghali, Operations Manager, [sghali@rjas.nsw.edu.au](mailto:sghali@rjas.nsw.edu.au)

## PUBLIC BUS AND TRAIN INFORMATION

An Opal card is needed for School Transport. It is the responsibility of parents to apply for an Opal card. All parents are encouraged to apply for an Opal card even if not intending to use it initially, because such details assist the government authorities with planning future services, especially in currently unserved locations like Colebee.

A new application is required when:

- applying for a School Opal card for the first time,
- enrolling in Kindergarten, or
- requesting an additional entitlement as a result of a shared parental responsibility situation.

Parents need to complete an updated application if the student has a current school travel pass and:

- is progressing from Year 2 to Year 3, or from Year 6 to Year 7
- changes address, or changes school or campus.

When an updated application is submitted and the student is eligible for free school travel, Transport for NSW will send an email confirmation once the application has been processed. The School is then notified online by Transport NSW about the successful application. If an Opal card does not need updating, or has been successfully re-applied, the Opal card will automatically be updated for travel next year.

**2018 school travel applications completed online via [www.transportnsw.info/school-students](http://www.transportnsw.info/school-students)**

## LOCKERS

All Secondary students use a locker provided by the School to store equipment and valuables. There is the understanding that any repairs for damage to the locker will be paid by the user. Each student must keep their locker free of rubbish, stickers, graffiti etc. Each student will receive a lock which must be used to secure the locker at all times. Should the lock be misplaced/damaged a replacement one will be provided and the cost added to School fees. Lockers are cleared out at the end of each term.

## MOBILE PHONES



Secondary Students may bring a mobile phone to School. The phone needs to be switched off upon arrival at School and remain that way in the student's locked locker until the end of the School day. The School does not accept any liability for lost or stolen mobile phones if brought to School.

Primary Students may bring a mobile phone to School but the Mobile Phone Agreement form must be completed by parents, to confirm their acceptance of the conditions. The School does not accept any liability for lost or stolen mobile phones if brought to School.

## CANTEEN

Families are strongly encouraged to use the online ordering system 'MunchMonitor' to organise lunch orders for their students. This alleviates the rush in the morning and the need to find loose change. Set-up details are available on the school's website.

Please also be aware that the School is working towards gradually providing the School community with increasing healthier options in the Canteen during 2018. Whilst some products will be phased out over time, new healthier replacements will become available in due course. Thank you in advance for your understanding.

## MEDICATION

**Medication for a student must be clearly outlined in writing, authorising School Staff to administer such medication and clearly specifying date, quantity and time of administration. A pro forma note is available on the School's website.** Under no circumstances should students self-administer medication - the only exception to this would be students using a 'puffer' for asthma, in which case a student must have a letter of authorisation from their parent/s to show Staff whenever requested. They may then carry the 'puffer' on their person or in their bag. If your child suffers from asthma, **please obtain an Asthma Management Plan** from the School Office, have your family doctor complete it and then return it to the School.

## SCHOOL BAN ON CERTAIN FOODS

A very serious allergy towards peanuts for some of our students has prompted the School to **ban peanuts, peanut butter, nutella, peanut sauce, nut biscuits and fruit and nut mixes, as well as any other food product which contains peanuts.** Please note that products which have 'traces of nut or peanuts' have not been listed - these are acceptable. We ask parents to be very cautious about this School directive. The health and safety of every student is of paramount concern for the whole School community. Thank you.

## MUSIC TUITION

Private music tuition lessons are available for students while attending this School. Great progress is achieved by students in the development of musical talent and personal self-confidence. Enquiries re instruments/vocal sessions, cost etc. can be directed to the peripatetic instrumental tutors or to Mrs Narelle Robertson (Music Co-ordinator).

## PHOTOGRAPHING/VIDEOING STUDENTS

During the year all manner of photographs/videos are taken of students as they learn, socialise, play, compete, perform etc. These photographs are utilised within many different places (eg. RJ Review, Footprints Journal, School website, Assemblies, Presentation Nights, local press, School advertising etc.) It would be very time-consuming to inform parents on each occasion a photo is intended to be used in a 'publicly accessible' way. Given no parent has declined their permission in the past, the approach taken is to advise parents generally and to invite any specific objection in writing before 30 January 2018. Thank you.

## HOUSE SYSTEM

The School is divided into 4 Houses to create smaller groups for facilitating student welfare aims and for the purposes of sport and other School activities. The House system is a particularly strong element of the School's culture and community life. Early in the School year new students will be informed about their House membership. The Houses have elected House Leaders. **Each student requires a House T-shirt.** Families can purchase T-shirts through the Uniform Shop, ready for our first House event which is the Swimming Carnival (Years 3-12) on **Thursday 8 February.**

## AWARD SYSTEM

**TOKEN** Awarded in the classroom, playground or during a School activity for good conduct/behaviour. Each Token is worth one point in the Champion House System.

**COMMENDATION** Awarded in the classroom (Secondary only) for subject achievement or improvement. Each Commendation is worth two points in the Champion House System.

**SERVICE CREDIT** Awarded by the School Executive and Co-ordinators for a special contribution of time and effort to the life of the School. Each Service Credit is worth two points in the Champion House System.

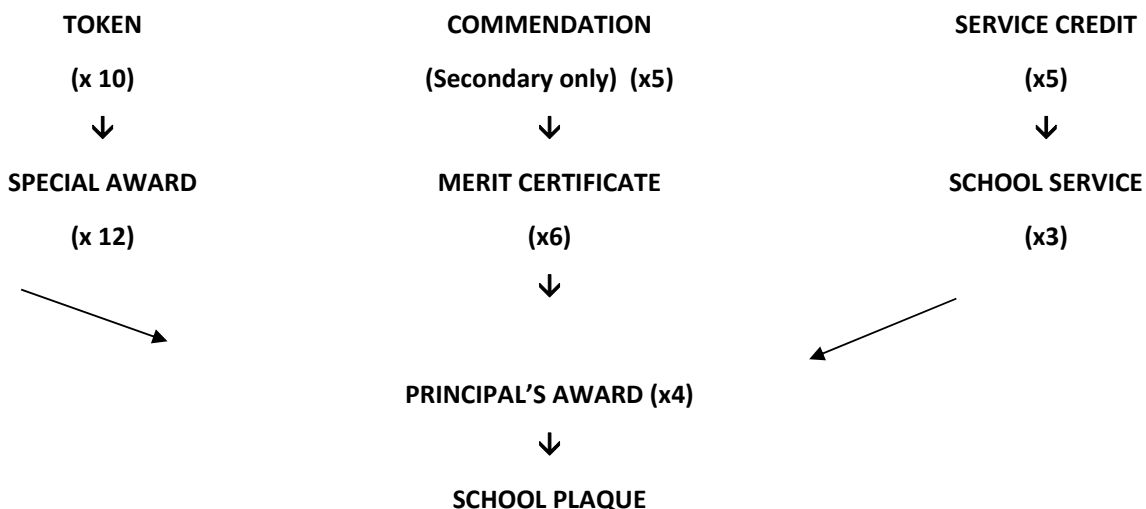
**SPECIAL AWARD** Presented in the classroom when a student has accumulated 10 Tokens.

**MERIT CERTIFICATE** Awarded at a weekly Assembly for significant academic achievement/ improvement or when a Secondary student has accumulated 5 Commendations. Each Merit Certificate for a Primary student is worth 10 House points.

**SCHOOL SERVICE** Awarded at an Assembly when a student has accumulated 5 Service Credits. Also, this Award can be presented at the discretion of the Principal.

**PRINCIPAL'S AWARD** Presented at an Assembly when a student has accumulated 12 Special Awards or 6 Merit Certificates or 3 School Service Awards or a suitable combination of these categories, as determined by the Principal. Also, this Award can be presented at the discretion of the Principal and aside from eligibility via the other Award categories.

**SCHOOL PLAQUE** Awarded at Presentation Night to a student who has achieved 4 Principal's Awards. **Awards may be carried over from year to year.**



The flowchart above shows the proportional value of Awards leading to the Principal's Award. An easy way of calculating this is to think of the Principal's Award as 12 points.

Special Award	1	Merit Certificate	2	School Service	4
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*Add the points in the top right-hand corner of each Award to total 12 points.*

## SCHOOL UNIFORM AND STUDENT PRESENTATION POLICY

**This Policy relates to students during School hours, as well as during transit to and from School and also during attendance at School activities outside of School hours.**

1. **School shoes** must be **lace-ups** (not buckles or zippers), **black school-style leather** shoes (not suede or with heels).
2. School **sport joggers** (not sandals or slip-on styles) will have laces, be below ankle height, and can be any colour (except must not be predominantly fluoro colours) with matching laces and worn according to School directives.
3. **Girls** wear **white RJ School socks** for **both the Sport Uniform and the School Uniform**. For the Winter season, it is discretionary for Girls to wear plain navy tights/stockings (no patterns permitted), unless directed by staff to wear navy tights/stockings for official occasions.
4. **Primary boys** wear navy coloured ankle socks for School Uniform; **Secondary boys** wear grey coloured ankle socks for School Uniform; **All Boys** wear **white RJ School socks** for **the Sport Uniform only**.
5. A **Primary hat/legionnaire cap** must be worn by students during Recess, Lunch and Sport, according to the 'No Hat - No Play Policy', all year round. **Secondary students must wear a Secondary cap during Terms 1 and 4** and have the option to wear the cap in Terms 2 and 3.
6. There is a **Summer Uniform** list (normally Terms 1 and 4) and a **Winter Uniform** list (normally Terms 2 and 3). Items are to be worn according to School directives. Items must not be used across the 'two seasons' unless specified.
7. **All Secondary students** are to wear the white RJ School socks with the School sport shirt, shorts and tracksuit (if required) for **Sports Days**. Students are to bring and change into their Sport Uniform for practical lessons in PD/H/PE. The Sports Uniform is **not to be worn to or from the School** with the exception of Sports Days. **House Shirts** are to be worn to all sports carnivals and on days when House meetings are held.
8. The **School Bag** (Primary and Secondary styles), **Primary Excursion Bag**, **Primary Library Bag** and **Secondary Sport/Excursion Bag** are part of the Uniform Code. No external writing (graffiti) or stickers are to be placed on these Bags. Students may attach one small keyring or ribbon for easy identification. Secondary students may use a laptop bag of choice, provided it meets the criteria of suitability outlined by staff.
9. The **Primary Jacket and Secondary Blazer** are compulsory items to be worn as the outer garment when travelling to and from School in Terms 2 and 3. The **Jumper** may be the outer garment in Terms 1 and 4.
10. **Girls' dresses and skirts** must be at least mid-knee length and not shorter.
11. **Boys' School shirts** (Years K-12) should be 'tucked-in'. This does not apply to the Sports Shirt.
12. **Secondary Boys must wear a black standard belt.**
13. In the event of a suitable alternative piece of clothing being temporarily substituted for a part of the Uniform which is lost, a **note of explanation** from the student's parent is required.
14. The **Year 12 Jersey** is optional for Year 12 students. Students must continue to wear the appropriate shirt/tie or blouse/scarf underneath the Jersey. The Jersey may not be worn on official occasions.
15. All items of clothing and bags listed above refer to those supplied by Lowes in-store or online. Alternate products are not acceptable, unless for an approved temporary period outlined in Point 13.
16. The School reserves the right to vary the School Uniform and Presentation requirements from time to time.

### Hair Management

- Hair must be clean, kept tidy and well-groomed. Hair should not hang/fall across the face or eyes. For boys, hair must be above collar length. For girls, shoulder-length or longer hair should be tied back and kept away from the face/eyes at all times using navy blue scrunchies, ribbons, and/or headbands.
- **No radical hair styles** are acceptable (e.g. no undercut, mohawk, or shaved hair or below size 2 clippers). Also, no styles involving significant differences between the length of hair are acceptable.
- **Hair colouring** must be subtle and tone with the student's natural colour – not an extreme variation. A coloured patch or patches of hair are not acceptable.
- In regards to hairstyles for all students, it should be recognised that due to the subjective nature of 'styles' it is difficult to describe exactly the School's requirements. Any changes to a student's hair must be subtle. Significant changes are

not acceptable. If any student presented with an inappropriate hairstyle or significant change he/she would be requested to comply with this Policy immediately and would not be permitted to attend School until such action was taken. For the smooth-running of the School, **the Principal's decision is final in all matters pertaining to this Policy and the appearance of each student.**

### Boys:

- **Facial hair** should be removed (ie. no moustache, beard, long side-levens etc.) for a clean-shaven face each school day.
- **No jewellery** of any description is permitted, except a watch may be worn.
- **No tattoos** are permitted.

### Girls:

- A **watch** and a **plain flat ring** (one only) are permitted.
- **Earrings** are to be plain gold or silver stud/small sleeper earrings only (one per ear lobe), (no other piercings permitted).
- **Necklaces or bangles** are not permitted.
- **Make-up, eyelash tinting, or acrylic nails** are not permitted. Only **clear nail polish** may be used.
- **No tattoos** are permitted.

### Mufti Days

- Clothing must be **clean, modest and not advertise inappropriate slogans, words or illustrations.**
- **Shoulders, chest, and midriffs must be covered.** Revealing clothing will not be permitted.
- **Footwear must be closed-in shoes** with consideration given to the needs of practical and sport subjects.
- Students who do not comply with these standards will be required to go home and change.

### Years 11-12 Student Additional Guidelines:

- **Light make-up** may be used (eg. no bright or heavy eye shadow/eye liner).
- **A simple, fine chain** (with only one small, appropriate symbol attached) worn beneath the Uniform is permitted. (NB. A chain may need to be removed for practical subjects/activities.)

### SCHOOL SPORT SHORTS

All RJ students are required to wear the new Sports Shorts from the beginning of 2018. The transition period has ended.

### SCHOOL UNIFORM INFORMATION

The School Uniform can be purchased from Lowes Stores at Mt Druitt or St Marys, except for the Pre-Kindergarten/Kindergarten art smock which can be purchased from the Oakhurst Primary Reception or from the Marsden Park Reception. Whilst hats are sold at Lowes, the School also sells these to assist parents. Hats can be purchased from the Oakhurst Primary Reception and the Marsden Park Reception. A visual booklet detailing the School's Uniform requirements is on our website under Enrolments/Uniform Requirements.

Parents should note that students progressing from Primary (Year 6) into Secondary (Year 7) will require a change of uniform. Students progressing from Year 10 into Year 11 are also required to purchase the Senior Uniform. Please refer to the [Uniform Requirements 2018 lists](#), readily available on the School website or the Lowes Schools Online website.

### CHILDHOOD DISEASES

It is possible that, at some time, your child will contract one of the common diseases of childhood, as listed:

**Chicken Pox** Exclude for at least 5 days after spots appear, or when blisters have all crusted.

**Head Lice** There will be periodic inspections of all girls and boys and where cases are discovered, parents will be notified. Treatment is simple and effective - you can buy an appropriate solution from the pharmacist without a prescription. Those infected are required to stay away from School until treatment has been completed and the student has been checked by School personnel.

**German Measles** Until fully recovered. Exclude for at least 4 days from appearance of rash.

**Impetigo** Exclude only if exposed surfaces such as scalp, face, hands and legs. Allowed to attend School if sores are properly covered with a clean dressing.

**Measles** Exclude for 5 days from appearance of rash or until the Medical Certificate of Recovery is produced. Exclude domiciliary contacts for 21 days after the last exposure to infection IF attending School and if the child has NOT previously had Measles OR been immunised against Measles.

**Mumps** Exclude for 10 days from onset of swelling.

**Whooping Cough** The child should be kept at home for 5 days from the start of antibiotic treatment. The period of exclusion may be less than 3 weeks if there is no 'whoop' and if medical certificate is produced.

Under the Public Health Act 1991 schools are required to notify the local Public Health Unit if a student is known to have: diphtheria, measles, mumps, whooping cough, tetanus, poliomyelitis, german measles. Also, this Act requires that if there is a vaccine preventable disease outbreak, any students for whom an Immunisation Certificate (original copy) is not held at the School must exit immediately.

## **BEFORE AND AFTER SCHOOL CARE – OAKHURST CAMPUS**

**St Marks Child Care Centre (9832 0378 for Administration; 9675 6200 for Church Hall)** provides Before and After School Care during Term time. Before School Care is available from 7am. After School Care is available until 6.30pm. The fee structure is available from their office regarding permanent or casual attendance.

**Permanent Bookings** - This does not require the child to attend five days per week. Merely, that whatever days the child is booked in for has to be paid. This is necessary to enable the organisation of appropriate staffing levels.

**Casual Attendances** - Children should be dropped off at the Centre in the morning. They will be escorted to School afterwards. A representative from the Centre will collect the children from School in the afternoon. The above fees include a snack in the afternoon, plus craft and other equipment. Positions are limited and we strongly encourage you to apply as soon as possible. **Administration and holding fees apply.**

PS. If your child no longer requires the service in 2018, please advise the Centre asap.

## **AFTER SCHOOL CARE – MARSDEN PARK CAMPUS**

Northwest Community Childcare (8678 0279) provides an After School Care service for Marsden Park families onsite. The current cost is \$22.00 per day (permanent), subject to change. If you are particularly interested in a Before School Care Service please let them know: [admin@northwestcommunitychildcare.com.au](mailto:admin@northwestcommunitychildcare.com.au)

## **OUTDOOR EDUCATION (CAMPS)**

### **CAMP FOR YEAR 5**

A 2 day Camp to Teen Ranch has been organised for Year 5 students from Monday 12 February to Tuesday 13 February 2018. Further details will follow.

### **CAMP FOR YEAR 6**

A 3 day Camp to Teen Ranch has been organised for Year 6 students from Monday 11 February to Wednesday 14 February 2018. Further details will follow.

### **CAMP FOR YEAR 7**

Years 7 students will attend a Camp at the Anglican Youthworks Shoalhaven site, 'Waterslea', from Wednesday 21 February to Friday 23 February 2018. Further details will follow.

### **EDUCATIONAL TRIP FOR YEAR 8**

Years 8 students will attend an Educational Trip to Canberra, from Wednesday 2 May to Friday 4 May 2018. Further details will follow.

### **'BREAK OUT' CHALLENGE FOR YEAR 9**

Year 9 students will attend a 3 day Camp at Somerset Outdoor Learning Centre on the Colo River, from Wednesday 2 May to Friday 4 May 2018. Further details will follow.

### **URBAN CITY CHALLENGE FOR YEAR 10**

Year 10 students will attend a City Adventure Camp in the Sydney CBD, from Wednesday 2 May to Friday 4 May 2018. Further details will follow.

## STUDY CAMP FOR YEAR 11

Year 11 students will participate in a Study Camp at Stanwell Tops, from Thursday 15 February to Friday 16 February 2018. Further details will follow.

### INFORMATION COLLECTED BY THE SCHOOL

The School collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling. Some of the information collected is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.

Specific laws governing or relating to the operation of schools require that certain information is collected. You may contact the School if you have any questions about this. Medical reports about students are required from time to time. If you do not consent to this information being obtained you must advise the School in writing. If the School is not able to obtain particular information, then the School may not be able to enrol or continue the enrolment of the respective student.

The School from time to time discloses personal and sensitive information to others. This includes to other schools, government departments, the Anglican Schools Corporation Administration Office, medical practitioners and people providing services to the School, including specialist visiting teachers, (sports) coaches, assessment personnel and volunteers. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions it is published in School newsletters and magazines.

Parents may seek access to personal information collected about them and their son /daughter by contacting the School. However, there will be occasions when access is denied. Such occasions would include where release would have an anticipated unreasonable impact on the privacy of others or where release may result in a breach of the School's duty of care to a student.

The School from time to time engages in fundraising activities. The information received from families may be used to make a certain appeal. It may also be disclosed to organisations that assist in the School's fundraising activities.

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

### PARENT ENQUIRIES

**The best time to contact the School Office is between 8.15am and 3.45pm.** Of course, messages can be left on the telephone answering service apart from this period of time. We will return your phone call as soon as is convenient. Please note that teachers are not generally available for telephone calls during teaching hours. A teacher will respond to your message when convenient. Teachers can be emailed using the Staff Directory on the School's website.

Often the best time to speak with teachers is during or after the normal school day rather than before, because invariably it is quite pressured in the morning with lesson preparation etc. Aside from a quick interaction, teachers prefer to spend quality time talking about your child at a mutually convenient time and are quite prepared to deal with your questions or concerns.

The **2018 class compositions for Primary students will be confirmed on their respective first day/s next year** when the students are placed into their classes, so that learning programs commence and parents of Primary students become aware of class placements that morning as they arrive. **Secondary students** can usually access their timetable on the Edumate portal prior to their commencement date.

**The Staff very much look forward to a tremendous School year in 2018. We trust that students and parents also share the same positiveness and enthusiasm, so that together, under God's guidance, great things may be achieved.**

Kind regards



Mr Paul Cockrem  
PRINCIPAL

Refer to the fortnightly RJ Review Newsletter or the School Calendar on the website for the latest dates throughout the year – [Calendar](#)

**Please record the following in your Calendar/Diary:**

29 Jan	Kindergarten (9:15am until 1pm), Years 6, 7, 11 and 12 and all <b>new</b> Primary/Secondary students
30 Jan	Returning students in Years 1-5 and Years 8-10 commence
30 Jan	Marsden Park Pre-Kindergarten; Kindergarten and Year 1 commence
5 Feb	Primary Open Evening (K – Year 6)
6 Feb	Marsden Park Open Evening (Pre-K and K and Year 1)
7 Feb	Parent Information Evening for Year 11
8 Feb	Swimming Carnival (Years 3-12)
12 – 13 Feb	Year 5 Camp
12 – 14 Feb	Year 6 Camp
14 Feb	Parent Information Evening for Stage 4 (Years 7 & 8)
15 – 16 Feb	Year 11 Study Camp
20 Feb	P and F Association Annual General Meeting for all parents at 7.00pm
21 – 23 Feb	Year 7 Camp
28 Feb	Parent Information Evening for Stage 5 (Years 9 & 10)
5 Mar	Primary CSSA State Swimming Carnival
8 Mar	CSSA Secondary Zone Swimming
8 Mar	Grandparents/Grandfriends' Day – Marsden Park Campus
9 Mar	Grandparents/Grandfriends' Day – Oakhurst Campus
14 Mar	K-2 Swim Fun Day
24 Mar	Marsden Park Open Morning
28 Mar	Secondary CSSA State Swimming Carnival
6 Apr	Cross Country (Years 3-12)
2 – 4 May	Year 8 Trip
2 – 4 May	Year 9 Camp
2 – 4 May	Year 10 City Challenge
15 – 17 May	NAPLAN Online Testing
16 May	Marsden Park Campus Photo Day
23 May	Oakhurst Campus Photo Day
13 June	Years 3-12 Athletics Carnival
29 June (TBC)	ASC Choral Concert
5 July	Secondary Heritage Festival
3 – 5 Sept	Primary Musical
28 September	Year 12 Final Assembly
18 Oct- 9 Nov	HSC Examinations
19 October	Primary Open Day
9 Nov	Year 12 Formal
19 Nov	RJ Bike Challenge
5 Dec	Primary Presentation Night 6:30pm
6 Dec	Secondary Presentation Night 7:00pm