

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 and your family some time to relax and be refreshed.

Our Presentation Events were a wonderful celebration of student accomplishments in a challenging year. Our 2020 'Footprints' Yearbook will be provided to families at the beginning of Term 1 as we delayed the print to ensure we could include some of the special Term 4 events.

Looking to 2021, we warmly welcome all the new families commencing with us. All parents are reminded to ensure their contact and medical details etc. are up to date via the Edumate Parent Portal. New families will receive a letter with their login details shortly. This is an essential requirement to ensure accurate information can be used by School staff, especially during emergency situations. Families are also asked to ensure they have downloaded the Richard Johnson Anglican School App so they have ready access to events and can provide electronic permissions (same login details as Edumate PP) for excursions, events and other activities.

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.

The Staff very much look forward to a tremendous School year in 2021. 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.

Alan Dawson (*Acting Principal*)

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SCHOOL ORGANISATION FOR 2021

Executive Staff:

Acting Principal – Mr Alan Dawson
Acting Deputy Principal – Mrs Jenny Clay
Operations Manager – Mrs Stephanie Ghali
Assistant Principal/Head of Primary (Marsden Park Campus) – Mrs Narelle Taylor
Head of Primary (Oakhurst Campus) – Mrs Karen Shannon-Duhigg
Acting Head of Secondary/Director of Studies (7-12) – Mrs Julia Scrimshaw

Staff with specific Leadership roles:

Director of Secondary Welfare/Assistant Director of Studies – Mr Brad Maxwell
Director of Service Learning/ Secondary Christian Ministry – Mr Stewart Rowe
Curriculum Co-ordinator (English/Drama) – Mrs Sally Morrow
Curriculum Co-ordinator (Mathematics)/Secondary ICT Co-ordinator – Mr Gary Clay
Curriculum Co-ordinator (Science) – Miss Naomi Roediger
Curriculum Co-ordinator (TAS/Visual Arts) – Mr Rob Cohen
Curriculum Co-ordinator (HSIE/LOTE) – Mr Michael Sukkarieh
Curriculum Co-ordinator (Music) – Mrs Narelle Robertson
Curriculum Co-ordinator (PDHPE) – Mr Steven Millard
Primary Co-ordinators:
 Oakhurst Campus – Mr Michael Reed, Mrs Claire McCormick
 Marsden Park Campus – Mrs Karen McLeod
Assistant Primary Coordinator (Oakhurst Campus) – Miss Kate Ross
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 Steven Millard; Mrs Jenny Clay
Stage 5 (Years 9-10) Welfare Co-ordinators – Mr Rodney Leenman; Mrs Voula Viatos
Stage 4 (Years 7-8) Welfare Co-ordinators – Mr David Hyde; Mrs Sara Rainer
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 – Mrs Voula Viatos
WH&S Co-ordinator – Mrs Stephanie Ghali

Pre-Kindergarten and Primary Teaching Staff:

Marsden Park Campus

The initials of our Marsden Park Campus are utilised for naming Primary classes. These classes are not graded, but based on a mix of abilities.

- **Pre-Kindergarten** - Mrs Kim Hogan
- **Early Stage 1 Kindergarten (KM)** – Mrs Karen McLeod/Mrs Elyssa Knight
- **Early Stage 1 Kindergarten (KP)** – Mrs Fiona Saunders
- **Early Stage 1 Kindergarten (KC)** – Miss Giulia Tolomeo
- **Mid Stage 1 Year 1 (1M)** – Mrs Tracey Kuiper
- **Mid/Late Stage 1 Year 1+2 (1/2P)** – Miss Susan Collier
- **Late Stage 1 Year 2 (2M)** – Mrs Miriam Oliver
- **Stage 2 Years 3/4 (3/4M)** – Semester 1 - Mrs Marianne Capel
- **Stage 2 Years 3/4 (3/4M)** – Semester 2 - Mrs Samantha Blok(M-T) Mrs Hannah Kaleeny(W-F)
- **Stage 2 Years 3-4 (3/4P)** – Miss Emily Seto
- **Stage 3 Years 5-6 (5/6M)** – Mrs Carmen Etherington
- **Primary Music Teacher (both Campuses)** – Miss Caitlin Shannon-Duhigg
- **Part-time Teachers** – Mrs Elyssa Knight, Mrs Sarah Pinney

Oakhurst Campus

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.

- **Early Stage 1 Kindergarten (KR)** – Mrs Rebecca Frakes (Mon to Wed,Fri) / Mrs Adriana Fiore (Thu)
- **Early Stage 1 Kindergarten (KJ)** – Miss Rosalee Murray
- **Early Stage 1 Kindergarten (KS)** – Mrs Anita Wells
- **Mid Stage 1 Year 1 (1R)** – Mrs Imogen Evans
- **Mid Stage 1 Year 1 (1J)** – Mrs Emma Roe
- **Mid Stage 1 Year 1 (1S)** – Miss Eliza Stephens
- **Late Stage 1 Year 2 (2R)** – Mrs Jennifer Burnelek
- **Late Stage 1 Year 2 (2J)** – Mrs Emily Smith
- **Early Stage 2 Year 3 (3R)** – Mr Samuel Newmarch
- **Early Stage 2 Year 3 (3J)** – Miss Kate Ross
- **Late Stage 2 Year 4 (4R)** – Miss Victoria Emmerson
- **Late Stage 2 Year 4 (4J)** – Mrs Alison Girgis
- **Early Stage 3 Year 5 (5R)** – Mrs Melissa Bichescu
- **Early Stage 3 Year 5 (5J)** – Mr Gavin Mitchell
- **Late Stage 3 Year 6 (6R)** – Mrs Leesa Horton
- **Late Stage 3 Year 6 (6J)** – Miss Alicia Parata
- **Music Teacher (both Campuses)** – Miss Caitlin Shannon-Duhigg
- **Part-time Teachers** – Mrs Amanda Foxall, Mrs Sarah Pinney

Secondary Teaching Staff:

English Faculty (including Drama)

Mrs Sally Morrow (Co-ordinator)

Mr Alan Bolton
Mrs Jenny Clay
Mr John Derrington
Mrs Nicole Inglis
Mrs Kerrie Lyons
Mrs Rhiannon Mulligan
Miss Rosanna Peterson
Mrs Joanne Rathbone
Mrs Sara Rainer
Mrs Annette Sicard

Human Society and Its Environment (HSIE) Faculty (including Languages)

Mr Michael Sukkarieh (Co-ordinator)

Mr Thomas Burgess
Mrs Alison Cocks
Mr Antony Fletcher
Mr Andrew Keene
Mr Rodney Leenman
Miss Ruth Mahaffey
Mr Brad Maxwell
Mrs Voula Viatos
Mr Andrew Wood

Science Faculty

Miss Naomi Roediger (Co-ordinator)

Mr Adam Bunsell
Mr Johnathan Hughes
Miss Pearlin Paul
Mrs Julia Scrimshaw

Mathematics Faculty

Mr Gary Clay (Co-ordinator)

Mr Alex Glazebrook
Mr Darren Hua
Miss Elisabeth Leschev
Mr Sewa Murthen
Mr Stewart Rowe

Personal Development, Health and Physical Education (PD/H/PE) Faculty

Mr Steven Millard (Co-ordinator)

Mr David Hyde
Mr Justin Pereira
Mr Derick Rontale

Technology and Applied Sciences (TAS)/Arts Faculty

Mr Rob Cohen (Co-ordinator)

Mr Chris Bemrose
Mr Chris Harrison
Miss Vivian Ho
Mrs Sierra Whittle
Mr Rom Zamora

Music Faculty

Mrs Narelle Robertson (Co-ordinator)

Mr Rie Manaloto
Mrs Dimity Statheos

Support and Operational Staff:

- **Principal's PA** – Mrs Helen Clarke
- **Enrolments Registrar** – Mrs Trudy Tildsley
- **Receptionist (Oakhurst)** – Mrs Annemarie Le Roux
- **Receptionist/Administration Officer (Marsden Park Campus)** - Mrs Kathy Du Toit
- **Student Reception (Oakhurst Secondary)** – Mrs Peita Champion, Mrs Christine Kranendonk
- **Student Reception (Oakhurst Primary)** – Mrs Carolyn Forrester, Mrs Virginia (Gini) Whymys
- **Media and Communications Officer** – Mrs Melanie Howard
- **Accounts Officer** – Mr Jason Campbell
- **Administration Assistants/Secondary Teachers' Aides (Oakhurst)** – Mrs Helen Hillier, Mrs Heather Robertson, Ms Belinda Hunter
- **Administration Assistant (Oakhurst)** – Mrs Charmaine Mikirtoumov
- **Administration Support Officer (Oakhurst)** – Mrs Virginia (Gini) Whymys
- **Secondary Teachers' Aides (Oakhurst)** – Mrs Debbie Rowe, Mrs Lisa Buisson, Mr Dominic Surace
- **Primary Learning Support Teacher (Oakhurst)** – Mrs Sarah Pinney
- **Primary Teachers' Aides (Oakhurst)** – Mrs Michelle Arundel, Mrs Joanna Davis, Mrs Vanessa Smith
- **Primary Teachers' Aides (Marsden Park)** – Mrs Tammy Holder, Mrs Ruth Hill, Miss Whitney Kuiper, Mrs Elyssa Knight
- **School Counsellor** – Mrs Debra Beck
- **Library Technicians** – Mrs Pam Shaw; Mrs Kerrie Peterson.
- **Science Laboratory Technician/Chemical Safety** – Mr David Powell
- **TASC ICT Support Technicians** – Mr Brian Cook, Mr Timothy Bell
- **Facilities Manager** – Mr Nathaniel Rushton
- **Maintenance Assistants** - Mr Mark Robertson, Mr Jonathan Grima, Mr Timothy Matson, Mr Chris Golden
- **Bus Drivers** – Mr Malcolm McLeod, Mr Rex Llamas, Mr Dominic Surace, Miss Gemma Golden
- **Canteen Manager** – Mrs Julie Pym; **Canteen Assistants** - Mrs Louise Wade, Mrs Jo-ann Mansell

PARENT ENQUIRIES to the SCHOOL OFFICE and to TEACHERS

The School Reception areas at both Campuses are open between 8:00am and 4:00pm, with the exception of the Oakhurst Primary Reception which opens later on Wednesday and Friday mornings at 8:20am. Messages can be left on the phone answering service at other times or emailed to admin@rjas.nsw.edu.au, noting that staff devotions are held on Monday, Wednesday and Friday mornings until 8:20am.

Please understand that teachers are not generally available for telephone calls during teaching hours and will respond to your message when convenient to their timetable and therefore may not be able to respond to your message immediately. Teachers are best contacted via email using the Staff Directory on the School's website. School Policy requires teachers to respond within two school days to email communications. In addition, the School does not place any expectation on staff to respond on weekends or during non-term time.

If a conversation is preferred, 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.

BELL TIMES

PRIMARY OAKHURST CAMPUS BELL TIMES - SCHOOL HOURS – 8:45am to 3.20pm

Oakhurst Primary Sport (Years 3 – 6) will be on Wednesdays. Oakhurst Primary Assembly will be on Fridays at 9am as per the Assembly schedule.

PERIOD	TIME (Mon, Tue, Thur, Fri)	PERIOD	TIME (Wed T1-4 K-2)	PERIOD	TIME (Wed T2&3 Yr 3-6)
EARLY	8.15-8.45	EARLY	8.15-8.45	EARLY	8.15-8.45
Assembly	8:45-8:55	Assembly	8:45-8:55	Assembly	8:45-8:55
1	8.55-9.35	1	8.55-9.35	1	8.55-9.35
2	9.35-10.15	2	9.35-10.15	2	9.35-10.15
3	10.15-10.55	RECESS	10:15-10:35	RECESS	10:15-10:35
RECESS	10.55-11.25	3	10:35-11:15	3	10:35-11:00
4	11.25-12.05	4	11.15-11.55	4	WSCS 11:00-1:15
5	12.05-12.45	5	11.55-12.35	5	
6	12.45-1.20	Inside Eating	12:35-12:55	6	
Inside Eating	1.20-1.35	6	12:55-1:35	COURTYARD EATING	1.20-1.35
LUNCH	1.35-2.05	LUNCH	1:35-2:05	LUNCH	1.35-2.05
7	2.05-2.40	7	2.05-2.40	7	2.05-2:40
8	2.40-3.20	8	2.40-3.20	8	2.40-3.20

Stages 2 & 3 - Wednesday Terms 1&4			
PERIOD	TIME (Stage 2)	PERIOD	TIME (Stage 3)
EARLY	8.15-8.45	EARLY	8.15-8.45
Assembly	8:45-8:55	Assembly	8:45-8:55
1	8.55-9.35	1	8.55-9.35
2	9.35-10.15	2	9.35-10.15
RECESS	10:15-10:35	RECESS	10:15-10:35
3	10:35-10:55	3	10:35-11:15
4-5	Sport 10:55-11:48	4	11.15-11.48
	11.48-12.35	5	Sport 11.48-12.41
Inside Eating	12:35-12:55	Inside Eating	12:41-12:55
6	12:55-1:35	6	12:55-1:35
LUNCH	1:35-2:05	LUNCH	1:35-2:05
7	2.05-2.40	7	2.05-2.40
8	2.40-3.20	8	2.40-3.20

SECONDARY OAKHURST CAMPUS BELL TIMES - SCHOOL HOURS – 8:30am to 3.20pm

Secondary Sport will be on Tuesdays. Secondary Assembly/Chapel will be on Fridays at 11:30am as per the Assembly schedule.

PERIOD	TIME (Mon,Wed, Thu)	PERIOD	TIME (Tuesday)	PERIOD	TIME (Friday)
1	8.30-9.23	1	8.30-9.23	1	8.30-9.23
2	9.23-10.16	2	9.23-10.16	2	9.23-10.16
Home Group	10.16-10.35	RECESS	10.16-10.35	RECESS	10:16-10:35
RECESS	10.35-10.55	3	10.35-11.28	3	10:35-11:28
3	10.55-11.48	Home Group	11.28-12.21	Chapel/Assembly	11.28-12.21
4	11.48-12.41	LUNCH	12.21-1.00	Home Group	12.21-12:41
LUNCH	12.41-1.34	SPORT	1.00-1.53	LUNCH	12.41-1.34
5	1.34-2.27	SPORT	1.53-3.20	5	1.34-2.27
6	2.27-3.20			6	2.27-3.20

PRIMARY MARSDEN PARK CAMPUS BELL TIMES - SCHOOL HOURS – 8:45am to 3:10pm

Marsden Park Primary Sport (Years 3 – 6) will be on Wednesdays. Marsden Park Primary Assembly will be on Thursdays at 9am as per the Assembly schedule.

PERIOD	TIME (Mon, Tue, Thur, Fri, Wed T1&4)	PERIOD	TIME (Wed T2&3 K-2)	PERIOD	TIME Wed T2&3 Yr 3-6
EARLY	8.15-8.45	EARLY	8.15-8.45	EARLY	8.15-8.45
Assembly	8:45-8:50	Assembly	8:45-8:50	Assembly	8:45-8:50
1	8.50-9.30	1	8.50-9.30	1	8.50-9.30
2	9.30-10.10	2	9.30-10.10	2	9.30-10.10
3	10.10-10.50	2.5	10:10-10:25	2.5	10:10-10:25
		RECESS	10:25-10:45	RECESS	10:25-10:45
RECESS	10.50-11.15	3	10:45-11:25	3	10:45-10:55
4	11.15-11:55	4	11.25-12:05	4-6	WSCS 10:55-1:30
5	11:55-12.35	5	12.05-12.30		
6	12.35-1.15	Inside Eating	12:30-12:50		
Inside Eating	1.15-1.30	6	12:50-1.30		
LUNCH	1.30-2:00	LUNCH	1.30-1:55	LUNCH	1.30-1:55
7	2.00-2.35	7	1:55-2.35	7	1:55-2.35
8	2.35-3.10	8	2.35-3.10	8	2.35-3.10

TERM DATES 2021

TERM 1 (10 weeks)

Friday 29 January

First day of Term 1

Years 1 – 6 (both Campuses), Years 7, 11 & 12 new and returning students commence.

New Years 8 – 10 students commence, and conclude at 12:45pm, requiring collection from Student Reception.

Oakhurst Secondary commence 8:30am in Hall

Oakhurst Primary commence 8:45am in Primary Courtyard

Marsden Park Primary commence 8:45am in COLA

Monday 1 February

Years 8 – 10 returning students commence

Pre-Kindergarten and Kindergarten (both Campuses) commence

Oakhurst Kindergarten commence 9:00am in Primary Courtyard

Marsden Park Pre-K & Kindergarten commence 9:00am in COLA

Thursday 1 April

Last day of Term 1

TERM 2 (10 weeks)

Monday 19 April

First day of Term 2 – Students recommence

Sunday 25 April

ANZAC Day

Monday 14 June

Queen's Birthday Public Holiday

Friday 25 June

Last day of Term 2

TERM 3 (9 weeks)

Monday 19 July

First day of Term 3 – Students recommence

Friday 17 September

Last day of Term 3

TERM 4 (10 weeks)

Monday 4 October

Labour Day Public Holiday

Tuesday 5 October

First day of Term 4 – Students recommence

Monday 6 December

Marsden Park Primary Presentation Night and Year 6 Graduation 6:30pm
(in the Oakhurst Hall)

Tuesday 7 December

Oakhurst Primary Presentation Night 6:30pm

Wednesday 8 December

Oakhurst Secondary Presentation Night 7:00pm

Wednesday 8 December

Last day of Term 4

FIRST DAY ROUTINES – 2021 – *Please note parent involvement is subject to any current Covid-19 restrictions*

OAKHURST and MARSDEN PARK CAMPUSES

The **2021 class compositions for Primary students will be confirmed on their respective first day/s next year** when the students are placed into their classes for learning programs to commence. 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.

Friday 29 January 2021

Years 1 – 6 (both Campuses), Years 7, 11 & 12 new and returning students commence and remain all day. New Years 8 – 10 students commence, and conclude at 12:45pm, requiring collection from Student Reception.

Oakhurst Secondary students commence 8:30am in the Hall.
Secondary conclude at normal end of day at 3:20pm, except new Years 8-10 as noted above.

Oakhurst Primary students commence 8:45am in the Primary Courtyard.
Primary conclude at normal end of day at 3:20pm.

Marsden Park Primary students commence 8:45am in the COLA.
Primary conclude at normal end of day at 3:10pm.

Parents of Primary students may visit their child/ren's classroom/s from 2.30pm on their first day. Please wait outside until invited in by teachers.

Monday 1 February 2021

Years 8 – 10 returning students commence.

Pre-Kindergarten (Marsden Park Campus) and Kindergarten (both Campuses) commence.

Oakhurst Kindergarten commence 9:00am in the Primary Courtyard
Parents are invited to visit the Kindergarten classrooms from 2:30pm on their first day.

Marsden Park Pre-Kindergarten & Kindergarten commence 9:00am in the COLA
Parents are invited to visit the Kindergarten classrooms from 2:30pm on their first day.

DAILY ROUTINE re ARRIVAL and ABSENCES

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 as required by the NSW Government.**

It is preferred that Absence explanations are provided before 8:45am by email to absences@rjas.nsw.edu.au or by SMS to 0438 657 339 rather than via a phone call to the School.

Please note the following procedures:

1. If you know **in advance** that your child will be absent please email absences@rjas.nsw.edu.au and your child's teacher with the reason for the absence.
2. Requests for leave for absences (other than sick leave) (extended leave) longer than 3 days should be made in writing to the Principal, at least a minimum of 2 weeks prior. Email all requests for extended leave to absences@rjas.nsw.edu.au. A letter of approval from the Principal will be provided accordingly.
3. If your child is sick or is going to be late to School please **SMS (0438 657 339)** or email absences@rjas.nsw.edu.au stating the reason for the absence or delay or send in a signed note on their return to School. You are also able to explain an absence using the **Edumate Parent Portal** after approximately 10:00am.

4. If someone other than yourself is to collect your child please advise us of the details well beforehand. They must be an authorised emergency contact on our School database, or you must provide written confirmation prior.
 5. 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 ready and waiting in the Office, otherwise they'll be sent for on your arrival.
- NB.** All notes need to outline the reason/s for the absence. At Oakhurst Campus, 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 arrival procedure applies after **8:45am**. An SMS message is sent to parents when a student has been marked absent - please respond as soon as possible to confirm any absence by return SMS or by verifying through the Edumate Parent Portal.

WEEKLY ROUTINE

- **Secondary Sport Day - Tuesday**
Secondary students in Years 7-10 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 Day (both Campuses) - Wednesday for Years 3-6. As determined by Primary Staff for K-2.**
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 the other days for fitness sessions, as directed by the Class Teacher.
- **Oakhurst Primary Assemblies – Friday morning 9am**
- **Marsden Park Primary Assemblies – Thursday morning 9am**
- **Secondary Assemblies/Chapel – Friday morning 11:30am**
- **Primary students must comply with the 'No Hat - No Play' Policy all year round.** Therefore, students must have their School Hat/Cap with them each day and wear it when outside, 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.
- **Secondary students must wear a School Hat/Cap during Terms 1 and 4, but is optional in Terms 2 and 3.**

PARENT ACCESS via EDUMATE PORTAL and RJ SCHOOL APP

SCHOOL PARENT APP – MOBILE PHONE/OTHER DEVICE

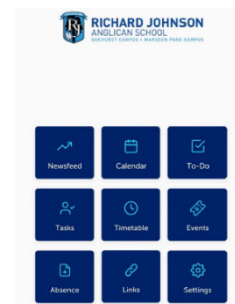
A School App for RJ parents is now available - the 'Richard Johnson Anglican School App'. This first version of the App has some basic features to assist our parent community (e.g. Calendar, Timetable, To Do (permissions), Newsfeed, etc) and improved capabilities will be added in time. An **Edumate Parent Portal and School App Information Booklet** is on the School's website: <https://www.rjas.nsw.edu.au/resources/general>

The School has transitioned to **online excursion permissions** so please ensure you can either access the Edumate Parent Portal or the School App.

To download the School App:

1. Search for **Richard Johnson Anglican School** on the Apple App Store or on Google Play and download the App.
2. Once you have downloaded and opened the App, you can sign in using your usual **Edumate login**.

Please ensure your App is correctly set up to receive notifications.



As a reminder, your Edumate username is typically the first two letters of your name and your entire surname. If you are not able to remember your Edumate password, please open Edumate on a computer (<https://edumate.rjas.nsw.edu.au>) and click on the “can’t login” button and follow the prompts. The new password will be issued to the email address you have on Edumate. If you require assistance logging in, please email our Operations Manager, Mrs Stephanie Ghali, sghali@rjas.nsw.edu.au

EDUMATE PARENT PORTAL – (web-based)

Ensure medical and contact information is up to date via the Edumate Parent Portal. By using the web-based ‘Parent Portal’ parents can access more areas of the School database than the App, e.g. School Fee account details. This portal also allows parents to ensure the medical information for their child is always up to date and contact details (particularly mobile numbers) are correct so the School can care for their child appropriately and contact parents in an emergency.

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. 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 18 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 2021 are: 16 February, 16 March, 18 May, 15 June, 17 August, 19 October and 23 November.** In the months of January, April, July, September and December, there are no meetings held. Please record these dates on your calendar and in your diary.

Parents are invited to follow our ‘**Richard Johnson Anglican School**’ Facebook page where photos and videos are regularly posted, highlighting the many engaging and learning activities our students enjoy. Parents are also invited to join the ‘**RJAS Parents And Friends**’ Facebook page which provides a great platform to communicate and share with other parents (email PandF@rjas.nsw.edu.au to join this closed group). A Marsden Park Campus specific Parents and Friends page will be developed in time and the relevant families advised accordingly.

PARENT ASSISTANCE

We appreciate and value the support of our parents/grandparents in a whole range of ways. For example, the effectiveness of some Primary classroom programs is greatly enhanced by these wonderful helpers. During the initial weeks of Term 1, Primary teachers will invite parents and others to offer their assistance eg. Reading Groups, and other opportunities may emerge during the year eg. excursions.

Parents who volunteer are required to sign in at the relevant Reception area and must wear a ‘Visitor’s Badge’. Volunteers are also expected to have read the Volunteers’ Handbook which outlines the expectations of the School and a copy is available on the website or at Reception. Volunteers must also provide the School with their ‘**Working with Children Check**’ clearance number and their date of birth (for verification purposes) before participating in a Volunteer activity. These details can be emailed to admin@rjas.nsw.edu.au .

CAR PARKING, DROP OFF AND PICK UP OF CHILDREN

OAKHURST CAMPUS CAR PARKING - BRINGING CHILDREN TO / PICKING UP CHILDREN

Parents are NOT TO PARK in the School grounds or in the parking spaces IN FRONT of the Church’s Child Care Centre/Op Shop. Parents are to **minimise parking** in the shared Church/School carpark as much as possible and should only use it for the **quick collection** of students. Please also note the following:

- Parking is available on the School side of Hedda Street, Hyatts Road and Dryden Avenue, according to Council signs. Please be considerate and **do not stop or park across or close** to our neighbours’ driveways or on their grass.
- **Plumpton Marketplace carpark is the School’s preferred parking option.** There are pedestrian lights across Jersey Road and there is usually plenty of space. It is a quick and safe way to access the School.

- **Parents are only permitted to come into the School and Church turn-a-round areas for a maximum of 2 minutes and are not to get out of their cars.** The turn-a-rounds are **drop-off/pick-up areas only** so if your child/ren is not there, please proceed around the block. We recommend you *arrive after 3:30pm* to provide students time to pack-up and make their way to the turn-a-rounds. *NB. The gate into the School turn-a-round opens at 3:25pm.* Parents are not to wait at the Church turn-around until after 3:25pm.
- Families of **Primary-only** children should use the shared Church/School carpark turn-a-round.
- Families with **Secondary-only** or **Primary and Secondary** children should use the School turn-a-round.
- A third drop-off/pick-up area operates in Dryden Avenue for **Primary and Secondary** students. Parents may move their cars into this zone **after the bell has gone at 3:20pm** and must move ahead in the line as cars depart, noting the 2 minute maximum waiting period in the “**No Parking**” zone. Parents should not wait in the “**No Stopping**” zone at any time or double park as per RMS rules.
- 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 and requires parents to adhere to the procedures outlined above and to respectfully follow the instructions of staff.

MARSDEN PARK CAMPUS CAR PARKING - BRINGING CHILDREN TO / PICKING UP CHILDREN

- Students may drop their child/ren to School **from 8:00am** each morning. Children must be collected **by 3:30pm**.
- Limited parking is available on the School grounds for student drop off and pick up. Parents may only park in the middle 2 bays. If parking, **students must be escorted by parents from the carpark** into the School grounds via the internal gates. After School, they must be collected from the designated parent collection area inside the internal gates near Block A (Administration building). Parents and children **must walk on paths and use the pedestrian crossing** at all times.
- **Between 8:00am-8:20am**, parents must park their vehicle and escort their child/ren into the School grounds.
- **From 8:20am**, parents have the option of parking their vehicle and escorting their child/ren into the School or using the **new ‘Kiss and Drop’ zone**.
- The **‘Kiss and Drop’ zone** will operate **from 8:20-8:45am** each morning and from **3:10-3:30pm** each afternoon. The ‘Kiss and Drop’ zone is on the east side of the carpark alongside the oval. **The first car must stop at the yellow painted line.** Children will only be permitted to approach the first 3 cars in the line. Parents must wait in line until the car in front of them moves forward. **No overtaking** in the ‘Kiss and Drop’ Zone **is permitted. Parents may be asked to return to the end of the line if their child/ren are not there after 3 minutes. Please respectfully do so if asked.** We recommend you **arrive from 3:15pm** to provide students time to make their way to the ‘Kiss and Drop’ zone.
- Students travelling via bus, will be supervised and escorted into and out of the School grounds by bus drivers.
- Parents are asked to observe before and after school transport procedures to ensure the safety of all members of our School community. Parents are additionally asked to respectfully follow the instructions of staff at all times.

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 in the church hall next to the School. Before School Care is available from 7:00am. After School Care is available until 6.30pm. Vacation Care may be available. For more information email: stmarkschildcare@bigpond.com

MARSDEN PARK CAMPUS

Northwest Community Childcare (8678 0279) provides Before and After School Care during Term time on-site. Before School Care is available from 6:30am. After School Care is available until 6.30pm. Vacation Care may be available. For more information email: admin@northwestcommunitychildcare.com.au

RJ SCHOOL BUS TRAVEL – MARSDEN PARK CAMPUS

The School currently provides limited bus services to assist Marsden Park Campus families as Busways does not offer any services for the Campus yet. Places are very limited. Please refer to the website for more details:

<https://www.rjas.nsw.edu.au/enrolment/travel-parking-information/>

TRANSPORT NSW – Opal Card

Parents are strongly encouraged to apply for an Opal Card if their child is eligible for **free School Transport**, even if they don't intend to use it initially. This information assists Transport NSW in improving the services provided to our School.

An application is required when:

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

Parents need to complete an updated application if the student changes address, school or campus.

If your child already has an Opal Card, it will automatically be renewed. However, the distance rules increase in Year 3 and Year 7 and if your child now "lives too close" you will receive a letter from Transport NSW notifying of the cancelled Card.

2021 school travel applications are to be completed online via www.transportnsw.info/school-students

INFORMATION EVENINGS FOR PARENTS - *subject to any current Covid-19 restrictions*

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 occasions, but Secondary students do attend the Years 7 to 11 Information Evenings with their parents.**

Monday 1 February – all Primary Oakhurst (K-6) classes. A timetable will be published in 2021.

Tuesday 2 February – Pre-K and all Primary classes at Marsden Park Campus. A timetable will be published in 2021.

Wednesday 3 February – Year 11 Information Evening. 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 10 February – Stage 4 Information Evening: 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. Camp details will be shared.

Wednesday 24 February – Stage 5 Information Evening: 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. All stationery items for Kindergarten to Year 2 will be purchased by the School on behalf of families. A list of the stationery requirements for Years 3-12 for Oakhurst and Marsden Park Campuses are available on the School website: [Essential Downloads](#)

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, a replacement cost of \$25 will be charged for lost or damaged diaries.

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.

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

The School does not accept any liability for lost or stolen mobile phones if brought to School.

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 locker, which must be locked, until the end of the School day.

Primary students may bring a mobile phone to School, but the phone must be turned off and handed into Primary Reception or kept in their School bag.

STUDENT CODE OF CONDUCT ~RESPECT AND CARE~

As members of the RJ 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).

PROHIBITED FOOD ITEMS AND CANTEEN INFORMATION

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.

The School Canteen (Oakhurst) adheres to this ban.

CANTEEN (OAKHURST) – MunchMonitor – Lunch Orders before 9:15am – Do not call

All lunch orders are submitted online using MunchMonitor before 9:15am. Over the counter lunches are not accepted. Please do not call the School to place a late order as it will not be put through to the Canteen as the staff will be busy preparing food.

To setup Munch Monitor, please visit the website, [Munch Monitor Instructions](#)

To access the menu and make an order, please login to your Munch Monitor account:
<https://www.munchmonitor.com/>

MunchMonitor is planning to provide an App in 2021 to assist families.

CANTEEN (MARSDEN PARK) – Lunch Orders

There is a limited lunch service on Fridays at lunchtime, offered through a local café in Riverstone. Lunch orders are submitted manually via the classroom teacher on Thursdays before 9:00am for a Friday lunch. Please clearly write all orders on an envelope and seal the cash inside the envelope and have your child give it to their teacher on Thursday mornings. This service is dependent on a parent volunteer to drop orders to the café on Thursday morning. The orders are delivered to the school by the café staff on Fridays before lunchtime.

[Marsden Park Cafe Menu](#)

[Marsden Park Snack Menu](#)

STUDENT 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 "Permission to Administer First Aid" form is available on our website or an equivalent written instruction can be provided, [Permission To Administer Medication](#)

Students requiring regular daily medication are required to bring in a week's supply of their medication in a clearly labelled, secure plastic container. When the final dose is administered, the container will be given back to the student to be returned full on the next school day. This both limits the medication kept on the School premises and ensures parents can monitor their child's compliance with their medication regime. The onus is on the student to attend Student Reception at the appropriate time to take their medication.

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. 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.

Parents are also responsible for ensuring a current Epipen is available if their child is anaphylactic.

PRIVATE MUSIC TUITION AVAILABLE AT RJ

Private music tuition lessons are available for students while attending this School, at both the Oakhurst and Marsden Park Campuses. 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 (nrobertson@rjas.nsw.edu.au).

PHOTOGRAPHING/VIDEOING STUDENTS

Photographs and videos are taken of students as they learn, socialise, play, compete, perform etc. This material is utilised in different mediums (e.g. RJ Review, Social and Print Media, Website, Assemblies, Presentation Nights, School Marketing material, etc.). It would be very difficult to inform parents on each occasion a photo/video is intended to be used in a 'publicly accessible' way. Nevertheless, if you do not want your child to be photographed or videoed please advise in writing before 29 January 2021 (sghali@rjas.nsw.edu.au) and we will endeavour to manage this request, noting there will be limitations when some "group" photographs and videography takes place, particularly when events are livestreamed.

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. Siblings belong to the same House. The Houses have elected House Leaders. **Each student requires a House Shirt in the relevant colour for their allocated House.**



SCHOOL UNIFORM INFORMATION

The School Uniform can be purchased from Lowes Stores at Mt Druitt or St Marys. A limited number of Pre-Kindergarten/Kindergarten art smocks may be purchased from the Oakhurst Primary Reception or from the Marsden Park Reception (or sourced elsewhere). Whilst hats and beanies are sold at Lowes, the School also sells these from the Oakhurst Primary Reception and the Marsden Park Reception to assist families. A visual booklet detailing the School's Uniform requirements is on our website, [Uniform Visual Booklet](#)

SCHOOL UNIFORM AND STUDENT PRESENTATION POLICY

This Policy relates to students during School hours, during movement/transit to and from School and also during attendance at formal School activities outside of School hours.

Whilst the School is pleased to offer optional clothing items, the complete formal Uniform will be required for certain events, assemblies, photo days, etc as directed. Optional items cannot be worn on these specified days. Similarly, Uniform items should not be worn across the 'two seasons' unless advised.

The items listed below will be purchased from Lowes (excluding shoes, joggers, and navy tights). Alternate products are not acceptable. A temporary exception may be made if a stock item is not available and a **note of explanation** from the student's parent is provided to the School.

GIRLS	SUMMER (Terms 1 & 4)	WINTER (Terms 2 & 3)	SPORT ⁽⁷⁾	FOOTWEAR
Pre-K	Pre-K Short Sleeved Polo Sport Shorts Optional: Track Jacket	Pre-K Long Sleeved Polo Track Pants Optional: Track Jacket/Pullover Jumper		RJ Socks ⁽²⁾ Joggers (Velcro is ok)
Primary (K-6)	RJ Dress ⁽³⁾ Optional: Summer Blouse + Tab (tucked in) Navy Skort Navy Bomber Jacket ⁽⁶⁾ Pullover Jumper	Blue Long Sleeved Blouse Winter Tunic ⁽³⁾ Navy Bomber Jacket ⁽⁶⁾ Optional: Navy RJ Slacks (blouse tucked in) Pullover Jumper (under jacket)	Sport Polo Sport Shorts House Shirt RJ Socks Joggers ⁽⁵⁾ Optional: Track Jacket/ Pants	RJ Socks ⁽²⁾ School Shoes ⁽⁴⁾ Navy Tights ⁽²⁾ (winter)
Secondary (7-10)	Blue Blouse RJ Skirt ⁽³⁾ Optional: Pullover Jumper	Blue Blouse + Loop Scarf RJ Skirt ⁽³⁾ RJ Blazer ⁽⁶⁾ Optional: Pullover Jumper Grey Slacks (blouse untucked)		RJ Socks or Navy Tights School Shoes ⁽⁴⁾
Senior (11-12)	White Blouse + Senior Scarf RJ Skirt ⁽³⁾ Optional: Pullover Jumper Year 12 Jersey ⁽⁹⁾	White Blouse + Senior Scarf RJ Skirt ⁽³⁾ RJ Blazer ⁽⁶⁾ Optional: Pullover Jumper Grey Slacks (blouse untucked) Year 12 Jersey ⁽⁹⁾		RJ Socks or Navy Tights School Shoes ⁽⁴⁾

BOYS	SUMMER (Terms 1 & 4)	WINTER (Terms 2 & 3)	SPORT ⁽⁷⁾	FOOTWEAR
Pre-K	Pre-K Short Sleeved Polo Sport Shorts Optional: Track Jacket	Pre-K Long Sleeved Polo Track Pants Optional: Track Jacket/Pullover Jumper		RJ Socks Joggers (Velcro is ok)
Primary (K-6)	Blue Short Sleeved RJ Shirt ⁽⁹⁾ Navy Shorts Optional: Navy Bomber Jacket ⁽⁶⁾ Pullover Jumper	Blue Long Sleeved RJ Shirt ⁽⁹⁾ Navy Trousers Navy Bomber Jacket ⁽⁶⁾ Optional: Pullover Jumper (under Jacket)	Sport Polo Sport Shorts House Shirt RJ Socks Joggers ⁽⁵⁾ Optional: Track Jacket/Pants Pullover Jumper can be worn under jacket	Navy Ankle Socks School Shoes ⁽⁴⁾
Secondary (7-10)	Blue Short Sleeved Shirt ⁽⁹⁾ Trousers + Black Belt Optional: Pullover Jumper Grey Shorts + Black Belt (shirt tucked in)	Blue Short Sleeved Shirt ⁽⁹⁾⁺ Secondary Tie Trousers + Black Belt RJ Blazer ⁽⁶⁾ Optional: Pullover Jumper		Dark Grey Ankle Socks School Shoes ⁽⁴⁾
Senior (11-12)	White Short Sleeved RJ Shirt ⁽⁹⁾ Senior Tie Trousers + Black Belt Optional: Pullover Jumper Grey Shorts + Black Belt (shirt tucked in), Year 12 Jersey ⁽⁹⁾	White Long Sleeved RJ Shirt ⁽⁹⁾ Senior Tie Trousers + Black Belt RJ Blazer ⁽⁶⁾ Optional: Pullover Jumper Year 12 Jersey ⁽⁹⁾		Dark Grey Ankle Socks School Shoes ⁽⁴⁾

OTHER COMPULSORY ITEMS

- **RJ Hat** (Pre-K to Year 6): A wide brimmed or legionnaire hat must be worn all year during Recess, Lunch and Sport, according to the 'No Hat - No Play Policy'.
- **RJ Secondary Cap** (Years 7-12): The Cap is compulsory for Terms 1 and 4. It is optional for Terms 2 and 3.
- **RJ School Bag** (Nb. Primary and Secondary styles)
- **RJ Library Bag** (Pre-K to Year 6)
- **RJ Excursion Bag** (K to Year 6)
- **RJ Secondary Sport/Excursion Bag** (Years 7-12)
- **RJ Computer Bag** (Years 7-12). Year 7 students and other new Secondary students must use the RJ branded laptop bag. All Secondary students will use the branded laptop bag from 2022.

Note - no external writing (graffiti) or stickers are to be placed on the above Bags. Students may attach one small keyring or ribbon for easy identification.

OPTIONAL ITEMS

- **RJ Gloves**
- **RJ Beanie** (The **RJ Beanie** may only be worn with the Winter Uniform when outside, and the embroidered "RJ" must be visible. The usual Hat is worn for Sport.
- **RJ Scarf**

SPECIFIC GUIDELINES

1. The School reserves the right to vary the School Uniform and Presentation Policy from time to time.
2. **White RJ School socks** will be worn by girls for both the Sport Uniform and the School Uniform. In Winter, girls may wear plain navy tights/stockings (no patterns permitted). However, girls may be directed by the School to wear navy tights/stockings for official occasions e.g. photo day. All boys must wear the **white RJ School socks** with the Sport Uniform.
3. **Girls' dresses and skirts** must be at least mid-knee length and not shorter. Girls may wear **navy or black fitted boy leg shorts** under their dress.
4. **School shoes** must be **lace-ups** (not buckles or zippers), **black school-style leather** shoes (not suede or with heels) and worn by every student from Year 2. Kindergarten and Year 1 students may wear **black school-style leather** shoes with Velcro straps if required (not Mary-Jane style).
5. **Plain Sport joggers** (no graphics, not sandals or slip-on styles) will have laces, be below ankle height, and can be any colour (except predominantly fluoro colours) with matching laces.
6. The **Primary Bomber 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 **School Pullover Jumper** is an optional purchase and is to be worn underneath the Jacket or Blazer. Students may wear the **School Pullover Jumper** as an outer garment in Terms 1 and 4.
7. All **students** are to wear the white RJ School socks with the Sport shirt, shorts and tracksuit (if required) for Sports Days and as designated by the School. Secondary students are to bring and change into their Sport Uniform for practical lessons in PDHPE. The Sport Uniform is not to be worn to or from the School except for Sports Days. House Shirts are to be worn to all Sports Carnivals and on House Meeting days.
8. **Boys' School shirts** (Years K-12) should be 'tucked-in'. **Primary girls** wearing the optional skirt or trousers should tuck-in the accompanying top. The Sports Shirt is not required to be tucked-in. Secondary boys must wear a black standard belt.
9. 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.

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.**

MISCELLANEOUS - BOYS

- **Facial hair** should be removed (ie. no moustache, beard, long side-levers etc.) for a clean-shaven face.
- **A watch** is permitted. Primary students can wear a small plain watch (no fluoro colours). Secondary students are to refer to the Secondary Diary for Smartwatch/Apple Watch guidelines.
- **No jewellery** of any description is permitted.
- **No tattoos** (permanent or temporary) are permitted

MISCELLANEOUS - GIRLS

- A **watch** is permitted. Primary students can wear a small plain watch (no fluoro colours). Secondary students are to refer to the Secondary Diary for Smartwatch/Apple Watch guidelines.
- A **plain flat ring** (one only) is permitted. **Necklaces or bangles** are not permitted.
- **Earrings** are to be plain gold or silver stud/small sleeper earrings only (one per ear lobe). No other piercings permitted.
- **Make-up, eyelash tinting, or acrylic nails or any other nail products** are not permitted. Only **clear nail polish** may be used.
- **No tattoos or henna** (permanent or temporary) are permitted.

MUFTI DAYS OR OTHER ACTIVITIES

- 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 (e.g. 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.)

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.

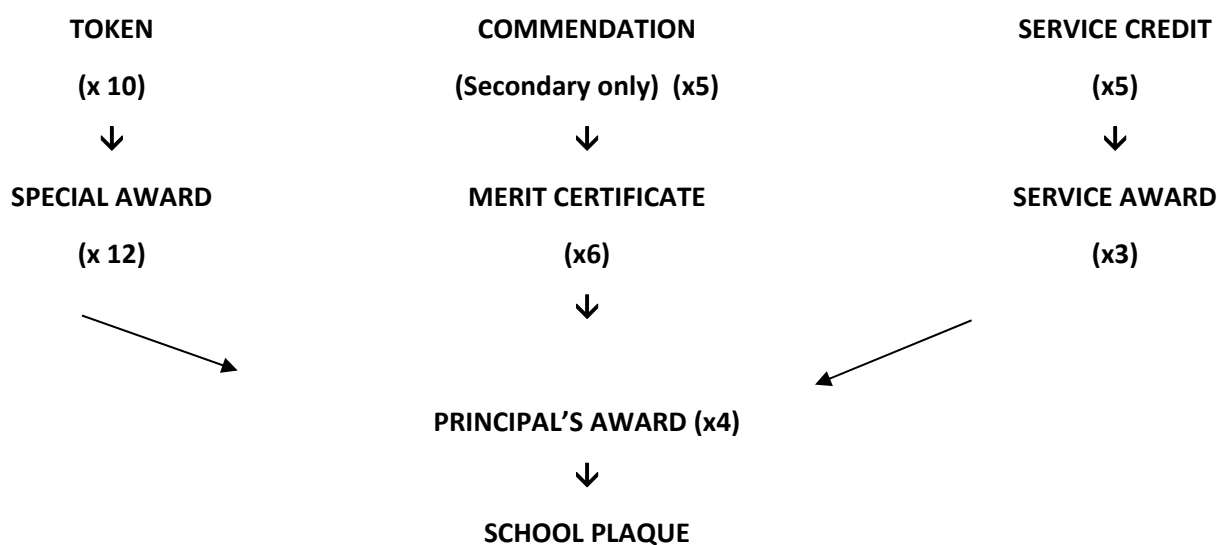
SPECIAL AWARD Presented in the classroom when a student has accumulated 10 Tokens.

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	

Merit	
Certificate	

School	
Service	

Add the points in the top right-hand corner of each Award to total 12 points.

CHILDHOOD DISEASES AND EXCLUSIONS PERIODS

From time to time students may become unwell. A student is expected to stay home if unwell to both optimise the recovery of the student and to prevent the spread of infection to other students and staff. If a student becomes unwell at School, parents are to collect their student if requested to do so.

Please note the relevant exclusion periods below:

Chicken Pox (less common due to vaccinations)

Excluded until all blisters have dried – this is usually at least 5 days after the rash first appears.

Conjunctivitis

Excluded until the eye discharge has stopped.

COVID - 19

If a positive test result has been received, the student is excluded until a negative test result can be provided to the School. A student who is a close contact of someone diagnosed with COVID-19 must self-isolate for 14 days following that contact.

Gastroenteritis

Excluded until there has not been a loose bowel motion for 48 hours.

German Measles (Rubella)

Excluded until fully recovered or for at least 4 days after the rash appears.

Hand, Foot and Mouth

Excluded until all the blisters have dried up.

Head Lice

Can return to School if effective treatment begins before the next day of attendance. Treatment is available from the chemist.

Impetigo

Excluded until appropriate antibiotic treatment has commenced and all sores are covered with a watertight dressing.

Influenza (the flu)

Excluded until the student is well again (usually between 2 and 7 days)

Measles (rare due to vaccinations)

Excluded for 4 days from appearance of rash. Exclude domiciliary contacts for 14 days after the last exposure to infection IF attending School and if the contact has NOT previously had Measles OR been immunised against Measles.

Mumps (uncommon due to immunisation)

Excluded for 9 days from the onset of swelling.

Vomiting

Remain home for at least 24 hours from when the vomiting has stopped.

Whooping Cough (less common due to immunisations)

Excluded for 21 days from the start of symptoms or until the student has taken an appropriate antibiotic for at least 5 days (a medical certificate is produced to confirm antibiotic treatment).

Other

Under the Public Health Act 2010 (NSW) schools are required to notify the Public Health Unit if an enrolled child has a vaccine preventable disease, or if they reasonably believe that an unimmunised enrolled child has come into contact with someone who has a vaccine preventable disease. The Act also requires the School to exclude unimmunised children on the direction of a public health officer.

OUTDOOR EDUCATION (CAMPS)

CAMP for YEAR 5 (OAKHURST CAMPUS)

A 2 day Camp at Teen Ranch has been organised for Year 5 students from Monday 8 February and Tuesday 9 February 2021. Further details will follow.

CAMP for YEAR 6 (and YEAR 5/6 MARSDEN PARK CAMPUS)

A 3 day Camp at Teen Ranch has been organised for Year 6 students and Year 5/6 students from the Marsden Park Campus from Monday 8 February to Wednesday 10 February 2021. Further details will follow.

N.B. Students in the Stage 3 class from Marsden Park Campus have an alternating 2 day/3 day camp program each year.

CAMP for YEAR 7

Year 7 students will attend a 3 day Camp at the Anglican Youthworks Shoalhaven site, 'Waterslea' from Wednesday 17 February to Friday 19 February 2021. Further details will follow.

EDUCATIONAL TRIP for YEAR 8

Year 8 students will attend a 3 day Educational Trip to Canberra and surrounding environs from Wednesday 21 April 21 to Friday 23 April 2021. 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 21 April 21 to Friday 23 April 2021.. 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 21 April 21 to Friday 23 April 2021. Further details will follow.

STUDY CAMP for YEAR 11

Year 11 students will participate in a Study Camp at Stanwell Tops, from Thursday 11 February to Friday 12 February 2021. Further details will follow.

RETREAT DAY for YEAR 12

Year 12 students will participate in a Retreat Day on Friday 20 August 2021 (approx. 8.00am-8.30pm). 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.



Refer to the fortnightly RJ Review newsletter and the School Calendar on the website for the latest updates.

Please record these dates in your Calendar/Diary:

4 Feb	Years 3 – 12 School Swimming Carnival
23 Feb	Primary Parents' Night to focus on Literacy (OAK)
25 Feb	Primary Parents' Night to focus on Literacy (MP)
2&3 Mar	Pre-K Grandparents'/Grandfriends' visits (MP)
4 Mar	Grandparents'/Grandfriends' Day (MP)
5 Mar	Grandparents'/Grandfriends' Day (Oak)
9 Mar	K-2 (MP) Swim Day 9.30am-12noon
10 Mar	K-2 (Oak) Swim Day 9.30am-12noon
25 Mar	K-2 (MP & Oak) Cross Country
31 Mar	Years 3-12 Cross Country
6 May	Primary Education Day (MP)
7 May	Primary Education Day (Oak)
18 May	Marsden Park Campus Photo Day
20 May	Oakhurst Campus Photo Day
18-19 June	Years 6-12 Winter Sleepout
23 June	Years 3-12 School Athletics Carnival
TBC (June)	TASC Choral Festival
24 June	Secondary Heritage Festival
26 Aug	Primary Book Week Parade (MP)
27 Aug	Primary Book Week Parade (Oak)
31 Aug & 2 Sept	School Co-curricular (Sport, Music, other special groups) Photo Days (at Oak)
6 Dec	Primary (MP) Presentation Night 6:30pm (at Oakhurst Campus)
7 Dec	Primary (Oak) Presentation Night 6:30pm
8 Dec	Secondary Presentation Night 7:00pm