



REDEEMER BAPTIST SCHOOL

a ministry of Redeemer Baptist Church



HANDBOOK 24



*A distinctive Christian School that strives for excellence
in all areas to the glory of God*

REDEEMER BAPTIST SCHOOL



THE SCHOOL HANDBOOK

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1. The School—A Covenant Community

Redeemer Baptist School is a community school.

*It is a community school in the **broad** sense*, in that it is a member of a wider group of schools known as the Association of Independent Schools New South Wales (AISNSW).

*It is a community school in the **specific** sense*, in that it is a school with a church base which generates a sense of commitment to the development of a corporate body of people—staff, parents, friends, as well as students—who understand the nature of belonging to something larger than their own interests and who are willing to discover the value of serving one another. One educationist has expressed it succinctly that ‘covenant and not contract builds community’.

Substantial changes in the culture of our nation may diminish the concern of Christians who once sought to obtain a genuine Christian education for their children as a prime parental responsibility. Economic determinants with their stress on cost-effectiveness can lead to schools marketing and parents ‘shopping’ in that market for a product called ‘education’.

As ‘covenant and not contract builds community’ in the Christian school, therefore *community will not arise if people are simply trading money for services*. The key principle of community is Christian love in action which engages all to participate in worship and sharing, counselling and encouragement—above all, to celebrate life together with Christian joy and hope.

Our School believes that, in a full education, every child needs to encounter this authentic Christianity lived out in relationships within the School. We live in a ‘community-poor’ world where selfishness and exploitation characterise human relationships more than cooperative serving. We all need, in some degree, the restorative power and peace of genuine biblical community. *Such community is **inclusive***. It not only permits ‘outsiders’ but harbours them. *It is a place of **safety*** where: all are accepted; uniqueness is celebrated, not ridiculed; and conflict may be resolved without physical or emotional violence. Such acceptance requires a humility uncommon in society but possible in the setting of God’s people.

The School seeks to create a learning environment that is thoughtful, free, sharing and respectful rather than competitive, tense, self-serving and fearful. Our School is to be an environment where people may laugh with each other, pray for each other, and help the weakest. There is support for those who are disciplined. This caring and celebrative tone in the School community is frequently remarked upon by visitors.

The community of a Christian school is not established by attacking governments or other agencies or by setting itself against some other group. Except where there is conflict with biblical standards, *a Christian school works in **cooperation with the State** towards access to a good education for all*. This co-operative approach includes parents and the wider church while seeking to enable students to fulfil the vocation that God has called them to follow.

Authentic community arises out of a common purpose and commitment. The Bible describes authentic community as ‘shalom’—a wonderful term for a general, peaceful well-being. This term expresses the unimpaired relationships that can be established with others in fulfilling together what the School undertakes to establish in the lives of its students.

The School recognises that in order to create true community a balance must be discovered between: *personal learning*, taking responsibility for one’s own learning for the rest of life; and *communal learning*, taking responsibility for each other as true colleagues. Individual pursuit of learning is necessary and encouraged in the School without usurping the responsibility of caring for each other. *The pervasive self-centredness too often permitted in secular education can be confronted and healed in a Christian school*. Too often in a school there is a ‘hidden curriculum’ of competition that discourages cooperation. This is evidenced by an emphasis on grading, streaming and ranking. The School therefore seeks to prepare students for a future in which *cooperation and collaboration* are valued. It does this as it transforms and modifies its practices so that the ‘hidden curriculum’ is in line with the School’s stated beliefs and purposes.

To achieve this, we need a ***corpus of parents to covenant with the School to fulfil these intentions***. This Handbook expresses a portion of the total expression of those intentions through various aspects of classroom procedures, behavioural requirements, uniform presentation, and parental cooperation in transport arrangements and attendance requirements.

This Handbook provides a practical guide to parents on how they can cooperate with the School to build a Christian learning community.

Parents are invited to consider carefully the degree to which they share this view of true education as a foundation for the life experiences of their child. This will provide the greatest affirmative contribution to their student's education, namely, parents and school covenanting as one to pursue a common goal for children. This is the school functioning as a covenant community.

Noel Cannon
Founding Principal

2. The School Crest

On the morning of 4th December, 1986, the Annual Service of Worship occurred on the Robertson playing fields of the School. The Report of that day recorded:

This morning you have before you a work of craft from the turn of this century. It is a stained glass window which was fashioned in 1908 as a memorial to a certain Rev JAR Brotchie MA. Since that time, it has been the centre window of what was St David's Presbyterian and later St David's Uniting Church at Thornleigh.

It was in the church and precincts of St David's that our School had its beginnings in May 1981. The window carries as its centrepiece the emblem of the burning bush as a reminder of its Presbyterian heritage and has within it the Latin inscription:

*NEC TAMEN CONSUMEBATUR
And yet it was not consumed*

It is before us this morning both as a reminder of our roots as a School and to announce to you that it will provide the inspiration for our School badge.

It contains the rich symbolism of the holiness of life and the vocational calling that comes from God to each man; for it signifies the encounter—a living encounter—of one man with God. It reminds us of the calling of one of the saviours of God's people, the forerunner of our Saviour who said to the Father,

'Here am I, I have come to do Your will.'

The School crest emerged during 1991 as a recognition of ten years of God's continuing presence in the ministry of the School. The formation of its design sought to embody the original vision of the School and to incorporate and visualise the ethos of its life.

The Burning Bush

The central imagery of the **flames of fire** reminds us that the Lord appeared to Moses in flames in a bush which burned 'yet was not consumed'. Turning aside in wonder, Moses was reminded by God that He was the God of his forefathers Abraham, Isaac and Jacob—and now the God of Moses.

The School Motto

At the heart of Moses' response that day lay his Hebrew understanding of '**hearing**' being inseparable from '**obedience**', that is:

'To Hear is to Obey'

And, in that obedience, not the shepherd of the flocks nor the prince of Egypt but the prophet of God emerged from that burning desert—in obedience—to lead his people from captivity to the land of God's promise.

The Abandoned Boat

The motif of **the boat**—without sails—takes us to the New Testament apostle, Simon Peter, the fisherman. In obedience to the Galilean Jesus he discovered, in the miracle of the haul of fish, the Christ of Jew and Gentile alike: Jesus Christ, the Saviour of the world. Like Moses awed by the living encounter with God, Peter with his brother fishermen heard the call to follow. And in obedience

'They Left Their Nets'

To the Galilean fishermen, it was an abandonment of all their security; of all their roots, of town, of livelihood, of friends, of family. One day, on the hill of Calvary, they would see the supreme abandonment of Jesus Christ to the will of His Father:

'Father, remove this cup from me; yet, not what I will, but what You will.'

The boat is a reminder, too, that a part of our roots lies in the ministry of the Episcopal Church of the Redeemer, Houston, from whence comes our name, Redeemer Baptist Church. The Rector of Redeemer Houston, Graham Pulkingham, recorded that church's remarkable encounter with God in the book *They Left Their Nets*.

The obedience of the congregation in Houston to that encounter saw many of them emerge as the Community of Celebration. Their worship ministry, the 'Fisherfolk', has made a formative impact on the lifestyle and ministry of our Church.

The Golden Crown

The crest is surmounted by **the crown**, symbolising the sovereign rule of God and His Lordship of our lives. Like Moses and Peter, we hear the call of God revealed in the life, death and resurrection of Jesus Christ. In the obedience of faith we follow our Redeemer.

The Church Logo

At the centre of the crown is the Church logo reminding us of the **centrality of the cross of Jesus Christ**. That cross is surrounded by the circle of fellowship of disciples who bow to the Christ of that cross and whose lives appear as the fruits of that discipleship. The Church logo reminds us that **the School is an expression of the ministry of the Church**.

Flames of Fire

Beautifully portrayed in the original stained glass is the white-heat intensity of the centre of the **flames**. The light was in the bush and the light was the Presence of the Lord. Men of old were undone and transformed by the Presence of God. The prophet Isaiah cried, 'Woe is me! I am a man of unclean lips, yet with these eyes I have seen the King.' The disciples' hearts burned within them as He talked with them on the Emmaus road. Saul of Tarsus fell to the ground as the light of heaven flashed about him and in response to his cry—'Who are you, Lord?'—he heard the voice say, 'I am Jesus, whom you persecute.'

For each of these people, their knowledge of God by hearsay became a knowledge of Him by experience. Each recognised that they had been in the presence of the Living God and Ruler of lives; someone whom they acknowledged as their Lord. When Moses walked down the mountain, he and God walked together. The earlier glow of that bush was now transformed by the Fire of God's Presence. Fearful disciples believed. The Christ-hating Saul became the God-loving Paul. Henceforth each would walk daily in the Light seen in the Pentecostal tongues of fire of the outpoured Holy Spirit or through eyes from which scales had fallen.

This crest has been fashioned to remind the School Community that the education of our children will be founded on clear assurances that:

- *God can visit any man* including the likes of a princely Moses-turned-shepherd, a humble fisherman, unlettered disciples, or a learned Paul;
- *communication of the word* will allow truth to flame forth by the *Revelation of The Word*;
- *the incarnation*, the advent of God made flesh in Jesus Christ, is more than a pleasant nativity story about a babe in a manger; and
- *Christ's coming to earth was in truth expressing the continuing possibility of His coming to each man and woman, boy and girl*, and dwelling in them.

That possibility of God visiting our students, communicating His word to them and dwelling in them throughout their lives is for anyone who willingly embodies the truth that:

'TO HEAR IS TO OBEY'.

3. The N F Cannon Library

In our 30th year as a school, I opened the *N F Cannon Library* which was named after our Founding Principal to honour his obedience to the call of Christ in the establishment of our School. Fittingly, the Year 12 class of 2010 assisted the School with a gift to incorporate the Brotchie window—much loved by our Founding Principal—in an elevated position in the glass wall at the top of the central stairway. The western wall of the Library facing James Ruse also carries a large, public, crafted artistic depiction of the School crest which is a reminder of our continuing vision for a Christian worldview in education. We want Jesus Christ to be at the centre of all that we do as a School: our learning, our relationships, our character development, our goals.

At the opening of the N F Cannon Library, I said:

I am reminded of the importance of literature, especially as we consider our vision of a Christian worldview in education. At Redeemer, what we do and believe is based on a collection of 66 books known as the Bible. The Apostle John, concluding his book about Jesus Christ, said: 'there are also many other things that Jesus did, which if they were written one by one, I suppose that even the world itself could not contain the books that would be written.' And we have tried to include in this Library many books that speak authentically about what Jesus has said and done throughout history, literature about what God has written both in the book of His word and in the book of His works. And we always seek to develop our collection of accessible literature to give you, our students, the best of our culture—enabling you to stand on the shoulders of all that has gone before so that your distinctive contribution in society will have value before God and man.

And, of course, now literature does not just mean books on a shelf. I understand that some libraries are now being built without paper books. There is at least one educational consultant who first said in 1996 that 'schools and teacher librarians should work towards a ceremonious closing of the library'. This educational consultant keeps saying that schools should have a more global approach to learning, that is, information technologies should be available within the students' regular learning environment.

I believe that, for the foreseeable future, this is a false dichotomy. Of course we need digital information available to students within their regular classrooms and specialised learning areas. This is the ICT policy of our School. And the Library must always be developing towards becoming a Global Learning Centre, with worthwhile sources from around the world accessible to students on screen both for individual and collaborative learning. But some learning, browsing and recreation is still best done using print on paper, accessible in a collection, in a building that encourages access and focus.

So our Library and Global Learning Centre is a step along the way in our vision towards a Christian worldview in education. It is not the end of the road! Whilst the design and construction of the Library took into account contemporary issues, it was not dictated by current fads.

We pray that the enduring values of a Christian worldview in education, which are engraved in stone within the Library—love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control—we pray that these enduring values will be the fruit of the lives of those who access knowledge and wisdom on the pages and screens within. That is our hope for the next generation!

Jonathan Cannon
Principal

4. Enrolment Policy

Redeemer Baptist School is a comprehensive, co-educational Pre-Kindergarten to Year 12 Christian school operating within the regulatory and accountability requirements of the Education Act as set by the NSW Education Standards Authority (NESAs). All applications for enrolment will be processed in order of receipt and consideration will be given to the applicant's support for the ethos of the School, siblings already attending the School, and other criteria determined by the School from time to time. Once enrolled, students are expected to support the School's ethos and comply with the School's rules—as set out in the Conditions of Enrolment and the School Handbook—to maintain the enrolment.

(a) Procedures

- (i) All applications will be made with the Registrar and all necessary documentation provided in English (as stated in the information letter, including the last two school reports, all NAPLAN reports, and English College reports) prior to an interview with the Principal, the Headmaster and/or his delegate.
- (ii) Personal information collected by the Registrar with regard to students will include:
 - names by which the student is or has been known
 - full birth certificate
 - residential address
 - family circumstances including duly certified copies of any relevant court orders
 - parenting orders or parenting plans
 - primary language, ethnic, cultural and religious particulars
 - evidence of citizenship including passport, visa or Australian citizenship certificate
 - my development form and/or pre-school report (Kindergarten enrolments)
 - contact details for the student's doctor(s)
 - any diagnosed medical conditions, physical impairment or disability
 - current Medicare Australian Immunisation History Statement
 - Medicare and private health fund particulars.
- (iii) Personal information collected by the Registrar with regard to parents/guardians of a student will include:
 - names by which the parents/guardians are or have been known
 - residential address, email address and contact telephone numbers
 - photo identification including NSW Driver Licence or equivalent
 - evidence of citizenship including passport, visa or Australian citizenship certificate
 - place of employment including contact details at work.
- (iv) Personal information collected by the Registrar including name, address, telephone numbers, email address and signed consent is collected for each person: who may be contacted in an emergency; any authorised nominee to collect the child from the After School Care Service; any person authorised to consent to medical treatment or administer medication to the child.
- (v) At the interview each applicant's supporting documentation and interview responses will be considered by the Principal or Headmaster or his delegate in terms of a willingness to support the School's ethos.
- (vi) In relation to the educational needs of the applicant, the Registrar will gather information and reports at the direction of the Principal or Headmaster from parents/guardians and other relevant persons to allow for proper consideration of these needs.
- (vii) Overseas students must provide documentary evidence to the Registrar that he or she has a sufficient standard of English to cope with the course. This evidence may result from IELTS testing or from other approved providers. Previous school reports may contribute to evidence required. All applications will be assessed by the Principal,

Headmaster or his delegate to ensure students have the appropriate qualifications and proficiencies to undertake the course.

- (viii) The School will take into account any Australian Government Department of Home Affairs (DHA) schools sector English proficiency test requirements.
- (ix) The Principal, Headmaster or his delegate will consider evidence provided by the applicant to establish the Year of enrolment and whether the School has facilities and/or personnel to accommodate the applicant before making an offer of enrolment.
- (x) Accommodation arrangements for overseas students will be assessed in accordance with the Care of Younger Students policy in the School Handbook (“(c) Care of Younger Students—Overseas Students” on p.48).
- (xi) A letter of offer will be sent to successful applicants with:
- a Form of Acceptance to be signed by parents or legal guardians and returned with a non-refundable enrolment fee as specified in the letter of offer;
 - written authorisation to be signed by the parents/guardians of the student for the School to seek as required treatment from emergency medical, hospital, dental and/or ambulance service in the event of injury or illness whilst at School;
 - a copy of information with regard to [The ESOS framework](#) provided by the Australian Government Department of Education and Training (overseas students only); and
 - Personal Information Standard Collection Notice (overseas students only).
- (xii) At the time of entry, overseas students will be re-assessed by TESOL staff and a withdrawal program may be instituted to ensure English proficiency is satisfactory. There is an expectation that students entering should have attained proficiency measured by the ACER Diagnostic English Language Tests (DELTA) as follows:
- | | |
|---------------|----------------------------|
| Years 7 & 8 | Pre-intermediate |
| Years 9 & 10 | Intermediate |
| Years 11 & 12 | High Intermediate—Advanced |
- (xiii) The School will notify the Australian Government Department of Education and Tuition Protection Service Director of provider and student defaults and the outcomes of such defaults in accordance with the requirements of the Education Services for Overseas Students Act.

(b) Student Population

The School population is composed of approximately 39% in secondary (7–12) and 61% in primary (K–6) with approximately 42% girls and 58% boys.

Redeemer Baptist School is a comprehensive school with an open enrolment policy. Students come from a wide range of ethnic and faith backgrounds including students with language backgrounds other than English. Some students have disabilities or special needs. The School also enrolls overseas students in primary and secondary years of schooling.

Redeemer Baptist School is a sister school to: Itokama Primary School in Oro Province, Papua New Guinea; Wing Kwong College in Hong Kong; Yiwu Choucheng No 3 Primary School in Zhejiang, China; and Changwon Nam Middle and High School, Korea.

5. Conditions of Enrolment

Enrolment at the School is subject to the following terms and conditions.

1. Parents/guardians will agree to allow the child to share fully in the life and program of the School, including devotional activities and doctrine lessons.
2. Parents/guardians undertake to provide the child with correct uniforms as approved by the School – including requirements with regard to hair and jewellery – and to ensure that the child is always sent to School neatly and modestly dressed in that uniform.

3. Parents/guardians undertake to provide the child with all necessary textbooks and other equipment of a personal nature that may be required by the School to enable the child to benefit fully from the education offered.
4. Parents/guardians accept the right of the School to discipline as it deems wise and expedient for the child and agree to uphold the School's authority and right to administer appropriate punishment in accordance with the policies of the School.
5. All fees are payable in advance on the first day of each term and where payment is not made by the due date a late payment charge may be levied. Fees include tuition, capital, excursion, bookstore and uniforms. Excursion fees are payable for current students regardless of attendance at the curriculum event unless at least four weeks notice of non-attendance is provided and agreed to by the School. A family rebate for tuition and capital fees may be granted if the family shows evidence of financial disadvantage in the form of a means-tested family benefit or equivalent. Rebates will not be applied retrospectively.
(Note: Where the requirement to pay in advance causes hardship, an alternative payment plan may be discussed with the Principal or Headmaster.)
6. Any cost of debt recovery for overdue accounts including legal expenses and commission (+GST) paid by the School to a debt collection agent will be added to the debt balance payable by parents/guardians to the School.
7. Parents/guardians will give at least one term's notice in writing of termination of enrolment and failure to do so will render them liable for one additional term's fees.
8. The School may suspend or terminate enrolment at its discretion in any circumstances where it considers such action to be desirable or necessary with respect to the policies in the School Handbook and safety of the School community and, without limiting the generality of the foregoing, for any noncompliance with these conditions of enrolment.
9. The School will not refund term fees after commencement of any term of enrolment if the student does not complete the term.
10. A non-refundable enrolment fee must be paid to accept an offer of enrolment. If an offer is accepted and enrolment fee is paid and the offer is then not taken up, the enrolment fee is not refundable.
(Note: If a parent has paid a deposit at the time of acceptance of an offer, this deposit is refunded on request, at the end of schooling if all other commitments have been met.)

(a) Conditions of Enrolment for Overseas Students

Enrolment at the School is subject to the following terms and conditions:

1. Parents/guardians will agree to allow the child to share fully in the life and program of the School, including devotional activities and doctrine lessons.
2. Parents/guardians undertake to provide the child with correct uniforms as approved by the School – including requirements with regard to hair and jewellery – and to ensure that the child is always sent to School neatly and modestly dressed in that uniform.
3. Parents/guardians undertake to provide the child with all necessary textbooks and other equipment of a personal nature that may be required by the School to enable the child to benefit fully from the education offered.
4. Parents/guardians accept the right of the School to discipline as it deems wise and expedient for the child and agree to uphold the School's authority and right to administer appropriate punishment in accordance with the policies of the School.
5. Students will not be permitted to commence school until all tuition fees for the year are paid provided that students are not required to pay more than 50% of their tuition fees before they start the course. In addition, a deposit must be paid for excursions, bookstore and uniforms. Fees and deposits must also be paid in advance prior to commencement of Term 1 in each subsequent Year of schooling.
6. Parents/guardians will give at least one term's notice in writing of termination of enrolment, and failure to do so will render them liable for one additional term's fees. This must be read, however, in conjunction with Clause 13. Overseas Students are expected to remain until the end of the contracted period of the course being studied.

7. The School may suspend or terminate enrolment at its discretion in any circumstances where it considers such action to be desirable or necessary with respect to the policies in the School Handbook and safety of the School community and, without limiting the generality of the foregoing, for any non-compliance with these conditions of enrolment.
8. The School will not refund fees after commencement of enrolment if the student does not complete the contracted period of study unless required to do so by legislation. Any credit balance in Bookstore, Excursion or Uniform accounts is refundable on request.
9. A non-refundable enrolment fee must be paid to accept an offer of enrolment. If an offer is accepted and enrolment fee is paid and the offer is then not taken up, the enrolment fee is not refundable.
(Note: If a parent has paid a deposit at the time of acceptance of an offer, this deposit is refunded on request, at the end of schooling if all other commitments have been met.)
10. If the School defaults, refunds will be paid within two (2) weeks from the default date giving a full explanation in writing of the refund calculations.
11. This agreement, and the availability of complaints and appeals processes, does not remove the right of students to take action under Australia's consumer protection laws.
12. Refunds will be paid within four (4) weeks after receiving a written claim from the student and/or parents/guardians.
13. Transfers to other schools during courses may require agreement with the School. This School will only approve transfers in exceptional circumstances. Students entering this School are contracting to complete their course of study at this School.
14. The School is required by DHA to confirm that appropriate arrangements have been made for overseas student accommodation, support and general welfare in Australia. Students must stay with guardians or in accommodation approved by the School and guardians. They must not live independently. Accommodation must not be changed without prior approval by the School. Any change of address while enrolled in the course must be notified to the School. The School reserves the right to require a change in accommodation if it is deemed to be unacceptable. Any change in guardianship arrangements must have the approval of the School.
15. Overseas students are not eligible to receive passes for free travel to and from school.

Courses available for overseas students:

Primary	K–6	008284 G	7 years
Secondary Junior	7–10	005105 F	4 years
Secondary Senior	11–12	005106 E	2 years.

6. Code of Conduct

(a) *Rights and Responsibilities*

The School aims to create a learning environment that is thoughtful, free, sharing and respectful rather than competitive, tense, self-serving and fearful. With this in mind, as they accept their duty of care responsibilities, staff are expected to provide opportunity for students to achieve and develop academically and socially in line with the policies of the School and consistent with the School's Christian worldview.

Students are responsible to work within the requirements of the School in accordance with the Conditions of Enrolment and the School Handbook. Students must share fully in the life and program of the School, including devotional activities and doctrine lessons.

Staff are to be treated by staff, students and parents/guardians with respect and must be allowed to uphold the School's authority and responsibility to administer correction in accordance with the policies of the School.

As students receive their education, they are to be heard by staff in all matters of their learning environment in keeping with the policies of the School and with regard to discipline, complaints and appeals policies and procedures.

(b) Behaviour Management Policy

The aim of the Behaviour Management Policy of the School is to:

- promote self-discipline and proper regard for authority among the students
- encourage good behaviour and respect for others and deal with all forms of bullying
- work towards students' standards of behaviour being consistent with the ethos of the School and promoting the care of the other person
- provide a range of disciplinary measures to be used to regulate students' conduct.

Behaviour strategies for individual students are referred to the Principal or Headmaster for determination. The Principal or Headmaster or his delegate may meet with parents/guardians to establish behaviour strategies for individual students.

Violent or sexually inappropriate behaviour must be reported to the Principal or Headmaster or his delegate and the incident recorded in the student file. Staff may use appropriate restraint to prevent student injury and must obtain, where possible, the assistance of another staff member immediately.

Any fighting and/or bullying and/or sexually inappropriate behaviour will result in immediate disciplinary action including detention, suspension from class, suspension from school, or— for repeat offences or behaviour endangering other students or staff—expulsion. Bullying will be referred to parents/guardians to assist in the maintenance of the School's policies.

The School has a no-tolerance drug policy. Any involvement with drugs will result in expulsion.

Severe behaviour problems will, after consultation with parents/guardians, be referred to appropriate health professionals for advice and/or treatment. Other support services can be accessed through the Children's Hospital at Westmead—including the Child Protection Unit (24 hours)—on 02 9845 2434 (business hours) or 02 9845 0000 (after hours). The Children's Hospital is located on Hawkesbury Road Westmead.

Matters of a criminal nature will be referred to police. Students are held accountable if they know of criminal behaviour among students but fail to inform the Principal or Headmaster.

If required, Police School Liaison or Youth Liaison Officers can be contacted at Parramatta Police Station at 95 Marsden Street Parramatta or on 02 9633 0799.

(c) School Leadership Policy

The leadership role of Years 11 & 12 in the School involves them in supervisory activities at events such as:

- Sport carnivals—accountable to teachers appointed to competing student groups
- Chapels or events in Sargood Hall—accountable to the Senior Master
- Friday cleaning—accountable to allocated staff
- School buses—accountable to the School bus driver.

Years 11 & 12 students are accountable to the Principal, Headmaster or his delegate who will provide guidance with regard to limits of authority granted by the School to direct other students. Years 11 & 12 students are not permitted to discipline other students but may inform students that inappropriate behaviour will be reported to the Principal, Headmaster or his delegate.

The School does not have prefects or school captains as every Year 11 & 12 student carries the responsibility of leadership.

(d) Management, Reporting of Serious Incidents

All serious incidents are reported to the Principal or Headmaster or his delegate.

Incidents must be written up immediately or as soon as circumstances permit and lodged with the Principal, Headmaster or his delegate and the School Compliance officer.

No action is to be taken without reference to the Principal, Headmaster or his delegate.

7. School Organisation

Redeemer Baptist School is a comprehensive Pre-Kindergarten to Year 12 school which comprises three working units:

- The Preparatory School (Pre-Kindergarten to Year 4)
- The Middle School (Years 5 to 8)
- The Senior School (Years 9 to 12)

Each School is divided into teaching groups called Modules. The Kindergarten Module consists of two separate streams, Pre-Kindergarten and Kindergarten. Years 1 to 10 are taught in non-streamed classes.

The Preparatory School

Module K	Pre-Kindergarten and Kindergarten
Module L	Years 1 & 2
Module M.	Years 3 & 4

The Middle School

Module 0	Years 5 & 6
Module 1	Years 7 & 8

The Senior School

Module 2	Years 9 & 10
Module 3	Year 11
Module 4	Year 12

The **Year 12** new **Academic Year** commences in **Term 4** in the preceding year.

The mode of learning is full-time on-campus face-to-face delivery including explicit instruction, discussion, tutorial, laboratory, workshop, excursions, camps, individual study and borderless classroom for out-of-school-hours learning using technology enhanced forms of delivery. All Redeemer students have access to Redeemer's Canvas Online Learning Management System.

The School does not offer distance, online or hybrid modes of course delivery.

The School does not grant course credit to overseas students.

As a registered and accredited non-government School, Redeemer's educational program is based on NSW Education Standards Authority (NESA) syllabuses, curriculum and assessment requirements with a core curriculum of English, Mathematics and History in Years 11 and 12. All students in Years 10-12 are entered as candidates for the award of the NESA Record of School Achievement (RoSA). All Year 12 students are entered as candidates for the NSW Higher School Certificate (HSC).

8. School Uniform

The uniform of Redeemer Baptist School has been thoughtfully designed to portray and emphasise some of the foundational principles of the School:

- Redeemer Baptist School is a Christian school.
- Redeemer Baptist School is an educational institution.
- Redeemer Baptist School upholds excellence.

(a) Boys' Uniform Details

(i) Hairstyle

It is expected that a high standard of cleanliness and well-brushed appearance will be maintained at all times. Hairstyles which reflect fractured, fragmented or perverted societal attitudes to the Christian and biblical view of man/woman will **NOT** be acceptable within the School. This includes **any** style involving shaving, stepping, or gel spiked styles.

The only style acceptable for boys is a tapered college cut with hair off the collar, off the ears, and a part on one side or the other. No hair colouring, mousse or gel is allowed.

The following description may help describe the School's requirements to your son's barber:

**Haircut is to be tailored with no extremes in length.
No shorter than a number 4 through the sides and back,
not too high up and blended into a medium layered
style through the top with no spiking of the hair.
Hair is to be parted on either left or right side.
Nape is to be square and no lines or steps are accepted.**

Parents/guardians must make rules pertaining to hairstyle and hair care clear to any prospective student as no variation of these rules will be permitted.

The School may provide the services of a hairdresser for the convenience of parents/guardians. To ensure compliance where there are breaches of School hairstyle requirements or difficulties with hairstyle, students may be required to have their hair cut by a barber nominated by the School.

(ii) Hair Care

It is imperative (particularly during summer months) that hair is thoroughly checked for the presence of head lice. The condition needs **PROMPT and SYSTEMATIC** treatment. It is as likely to be present in boys' short hair as it is in girls' longer hair. This condition carries an unnecessary stigma and a hint of possible uncleanness. **NEITHER OF THESE IS THE CASE.** The condition has for some time been endemic in our society.

Please move promptly to treat the condition. If you feel unsure, be prompt to discuss this issue with a member of staff. We recommend the use of a mild preventive treatment during the summer and swimming seasons particularly.

(iii) Jewellery

For boys, the only permissible jewellery to be worn with the uniform is a **wrist watch with band colour that respects the School uniform.** Watches that do not respect the School uniform as determined by the Principal, Headmaster or his delegate are not permitted.

Wrist watches that are electronic devices or have the potential to be connected to the internet or the potential to be used as a mobile phone must not be brought to School or to any School function and may be confiscated by the Principal, Headmaster or his delegate.

The wearing of chains, bracelets, makeup, rings or earrings is forbidden as any part of the boys' uniform.

(iv) Summer Uniform: Pre-Kindergarten

Garment	Description	Supplier
Shorts	dark navy, elastic backed without front zip	School
Shirt	white, tucked, short-sleeved, large soft collar	School
Jumper	V-necked, long-sleeved, navy wool	School
Socks	short, navy	School
Shoes	black, laced, hard-soled (see p.20)	Retail outlet

(v) Summer Uniform: Kindergarten & Module L

Garment	Description	Supplier
Shorts	dark navy, elastic backed without front zip	School
Shirt	navy, open-necked, short-sleeved, distinct infants' style	School
Jumper	V-necked, long-sleeved, navy wool	School
Socks	short, navy	School
Shoes	black, laced, hard-soled (see p.20)	Retail outlet

(vi) Summer Uniform: Modules M & O

Garment	Description	Supplier
Shorts	navy, zippered, with side tabs at waist	School
Shirt	navy, open-necked, short-sleeved, distinct middle school style	School
Jumper	V-necked, long-sleeved, navy wool	School
Socks	long, navy	School
Shoes	black, laced, hard-soled (see p.20)	Retail outlet

(vii) Summer Uniform: Modules 1, 2, 3 & 4

Garment	Description	Supplier
Trousers	long, navy	School
Shirt	Modules 1 & 2—navy, open-necked, short-sleeved, distinct middle school style Modules 3 & 4—navy, open-necked, short-sleeved, distinct senior style	School
Jumper	V-necked, long-sleeved, navy wool	School
Socks	short, navy	School
Shoes	black, laced, hard-soled (see p.20)	Retail outlet
Belt	black, with inconspicuous approved buckle	School or Retail outlet

All boys must wear the boys summer uniform to and from School every School day during Terms 1 and 4. On formal occasions as advised by the School—including the Annual Service of Worship—boys will be required to wear the full winter uniform. PE uniforms must not be worn to or from School.

(viii) Winter Formal Occasions Uniform: Pre-Kindergarten

Garment	Description	Supplier
Woollen Shorts	silver grey	School
Jacket	navy, wool gaberdine buttoned jacket, V-necked, without collar, long-sleeved	School
Shirt	plain, silver grey, long-sleeved, with large soft collar	School
Jumper	V-neck, long-sleeved, navy wool	School
Socks	long, navy, ribbed with turnover	School
Shoes	black, laced, hard-soled (see p.20)	Retail outlet

(ix) Winter Uniform: Kindergarten & Module L

Garment	Description	Supplier
Woollen Shorts	silver grey	School
Blazer	school-style, navy, wool gaberdine	School
Shirt	plain silver grey	School
Tie	plain, dark navy, with crest to meet Module requirements	School
Jumper	V-neck, long-sleeved, navy wool	School
Socks	long, navy, ribbed with turnover	School
Shoes	black, laced, hard-soled (see p.20)	Retail outlet

(x) Winter Uniform: Modules M–4

Garment	Description	Supplier
Trousers	long, silver grey	School
Blazer	school-style, navy, wool gaberdine	School
Shirt	plain silver grey	School
Tie	plain, dark navy, with crest to meet Module requirements	School
Jumper	V-neck, long-sleeved, navy wool	School
Socks	short, navy	School
Shoes	black, laced, hard-soled (see p.20)	Retail outlet
Belt	black, with inconspicuous approved buckle	School or Retail outlet

(xi) Wearing of Winter Uniform

The uniform for winter has been designed:

- to keep students warm
- towards a style and presentation that expresses the life of the School.

Students are therefore responsible to maintain this standard. **The tie** will be worn at all times unless otherwise directed.

All boys must wear the boys winter uniform to and from School every School day during Terms 2 and 3. PE uniforms must not be worn to or from School.

The jumper will be worn as necessary or as directed. Outside the School, the jumper alone without the School blazer is **NOT** School uniform. Jumpers must be purchased to fit the student. The winter uniform is fitted to allow for the wearing of a jumper. Wearing **oversized jumpers** is **not** part of School uniform. Jumpers which have been misshapen through deliberate stretching are also unacceptable.

The blazer is to be worn with only the middle button fastened.

Boys should retain either navy summer shorts or sports shorts (as directed by their teacher) at School for use in the playground in winter. On no account should navy shorts/trousers or sports shorts be worn to and from School as part of winter uniform.

(xii) Cleaning of Uniforms

Garments are clearly marked with the manufacturer's instruction (e.g. **DRY CLEAN ONLY**). The manufacturer alone is competent to say what the cloth requires in cleaning. **PLEASE READ AND FOLLOW INSTRUCTIONS.**

Where washing is required (e.g. summer uniform), gentle detergents and a gentle machine cycle should be used. Navy garments should be dried in the shade to minimise fading.

(xiii) Boys' Black Shoes: Modules K–4 Summer and Winter Uniform

Care needs to be taken in the purchase of boys' shoes. There are styles which seem to meet Redeemer's requirements for boys' shoes but nevertheless fail to be satisfactory.

If there is the slightest doubt, please contact the School prior to wearing the shoe. Please note that just because retailers designate a product 'School' or 'College', this does not automatically mean that the style is acceptable for Redeemer's uniform.

The shoe styles which are **APPROVED** as School uniform for boys have the following features: **four lace holes, a hard (not bump) toe** and a **black rubber sole**. Shoes with soft, thick gristle soles and exaggerated cleating and stitching around the sole are **NOT** uniform.

As shoe styles vary from year to year, **the School website has an up-to-date list of styles** which are acceptable for Redeemer's School uniform.

(xiv) Boys' PE/Sports Uniform: Modules K–4

Garment	Description	Supplier
Shorts	coordinated navy, red and white	School
Polo	shirt coordinated navy, red and white with crest	School
Socks	plain white sports type (crew), no anklet varieties	School or Retail outlet
Joggers/ Sandshoes	white, no colour, for Pre-Kindergarten to Year 2 velcro closures preferred	Retail outlet
Tracksuit	navy blue with School Crest	School
Sports hat	white 'slouch' or navy School cap	School

- **The navy School jumper** may be worn to and from sports locations. If extra warmth is still needed, a half-sleeve or athletic singlet may be worn **UNDER** the polo shirt.
- **The tracksuit** is compulsory for Modules K–L. The wearing of the tracksuit is **NOT** compulsory for Modules M–4 but **the only tracksuit to be worn is the School tracksuit**. A lined polyester tracksuit is available for Years 5-12.
- **Sports hat and cap:** Reduction of direct sunlight should be effected by **sunscreen** and a **head covering**. The School issues a sports hat or cap for this purpose and recommends the use of sunscreen on a daily basis.
- The School sports hat or cap is advisable for all Modules but compulsory for Modules K, L & M where **'NO HAT, NO PLAY'** applies.

The School PE uniform has been carefully selected to express the life of the School both within the School and on public occasions. Therefore, **NO** PE uniform other than that specified by the School is regarded as uniform.

**On any occasion involving sporting activity,
students MUST wear the correct PE uniform.**

All occasions of sporting activity require the specified PE uniform only and students who fail to have the attire at School or on location will be disciplined.

(xv) Swimming Costumes

The School swimming costume is available through the School. This uniform swimming costume is the only costume to be worn on School swimming occasions.

(xvi) All articles of clothing are to be CLEARLY LABELLED

To minimise lost property, which involves extra cost to parents/guardians, this is a uniform requirement.

All enquiries about School uniform supply should be directed to:

the School office—telephone 02 9630 6311

or emailed—uniforms@redeemer.org.au

We will gladly assist with requests for supply or alterations.

(b) Girls' Uniform Details

(i) Hair Styles

It is expected that a high standard of cleanliness and well-brushed appearance will be maintained at all times.

Short hair styles must be groomed so that the hair is maintained clear of the face. Any hair style which has the appearance of deliberate un-grooming and 'un-order' will be required to be dampened and pinned down during the student's hours within the School, and in travel to and from School or School occasions.

Long hair styles include any hair which rests on the collar or longer. **Long hair must be:**

- tied in two bunches or plaits; or
- tied in one bunch or plait; or
- simply twisted or plaited and put up.

Long hair that is braided in cornrows, box braids or other similar styles must match the student's natural hair colour, be tied in one or two bunches or ponytails, or put up in a simple discrete bun during students' hours within the School.

Long hair which is 'shagged' or 'bobbed' around the face, **must** be maintained or pinned clear of the face during students' hours within the School.

Any hair style which reflects fractured, fragmented or perverted societal attitudes to the Christian and biblical view of man/woman is **not** acceptable within the School. This includes **any** style involving shaving or stepping.

No kind of hair colouring, mousse or gel is allowed.

(ii) Hair Ribbons and Clips

ONLY navy ribbons or navy hair restraints are to be worn with School uniform. Plain bobby pins or small navy metallic clips **ONLY** are to be worn with School uniform.

Approved hair ribbons, scrunchies and clips are available at the Bookstore.

Dark elastics ONLY is to be worn with School uniform.

Any variation from these requirements is unacceptable.

(iii) Hair Care

It is imperative (particularly during summer months) that hair is thoroughly checked for the presence of head lice. The condition needs **PROMPT** and **SYSTEMATIC** treatment. It is as likely to be present in short hair as it is in longer hair.

This condition carries an unnecessary stigma and a hint of possible uncleanliness. **NEITHER OF THESE IS THE CASE.** The condition has for some time been endemic in our society.

Please move promptly to treat the condition. If you feel unsure, please discuss it with a member of staff. We recommend the use of a mild, preventive treatment during the summer and swimming seasons particularly.

(iv) Jewellery

For girls, the only permissible jewellery is:

- **Wrist watch with band colour that respects the School uniform.** Watches that do not respect the School uniform as determined by the Principal, Headmaster or his delegate are not permitted.
- **Wrist watches that are electronic devices or have the potential to be connected to the internet or the potential to be used as a mobile phone must not be brought to School or to any School function** and may be confiscated by the Principal, Headmaster or his delegate.
- **Golf bangle:** absolutely plain silver or gold.
- **Signet ring:** plain silver or gold; possibly initialled; no gems.
- **Earrings:** one pair of plain studs or traditional sleepers only; silver or gold; no gems; small.
- Modules 3 & 4 ONLY may wear at the neckline a plain **silver or gold chain** without any appendages.

The wearing of makeup is not permitted for girls in School uniform.

(v) Summer Uniform: Pre-Kindergarten

Garment	Description	Supplier
Dress	navy blue, poly-cotton, short puffed sleeves, wide white collar, narrow white sleeve bands	School
Cardigan	navy, V-neck, long-sleeved, woollen	School
Socks	white, single-ribbed short socks, turned down	School
Shoes	black, laced, hard-soled (see p.26)	Retail outlet

(vi) Summer Uniform: Kindergarten & Module L

Garment	Description	Supplier
Dress	navy blue/white, poly-cotton gingham, short puffed sleeves, wide white collar	School
Apron	navy, poly-cotton, worn as part of uniform	School
Cardigan	navy, V-neck, long-sleeved, woollen	School
Socks	white, single-ribbed short socks, turned down	School
Shoes	black, laced, hard-soled (see p.26)	Retail outlet

(vii) Summer Uniform: Modules M & O

Garment	Description	Supplier
Pinafore	navy, poly-viscose, gaberdine	School
Blouse	white, poly-cotton, short-sleeved, wide white collar	School
Cardigan	navy, V-neck, long-sleeved, woollen	School
Socks	white, single-ribbed short socks, turned down	School
Shoes	black, laced, hard-soled (see p.26)	Retail outlet

(viii) Summer Uniform: Modules 1 & 2

Garment	Description	Supplier
Skirt	navy, poly-viscose, hip-yoked, with unpressed pleats	School
Over-blouse	navy, poly-viscose, loose-fitting hip length, short-sleeved, with wide white collar	School
Cardigan	navy, V-neck, long-sleeved, woollen	School
Socks	white, single-ribbed short socks, turned down	School
Shoes	black, laced, hard-soled (see p.26)	Retail outlet

(ix) Summer Uniform: Modules 3 & 4

Garment	Description	Supplier
Dress	School style for senior students	School
Cardigan	navy, V-neck, long-sleeved, woollen	School
Shoes	black, court style, heel from 2.5cm to 5cm	School

Pantihose are **NOT** to be worn for summer.

Over-large cardigans are **not** part of School uniform. Cardigans which have been misshapen through deliberate stretching are also unacceptable.

(x) The wearing of summer uniform

The uniform for summer has been designed:

- to keep students cool.
- towards a style and presentation that expresses the life of the School.

The wide collar of the dress (Modules K, L, 3, 4) and blouse (Modules M–2) must be worn over the cardigan (and pinafore). White single-ribbed socks are to be worn as required.

The summer uniform cardigan is NOT part of winter uniform. The dark navy, V-neck, long-sleeved woollen jumper affords more warmth for winter.

All girls must wear the girls summer uniform to and from School every School day during Terms 1 and 4. PE uniforms must not be worn to or from School.

(xi) Winter Uniform: Pre-Kindergarten

Garment	Description	Supplier
Dress	silver grey, poly-cotton, long-sleeved, wide collar	School
Coat	dark navy, long-sleeved, wool gaberdine	School
Jumper	dark navy, V-neck, long-sleeved, woollen	School
Socks	long, navy, ribbed with turnover	School
Shoes	black, laced, hard-soled (see p.26)	Retail outlet

The summer uniform cardigan is NOT part of winter uniform. The dark navy, V-neck, long-sleeved woollen jumper affords more warmth for winter. **Oversized** jumpers are **not** part of School uniform. If there is any uncertainty regarding size of jumpers or cardigans, please contact the School office (9630 6311) for assistance. This should prevent any need to re-purchase a correctly-sized jumper or cardigan.

(xii) Winter Uniform: Kindergarten & Module L

Garment	Description	Supplier
Dress	silver grey, poly-cotton, long-sleeved, wide collar	School
Apron	dark navy, wool gaberdine (Winter)	School
Apron	one summer apron for wearing at School to avoid soiling of winter apron which needs dry-cleaning	School
Coat	dark navy, long-sleeved, wool gaberdine	School
Jumper	dark navy, V-neck, long-sleeved, woollen	School
Socks	long, navy, ribbed with turnover	School
Shoes	black, laced, hard-soled (see p.26)	Retail outlet

The summer uniform cardigan is NOT part of winter uniform. The dark navy, V-neck, long-sleeved woollen jumper affords more warmth for winter. Note that **oversized** jumpers are **not** part of School uniform. If there is any uncertainty regarding size of jumpers or cardigans, please contact the School office (9630 6311) for assistance. This should prevent any need to re-purchase a correctly-sized jumper or cardigan.

(xiii) Winter Uniform: Modules M & O

Garment	Description	Supplier
Pinafore	dark navy, wool gaberdine	School
Jacket	plain, dark navy, wool gaberdine, long-sleeved, fastened invisibly at the neck	School
Blouse	silver-grey, poly-cotton, long-sleeved with wide collar	School
Jumper	dark navy, V-neck, long-sleeved, woollen	School
Socks	white, single-ribbed short socks, turned down	School
Shoes	black, laced, hard-soled (see p.26)	Retail outlet

(xiv) Winter Uniform: Modules 1 & 2

Garment	Description	Supplier
Skirt	navy, wool pleated with hip-yoke	School
Jacket	dark navy, wool, buttoned at front	School
Blouse	silver grey, poly-cotton, long-sleeved with wide collar	School
Jumper	dark navy, V-neck, long-sleeved, woollen	School
Socks	white, single-ribbed short socks, turned down	School
Shoes	black, laced, hard-soled (see p.26)	Retail outlet

(xv) Winter Uniform: Modules 3 & 4

Garment	Description	Supplier
Skirt	dark navy, four pleats back and front	School
Jacket	dark navy, pleated sleeve	School
Blouse	silver grey, poly-cotton, long-sleeve with wide collar	School
Jumper	dark navy, V-neck, long-sleeved woollen	School
Shoes	black, court style, heel from 2.5cm to 5cm	School
Pantihose	beige	Retail outlet

(xvi) The wearing of the winter uniform

The uniform for winter has been designed:

- to keep students warm
- towards a style and presentation that expresses the life of the School.

Students are responsible to maintain this standard. The wide collar of the blouse or dress must be worn over the pinafore, jumper and fastened jacket.

All girls must wear the girls winter uniform to and from School every School day during Terms 2 and 3. PE uniforms must not be worn to or from School.

The **jumper** must be worn over the pinafore and blouse and under the jacket. The School jumper on its own is **NOT** School uniform. Jumpers must be purchased to **fit** the student. The winter uniform is fitted to allow for the wearing of a jumper. Wearing **oversized jumpers** is **not** part of School uniform. Jumpers which have been misshapen through deliberate stretching are also unacceptable.

The grey single-ribbed long socks or the white single-ribbed short socks **turned down once** are to be worn as required.

The wearing of **uniform black** underwear is required.

With very few exceptions (and these will need to be individually negotiated with the Principal, Headmaster or his delegate), **GLOVES AND SCARVES ARE NOT PART OF SCHOOL UNIFORM.**

(xvii) Cleaning of Uniforms

Garments are clearly marked with the manufacturer's instruction (e.g. **DRY CLEAN ONLY**). The manufacturer alone is competent to say what the cloth requires in cleaning. **PLEASE READ AND FOLLOW INSTRUCTIONS.**

Where washing is required (e.g. summer uniform and infants' dress), gentle detergents and a gentle machine cycle should be used. Navy garments should be dried in the shade to minimise fading.

(xviii) Girls' Black Shoes: Modules K–2 Summer and Winter Uniform

Care needs to be taken in the purchase of girls' shoe styles. There are styles which seem to meet Redeemer's requirements for girls' shoes but nevertheless fail to be satisfactory.

If there is the slightest doubt, please contact the School prior to wearing the shoe. Please note that just because retailers designate a product 'School' or 'College', this does not automatically mean that the style is acceptable for Redeemer's uniform.

The shoe styles which are APPROVED as School uniform for girls have the following features: **four lace holes, a hard (not bump) toe and a black rubber sole.** Shoes with soft, thick gristle soles and exaggerated cleating and stitching around the sole are NOT uniform.

As shoe styles vary from year to year, **the School website has an up-to-date list of styles** which are acceptable for Redeemer's School uniform.

(xix) Girls' PE/Sports Uniform

Garment	Description	Supplier
Sports skort	coordinated navy and white	School
Polo shirt	coordinated navy, red and white with crest	School
Socks	white, single-ribbed socks, turned down	School
Joggers/ Sandshoes	white, no colour, for Pre-Kindergarten to Year 2 velcro closures preferred	Retail outlet
Tracksuit	navy blue with School crest	School
Sports hat	white 'bucket' or navy School cap	School

- **The tracksuit** is compulsory for Modules K–L. The wearing of the tracksuit is NOT compulsory for Modules M–4 but **the only tracksuit to be worn is the School tracksuit.** A lined polyester tracksuit is available for Years 5-12.
- **Sports hat and cap:** Reduction of direct sunlight should be effected by **sunscreen** and a **head covering.** The School issues a sports hat or cap for this purpose and recommends the use of sunscreen on a daily basis.
- The School sports hat or cap is advisable for all Modules but compulsory for Modules K, L & M where **'NO HAT, NO PLAY'** applies.

(xx) The wearing of the PE uniform

The School sports skort and polo shirt have been carefully designed to express the life of the School, both within School and on public occasions. Therefore, **NO** PE uniform other than that specified by the School is regarded as uniform.

**On any occasion involving sporting activity,
students MUST wear the correct PE uniform.**

Failure to have attire at School, or on location, will result in student discipline.

Any apparently necessary modification to the School PE uniform should be first discussed with the School. If this modification is deemed necessary, the School uniform service will make the modification and the cost of alteration charged to the student's account.

Home alterations to the School PE uniform **may put the garment outside School regulation**. In such a case, it will be necessary to purchase another School PE uniform.

The navy School jumper may be worn to and from sports locations. If **extra warmth** is needed, a singlet or short-sleeved spencer *may* be worn **UNDER** the polo shirt.

(xxi) Swimming Costumes

The School swimming costume is available through the School uniform service. **This uniform swimming costume is the only costume to be worn on School swimming occasions**. On certain occasions the wearing of the School swimming cap may be a requirement.

All articles of clothing are to be CLEARLY LABELLED.

All enquiries about School uniform supply should be directed to:

the School office—telephone 02 9630 6311

or emailed—uniforms@redeemer.org.au

We will gladly assist with requests for supply or alterations.

(c) The School Badge

On the occasion of the 10th anniversary in 1991, the School crest was presented to the School community and students were provided with the first issue of the School badge. Since then, the School badge has been a uniform requirement.

Students will be advised upon entry to the School about wearing the School badge. The crest appears on various pockets of School uniform and is either woven or applied to other items of clothing. The crest clearly identifies the student with the School and should be worn with honour.

(d) Raincoats

Customary yellow raincoat.

(e) Prices of Boys' and Girls' Uniforms

Parents/guardians are reminded that in the clothing trade it is notoriously difficult to maintain standards of colour, style and prices. Where possible, the School will keep parents/guardians informed of changes. The prices of School uniform items purchased from retail outlets are, of course, determined by those outlets.

(f) Clothing Pool/Uniform Sales

The School operates a clothing pool for the resale of second-hand clothing in clean and good condition. Details of the procedure for clothing to be accepted for resale are available from the School office.

Parents/guardians are reminded that whilst it is normal to expect 'hand-downs' of uniform within a family, or an exchange of uniforms arranged independently of the School clothing pool, the outcome of such arrangements must be of a standard acceptable to the School.

(g) School Bags

The standard bag is supplied by the School uniform service. Parents/guardians are asked to review the condition of the School bag and if necessary to make arrangements for the replacement of worn out School bags. The School bag is considered to be part of School uniform and as such shall bear no additional stickers or graffiti of any kind. Orders can be placed through the School office.

There are four available sizes:

Crested Backpack (XS) Pre-Kindergarten to Kindergarten

Crested Backpack (small) Kindergarten to Years 3

Crested Backpack (medium) Years 2–6

Crested Backpack (large). Years 7–12

Crested School sports bags for PE and sports gear (gym shoe bags for Pre-Kindergarten to Year 4, sports bags for Pre-Kindergarten to Year 12, and optional kit bags for Years 7–12).

Other bags for specific purposes are to be approved by the School and should be navy blue or black and undecorated.

Trolley bags may be purchased through the School uniform service if parents/guardians provide a medical certificate indicating that their child has a relevant medical condition.

Parents/guardians must check with the School prior to purchase. The School will accept no responsibility for rejection where this procedure has not been followed.

ENQUIRIES ABOUT UNIFORMS

All enquiries about School uniform supply should be directed to:

the School office—telephone 02 9630 6311

or emailed to—uniforms@redeemer.org.au

We will gladly assist with requests for supply or alterations.

9. School Communication Policy

Redeemer Baptist School provides opportunities for parents/guardians to obtain information about the education, health, welfare and conduct of their students in the School.

Further policy in relation to daily communication with parents/guardians is set out in section 10 (p.29) of this Handbook which covers such matters as:

- absentee notes, late notes, requests for leave
- permission for excursions
- necessary medical advice
- fees and other payments
- lost property requests

(a) Formal Occasions

- **Enrolment Interview**

The policies, background and requirements of the School are explained. The School Handbook, Conditions of Enrolment, and a sheet providing details of Fees and Other Costs are available on the Redeemer Baptist School website.

- **Orientation Session**

Early in the school year, all parents/guardians of Kindergarten and Pre-Kindergarten students are required to attend an orientation session to be informed about and raise questions related to School policies and practices.

- *Parent Information Evenings*

Parents/guardians are required to attend *Preparatory, Middle and Senior School Parent Information Evenings* during Term 1 (as advised on the School Calendar) and on other occasions when there are important matters to raise. These meetings may cover general requirements and policies, assessment procedures, curriculum (e.g. WRAP), new programs, or pastoral care issues.

Parents/guardians are also required to attend *Senior School Subject Selection Information Evenings* with their Years 8, 10 & 11 students in Term 3 (as advised on the School Calendar).

- *Parent Interview*

Opportunity is provided for parents/guardians to meet with the Principal, Headmaster or his delegate in relation to progress or pastoral care of students. These interviews can occur as often as necessary and may be initiated by the School or parents/guardians. A full report is prepared by relevant staff and discussed with parents/guardians. Details of each interview are recorded and filed for action and reference.

- *Report Interviews*

Following the issue of Semester Reports, teachers will be available—by appointment—during the second week of Terms 1 & 3 from 3.30pm to 6.00pm to discuss student reports with their parents/guardians. The Principal, Headmaster or his delegate may also be present.

- *Annual Service of Worship*

Parents/guardians must be in attendance at the Annual Service of Worship in the evening of the last day of Term 4 (as advised on the School Calendar).

(b) *Informal Occasions*

The School encourages parent/guardian attendance at informal occasions such as:

- Sports carnivals and games
- Voluntary working bees including each Saturday morning from 9-11am at School
- Family Film Night
- Annual Gala Day
- Drama Club & Musica Viva performances in Sargood Hall
- Commencement & End of Term Chapel Services

These occasions included on the School Calendar provide worthwhile opportunities for communication with those interested in their child's education and well-being.

(c) *Denial of Access to Information*

Notwithstanding the above, any person forbidden by Court Order from having contact with a child may be denied information about or access to that child.

(d) *Communication at Camps and Excursions*

Parents/guardians can make telephone contact with the Principal or Headmaster, who will arrange a time for contact to be made with a student. The Principal or Headmaster can be contacted after hours, on a matter of importance, on 9630 6311 (follow the voice prompts).

10. Parent Communication

Parents/guardians will need to communicate with the School in writing on a number of issues, including: late notes; requests for leave; absentee notes; permission for excursions; necessary medical advice; fees and other payments; lost property requests; change of personal details; etc.

Written communication to and from parents may be in the form of:

(a) *Emails from parents*

Parents/guardians may send emails on any matters—including accounts, administration or teaching—to the School at enquiries@redeemer.org.au

(b) Emails or text messages to parents from the School

The School will communicate by email or text message important information, including:

- Notification of news items posted on the Redeemer Baptist School Community Portal
- School alerts, invitations to events, advice about specific use of personal information
- Links to Edsmart online for: excursion and camp permissions; registration for activities or events; subject selection, textbook and uniform order forms; requests for information; acceptable use of computers at school agreement
- Changes in arrangements that parents may need to know on School days
- Personalised messages from the School to you with regard to your child

(c) Redeemer Baptist School Community Portal

Parents/guardians must register on the Redeemer Baptist School Community Portal to communicate important changes to personal information and stay informed about relevant matters with regard to their children's education, including:

- Parents providing updates with regard to names, addresses, contact information, medical information, and emergency contacts required by the School for their children
- Parents checking on and providing information with regard to absences from School
- The School providing regular updates on activities, assessments and school news.

(d) Payment for school fees, school supplies, excursions, bookstore and uniforms

Parents should pay for items owing to the School either by:

- (i) Following the prompts to pay by EFT or credit card at the Accounts Payments button on the Redeemer Baptist School website
- (ii) EFT to the account designated on the invoice or account statement using the parent account number as reference
- (iii) Calling the School Office on 9630 6311 to make a payment by credit card
- (iv) Attending the School Office in person to make a payment by credit card or cash.

(e) Amounts payable by the School to parents

Any payments owing to parents can only be made if parents provide EFT details by email.

(f) Notes sent with students from home to School

All items sent to School must be in an **envelope**. This envelope must have on it:

- (i) Student's name and Year
- (ii) Purpose of the communication (e.g. absentee note, medical certificate etc.)

Staff may not receive items that are not in an envelope or properly designated.

(g) Personal delivery to and from the School Office

The School may request that parents/guardians collect documents from the School Office in person. Likewise, parents/guardians may deliver documents to the School Office in person.

(h) Letters through Australia Post

Parents/guardians may send letters to: 2 Masons Drive North Parramatta NSW 2151.

(i) Other enquiries

There may be other occasions in the School year when parents/guardians wish to discuss School matters or the progress of their child. Enquiries are welcome and should be directed to the **School Office (9630 6311; enquiries@redeemer.org.au)**. Parents/guardians should not attempt to make direct contact with teachers by personal email or phone.

11. Medical Details

(a) *Medical Information*

When a medical condition exists or commences—including an infectious disease—parents/guardians must notify the School Office promptly in writing so that student records that inform the School’s pastoral care can be updated. This also ensures that the School fulfils its child protection obligations with regard to mandatory reporting.

(b) *Policy in Regard to Students and Medication*

- (i) Medication will not be given by School staff to students without the approval of either the Principal, Headmaster or the School Senior First Aid officer.
- (ii) Students are not permitted to take medication at School unless approval has been given in writing by a parent/guardian and the medication is submitted to the class teacher for administration by the Senior First Aid officer.
- (iii) The Senior First Aid Officer maintains a register of medication given to students at School.
- (iv) In the case of an emergency, the School will attempt to contact the parent/guardian, or any person authorised in writing by the parent/guardian, to seek prior approval for any treatment or medication and as soon as practicable after treatment has been given.
- (v) Notwithstanding the above, in an emergency the School may administer medication and/or seek professional treatment for a child as directed by a health professional or senior first aid officer without prior parental consent.
- (vi) The School may provide non-prescription medication for relief of pain as per the instructions provided with the medication.

(c) *Procedures for Infectious Diseases*

Children with an infectious disease will be excluded from attending School for the period during which they may infect other children. The advice of a medical practitioner will be determinative in this regard.

12. Family Holidays

The School requires parents/guardians to observe the need for **family holidays or extra-curricular student activities involving leave from School to occur during the School vacation dates published on the School’s website.**

Parents/guardians may request a variation of this requirement **for special reasons** in writing addressed to the Principal. The Principal, Headmaster or his delegate will inform the parent/guardian in writing whether approval for leave is granted. Absence from School during the School term without written approval from the Principal or Headmaster may jeopardise the position of the student in the School.

Students are required to be in attendance up to and including the Annual Service of Worship at the conclusion of Term 4. Students who are not in attendance at the Annual Service of Worship are normally not eligible for prizes or awards.

Parents/guardians must follow this requirement. The School acknowledges from time to time the need for special leave for extraordinary circumstances but will not vary the general rule.

The School requires attendance at the beginning and end of each Term as per the School Calendar published on the School’s website. Leave that is taken to extend published vacation periods—without prior consent for special reasons approved by the School—may jeopardise the position of the student in the School.

At the end of each year, the School maintains a rigorous academic program up to the Annual Service of Worship. Deterioration of this standard to suit the holiday plans of individual students will not be tolerated.

13. Certificate of Exemption

(a) Policy

The Principal has power delegated from the Minister (under section 25 of the Education Act) to grant an exemption from: enrolment at school (having regard to age, health or special circumstances); or attendance at school (having regard to participation in elite arts or sporting events, engagement in approved entertainment industry activities, or exceptional circumstances). A Certificate of Exemption will only be granted if the Principal or Headmaster has determined that it is in the student's best interests.

(b) Procedures

- (i) parental applications will be reviewed against Department of Education guidelines
- (ii) a certificate of exemption may be given subject to conditions imposed by the Principal
- (iii) a certificate of exemption may be cancelled by the Principal
- (iv) procedural fairness must be given to parents/guardians if the Principal is considering whether to refuse an application for exemption
- (v) the attendance register must indicate exemptions with the code 'M'
- (vi) students travelling during Term are not to be exempt, however, leave may be granted by the Principal in accordance with School policies
- (vii) Certificate of Exemption records must be maintained for at least 7 years.

14. Daily Absences

The School office telephone number for all matters is 9630 6311

The School email is: enquiries@redeemer.org.au

When a child is absent from School, parents/guardians must notify the School directly on the Redeemer Baptist School Community Portal by 9am on the day of the absence with written explanation of the reason for the absence. Parents/guardians may also contact the School by email or telephone with regard to absences. This is important for the safety of your child. **This applies to each day absent.** Parents/guardians must not rely on the School office contacting them when notification has not been received.

The Principal, Headmaster or his delegate may require a medical certificate for any absence from School. A medical certificate is required for more than two concurrent days of absence where the reason for the absence is a medical condition. The only medical certificates that will be accepted as evidence for absence from School are from a local doctor or local hospital. Medical certificates that are bought online will not be accepted as a justifiable reason for absence from School.

Parents/guardians must notify the School directly on the Redeemer Baptist School Community Portal (or by email) of any change in their address or contact numbers— and the address or contact numbers of any emergency contact nominated by parents/guardians—so that the School can make contact in an emergency.

Redeemer students have always maintained an excellent pattern of attendance. Every student is expected to maintain excellent, on time attendance. **Parents/guardians must support this requirement.** Absence for trivial reasons may jeopardise a student's enrolment.

If a student is unwell at School or at a School function—or if there is an injury at School or at a School function—the Principal, Headmaster or his delegate may contact parents/guardians recommending medical treatment or rest at home on account of the student's condition.

Appointments for doctors, dentists etc. should be **made outside of normal School hours if possible to avoid disruption to teaching time. This includes sports times.**

School attendance profiles will be reviewed regularly by the Principal, Headmaster or his delegate and parents/guardians informed if these are deemed unsatisfactory. **Absences, unjustified absences and partial attendance (including late arrivals) are recorded on the Semester Report.**

(a) *Attendance Policy—Overseas Students*

To comply with visa requirements, students must achieve satisfactory attendance which—according to the National Code 8.6—requires at least 80% attendance of scheduled contact hours on School days published in the School Calendar. Redeemer’s average attendance is approximately 97%. Students are expected to maintain excellent attendance.

(b) *Attendance Procedures—Overseas Students*

- (i) Attendance is recorded by teachers each morning and afternoon online. Redeemer’s School Management System maintains live online analysis of attendance.
- (ii) Attendance rate is calculated using the formula:
$$100 - [(days\ absent/scheduled\ school\ days) \times 100]$$
- (iii) Attendance is monitored daily and at risk students who are identified by teachers, the Executive secretary and the Headmaster are counselled by the Principal or Headmaster. Ongoing compliance with attendance requirements is then closely monitored by the Headmaster. Each Term, students are assessed for compliance with School attendance policy. Attendance is reported each Semester on student Reports.
- (iv) Students who have been absent for more than five consecutive days without approval—or are otherwise at risk of failing to meet the 80% attendance requirement—are sent a warning letter from the Principal or Headmaster.
- (v) A warning letter indicates: the obligation of the School to report to the Commonwealth Department of Education students who fail to meet visa conditions relating to satisfactory attendance; and the School’s requirement for parent/guardian/homestay provider and overseas student to attend an interview with the Principal, Headmaster or his delegate in order to provide counselling to students with intervention strategies.
- (vi) Intervention strategies to assist students to meet attendance requirements include:
 - Discipline for non-attendance in accordance with the Discipline Policy (p.37).
 - Alternative Homestay placement recommended by the Principal or Headmaster.
- (vii) The Principal or Headmaster issues a notice to parent/guardian and student indicating intention to report failure to meet attendance requirements in accordance with Section 19(2) of the ESOS Act if, after counselling, attendance rate falls below 80%.
- (viii) A notice indicating failure to meet attendance requirements must provide 20 working days to access Redeemer’s complaints and appeals procedure in accordance with National Code Standard 10 (#19 in this Handbook, p.41).
- (ix) If a student does not access the complaints and appeals procedure within 20 working days—or withdraws from the process, or the process is completed and results in a decision in favour of the School—then the Principal, Headmaster or his delegate must notify the Secretary through PRISMS of a student not achieving satisfactory attendance as soon as practicable.
- (x) The Principal or Headmaster may decide not to report a student breach of the 80% attendance requirement where: the student produces documentary evidence clearly demonstrating that compassionate or compelling circumstances apply (e.g. medical certificate indicating that the student is unable to attend classes); and the student is attending at least 70% of scheduled contact hours on School days.

15. Transport

Redeemer's location on Pennant Hills Road requires all students to follow instructions regarding movement to and from their transport. Unacceptable behaviour will be disciplined.

The School draws the attention of parents/guardians to the need for supervision of travel arrangements, having regard to the age of the child and the circumstances of each route travelled. The School reserves the right to request an alternative where, in its judgement and experience, a travel arrangement is deemed to be unsuitable.

Years 11–12 Senior School students have the authority of the School to maintain student order on all transport routes. Younger students are required to follow their directions.

Unacceptable or dangerous student behaviour on public transport during travel to and from School may lead to the loss of subsidised school travel privileges.

(a) *School Travel Applications*

Applications for a NSW School Opal card or school travel pass can be made online through the Transport NSW website. Information about eligibility and procedures is also available on the Transport NSW website.

(b) *School Bus Service*

School buses are run for the convenience of parents/guardians under the following conditions:

1. The service is at no charge to parents/guardians.
2. Students will be issued a tag and parents will have access to an app that provides live information on their child's travel to or from School (an annual fee will be invoiced).
3. Prior to travelling on a School Bus, parents/guardians must contact Redeemer's School Bus coordinator to establish availability of the service for their children.
4. The service will not operate when buses are being used for **School Camps or other occasional specified events** involving School staff.
5. This privilege will be **withdrawn** if students misbehave, cause damage, or leave a bus in an unsatisfactory state. Consumption of food or drink is not permitted in these buses.
6. In the morning, students must be at their designated bus stop at the designated time. A School bus will not wait for late students.
7. **Younger students (Years K-6)** will not be allowed off a School bus if there is no other responsible older person at a bus stop to collect them. They will be taken back to After School Care or Homework Club at School.
8. If students are regular users of a School Bus but will not be catching that bus on a particular day, then **the School office must be advised**.
9. School Buses endeavour to always leave School at 3:30pm unless otherwise advised. The School Bus Service is not available for students engaging in lessons or other activities at School beyond 3:30pm.
10. School Bus Service routes are subject to change at the discretion of the School. Parents/guardians will be advised of any changes.

(c) *Pre-Kindergarten and Kindergarten Children*

All **Pre-Kindergarten and Kindergarten children must be transported to and from School** privately unless specific permission for an alternative arrangement is granted by the Principal or Headmaster or his delegate. This excludes the use of older students transporting students to or from School. If the School is informed that a person is forbidden by Court Order from having contact with a child then the School will not permit that person to collect the child from Pre-Kindergarten or Kindergarten.

(d) *Pre-Kindergarten Children*

Parents/guardians are required to sign the attendance record in the presence of Pre-Kindergarten staff each day that a child is brought to or collected from Pre-Kindergarten. Any alternative arrangements involving other persons collecting a child from Pre-Kindergarten must be provided to the School in writing and signed by parents/guardians.

(e) *Rules for Parents'/Guardians' Cars Accessing the School Road*

Parents/guardians who wish to access the School Road off Pennant Hills Road to drop off or pick up children attending School must observe the following road rules.

- **Do not exceed the speed limit of 10 kilometres per hour on any School road.**
- The School Road is only to be used by parents/guardians dropping off or picking up children attending Redeemer Baptist School.
- Do not stop in the 'No Stopping' zone between Pennant Hills Road and the pedestrian crossing.
- When travelling into the School, turn left after the pedestrian crossing onto the one way loop road behind the Science and Technology building.
- Vehicles must remain on the sealed road at all times. **Do not drive off the sealed road to avoid speed humps which were installed with a view to the safety of students.**
- Parking is permitted in marked parking spaces only or as directed by School staff. **Do not park on the oval behind the Science and Technology Building** unless directed to do so by School staff. If there is no parking available, drivers must wait patiently on the loop until parking becomes available.
- Drivers must not leave vehicles in the 'drop off only' or 'pick up & drop off only' zones on the eastern side of the School road between the pedestrian crossings.

These road rules are represented in a diagram on p.36 of this Handbook.

Parents/guardians or other drivers who do not observe these road rules will not be permitted to use the School Road for dropping off or picking up children attending Redeemer.

Parents'/guardians' cars must not enter the School grounds between Masons Drive and the School Road gates for any other purpose AT ANY TIME including picking up or dropping off students unless directed to do so by School staff.

Observing these rules is essential for the safety of our School students.

(f) *Student Drivers*

The only students who may seek approval from the Principal or Headmaster to drive a vehicle to and from School are **Year 12 students** who **must not transport any other person (not just other students) to and from School as a passenger in the vehicle they are driving (including other family members of Year 12 students or other Year 12 students).**

(g) *Variations of Transport Arrangements*

When it is necessary for students to make alternative transport arrangements to and from School, the School **must be informed in writing**. This will ensure that variations in usual arrangements have parent/guardian consent.

(h) *Permission to Carry a Mobile Phone to and from School*

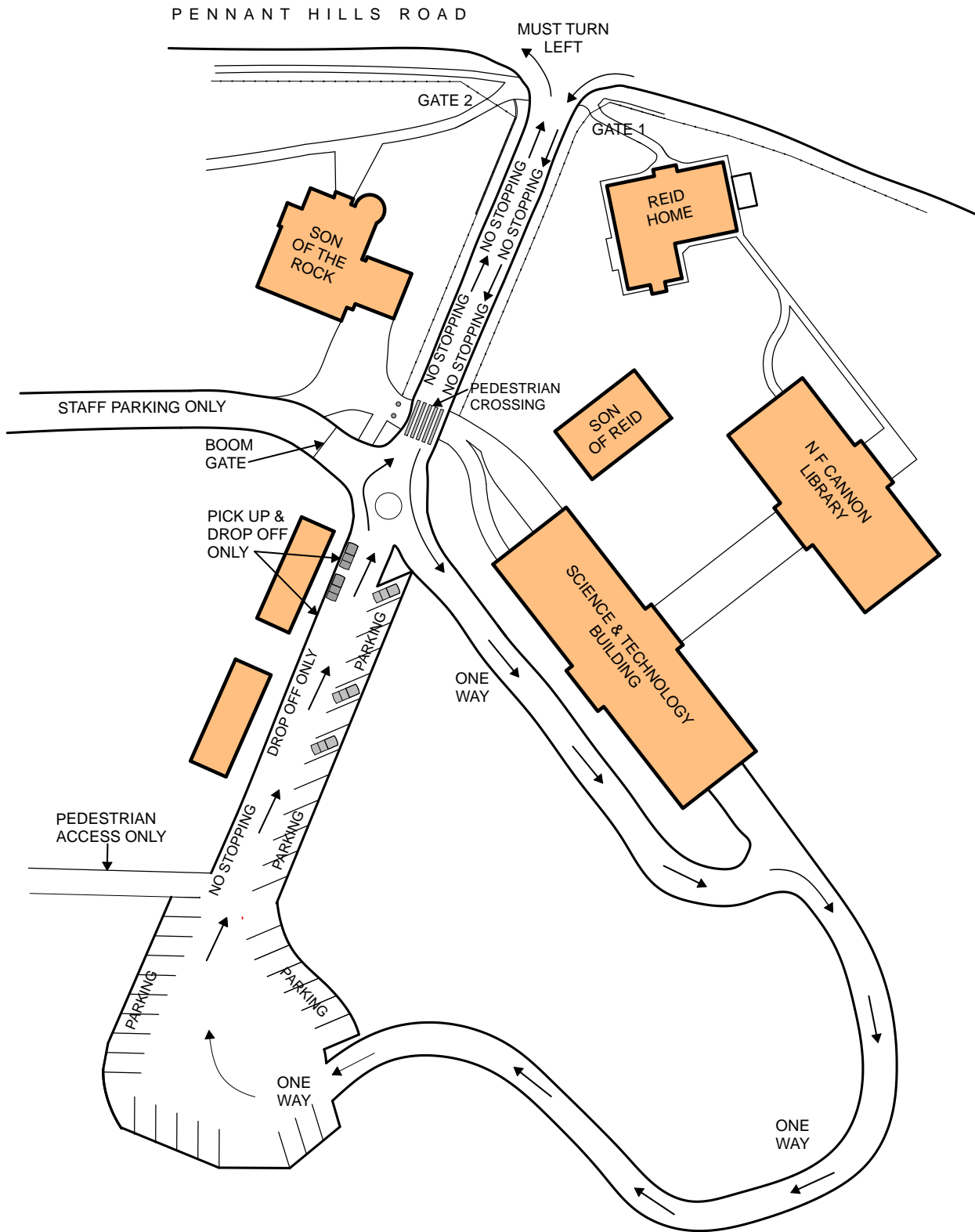
Parents/guardians may make a request in writing for their child to carry a mobile phone to and from School as pedestrians or on public transport for the purpose of communicating with parents/guardians in an emergency.

If permission is granted, students are not permitted to have a mobile phone at School. Mobile phones must be deposited in the School Office in the morning and picked up from the School Office in the afternoon. The following conditions will apply if permission is granted.

- A mobile phone must not be in a student's possession during School hours. **Any mobile phone at School will be confiscated** in accordance with a direction of the Principal.
- If a mobile phone is used for any other purpose than contacting parents/guardians or in an emergency, the mobile phone will be confiscated and/or this permission withdrawn.
- Students are not ever permitted to use a mobile phone on one of the Redeemer buses except in an emergency situation or as directed by a member of staff.

In the interests of safety and to maintain awareness, students must not use any mobile phone listening device such as AirPods or any other in-ear headphones or earbuds while travelling to and from School.

(i) Traffic and Parking in the School Road



16. School Discipline Policy

(a) *General*

The main rules governing student behaviour are commonsense and care for others.

Any infringement involving smoking, drugs, alcohol or sexual immorality either at School or outside of School will lead to immediate suspension or expulsion. Matters of a criminal nature will be referred to the police.

Students are also held accountable if they have knowledge of the abovementioned behaviours among other students but fail to inform the Principal or Headmaster.

(b) *Card System*

Each student in Years 1–12 (Modules L to 4) is issued weekly with a card that records achievements or misdemeanours including infringement of homework requirements and breaches of the School's code of conduct. Students must carry the card to and from School and while at School. Deliberate damage to or misuse of the card is a serious infringement. Cards are collected each week and reviewed so that appropriate action can be taken.

(c) *Disciplinary Action*

In response to the card review—or any other School incident—the Principal, Headmaster or his delegate will determine appropriate discipline taking into account the particular needs of a student. Appropriate discipline will be determined having regard to the age of the student and the nature of the offence.

Preparatory (Pre-Kindergarten–Year 4)

For students in the Preparatory School, the action taken could be:

- talking to the student about the misdemeanours
- withdrawal of privileges
- requesting interview with parents/guardians
- referral to the Principal or Headmaster
- in exceptional circumstances, the Principal, Headmaster or his delegate may impose a detention, an on or off campus suspension (out of class), or expulsion (terminate enrolment).

In Years 3 and 4 other options are:

- detention, including Friday after School or Saturday morning

Middle School and Senior School (Years 5–12)

- detention, including Friday after School or Saturday morning
- on or off campus suspension (out of class)
- expulsion

(d) *Detention Procedures*

Friday after School

Detention notifications are usually issued by class teachers to students on Thursday. They are to be taken home by students to be signed by parents/guardians. The detention notification states the date, duration and reason for the detention.

Saturday morning

Serious breaches of School requirements may result in a Saturday detention for 3 hours from 9am to 12 noon (or as otherwise advised). Detention notifications—similar to Friday after School detention notifications—are issued by the Friday prior to the detention.

The Principal, Headmaster or his delegate may contact parents/guardians directly with regard to a particular afternoon or Saturday detention for a serious breach of School requirements.

Detention times, once set, are not variable

(e) *On or off campus Suspension, and Expulsion*

On campus Suspension

The Principal, Headmaster or his delegate may suspend a student from class for a specific period. The suspended student works alone under School supervision with work provided by staff and does not have contact with other students for the duration of the on campus suspension.

Parents/guardians may be informed about and given reasons for the on campus suspension.

At the end of the on campus suspension, parents/guardians may be required to come with the student to discuss the student's behaviour with the Principal, Headmaster or his delegate prior to re-entry into normal class activities.

Off campus Suspension

The Principal, Headmaster or his delegate may require a student to cease attendance at the School campus for a specified period. The suspended student is not permitted to attend any School functions for the duration of the off campus suspension.

Parents/guardians are informed about and given reasons for an off campus suspension prior to the suspension.

At the end of an off campus suspension, parents/guardians must come with the student to discuss the student's behaviour with the Principal, Headmaster or his delegate prior to re-entry into normal class activities.

Expulsion

A second off campus suspension may result in automatic expulsion from the School.

Clause 8 (Clause 7 for overseas students) on the Conditions of Enrolment states:

The School may suspend or terminate enrolment at its discretion in any circumstances where it considers such action to be desirable or necessary with respect to the policies in the School Handbook and safety of the School community and, without limiting the generality of the foregoing, for any non-compliance with these conditions of enrolment.

Expulsion occurs only after discussion with the student and parents/guardians, following consistent and/or serious breaches of School requirements or the School's code of conduct.

(f) *Probation*

Following frequent or blatant breaches of School rules or requirements, a student may be placed on probation. This final warning sent to parents/guardians states that any further breaches will result in expulsion.

(g) *Procedural Fairness*

All matters related to discipline of students must be referred to the Principal, Headmaster or his delegate. The Principal, Headmaster or his delegate may interview any students or staff who may have been involved in an incident and records of these interviews are kept in student files. Records of interviews with parents/guardians with regard to the matter are also kept in student files.

The outcome of the investigation is then discussed with students and/or parents/guardians prior to disciplinary action. Any appeals with regard to disciplinary action can be referred to the Principal and/or Board of the School for final determination.

(h) *Corporal Punishment*

This School does not administer corporal punishment. No direction or advice is given to parents/guardians to administer corporal punishment as a result of any incident at School.

(i) *Records*

All on or off campus suspensions and expulsions are recorded in the student file by the Principal, Headmaster or his delegate. Letters or emails relating to disciplinary procedures are stored electronically and/or on student files as are records of interviews, findings, probationary letters and final expulsion letters.

(j) Deferring, Suspending or Cancelling Enrolment—Overseas Students

Deferment of commencement of study or temporary suspension of study requested by students or their parents/guardians in writing must be recorded in the student's file and can only be granted by the Principal, Headmaster or Registrar on the grounds of compassionate or compelling circumstances (e.g. illness where the medical certificate states that the student is unable to attend classes).

The Principal or Headmaster may suspend or cancel a student's enrolment as stated in the School Discipline Policy (p.37), Code of Conduct (p.14) and Conditions of Enrolment (p.13) in this Handbook or as follows:

- Misbehaviour by the student, or
- Failure to pay an amount required by the School as stated in the written agreement, or
- A breach of course progress (p.53) or attendance requirements (p.33).

Before imposing suspension or cancellation of enrolment, the Principal or Headmaster must inform parents/guardians and student in writing

- Of the intention to suspend or cancel enrolment with reasons for doing so.
- That the student has 20 working days to access the School's complaints and appeals process (#19 in the School Handbook, p.41).

When any deferral, suspension or cancellation action is taken, the Principal, Headmaster or Registrar must

- Inform the parents/guardians and student of the need to seek advice from Immigration on the potential impact on the student visa.
- Notify the Secretary via PRISMS within 14 days.

If the student accesses the School's internal complaints and appeals process, suspension or cancellation of enrolment cannot take effect until the internal process is completed unless extenuating circumstances relating to the welfare of the student or welfare of others apply.

Records of suspension or cancellation of enrolment are retained in a student's file.

17. Student Behaviour

(a) Senior Monitors

Years 11 & 12 students serve as leaders with the authority of the School as determined by the Principal, Headmaster or his delegate.

(b) Property

Teachers maintain a regular check on quality and care of desks, walls, toilets, etc. thereby enabling swift action to maintain furniture and rooms in quality condition. Students must care for the School environment and respect other students' property at all times. **Any reparation required following intentional damage inflicted on School property may be invoiced to parents/guardians of the student(s) responsible for the damage.**

(c) Student Relationships

As stated in the enrolment interview with parents/guardians, continuing enrolment at Redeemer requires parental and student support of the clear understanding that **special boy-girl relationships will not be a part of the student's life while enrolled at Redeemer.** The School aims to provide a culture for our students where wholesome relationships can be enjoyed without premature establishment of special friendships.

(d) Mobile Telephones/Personal Audio Equipment/Digital Technology

Mobile telephones and personal sound systems are not permitted to be in the possession of students at School at any time. Mobile telephones, personal audio equipment or other digital technology may be confiscated at the direction of the Principal, Headmaster or his delegate. Students may bring notebook computers (or equivalent)—only as advised by the Principal, Headmaster or his delegate—for School work including class presentations but these must not be used for non-educational purposes at School

such as a sound system, playing videos, taking photographs or videos, or playing computer games. Use of computers at School for non-educational purposes may result in a 'computer suspension' during which students are not permitted to use a computer at School. A personal computer brought to School in contravention of a computer suspension may be confiscated at the direction of the Principal, Headmaster or his delegate.

All students in Years 7-12 are required to sign the School's *Computers and the Internet Acceptable Use Agreement* each year to validate their use of computers at School.

(e) *Digital Cameras and Video Recorders*

Digital cameras and video recorders must not be brought to School, School Excursions or School Camps (unless otherwise advised by the Principal, Headmaster or his delegate). Students may seek permission to use digital cameras or video recorders owned by the School in conjunction with required work or study, or for specified occasions.

(f) *Large Sums of Money*

Large sums of money in excess of \$50.00 should not be in the possession of any student in the precinct of the School. Where the amount exceeds \$50.00, students must lodge this with the School Office on arrival.

18. Students' Use of Computers and the Internet Acceptable Use Agreement

Computers and the internet offer worthwhile opportunities for enrichment of the learning experiences of students. Redeemer students may be required to access computers including the internet either at School or at other locations such as home.

Students must behave in a responsible way in all School learning activities involving computer and internet use, observing all the rules in the following Code of Behaviour.

Student agreement

Christian name Family name

1. When accessing computers including the internet for School work, I agree:
 - to use computers and the internet only for educational purposes.
 - not to attempt to find or transmit any obscene, pornographic, racist, violent, illegal or other unacceptable or offensive material, and to report the accidental access of any such material to one of my teachers. I am aware that illegal computer or internet use can lead to police action and be punishable by a fine or even a jail sentence.
 - to take full care to ensure my own safety and the safety of others by not releasing any personal information (such as names, addresses, telephone numbers, photographs) and not agreeing to meet anyone contacted on the internet, except where such activities occur within a secure area set up by the School for a particular educational purpose.
 - to use appropriate language in communicating on computers including the internet with teachers, fellow students and others, and not to send any abusive messages.
 - not to submit any material copied from the internet as my own work (plagiarism).
 - to guard against virus damage to my own data and that of others by ensuring that current antivirus programs are installed on any personal computer being used.
 - not to change any School computer configuration unless specifically requested to do so by a teacher.
2. When accessing computers including the internet at School, I will observe the School's computers policy as stated in the School Handbook, namely:

Students may bring notebook computers (or equivalent)—only as advised by the Principal, Headmaster or his delegate—for School work including class presentations but these must not be used for non-educational purposes at School such as a sound system, playing videos, taking photographs or videos, or playing computer games. Use of computers at School for non-educational purposes may result in a 'computer suspension' during which students are not permitted to use a computer at School. A

personal computer brought to School in contravention of a computer suspension may be confiscated at the direction of the Principal, Headmaster or his delegate.

3. When accessing computers including the internet from a School computer, I agree:
- to use the computer carefully.
 - not to illegally download or copy any item or software.
 - to report any damage.
 - not to damage or attempt to repair the computer or remove any parts.
 - to ensure that my password is not shared with other students.

I acknowledge that any breach of this Code of Behaviour may be reported to the Principal or his delegate and may result in my immediate exclusion from all computer-based activities (a 'computer suspension').

Signature Date

Parent/guardian agreement

I acknowledge that I have read and understood the contents of the *Computers and the Internet Acceptable Use Agreement* and agree that my child should abide by this policy.

Signature Date

Please note that both the student and parent/guardian signatures are required.

19. Complaints and Appeals

1. Formal complaints or appeals that cannot be resolved informally may be raised in writing with the School and delivered by: post, in person to the School office, or email.
2. Complaints or appeals will be referred to the Principal, Headmaster or his delegate.
3. The Principal, Headmaster or his delegate will respond within 10 working days of formal lodgement of a complaint or appeal by providing a complainant opportunity to present a case—at no cost to the complainant—and conducting an investigation.
4. During investigation, each party may be accompanied and assisted by a support person.
5. As soon as practicable following investigation, complainants are given a written statement of outcome, including reasons for the outcome, by the Principal or Headmaster.
6. The report of investigation, interviews and outcome are placed on the student's file.
7. If a complainant is not satisfied with the outcome of the internal complaints and appeals process, a matter can be referred at no cost to a complainant to the School Board.
8. The complainant will be advised within 10 working days that any complaint or appeal that is not resolved to their satisfaction by the School Board may be referred on written request by the complainant—at minimal cost to the complainant—to the Overseas Student Ombudsman (if the student is an overseas student) or a Sydney based member of the Institute of Arbitrators and Mediators Australia for dispute resolution.
9. For overseas students, enrolment is maintained while a professional, fair and transparent complaints and appeals process is ongoing.
10. The Principal will implement a decision that supports the complainant and any corrective/preventative action required. The complainant will be advised in writing of the outcome.

20. Complaints or Allegations of Misconduct or Reportable Conduct

1. Redeemer is committed to education with a Christian worldview which foundationally includes providing a safe environment for all students and is opposed to any child abuse.

2. Reportable conduct or other inappropriate or unprofessional behaviour by staff towards students will not be tolerated under any circumstances.
3. Any person—including parents or students—may give a report to the Principal or Headmaster about a reportable allegation or conviction involving a member of staff.
4. Reportable complaints or allegations include the following conduct committed by a member of staff against a child: sexual offence or misconduct; ill-treatment (unreasonable and seriously inappropriate, improper, inhumane or cruel); neglect; assault; behaviour that causes significant emotional or psychological harm; failure to reduce or remove a risk of a child becoming a victim of child abuse; concealing information without reasonable excuse about a child abuse offence committed against another person.
5. The School is committed to investigating all allegations of staff misconduct or reportable conduct promptly and fairly in accordance with its Child Protection Policy and obligations under NSW legislation.
6. A person who is dissatisfied with the response of the Principal or Headmaster to a report may make a complaint to the NSW Children's Guardian.
7. A person is not subject to any civil or criminal liability or disciplinary action for giving a report, complaint or notification if the person is acting in good faith.

21. Whistleblower Policy

Part 9.4AAA of the Corporations Act 2001 requires regulated entities to have a whistleblower policy to help uncover misconduct that may not otherwise be detected. To support our Christian worldview in education, staff and other volunteers who are aware of possible wrongdoing are encouraged to speak about their awareness to the Principal, Headmaster or a Director of the School. The identity of an eligible whistleblower who makes a qualifying disclosure about the School to an eligible recipient is kept confidential except as authorised by law. The aforesaid whistleblower is also protected from victimisation or detriment by the School. This policy is available in the School Handbook on Redeemer's website and will be reviewed periodically as required or at least every five years.

Eligible whistleblowers include

- Member of the School Board.
- Staff at the School.
- Individuals who supply services or goods to the School (paid or unpaid).
- Employees of persons who supply services or goods to the School (paid or unpaid).
- A relative, dependant or spouse of any of the above.

Qualifying disclosures include

A disclosure to a lawyer to obtain legal advice about Part 9.4AAA of the Corporations Act or reasonable grounds to suspect that the School, its directors or staff are engaged in

- Misconduct including an offence against the Corporations or ASIC Act or any other law of the Commonwealth punishable by imprisonment for 12 months or more.
- An improper state of affairs or circumstances representing a danger to the public or the financial system.

Personal work-related grievances are not qualifying disclosures

- Unless the disclosure has significant implications for the School or involves the abovementioned misconduct
- Interpersonal conflict, transfers, promotions, conditions of engagement, and workplace discipline or termination of the whistleblower are generally not qualifying.

Eligible recipients who may receive qualifying disclosures include

- The School Principal, Headmaster, Bursar or Senior Master.
- Directors of the School.
- The School Auditor.
- ASIC, APRA or another Commonwealth body prescribed by the regulations.

Confidentiality of eligible whistleblower identity

- Eligible recipients will take reasonable steps to reduce the risk of revealing identities of whistleblowers making qualifying disclosures except as permitted by law.
- The eligible recipient may disclose the above said whistleblower's identity to ASIC, the Australian Federal Police, a lawyer, or with consent from the whistleblower.

Other protections available to eligible whistleblowers

making a qualifying disclosure to an eligible recipient

- A whistleblower is not subject to any civil, criminal or administrative liability (including disciplinary action) for making the disclosure.
- The disclosure is not admissible in evidence against a whistleblower in criminal proceedings other than proceedings in respect of the falsity of the information.
- A contract to which a whistleblower is a party may not be enforced, exercised or terminated on account of the disclosure.
- The School, its officers and staff must not victimise, cause detriment to or threaten detriment to a whistleblower on account of belief or suspicion about a disclosure or possible disclosure – detriment includes dismissal, injury at work, disadvantageous allocation of duties, harassment, intimidation, psychological harm, damage to property or reputation or business or financial position.
- Neither the whistleblower nor the recipient are required to identify or provide information that may identify the whistleblower to a court or tribunal except as required by the court in the interests of justice.
- Protections are also provided in the tax whistleblower regime.
- A discloser may qualify for protection even if the disclosure turns out to be incorrect.
- A discloser can seek compensation and other remedies if
 - They suffer loss, damage, or injury because of a disclosure, and
 - Redeemer failed to take reasonable precautions to prevent detrimental conduct.

Procedures with regard to a qualifying disclosure

- Eligible whistleblowers may make qualifying disclosures—or complaints about breach of confidentiality or detriment—to the Principal or Headmaster in writing delivered either in person or by email to headmaster@redeemer.nsw.edu.au.
- An eligible whistleblower may make an eligible disclosure or complaint to any eligible recipient in writing either in person or to their email address.
- The written disclosure must set out the alleged misconduct or improper state of affairs, including: reasonable grounds for suspecting the aforementioned allegations; any directors or staff suspected of being involved in the aforementioned allegations.
- A qualifying disclosure may be made anonymously to an eligible recipient. A discloser may refuse to answer questions they feel could reveal their identity.
- The eligible recipient will determine on the basis of this policy or with the assistance of a lawyer whether the disclosure is a qualifying disclosure.
- The whistleblower will be advised in writing within 10 business days of the outcome of this determination.
- The eligible recipient will investigate a qualifying disclosure or complaint as soon as possible depending on the nature of the disclosure or complaint and determine on the basis of the outcome of the investigation whether the disclosure or complaint should prompt managerial or governance action, or whether the disclosure or complaint should be referred to the police or any other government authority.
- Investigations will be undertaken in accordance with procedural fairness and confidentiality for both the whistleblower and any person against whom a disclosure has been made.
- Investigations may require expert assistance which may require additional time.
- The whistleblower will be informed about any delays in the anticipated timeframe.
- The whistleblower will receive regular updates and be advised within 5 business days of the conclusion of the abovementioned investigation concerning the outcome

of the investigation having regard to confidentiality considerations, legal obligations and any other relevant factors as determined by the School.

- Confidentiality will be observed in relation to communication to governance and management—and handling and storing records—with regard to the disclosure, investigation and outcome of the investigation. A discloser may lodge a complaint about breach of confidentiality with ASIC, APRA or ATO.

Public interest and emergency disclosures

Public interest and emergency disclosures qualify for whistleblower protection if

- A qualifying disclosure was previously made to the School, and
- For public interest disclosures
 - At least 90 days have passed since disclosure to the School, and
 - There are reasonable grounds to believe that no action has been taken, and
 - There are reasonable grounds to believe disclosure is in the public interest, and
- For emergency disclosures
 - There are reasonable grounds to believe that the disclosure is about a substantial and imminent danger to health or safety or the natural environment, and
- The School is notified of the intention to make a public/emergency disclosure, and
- The disclosure is made to a member of an Australian Parliament or a journalist, and
- The information in the disclosure is no greater than necessary to inform the recipient of the qualifying disclosure.

22. Personal Information Standard Collection Notice

The School is bound by the Australian Privacy Principles and the Privacy Act.

Your privacy is respected by the School. Privacy laws protect personal information we collect.

1. The School collects personal information, including sensitive information about students and parents/guardians before and during the course of a student's enrolment at the School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School to provide schooling for the student and to enable the student to take part in all the activities of the School.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. For overseas students on student visas, in the unlikely event that your course is not able to be delivered by the School, your name and contact details must be provided to the Australian Government Tuition Protection Service.
4. Laws governing or relating to operation of schools require information to be collected and disclosed, including relevant Education, Public Health and Child Protection legislation.
5. Health information about students is sensitive information under the Privacy Act. The School may ask you to provide medical reports about students from time to time.
6. The School may disclose personal/sensitive information for administrative or educational purposes, including to facilitate transfer of a student to another school. This disclosure may be to: other schools; government departments; health professionals; and people providing services to the School including specialist visiting teachers and volunteers.
7. Personal information collected from students is disclosed to their parents/guardians.
8. The School may store personal information in the 'cloud' for the limited purpose of storing and managing personal information which may mean that it resides on servers that are situated outside Australia. The overseas 'cloud' provider may not be required to provide the same protections as are provided by the Australian Privacy Principles.
9. Parents/guardians and students would reasonably expect information such as publicly acknowledged academic, sporting, cultural or philanthropic achievements and similar news to be published in School newsletters, calendars, roadside displays and on the School website possibly accompanied by photographs collected by the School.
10. Each year, parents/guardians and students request copies of a digital or photographic record of School classes, sport teams, camps, Open Day and Drama Club presentations—

hence parents/guardians and students would reasonably expect the distribution of this digital or photograph record of publicised events.

11. The School's Privacy Policy sets out how parents/guardians may seek access to personal information collected about them. There will be occasions when access is denied, such as: where access would have an unreasonable impact on the privacy of others; where access may result in a breach of the School's duty of care to the student; or where students have provided information in confidence.
12. The School Privacy Policy also sets out how you may complain about a breach of privacy and how the School will deal with such a complaint.
13. The School, the School's solicitors and the School's collection agency may use the information we collect during the full life of the credit account.
14. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish, and that the School does not usually disclose this information to third parties.
15. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your child.

23. Privacy Policy

This Privacy Policy sets out how the School manages personal information provided to or collected by it in accordance with the School's Personal Information Standard Collection Notice. The School may review and update this Privacy Policy to take account of new laws, technology, and changes to the School's operations and practices.

Personal information the School collects and how the School collects it

The type of information the School collects and holds includes (but is not limited to) personal information, including health and other sensitive information, about:

- students and parents/guardians before, during and after the course of a student's enrolment at the School.
- staff members, volunteers and contractors.
- other people who come into contact with the School.

Personal information you provide

The School will generally collect personal information held about an individual by way of forms filled out by parents/guardians or students, face-to-face meetings and interviews, correspondence, emails and telephone calls.

Personal information provided by other people

People other than parents/guardians or students may also provide personal information, for example a report provided by a medical professional or a reference from another school.

School use of personal information you provide

The primary use is education. Secondary uses are related to the primary use of education and reasonably expected by you, or to which you have consented.

Information about students and parents/guardians

The primary purpose for collecting personal information is to enable the School to provide schooling for the student including satisfying needs of parents/guardians, the student and the School throughout the student's enrolment.

The School uses personal information about students and parents/guardians to:

- keep parents/guardians informed about matters related to their child's schooling
- inform correspondence, newsletters and magazines.
- enable day-to-day administration of the School.
- look after students' educational, social and medical well-being.
- satisfy the School's legal obligations and allow the School to discharge its duty of care.

Information about staff members, other volunteers and contractors

The primary purpose for collecting personal information is to assess and engage a staff member, other volunteer, or contractor.

The School uses personal information about staff members and contractors for:

- insurance purposes.
- the School's legal obligations, for example, in relation to child protection.

School treatment of sensitive information

Sensitive information is personal information relating to:

- a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, philosophical beliefs, or criminal record.
- health information and biometric information about an individual.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose—unless you agree otherwise, or use or disclosure of the sensitive information is allowed by law.

Management and security of personal information

Staff are required to respect the confidentiality of students' and parents'/guardians' personal information and the privacy of individuals.

The School protects the personal information the School holds from misuse, interference and loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and password access rights to computerised records.

Access and correction of personal information

Under the Australian Privacy Act and the Health Records Act, an individual has the right to access personal information which the School holds about them and to advise the School of any perceived inaccuracy. Students will generally be able to access and update their personal information through their parents/guardians, but may seek access and correction themselves. There are some exceptions to these rights set out in the applicable legislation.

To make a request to access or update personal information the School holds about you or your child, please contact the Principal in writing. The Principal, Headmaster or his delegate may require you to verify identity and specify information required. The School may charge a fee to cover costs of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the School will advise likely costs in advance. If the School cannot provide access to information, the Principal, Headmaster or his delegate will provide a written notice explaining reasons for refusal.

Consent and rights of access to personal information of students

The School respects parents'/guardians' responsibility to make decisions concerning their child's education. Generally, the Principal, Headmaster or his delegate will refer requests for consent and notices in relation to personal information of a student to the student's parents/guardians. The School treats consent given by parents/guardians as consent given on behalf of the student and notice to parents/guardians will act as notice given to the student.

Parents/guardians may seek access to personal information held by the School about them or their child by contacting the Principal in writing. However, there will be occasions when access is denied as stated in the Collection Notice.

The School may—on the request of a student—when required by law, grant the student: access to information held by the School about them; or allow a student to give or withhold consent to the use of their personal information independently of their parents/guardians.

Enquiries and complaints

Enquiries or complaints with regard to Australian Privacy Principles should be directed in writing to the Principal. The Principal, Headmaster or his delegate will investigate any complaints and notify you of a decision as soon as is reasonably practicable.

Disclosing personal information to overseas recipients

The School is unlikely to disclose personal information to overseas recipients unless a request is received in writing from that person. The School may store personal information in the 'cloud' which may mean that it resides on servers situated outside Australia.

Notifiable data breaches

If personal information is accessed or disclosed without authorisation or is lost, the Principal, Headmaster or his delegate will notify individuals if this data breach is likely to result in serious harm.

24. Students with Special Needs**Identification and provision of support for students with special needs**

The policy of the School is to integrate students with special needs into the mainstream classes of the School. This includes students with: educational difficulties; physical disabilities; behavioural or psychological needs.

The School has a policy to limit such entries by taking note of:

- the ability of the School to adequately support the special needs.
- the number of students in the School or class with special needs to ensure that the mainstreaming class is not significantly impeded.

On application for enrolment, recent medical, educational and psychological reports must be provided. The School may require the student to undergo further testing.

Students who are already enrolled but now exhibiting special needs may require:

(a) Educational Needs

- Diagnostic tests by the School to establish specific educational need.
- Services of an educational psychologist for further testing (funded by the parent).
- Strategy with regard to need (e.g. special tuition, consultation with parents/guardians).
- Regular testing to establish effectiveness of program.

*(b) Physical Needs***Hearing Impairment**

Redeemer Baptist School integrates hearing-impaired students in the mainstream classroom. To achieve satisfactory outcomes, Redeemer may engage the The Royal Institute for Deaf and Blind Children (RIDBC) to provide:

- withdrawal and in-class specialist teacher support.
- professional development about using FMs and teaching hearing impaired students.

Other Physical Disabilities

Redeemer enrolls and assists students with particular needs where it is possible to provide a physical environment that enables the student to function in mainstream classes.

(c) Medical/Psychological Needs

Redeemer enrolls students with various needs if medical and professional support can be provided that enables the student to function in mainstream classes, such as:

- ADHD—medical professionals—Paediatrician, Children's Hospital at Westmead
- Autism Spectrum Disorders—Paediatrician, Speech Pathologist, Occupational Therapist
- Diabetes—Monitoring daily by a Senior First Aid officer.

25. Pastoral Care

Personnel responsible for pastoral care

All pastoral care issues are referred to the Principal, Headmaster or his delegate. If counselling is seen to be required, the Principal, Headmaster or his delegate will contact parents/guardians before taking further action. Adolescent issues may be referred to Westmead Hospital Adolescent Unit for advice with regard to a suitable practitioner.

Pastoral care decisions are made by the Principal and/or Board of the School following recommendation from the Principal or Headmaster and/or approval of parents/guardians.

(a) Pastoral Care—Overseas Students

All matters in relation to provision of support services—including counselling—for overseas students are to be referred either to the Principal or the Headmaster. They will provide support in regard to all matters of adjustment to life and study in Australia and the resolution of problems in relation to completion of studies and post-school education options.

(b) Orientation and Accommodation—Overseas Students

On arrival in Australia, or just before commencement in the School, interviews will be arranged by the Registrar, Headmaster or his delegate with overseas students to:

- (i) Discuss requirements of the course, including: English requirements; testing and assessment procedures; academic progress as part of visa requirements.
- (ii) Provide orientation information including a document for the student to sign stating that orientation information has been provided. Orientation information includes:
 - Support services available for study and life in Australia including English assistance.
 - Relevant legal, emergency and health services.
 - Information on reporting an incident significantly impacting a student's well-being.
 - General information on safety and awareness in Australia.
 - Facilities and resources at Redeemer.
 - Complaints and appeals processes.
 - Requirements for attendance and progress.
 - Support services available to assist with adverse circumstances.
 - Information with regard to their student visa on employment.
- (iii) Ensure the student is fully equipped to start School with:
 - uniform from the School and instruction in wearing the uniform.
 - selection of subjects to be studied, textbooks and other subject materials.

The Conditions of Enrolment require that all accommodation is to be approved by the School and that students cannot live alone. Any change in accommodation must be approved by the School. Evidence of accommodation arrangements is to be presented to the School at orientation. For students under 18, appropriate welfare and accommodation provisions are checked by the Principal, Headmaster or his delegate before commencement in the School.

(c) Care of Younger Students—Overseas Students

The policies and procedures in the School's Child Protection Manual apply to all overseas students whether being cared for in Australia by a parent or suitable nominated relative, or living in an approved homestay.

Policy

To ensure that appropriate arrangements are made to protect the personal safety and social well-being of overseas students under 18 years of age who are not being cared for in Australia by a parent or suitable nominated relative.

Procedures

1. Prior to providing an electronic Confirmation of Enrolment (CoE), ascertain whether the overseas student will be residing with a parent or suitable nominated relative.

2. For students under the age of 18 who will not be residing with a parent or suitable nominated relative:
 - a. The Registrar requires overseas parent(s) and local guardian(s) nominated by the parent(s) to complete the Guardian Form for approval of homestay arrangements.
 - b. Prior to issuing a CoE, the Registrar provides the nominated guardian with the Conditions of Enrolment for Overseas Students.
 - c. The Registrar, Headmaster or his delegate refers the nominated guardian specifically to condition #14 of the Conditions of Enrolment for Overseas Students having regard to appropriate accommodation arrangements for overseas students.
 - d. The Registrar, Headmaster or his delegate ascertains from the nominated guardian that the homestay provider is a family home situation and not a boarding house and identifies the proposed homestay provider.
 - e. The Registrar, Headmaster or his delegate interviews the proposed homestay provider and informs them about obligations in relation to child protection legislation.
 - f. The Registrar, Headmaster or his delegate requires the proposed homestay provider to provide photo identification and a working with children clearance number to the Headmaster to verify clearance for working with children.
 - g. The Registrar issues a CoE and thereby informs DHA through PRISMS that the School accepts responsibility for approving the student's accommodation, support and general welfare arrangements during courses covered by the nominated period.
 - h. The Registrar, Headmaster or his delegate Informs DHA through PRISMS of the proposed homestay provider.
 - i. The Registrar, Headmaster or his delegate maintains up-to-date records of the living arrangements of all students under 18 years.
 - j. The Headmaster or his delegate approves or disapproves a homestay arrangement following home inspection and completion of *Student Welfare in Homestay* form. Subsequent homestay inspections to be undertaken at least once each Semester.
 - k. If concerns are raised about a homestay, repeat (j) and if homestay arrangement is considered unsuitable then the Principal or Headmaster assists the nominated guardian in finding an alternative approved homestay provider.
 - l. If a student will be cared for by a parent or nominated relative approved by DHA and a Confirmation of Appropriate Accommodation and Welfare (CAAW) is no longer required, the Headmaster or Registrar will advise DHA through PRISMS.
 - m. If a student is cared for by a parent or nominated relative approved by DHA then the Headmaster or his delegate will monitor the living arrangements with a home inspection at least once each Semester.
 - n. If the School is no longer able to approve an overseas student's welfare arrangements—such as when a student discontinues enrolment, is expelled, resides in an unsuitable homestay; or leaves Australia—the Principal, Headmaster or his delegate will: make all reasonable efforts to ensure that the student's parents or legal guardians are notified immediately; inform DHA through PRISMS within 24 hours.

(d) Contact Details—Overseas Students

Policy

To proactively seek from students any updates to their contact details (address, mobile phone and email address) at least every six months.

Procedure

School records of student contact details are available to parents and nominated guardians of overseas students through the Redeemer Baptist School Community Portal (the Portal). At the commencement of each Semester, parents and nominated guardians are advised to review contact details held by the School and provide any updates through the Portal. Updates can be provided through the Portal at any time during the School term.

Homestay inspection each Semester also confirms contact details (address, phone, email).

26. Critical Incident Policy & Procedures

(a) *Critical Incident Policy*

Critical incidents include any traumatic event, or threat of such (within and outside Australia), which causes extreme stress, fear or injury. The Critical Incident Policy of the School is covered in a number of other Codes and Policies of the School, including:

- (i) Code of Conduct (Section 6 in this Handbook, p.14)
- (ii) Health and Safety Policy, including First Aid Policy (Health and Safety Manual)
- (iii) Behaviour Management Policy (Section 6(b) in this Handbook, p.15)
- (iv) School Discipline Policy (Section 16 in this Handbook, p.37)
- (v) Management, Reporting of Serious Incidents (Section 6(d) in this Handbook, p.15)
- (vi) Emergency Procedures Policy (Staff Handbook)

(b) *Injury & Critical Incident Reporting Procedure*

(i) Procedure following an accident or critical incident

The following procedure is a basic guideline for action following an accident or critical incident.

- Staff or student notifies other staff of the accident or critical incident.
- Staff member alerts Principal, Headmaster or his delegate and the Principal's office.
- Staff first aider attends any injured person.
- Staff member supervises students in the vicinity of the accident or critical incident.
- First aider or a designated person notifies and co-ordinates ambulance, medical or other appropriate professional or pastoral assistance.
- Appropriate staff member accompanies injured or affected person to medical or other appropriate professional treatment or pastoral assistance.
- Once the injured person has been treated, the attending member of staff will follow the School's incident reporting policy.

(ii) First Aid recording (see First Aid Policy and Procedure in Health & Safety Manual)

Staff members must alert Principal, Headmaster or designated Senior First Aid officer immediately if first aid is required and follow procedures in the Health & Safety Manual.

(iii) Recording of injuries and/or critical incidents

The process for recording injuries and/or critical incidents involves the staff member present ensuring that an electronic record is filed. It is the responsibility of the Health & Safety Manager to check that records are entered appropriately onto the School's centralised electronic records. The process for filing an electronic record may involve both the member of staff present or associated with the injury or critical incident and the Health & Safety Manager.

(c) *Parent/Guardian Communication*

All critical incidents must be reported to the Principal, Headmaster or his delegate.

Regardless of the nature of the critical incident, parents/guardians will be informed as soon as possible—by the Principal, Headmaster or his delegate—of the nature of the incident, prior to any medical or other appropriate professional treatment if possible. For overseas students, contact with parents may be established through local parent appointed guardians or, if necessary, through foreign embassies or consular officials.

No action is to be taken without reference to the Principal, Headmaster or his delegate. Any such action will be referred to parents/guardians and details recorded and lodged in the personal file of the student.

27. Overseas Student Transfer Request Assessment Policy and Procedure

Redeemer generally considers transfers from its registered courses prior to completion of the course to be detrimental to a student's education.

Prior to enrolment of an overseas student, the Registrar or Headmaster will determine whether a student initially enrolled in another registered school sector course and whether the student has completed at least six months of the first registered school sector course. The School will not knowingly enrol a student transferring from another registered provider school prior to the student completing six months of schooling at that school except where:

- A student's releasing registered provider or course has ceased to be registered, or
- A releasing registered provider has had a sanction imposed on its registration by the ESOS agency that prevents a student from continuing the course, or
- A releasing registered provider agreed, recording date and reasons in PRISMS, or
- A government sponsor of a student considers the change to be in the student's best interests and has provided written support for the change.

The Principal or Headmaster will consider a written transfer request signed by a student's parent or legal guardian prior to a student completing six months at Redeemer if submitted with the following attachments:

- A valid enrolment offer from another registered provider.
- If a student is under 18 years of age and not cared for in Australia by a parent or suitable nominated relative, the receiving provider confirms acceptance of responsibility for approving accommodation, support and general welfare arrangements.

The Principal or Headmaster will respond to a properly executed transfer request prior to a student completing six months at Redeemer at no cost in writing within two weeks, providing written reasons for granting or refusing the requested transfer.

The Principal or Headmaster will grant a transfer request prior to a student completing six months at Redeemer if considered by them to be in the student's best interests, such as:

- A student is unable to achieve satisfactory progress in the enrolled course and will be reported even after engaging in Redeemer's intervention strategies for assistance.
- Principal or Headmaster determines compassionate or compelling circumstances.
- Redeemer fails to deliver the course outlined in the written agreement.
- Principal or Headmaster determines that a student's reasonable expectations about the current course are not being met.
- Principal or Headmaster determines that a student was misled by the School about Redeemer or its course and the course is therefore unsuitable for the student.
- An appeal on a matter results in a decision or recommendation to release a student.

The Principal or Headmaster will refuse a transfer request prior to a student completing six months at Redeemer if considered by them not to be in the student's best interests, such as:

- A student's academic progress is likely to be disadvantaged.
- A student's well-being is likely to be adversely affected.

If the Principal or Headmaster grants a transfer request prior to a student completing six months at Redeemer, a letter of release advises parents or legal guardians and students:

- To contact DHA to seek advice on whether a new student visa is required; and
- That refund of fees is determined by Conditions of Enrolment for Overseas Students.

If the Principal or Headmaster refuse a transfer request prior to the student completing six months at Redeemer, the parent or legal guardian and student will be informed of the right to appeal the decision within 20 working days. The Registrar or Headmaster will not finalise a student's refusal in PRISMS until an appeal finds in favour of Redeemer or a student chooses not to access an appeal process within 20 working days or a student withdraws from the process.

The Headmaster will maintain records of all requests from students for a letter of release and the assessment of, and decision regarding, the request on a student's file.

28. Student Excursions and Other Activities Policy

Parents/guardians are always given prior notice of details of excursions. The emergency contact number for excursions is 02 9630 6311 (if the number is unattended, please follow the voice prompts to obtain after hours contact). Parents/guardians should note the following.

(a) *Excursions*

Notification to parents/guardians about excursions for specific subjects, classes or sporting activities is distributed digitally through an email link (EdSmart) and parents/guardians are asked to provide authorisation digitally for participation in the excursion.

Excursion permission requests include date, time, destination, activity and cost. Parents/guardians are required to respond to the excursion permission request by the date specified.

(b) *Annual School Camps*

The Camping program of the School involves Modules 0 to 4 (Years 5–12). School Camps form an integral part of the School program, held in Module groupings throughout the year.

Attendance at School Camp is compulsory. This requirement will only be varied in exceptional circumstances at the discretion of the Principal or Headmaster.

(c) *Training Sessions*

Students in School sports teams that play inter-school competition are required to attend training sessions after School at times specified by the Team Coach. Most secondary (Years 7-12) teams conduct training sessions using the School facilities on Monday afternoons but this may be varied.

(d) *Swimming Club*

Swimming Club is held in Term 1 to give opportunity for students to improve water skills with a view to the Swimming Carnivals held in Term 1. This program involves the use of the School pool or other local pools and may include professional coaching and training.

(e) *Football Academy*

Football Academy is held in Terms 1 and 2 on Thursday afternoons to give opportunity for students to develop game skills.

29. Assessment and Reporting of Student Work

(a) *Class Work*

Regular assessment procedures are included in each subject. Student preparation for these assessments is essential for satisfactory completion of course requirements. Achievement in any assessment may contribute towards the semester mark shown on the student Report.

(b) *Semester Examinations and Reports*

Years K–2 (Modules K and L) have formal assessments at the end of each semester. Student progress is reported to parents/guardians on Semester Reports issued at the conclusion of Terms 2 and 4. Grades for Key Learning Areas are provided.

Years 3 to 11 (Modules M to 3) have semester examinations on dates specified in the School Calendar. The week prior to these examinations is set aside for revision. The result of the semester examination is combined with class work to form the semester mark. Grades are shown on student Reports. Semester Reports are issued at the conclusion of Terms 2 and 4.

Year 12 (Module 4) have First Semester examinations on dates specified in the School Calendar. The Trial Higher School Certificate is held in Term 3 on dates specified in the School Calendar. Student Reports are issued at the conclusion of Terms 2 and 3.

(c) *Years 10 and 11*

Grades are awarded in all subjects based on student achievement in Descriptor Tasks (Year 10) and Assessment Tasks (Year 11) set by the School. These school-based assessments

follow NESAs guidelines. A to E grades are reported on each student's Record of Student Achievement (RoSA).

Assessment Policies for assessments that contribute to RoSA grades are distributed to students towards the beginning of Term 1. Students must maintain efforts to achieve their best results in School assessments. Parental assistance towards focussing on best achievements is vital.

(d) *Higher School Certificate (HSC)*

Students in Year 12 must complete a number of Assessment Tasks that contribute directly to the School-based moderated assessment which appears on their HSC.

Students are informed of the nature and date of forthcoming assessment tasks in advance. Assessment Policies for assessments that contribute to the HSC are distributed to students towards the beginning of the first Term in Year 12. Submission dates must be adhered to by students or the total mark may be reduced. Parental assistance towards focussing on best achievements is vital. Any variation in deadline for Assessment Tasks must be arranged in consultation with the subject teacher as per the Assessment Policies issued to each student.

Dates for the HSC written examinations commencing in October are specified on the NESAs website. Earlier dates for submission of major projects, performance or viva examinations are also published on the NESAs website. Parents/guardians should help HSC students avoid short-term distractions in favour of long-term goals. **Adequate time for study is essential. Part-time employment undertaken by Year 12 students may affect HSC results.**

(e) *National Assessment Program Literacy and Numeracy (NAPLAN)*

As part of the National Assessment Program—Literacy and Numeracy (NAPLAN), Redeemer students in Years 3, 5, 7 and 9 participate in national tests in literacy and numeracy. These tests have the support of all State and Territory Education Ministers.

30. Monitoring Course Progress—Overseas Students

(a) *Policy*

To support overseas students to complete their courses within the duration specified by the CoE and thereby fulfil their visa requirements with regard to course progress.

(b) *Procedures*

1. The Registrar ensures that the expected duration of study in the CoE does not exceed the CRICOS registered course duration.
2. The Principal, Headmaster or his delegate ensures that the overall program of curriculum content in core and elective subjects for each student meets course requirements.
 - a. K–6 students complete a core curriculum as stated on the School website.
 - b. Years 7–12 students complete core and electives as stated in Subject Selection Forms published on the School website.
 - c. K–12 students do not engage in online or distance learning.
3. Course progress is monitored by the Headmaster to ensure that students are in a position to complete their courses within the expected duration specified in their CoEs as follows:
 - a. The Principal or Headmaster may award an 'N' determination to Years 9-12 students if they fail to complete tasks in excess of 50% of final assessment marks. An 'N' determination jeopardises eligibility for School Awards and course completion
 - b. Parents/guardians of students who achieve less than 50% or 'D'/'E' grades in a Semester Report will be issued a warning letter from the Principal or Headmaster.
 - c. A warning letter indicates: Redeemer's obligation to report to DHA students who fail to meet visa conditions relating to satisfactory academic performance; and a requirement for parents/guardians with student to attend an interview with the Principal, Headmaster or his delegate to establish an intervention strategy.
 - d. Intervention strategies may include: homework assistance; diagnostic educational assessment; withdrawal intensive English support; or special tuition.

- e. Review of course progress by the Principal, Headmaster or his delegate after intervention will occur at or before the next Semester Report (review date determined at the abovementioned interview).
- f. The Principal or Headmaster issues a notice to parent/guardian and student indicating intention to report failure to meet progress requirements in accordance with Section 19(2) of the ESOS Act if, after intervention, a student is not engaged in learning and: an 'N' determination is awarded; or the student achieves less than 50% or achieves 'D' or 'E' grades in more than one subject in a Semester Report.
- g. A notice indicating failure to meet course progress requirements must provide 20 working days to access Redeemer's complaints and appeals procedure in accordance with National Code Standard 10 (#19 in this Handbook, p.41).
- h. If a student does not access the complaints and appeals procedure within 20 working days, or withdraws from the process, or the process is completed and results in a decision in favour of the School, then the Principal, Headmaster or his delegate must notify the Secretary through PRISMS of a student not achieving satisfactory course progress as soon as practicable.
- i. Redeemer may extend the duration of study where a student will not complete a course within the expected duration specified on a CoE as a result of: compassionate or compelling circumstances such as: illness supported by a medical certificate; an intervention strategy implemented by Redeemer for a student at risk of unsatisfactory course progress; an agreement to defer or temporarily suspend studies in accordance with Standard 9 of the National Code (Section 16(j) of this Handbook, p.39).
- j. If a variation may affect a student's expected duration of study, the Registrar or Headmaster will: record this variation in the student's file; report the student via PRISMS and/or issue a new CoE if required; advise the student to contact Immigration to seek advice with regard to any impacts on their visa.

31. Homework Policy

The School's recommendation for time students should spend each night on homework is:

Modules L & M (Years 1–4) . . .	30 minutes
Module 0 (Years 5 & 6)	45 minutes
Module 1 (Years 7 & 8)	1.5 hours
Year 9	2.5 hours
Year 10	3.0 hours
Year 11	at least 3.0 hours
Year 12	more than 3.0 hours

(a) *Student Homework Diary—Years 5 to 12*

Homework Diaries are issued to each student in Years 5–12. The Homework Diary is a record of homework and assignments required for each subject. Parents/guardians may consult the Homework Diary to check on homework requirements and encourage students to complete the required homework every day. Homework Diaries must be signed each week by parents/guardians and returned for checking by the Class Teacher each Monday.

It is important for students to appreciate the importance of a routine of daily homework. Failure to complete homework may result in a card signing and/or detention. A record of Friday detentions attended by the student is kept in the Homework Diary.

A regular check on homework allocation is made to ensure that the time required to complete homework is consistent with the guidelines in the Homework Diary. All Years 5–12 students must have this Homework Diary at all classes. **No other School Diary is acceptable.**

(b) *Homework Assistance—Years 1 to 6*

Students in Years 1–6 have a homework folder sent home each day. Assistance to complete homework may be offered to selected students at lunchtime where it is needed.

32. Textbooks & Stationery

(a) *Textbooks*

If textbooks are not purchased prior to commencement of the School year, they will be issued to students at the beginning of Term 1 with an invoice from the Bookstore. During the year other texts may be issued and invoiced from the Bookstore. Textbooks are available from the Bookstore located in the Robertson building.

(b) *Photocopying*

Photocopied material issued to students may be invoiced through the School Account.

(c) *Exercise Books/Stationery*

The correct number and size of exercise books and folders is available from the Bookstore for purchase prior to commencement of the academic year. Pens, pencils, rulers, compass sets, pencil cases and other School needs are also available from the Bookstore. Students may require a letter from parents/guardians for permission to purchase at the Bookstore.

33. School Fees

School Fees will be set in Term 3 prior to each new year and published on the School website. **Term fees are payable in advance.** If there is any difficulty in relation to payment in advance, contact should be made with the Principal, Headmaster or Bursar to determine whether a satisfactory payment arrangement can be made.

The School depends on the cooperation of parents/guardians for prompt payment of all School invoices including invoices for Bookstore and Uniform purchases. An account fee may be charged to Redeemer Baptist School or Redeemer Baptist Services accounts each month if the balance owing is not paid by the last day of the calendar month.

It is important that parents/guardians support the commitment which they have made to ensure that the option of Christian Schooling for their children is maintained.

(a) *School Fees—Overseas Students*

School Fees will be set in Term 3 prior to each new year and published on the School website. Annual fees including the HSC Fee are payable in advance. Deposits for Bookstore, Uniforms and Excursions are also payable in advance.

34. School Hours

Parents/guardians will be notified about persistent lateness

(a) *Preparatory School—Pre-Kindergarten and Kindergarten*

Pre-Kindergarten

Day's Commencement: 8.10am

Recess Breaks: 9.00am–9.10am, 10.00am–10.20am

Day's Conclusion: **12 noon**

Optional Extension: 2.45pm (an additional fee applies)

Students are to be brought to School **no earlier than 7.45am** and picked up from School by parents/guardians or another adult with written authorisation from parents/guardians **promptly at 12 noon or 2.45pm** or After School Care fees will apply (from 2.55pm).

Kindergarten

Day's Commencement: 8.10am sharp

Recess Break: 10.00am

Lunch Break: 12 noon

Day's Conclusion: **3.00pm**

Students are to be brought to School **no earlier than 7.45am** and picked up from School by parents/guardians or by another adult with written authorisation from parents/guardians **promptly at 3.00pm** or After School Care fees will apply (from 3.10pm).

(b) *Preparatory School—Modules L & M (Years 1–4)*

Day's Commencement: 8.10am sharp

Recess Break: 10.00am

Lunch Break: 12 noon

Day's Conclusion: 3.20pm

(c) *Middle and Senior Schools (Years 5–12)*

Day's Commencement: 8.10am sharp

Recess Break: 10.00am

Lunch Break: 12 noon or 12.50pm

Day's Conclusion: 3.20pm

(d) *Exceptions*

Modules 1 & 2 (Years 7–10)

Wednesdays finish at 4.20pm unless students are notified otherwise. Year 10 will be notified when they have Study Hall on Wednesday evening until 9.30pm. Parents must arrange suitable transport home after late lessons or Study Hall.

Modules 3 & 4 (Years 11–12)

Wednesdays finish at 4.20pm unless otherwise notified. Years 11 & 12 have Study Hall until 9.30pm each Wednesday unless otherwise notified. In Years 11 & 12, student timetables may include classes at School until 6pm on any day. Parents must arrange suitable transport home after late lessons or Study Hall.

35. After School Care for Students in the Kindergarten Module

To assist parents/guardians, there is After School Care on the School premises operated by Redeemer Baptist Services Limited and licensed by the NSW Department of Education. Children are provided with supervision in play activities.

Fees for After School Care will be invoiced on the Redeemer Baptist Services account, **separate from School fees.**

After School Care is available from 2.45pm until 6.00pm. **Parents/guardians must collect children by 6.00pm.** Failure to comply with this requirement may preclude parents/guardians from the facility of enrolling their children in this Service.

To make further inquiries, or enrol your child in After School Care, please call **02 9630 6311** or email enquiries@redeemer.org.au. **After School Care** can be contacted from 2.45pm on **04 0851 8380.**

36. Homework Club for Students in Years 1–6

To assist parents/guardians and for the benefit of students, students may attend Homework Club from 3.15pm until 6.00pm. Students will engage in self-directed, supervised School curriculum activities commencing with assigned homework followed by other activities relevant to the Key Learning Areas interspersed with recreation breaks.

Fees for Homework Club will be invoiced on the Redeemer Baptist School account.

Parents/guardians must collect children by 6.00pm. Failure to comply with this requirement may preclude students from the facility of attending Homework Club.

All students (Years 1–12) who are at School after 3.40pm but not attending a valid School-organised event will be required to attend Homework Club and invoiced accordingly.

To make further inquiries, or to apply for your child to attend Homework Club, please call **02 9630 6311** or email enquiries@redeemer.org.au. Homework Club can be contacted after 4.30pm on **04 0851 8380.**

37. School of Special Tuition

Redeemer provides Special Tuition on request to the School Office for Preparatory, Middle and Senior School students in all subject areas taking into consideration work already undertaken at school. Tuition occurs outside normal school hours on the School premises. **Fees** are invoiced in addition to normal School Fees on the School account.

To make further inquiries, or enrol your child in the School of Special Tuition, please call **9630 6311** or email enquiries@redeemer.org.au.

38. School of Music

This School offers tuition in music theory and the following instruments:

Piano	Saxophone	'Cello
Flute	Clarinet	Recorder
Violin	Classical Guitar	

Students may be prepared for AMEB examinations. Tuition in the School of Music may also be in conjunction with HSC requirements for performance.

Tuition may occur within school hours, where appropriate, but most classes will be held outside the normal school day. Tuition is provided on the School premises.

Fees are invoiced in addition to normal School Fees on the School account.

To make further inquiries, or enrol your child in the School of Music, please call **9630 6311** or email enquiries@redeemer.org.au.

39. The N F Cannon School Library

Years 5–12 students may attend the 1st Floor (upstairs) only of the N F Cannon Library for quiet, responsible, self-directed study after School as follows.

- Monday, Thursday and Friday: from 3.15pm until 5.00pm (or as advised)
- Tuesday and Wednesday: from 3.15pm until 6.00pm (or as advised)

Any student who fails to comply with the above behaviour requirement will be supervised in Homework Club and the parents'/guardians' School account invoiced accordingly.

The School may require written permission for your child to study after School in the library. To make further inquiries, or give permission for your child to study in the library after school, please call **9630 6311** or email enquiries@redeemer.org.au. All students must be picked up by the closing time of the Library. Failure to comply with this requirement may preclude a student from using the library for study after School.

When the Library is closed, students remaining at School will be required to attend Homework Club and invoiced accordingly.

40. The School Calendar

A full-colour wall calendar celebrating the life of the School provides information on important events in the School year including dates for School Terms and School holidays. The School Calendar is also published on the School website.

41. Contacting the School

- Principal: Jonathan Cannon
- Headmaster: Russell Bailey
- Telephone: **02 9630 6311** 8:00am–4:30pm
- After School Care: **04 0851 8380**
- Email: enquiries@redeemer.org.au
- Website: www.redeemer.nsw.edu.au

42. Plan of the School

