



# Devonport Christian School



**Parent Handbook 2021**

# Devonport Christian School

Principal: Mr Chad Smit  
[principal@dcs.tas.edu.au](mailto:principal@dcs.tas.edu.au)

Address: 3 – 11 Jiloa Way  
DON 7310

Postal Address: PO Box 44D  
DON 7310

Phone: (03) 6423 1373

Email: [admin@dcs.tas.edu.au](mailto:admin@dcs.tas.edu.au)

Website: [www.dcs.tas.edu.au](http://www.dcs.tas.edu.au)

School Times: 8:30 am start  
3:00 pm finish for Kinder students  
3:10 pm finish for Years Prep to 6

Recess: 10:55 am – 11.25 am

Lunch: 12:50 pm (eating)  
1:00 pm – 1.40 pm (playing)

## Our Vision:

A leading, truly Christ-centred school community, where students learn to love God, pursue excellence and flourish to reach their full potential.

## Our Mission:

Devonport Christian School develops students through high quality, holistic primary education in a Christ-centred school community.

## Our Values:

At Devonport Christian School we value...

### 1. Christ-centredness – in our character and all we do

*"And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through Him." Colossians 3:17*

### 2. Holistic Education – enabling children to develop physically, socially, emotionally, academically and spiritually

*"Love the Lord your God with all your heart and with all your soul and with all your mind and with all strength ... Love your neighbour as yourself." Mark 12: 30, 31*

### 3. Excellence – doing our best in all things

*"Whatever you do, work at it with all your heart, as working for the Lord." Colossians 3:23*

### 4. Family Partnerships – working with and supporting care-givers in their role as the child's primary educator

*"Bring them (your children) up in the training and instruction of the Lord." Ephesians 6:4*

### 5. Authentic community – serving and supporting all members of our school

*"Clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive one another ... and over all these virtues put on love." Colossians 3:12 – 14*

### 6. Godly Leadership – through all levels of the school

*"Each one should use whatever gifts he has received to serve others, faithfully administering God's grace in its various forms." 1 Peter 4:10*

# Term Dates 2021

Wednesday 20<sup>th</sup> January

School office opens for uniform sales, book collection and general enquiries

## Term 1

Wednesday 3<sup>rd</sup> February

Kinder to Year 6 students commence

Monday 8<sup>th</sup> March

School closed – Public holiday

Friday 2<sup>nd</sup> April – Tuesday 6<sup>th</sup> April

Easter Break

Thursday 9<sup>th</sup> April

Last day Term 1

## Term 2

Wednesday 28<sup>th</sup> April

Students commence

Monday 14<sup>th</sup> June

School closed – Public holiday

Friday 2<sup>nd</sup> July

Last day Term 2

## Term 3

Thursday 22<sup>nd</sup> July

Students commence

Thursday 23<sup>rd</sup> September

Last day Term 3

## Term 4

Tuesday 12<sup>th</sup> October

Students commence

Monday 1<sup>st</sup> November

School closed – Public holiday

Friday 26<sup>th</sup> November

School closed – Public holiday

Tuesday 7<sup>th</sup> December

Last day Term 4

# Contents

- A**  
Anaphylaxis, 6  
Association – Devonport Christian School Inc, 6  
Attendance, 7
- B**  
Banking, 7  
Bicycles, 7  
Board of Directors, 7  
Board Committees, 8  
Book Club, 8  
Bullying, 8  
Buses, 8
- C**  
Calendar, 8  
Camps, 9  
Captains – School and House, 9  
Carnivals, 9  
Celebration Service, 9  
Change of address and email, 9  
Chaplaincy, 9  
Children’s Development, 9  
Communicable Infections, 10  
Complaints Policy for Parents, 32  
Counselling Services, 10  
Curriculum, 11  
Curricular Activities, 11
- D**  
Damage to school property, 11  
DCS Community, 11  
Dental Treatment, 11  
Discipline, 11
- E**  
Electronic Toys and Games, 12  
Email, 13  
Enrolments, 13  
Excursions, 13
- F**  
Fees, 13  
Fire Drill / Lock Down, 13  
First Aid, 13
- H**  
Hair, 14  
Hats, 14  
Head Lice, 14  
Headphones, 14  
Health and Well Being, 14  
Health Services, 15  
Home Learning Expectations, 15, 35  
Home Time Procedures, 15  
Hot Lunches, 15  
Houses, 16
- I**  
Immunisation, 16  
Internet, 16
- J**  
Jewellery, 16
- K**  
Kiss ‘n’ Drop Zone, 16
- L**  
Leaving the School Grounds, 17  
Library, 17  
Lost Property, 17  
Lunches, 17
- M**  
Medication, 17  
Management Profile, 25  
Mobile telephones, 18
- N**  
Newsletter, 18
- O**  
Office Hours, 18
- P**  
Parent Involvement, 18  
Parking, 19  
Photographs, 19  
Physical Education, 20  
Playgrounds, 20  
Playgroup, 20  
Professional Development, 20
- Q**  
Questions often asked, 20
- R**  
Repeating a Year Level, 21  
Reports, 21
- S**  
School Emblem, 22  
School Structure, 22  
Speech Therapy, 22  
Staff Room, 22
- T**  
Telephones, 22  
Times, 23
- U**  
Uniform Policy, 23, 26
- V**  
Visitors (including parents), 23  
Volunteers, 23
- W**  
Withdrawal of Children, 24

## Anaphylaxis

Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening. Devonport Christian School is committed to providing, as far as is practicable, a safe and supportive environment in which students at risk of anaphylaxis can participate equally in all aspects of a student's schooling. The school will engage with parents/carers of students at risk of anaphylaxis in assessing risks, developing risk minimisation strategies and management strategies for the student.

Students who have been diagnosed as being potentially anaphylactic in response to any allergen or circumstance must be identified at the time of enrolment (allergy details recorded on the application for enrolment form). The School requires documentary evidence of this from a physician.

Parents are to provide the school with an action plan for each student who has been diagnosed as having the potential to suffer an anaphylactic reaction, which will be developed in consultation with the student's parents at the time of enrolment. The action plan will include a photograph of the student. Before implementation the action plan must be signed off by the student's physician.

School students who have been diagnosed as having the potential to suffer an anaphylactic reaction must only eat food that has been prepared in their home or supplied by their parents (and kept by the school) for their child's personal use on special occasions (e.g. birthdays etc).

It is the responsibility of the parent to:

- provide the emergency procedures plan (ASCIA Action Plan) annually
- provide staff with a complete auto-injection device kit
- regularly check the adrenaline auto-injection device expiry date
- Inform the school if the child's medical condition changes, and if relevant provide an updated emergency procedures plan (ASCIA Action Plan) when the plan is provided to the school and when it is reviewed.

The school is not a peanut or allergen free area. This is not manageable and promotes a false sense of security. However, all efforts will be taken by the school and staff to ensure the safety of the children concerned. The parent body will be reminded regularly via the newsletter etc and given appropriate strategies to help overall.

## Association - Devonport Christian School Inc

The school is a Christian Education National school governed by the **Devonport Christian School Inc.**, an association of committed Christian parents.

Christian parents and friends of the school are invited to join the Association so that they may contribute to the school's development and take on their responsibilities as parents in a Christian School. Our association is non-denominational and includes people from many different church, social and vocational backgrounds.

Association Fees are \$20.00 per year. Members are invoiced annually. However, for those who are eligible for membership and have children enrolled at DCS the membership fee is waived.

## Attendance

The Education Act 2016 states that children must attend school full time between the ages of 5 and 18.

**If a student is going to be absent, parents need to inform the school by phone call, email, in writing or via the Skoolbag app by 9:00am on the day they are absent. In the case of longer absences, verification will be asked for including medical certificates, evidence that a student is participating in a sporting, cultural or academic event or other verification as required by the Education Act.**

Parents are requested to make dental and doctor appointments, where possible, outside of school hours.

When a student is absent or expected to be late, parents should notify the school using one of the above methods before 9:00a.m. If the school is not notified by 9:15am why a student is absent, the office staff will send an SMS or call the parent/guardian seeking an explanation. If there is no answer an email will also be generated to seek communication with the parent/guardian. Parents/guardians should respond to the SMS/phone call or email with an explanation. If parents/guardians do not respond it is marked as an unverified absence.

Parents must notify the school in advance for a planned absence (such as a holiday or appointment) and this will be placed into the school's attendance system. Family holidays are required by State Law to be marked as unauthorised absences (See 3.3 in Attendance Policy with reference to the Education Act 2016). Parents wishing to take their children travelling during the school term for a period longer than 1 week, will need to complete an 'Application for Extended Leave' form and meet with the Principal for approval prior to travelling. This meeting will discuss a learning plan either before, during or after the trip to allow the student to catch up with work missed.

If the school is unable to manage any excessive unauthorised absence from school, they can apply to the Office of the Education Registrar to initiate a Compulsory Conciliation Conference (CCC). An explanation of this is in sections 41-57 of the Education Act 2016. Appendix 1 in DCS Attendance Policy outlines the types of issues a CCC will work with.

Refer to the Schools Attendance Policy for further information.

## Banking

Banking is offered each week through the Commonwealth Bank Youthsaver Student Banking Service. This service is run by volunteers through the school office and the school receives a commission for each new account opened and for deposits made. Enquiries regarding opening of new accounts can be directed to the school office.

## Bicycles

Bicycles are not to be ridden in the school grounds. Students riding bicycles to school are to walk them into the school grounds and leave in the designated bike area, on the basketball court side of the Kinder shed. The school cannot accept any responsibility for bicycles left on the premises during the day.

## Board of Directors

The school is governed by the Devonport Christian School Inc., a group of committed Christians, who annually elect a Board which sets policies and manages the educational, spiritual and financial development of the school. The Board appoints the Principal, who is responsible to the Board, for the educational leadership and management of the school.

The Association elects the School Board at the AGM held in May each year.

## Board Committees

The committees consist of interested parents and friends of the school with a board member appointed to represent the Board.

Committees are:      DCS Community                      Finance Committee                      IT Committee  
                                 WH&S Committee                      Child Protection Committee

## Book Club

A wide range of good quality books may be purchased from the Scholastic Book Club and Redgum Book Club. Brochures are sent home throughout the term and orders may be placed and paid on-line.

## Bullying

Devonport Christian School will not accept bullying in any form. A copy of the Behaviour Management Policy and Anti-Bullying Policy is available on request.

## Buses

The usual means of transport home is to be nominated at the beginning of the school year. If children are to go home other than their usual means of transport, **the school must be notified by a note or phone call to the office, before 2.30 pm on the day.** For safety reasons children will not be allowed to travel by an alternative means of transport unless school is notified.

The school has transport through the government contracted bus company, Merseylink. Any questions regarding bus routes and pick up times can be made by phoning Merseylink on 6427 7626. Maps are also available on their website: [www.merseylink.com.au/timetables-maps/](http://www.merseylink.com.au/timetables-maps/)

A fare is charged by the bus company. Cost is dependent on where students originate from. A Student free travel bus pass is available for eligible students. More information is available at [https://www.transport.tas.gov.au/passenger/passengers/student\\_travel/student\\_bus\\_fares/free\\_travel\\_bus\\_pass](https://www.transport.tas.gov.au/passenger/passengers/student_travel/student_bus_fares/free_travel_bus_pass)

Bus behaviour must be exemplary to ensure safe travel to and from school. Usually bus discipline issues are between the bus owners and drivers and the parents or guardians of the child/children. If there is an issue of bus behaviour please contact the above appropriate number. The school will assist parents should the issue not be dealt with, or continue, or is of a serious nature.

Refer to the Behaviour Management Policy for a copy of the student Code of Behaviour: Bus Travel

## Calendar

Holidays and Term Dates will be noted in the school newsletter at the beginning of the year. Major events, as well as any changes or additions to the calendar will be notified in advance through the school newsletter. There is also a link to the calendar on the school website [www.dcs.tas.edu.au](http://www.dcs.tas.edu.au)



## **Camps**

As part of the curriculum Year 5 and 6 students attend a three-night camp bi-annually (currently to Canberra). There is a cost to parents for this with the school covering the balance.

Year 3 and 4 students attend a camp (currently to Port Arthur), the cost of which is covered by the school.

## **Captains - School and House**

Students in Year 6 have the opportunity to run for election for the positions of Captain, Vice-Captain (Boy and Girl), House Captain and Environment Captain. Voting takes place late in the prior school year, with nominees given the opportunity to present an election speech to their peers. Students in Years 3 to 6 are eligible to vote.

## **Carnivals**

The school runs three sports carnivals during the year: Athletics in Term 1, Cross Country in Term 2, and Swimming in Term 4. Year 3-6 students also attend an extra sports carnival in Term 4 with Leighland Christian School.

## **Celebration Service**

The Celebration Service is held late in the school year. Students present a variety of items and reflect on the past year. Everyone is welcome to come along and celebrate the Lord's goodness to us. Dates are advised in the school newsletter.

## **Change of Address and email**

Accurate, up to date details of family address, email address and telephone numbers are essential. The school will communicate through electronic mail where possible. Please advise the office of any changes to your address as soon as possible or notify us via the 'Change of Details' eform available on the Skoolbag app. Please review your emergency contact details each year or as they change.

## **Chaplaincy**

Our school Chaplain is available on a part-time basis for the entire school community. Feel free to contact them at any time through the school office or by email at [chaplain@dcs.tas.edu.au](mailto:chaplain@dcs.tas.edu.au)

In addition to support services our chaplain operates the Hot Chocolate Club and organises activities during breaks for students.

## **Children's Development**

Where parents are concerned about progress of their child, they should, in the first instance, discuss their concerns with the appropriate teacher.

## Communicable Infections

Information for parents on Communicable Infections is available from the school office or on the internet at: <https://www.education.tas.gov.au/documentcentre/Documents/Infectious-Diseases-Table.pdf>

These guidelines are followed by the school regarding correct practice for treating communicable infections and return to school following an infection.

Students who have displayed symptoms of diarrhoea and vomiting are to be kept away from school for 48 hours following the last episode to assist in preventing the spread of infection.

## Counselling Services

There are a number of counselling services available in Devonport should you wish to avail yourself of what they have to offer—everything from budgeting and family planning to family and personal counselling. The pastor of your own church may be able to assist you or be able to refer you to someone more experienced if this seems best.

Below are other counselling services you may wish to consider:

**Anglicare** – 31 King Street, Devonport 1800 243 232

**Salvation Army** - 166 William St, D'port. Ph: 6424 9177

**CLS (Parakaleo) Services** - General number is: 1300 132 098

**Medicare Local** - 6425 0800

**Wellways Australia** - 1300 111 500

Please do not feel awkward or embarrassed if you want to see someone at these services. We rarely feel guilty if we go to the doctor for a physical ailment. To go to our pastor or a Christian counsellor for advice or other assistance not only makes sense, but like a doctor, can result in mending and improved emotional, spiritual and/or mental health.

## Curriculum

The new Australian Curriculum is being taught with certain subject areas being rolled out during the next few years. The curriculum may be divided into the following broad areas:

Christian Living  
The Arts – Visual Art, Drama, Music  
Science  
Digital Technologies  
English  
Mathematics  
History & Social Science (Hass)  
Geography  
Physical Education & Health  
Social & Emotional Learning  
LOTE (Languages other than English)

### **Christian Living**

Whilst all subject areas are taught in the light of God's Word, it is school policy that time be set aside to search the Scriptures. A systematic study of the Bible is undertaken throughout the primary grades.

## Curricular Activities

All children are required to attend:

Athletic Carnival

Eisteddfods

Concerts

Picnic

Dedication Service

Swimming & Water Safety – Years Prep to 4

Ready, Set, Rescue (Water Safety) – Years 5 and 6

Cross Country Carnival

Celebration Service

Excursions

Camps – Year 3/4 and 5/6 (bi-annually)

These are integral events in the school year and part of your child's education at Devonport Christian School.

## Damage to School Property

Any damage, accidental or deliberate should immediately be reported to the Principal. In cases of deliberate damage or damage caused by inappropriate behaviour, the school will discuss possible reimbursement costs with the family/ies concerned.

## DCS Community

The DCS Community group provides financial and social support for the school through its fund-raising projects and community activities. All parents are eligible and encouraged to actively participate in the DCS Community activities and meetings. Office bearers are elected at the AGM held at the beginning of each school year. DCS Community office bearers are required to be an Association Member to hold a position (President, Secretary, Treasurer).

## Dental Treatment

The State Government provides dental treatment through the Devonport Community and Health Services Centre in Steele Street. Parents are responsible for contacting the Centre to arrange appointments.

## Discipline

### Overview of General Philosophy

Devonport Christian School must be a safe and happy place for every member of the school community, including staff, parents, visitors, and particularly the children. To ensure this we must always follow the teachings of the Lord Jesus Christ and be obedient to his words.

The behaviour management policy of our school can be summed up in the words, "Love the Lord your God with all your heart and with all your soul and with all your strength and with all your mind," and "Love your neighbour as yourself."

Discipline is not just punishment but pastoral care, nurturing and guidance, and above all LOVE.

Teachers will negotiate with their students at the beginning of the year to establish a set of class rules, responsibilities, and consequences.

Our five colour-coded expectations for the DCS Community are listed below. These will be displayed in classrooms and around the school and will be the main Biblical framework for our Behaviour Management Policy. Classroom and all other behaviour, including negotiated rules, will easily fall under these categories.

I am expected to:

- Be Responsible (purple)
  - be responsible for my actions
- Be a Blessing (white)
  - be fair and kind to others
- Be Safe (green)
  - play and work safely
  - take care with issues of health
- Be Respectful (orange)
  - use acceptable language
  - care for all property
- Be a Learner (blue)
  - always do my best

### **Suspension**

The Principal may place a student on Internal Suspension for periods up to three days as part of consequences for misbehaviour or simply to allow the student the opportunity to reflect and become calm.

In the case of serious misdemeanours, the Principal may suspend a student from school for a day or more, depending upon the severity of the problem. Such an action will only be taken following discussion with the parents concerned.

Attending a Christian School is a privilege. The school may deny that privilege, or take other disciplinary action, against any student whose conduct does not conform to acceptable Christian standards. This applies to conduct not only during school hours, but also at other times if the student brings public reproach to the name and honour of the school.

Parents, if you have concerns with any issue of discipline, please notify the appropriate teacher. If things are not improving please notify the Principal. Remember small problems are more easily dealt with than big problems and early intervention is the best solution.

## **Electronic Toys and Games**

Students are not to bring electronic toys to school eg. PS2 or other mobile devices. Those students who use these items on the bus are to hand in to the office on arrival at school and collect at the end of the day.

## **Email**

The school's email address is [admin@dcs.tas.edu.au](mailto:admin@dcs.tas.edu.au). Emails to the principal may be addressed to [principal@dcs.tas.edu.au](mailto:principal@dcs.tas.edu.au) The school newsletter will be distributed by email, unless you contact the office and make arrangements for a paper copy.

Changes to student daily routines, buses, or notification of absence may be sent to [reception@dcs.tas.edu.au](mailto:reception@dcs.tas.edu.au).

Any enquiries regarding fees may be sent to [accounts@dcs.tas.edu.au](mailto:accounts@dcs.tas.edu.au)

## **Enrolments**

All enrolments are carried out in accordance with the School's Enrolment Policy. Application for enrolment forms are available from the school office or on the school website.

## **Excursions**

These are an integral part of the school's educational program. Teachers inform the parents beforehand, usually via a letter home and on the Skoolbag app, when an excursion is planned. As representatives of the school, a high standard of behaviour from the students is expected.

## **Fees**

The school fee is an inclusive fee and covers all schooling costs – tuition, stationery, school activities, excursions and swimming and water safety programme.

Payment options are as follows:

1. Pay the full year amount at the beginning of Term 1. Payments made by this method by the due date, receive a 7% discount.
2. Payment in four equal instalments at the beginning of each Term. Payments made by this method by the due date, receive a 4% discount. Accounts are forwarded early in each term and prompt payment is appreciated
3. Payment made by 26 equal fortnightly payments, made by direct debit from your bank account.

Any queries regarding fees should be directed to the Business Manager.

## **Fire Drill / Lock Down**

These are held a number of times per year. Children are taught how to behave and where to gather in the event of a fire or lockdown situation. If there are any parents or volunteers working in the school during Fire Drill or Lockdown they must follow all emergency procedures as instructed by staff and displayed in strategic places around the school.

## **First Aid**

All first aid is handled through the front office. If a parent is in the school and you see an injured child, please either take the child to the office, or ask someone to get help. First aid treatment is only to be given by school staff.

## **Hair**

In keeping with the school Uniform Policy, long hair (shoulder length and below) must be tied back at all times. This applies to both girls and boys. Hair accessories if worn, must be unobtrusive, meet WH&S safety requirements, and be in school or neutral colours (blue, white). Hair styles and colour should be appropriate for primary school children.

## **Hats**

The school hat is an important part of the school uniform. It is available from the uniform shop in two styles; slouch and legionnaires. Students must wear hats before, after and during school hours in Terms 1 and 4.

## Head Lice

Head Lice are a nuisance, and sometimes a source of embarrassment, but not a condition with a significant level of health risk. Students are required to keep long hair tied back or worn close to the head ie braided, to assist in the prevention of head lice. Parents are asked to notify the school when head lice are detected. Children must be kept home until treatment of the infestation is initiated and an attempt has been made to remove all eggs.

## Headphones

As each student enters Kinder they will be supplied with a set of headphones for their own personal use at school. These headphones will be kept by the school and used as they move through each year level. Parents will be requested to replace headphones if they are damaged due to mishandling or lost.

## Health and Well Being

If your child becomes unwell at school, they may be sent to a quiet corner to lie down for some time. If illness requires that the child go home, a parent will be contacted and requested to collect the child. Where both parents work a third person should be appointed who is able to care for the child. Please make sure that the school has a reliable emergency number should you be unable to be contacted.

**Children who are ill before school should not be sent to school.**

**If a child is vomiting or has diarrhoea, they MUST NOT return to school until at least 48 hours following the last incidence.**

### Accidents

Minor cuts and bruises are attended to by qualified staff who keep a record of treatment.

More serious accidents which require medical treatment may be handled in one of two ways:

1. Parents are immediately contacted by the school office.
2. The child is taken by ambulance to hospital. Parents are immediately contacted by the school office.

It is not school policy to pay hospital/medical costs for students injured at school.

## Health Services

The school has access to the following services. If you wish to access one of these services, please speak to the classroom teacher or Melanie Sargison our Student Support Services Co-ordinator.

Psychological Assessment  
Speech Therapy  
Counselling

School Chaplain  
Occupational Therapist

## Home Learning Expectations

Homework is set for the following reasons:

- To consolidate skill learned
- To further develop concepts being learned
- To develop appropriate study habits
- To provide a channel for regular communication between school and home

### Parental Responsibilities

The school expects parents to play an encouraging role in the area of homework. Home learning should never be a continual stress for students. Speak with the classroom teacher if adjustments may be required for individual students.

## Home Time Procedures

At 3.10 pm: (Except Kinder at 3.00pm who are picked up from the Kinder room.)

- Teachers dismiss students and they go to one of three areas of collection; the 'Kiss n Drop' Zone, the playground or the bus zone. Please discuss with your child where you wish to collect them from at the end of the day.
- Parents may either park their car (using the left-hand side parks) and enter the school grounds to wait for children or collect children from the 'Kiss n Drop' zone. Staff will be on duty assisting students in the 'Kiss n Drop' zone.
- Any students leaving the school prior to 3:10pm must go to the office for collection by parents and to be signed out.
- Students travelling home by bus must stay in the Kinder playground area until their buses arrive.

## Hot Lunches

Hot lunches are run by the DCS Community and offered on select days during the week, when volunteers are available. A menu is published each Term and orders can be placed each week. The school newsletter has more information on ordering hot lunches.

## Houses

Students are divided into two houses – Don (Red) and Mersey (Yellow). Regular sports afternoons allow for inter-house sporting and other competitions. House activities are planned and operated by the Year 6 Leadership team.

## Immunisation

It is a condition of enrolment that the school is notified in writing of your child's immunisation status. Immunisation given during the year should be noted on the next year's annual student record form so that student records can be kept up to date. If your child can't be vaccinated because of medical or other reasons, the information you provide in writing should say so.

If an outbreak of a vaccine preventable disease is declared in the school community and your children are not fully immunised, they may have to stay home. When the outbreak is declared to be over they may return to school. This is to prevent the disease spreading to other children. (Refer Appendix D)

More information on vaccination is available from the school office or on the internet at:

[http://www.dhhs.tas.gov.au/service\\_information/services\\_files/immunisation](http://www.dhhs.tas.gov.au/service_information/services_files/immunisation)

## Internet

Devonport Christian School provides students with access to computer equipment and the Internet. These valuable educational tools are part of the wide range of resources that support our educational program.

While staff will ensure that high-quality on-line materials are available and promoted, it is possible that your child may encounter inappropriate material while using these resources. *Devonport Christian School, however, will endeavour to use every reasonable means, both by supervision and by the provision of protective computer screening programs, to minimize the likelihood and impact of this situation.*

## Jewellery

As per the uniform policy (Appendix B):

- Only one set of plain, small sleepers/plain studs to be worn in lower ear. All other forms of piercing are not considered acceptable.
- Rings and necklaces are not permitted due to safety and security reasons.

## Kiss 'n' Drop Zone

The Kiss 'n' Drop Zone is a designated area for parents to come and quickly drop off or collect their children. When using the Kiss 'n' Drop Zone cars should not be parked for longer than two minutes and parents should not leave their car. If you wish to meet your children inside the school grounds, please park in the allocated spaces.

## Leaving the School Grounds

Students must have special permission to leave the school grounds. Where possible, teachers should have prior knowledge of parents collecting students during school hours.

Parents collecting students during school hours are to come to the office to sign their children out and the Receptionist will ring the classroom to have the child come to the office.

## Library

Devonport Christian School has a well-stocked library consisting of over 12000 items. Students may borrow books for a period of up to 14 days. Parents are asked to support teachers in promoting care of books. All students will be provided with a waterproof library bag on enrolment, which is to be replaced by parents if lost. Parents will be billed for the cost of lost or damaged library books.

## Lost Property

Lost property will be placed in the lost property 'bins' outside the Kinder classroom and JILOA Centre. Unclaimed articles that are left for any length of time are given to the Uniform Shop for selling, or to a recognised charity. Clear naming of articles ensures property is returned to its owner.



## Lunches

Students eat their lunch under staff supervision. They are given approximately 10 minutes at the beginning of lunchtime and are then allowed to play.

All students, from Kinder to Year 6 are encouraged to have healthy lunch boxes. Examples of this are fresh fruit, carrot/celery sticks, cheese sticks, healthy quality muesli bars etc.

It is important that students bring plenty of water to drink. Whilst fruit boxes are satisfactory they do not provide sufficient fluid for the full day and a drink flask of water should be also supplied.

Parents are discouraged from using nut-based products (eg peanut butter and Nutella) due to the possibility of allergies in other children. Food sharing is not allowed for this reason.

## Medication

**It is school policy that no medication (such as analgesics and over the counter medications) can be issued or administered by staff unless prescribed by a medical practitioner or authorised by a pharmacist implementing the doctor's instructions.**

Should medication be prescribed by the student's medical practitioner and be required to be administered while the student is at school or involved in school-approved activities such as excursions and camps, a parent/legal guardian must arrange for:

- a request to the school to administer the medication
- the medical practitioner's specific prescribed instructions for administration on the pharmacist's label
- the safe transfer of medication to the school, and
- medication to be delivered to the school in originally prescribed container only

## Mobile Telephones

Students who require mobile phones before or after school are to hand phones into the office for safe keeping on arrival at school and collect at the end of the day. Students are not to carry mobile phones on them personally or in school bags during the day. Any student found doing so will have their phone confiscated by the Principal and a parent will be required to collect the phone from school.

## Newsletter

The school newsletter provides the primary means for the Principal's weekly communication with parents. It contains current information, items of interest and important details about the life of the school. Please ensure that you read this information each week and where responses are required, that these are returned immediately.

The newsletter is given to the youngest child in the school. Please make sure that a routine for receipt of this important means of communication is established. Other documents and communications may also accompany the weekly newsletter.

The newsletter is available via email, Schoolbox and also on the school website [www.dcs.tas.edu.au](http://www.dcs.tas.edu.au). A hardcopy may be requested from the school office.

## Office Hours

The school office is open each day between 8:15am and 3.45pm. The office will open for 2021 on Wednesday 20<sup>th</sup> January.

## Parent Involvement

Parental involvement is encouraged as it provides the following benefits:

- Increases an awareness of the needs to partner with the school.
- Creates a greater feeling of connection with the school.
- Establishes a sense of belonging and service to the wider community.
- Allows an opportunity for fellowship with others who share a vision for Christian education.
- Significantly reduces teacher support, maintenance and other staffing costs to the school.

**Please Note: All volunteers at the school must complete the Volunteer Induction course and provide a copy of a current 'Working with Vulnerable People' Record check before commencing volunteer work.**

It is understood that not all parents can be involved in parent help activities, but we encourage such involvement where this can be arranged.

The Board will from time to time call for expressions of interest from within the school community for volunteers to be members of committees and activity groups.

## Parking

Parent parking is available via the Laphorne Close entrance and/or on Jiloa Way.

**Parent Parking (dropping children off or collecting children):** If you wish to get out of your car and walk your children in, you will need to park your car using the left hand side parking spaces. As these parking spaces are at a 45 degree angle, please do not reverse park.

**Drop off and pick up zone:** This area is not for parking and leaving your vehicle. Instead, it is where the driver wishes to stay in the car and only sit for 1 minute while their children exit or enter the vehicle. Cars must drive all the way up to the very end of the 'Kiss n Drop' zone, to allow for multiple cars to pull in behind them. In the afternoon, children being collected at the 'Kiss n Drop' zone can wait under the covered area where a staff member will be supervising from 3:10pm – 3:30pm. In the mornings at drop off time, students can exit through the left hand side of the car, and walk into the school grounds where the playground is supervised from 8:15am – 8:30am.

**Right hand side parking:** This area (opposite the drop off zone) cannot be used for parking when collecting or dropping off students, as cars will be pulling out of the drop off zone and driving through from Laphorne Close. These spaces are only for staff or adult parking without children. This assists with our commitment that no children will be walking across the road.

Some parents may wish to use street parking along Jiloa Way near the school oval. Please be mindful and careful of traffic and buses entering and exiting the carpark outside admin.

It is important that as a community, we walk with our children around car parks and roads. The school will continue to inform students they cannot cross any road, driveway or carpark without an adult. We ask for your co-operation to help train and educate your children in this practice.

## Photographs

School Photographs will be taken during the year and parents are given the opportunity to order photographs.

The school takes photos of students participating in school events. These are used for various purposes, including publication in our weekly newsletter, School Magazine and on our school Facebook page. Parents give their consent for publication of student photos on the enrolment form when the student commences.

Photos of students will only be used for out of school purposes, including newspaper advertising and publishing on the school web site if consent has been given on the student enrolment form.

Our Child Protection Policy contains the following statement:

*All people involved in the care of children on behalf of, or in connection with, the School must not:*

- 1.1. photograph or video a child without the consent of the child and his/her parents or guardians;*

Please take note that this includes events such as carnivals and assemblies as well as class activities. If you would like to take a photo of your child when they receive a certificate at assembly or a ribbon at a sports carnival, we suggest you take them aside later and take a photo of them with their award, rather than try to do this in the context of assembly or carnival with other students in the background.

We appreciate our parents' support as we seek to provide a culture of child safety right across our school.

Parents are asked to respect the rights of other parents by not publishing photos containing other students taken at school events, on on-line social network sites such as Facebook.

## Physical Education

PE days will be advised at the beginning of the year through the school newsletter, via Schoolbox and through your child's teacher. Students are required to wear their full sports uniform on the day their class has PE.

## Playgrounds

Students are expected to play appropriately while in the playground. The Behaviour Management Policy is available for your perusal.

## Playgroup

The school operates a parent-involved playgroup for children from birth – kinder age called Jiloa Juniors each Thursday during school term from 8.30am-10.30 am.

## Professional Development

Staff members are encouraged to develop their expertise by participating in appropriate Professional Development. Units of work through the National Institute of Christian Education are often available to parents. Please talk to the Principal for more information.

## Questions Often Asked

### ***What do I do if I want to arrange an appointment to see a teacher?***

- Telephone the school OR
- Send a note with your child OR
- Email the class teacher OR
- Call at the office

### ***What do I do if I want to contact the Board?***

- Telephone the school OR
- Email [board@dcs.tas.edu.au](mailto:board@dcs.tas.edu.au) OR
- Write to the Board President care of the school.

### ***What do I do if I want information about uniforms or the DCS Community?***

- Contact the school office.

### ***What do I do if I want to make an enquiry re my fees?***

- Contact the Business Manager, Mrs Kim Hill by phone on 64231373 OR
- Email [hillk@dcs.tas.edu.au](mailto:hillk@dcs.tas.edu.au)

### ***What do I do if I want to make an enquiry re buses?***

- Contact the bus owners:  
Merseylink Coaches – 6427 7626

### ***What do I do if I wish to see the Principal?***

- Contact the office by phone OR
- Email the Principal [principal@dcs.tas.edu.au](mailto:principal@dcs.tas.edu.au)
- Write care of the school office OR
- Call in at the school to make an appointment

### ***What do I do if I want to make a complaint about anything?***

School policy concerning this issue is based on Matthew 18:15. We ask that any person with a complaint or even a minor concern speaks directly to the person with whom they may have the problem. If the problem is not solved by this process, please speak to the Principal who will arrange a meeting between the parties to assist in a process of reconciliation. Should the Principal be unable to bring about reconciliation, the matter will be passed on to the Board.

For further information, refer to the school Complaints Policy for Parents – Appendix D

### ***What do I do if I want to make a suggestion about improvements to buildings?***

- discuss the matter with the Principal

### ***What do I do if I want to make an enquiry about membership of the Devonport Christian School Association?***

- contact the Principal, or Board member Pip Martin OR
- enquire at the school office

### ***What do I do if I want to make an enquiry/complaint/suggestion and do not know who to contact?***

- telephone the school office OR
- call in at school

## Repeating a Year Level

On occasion it may appear necessary to either parents or staff members that a child could benefit from a repeated year level. People who feel that this may be necessary must discuss this matter with the Principal who will work through planned criteria to determine the need.

The school may recommend that a child repeats a year level, but ultimately it is the parent's responsibility to make this decision.

## Reports

Students are assessed through testing. This may take a variety of forms from oral to written, and observation.

### Benchmark

- Year 3 and 5 students participate in the annual NAPLAN (National Assessment Program Literacy and Numeracy) assessments.
- Children from Years 3 to 6 have the opportunity to be involved in the ICAS national Science, English, Mathematics, Spelling, Writing and Digital Technologies competitions.

### Reporting

- An interim report is sent home during 1<sup>st</sup> Term.
- Students receive a full report in August with a second report being sent home in mid-December.

## School Emblem

Below are the foundational values that embodied our original emblem. The emblem/logo was updated in 2014 and reflects the same values.

### The Cross

Our education is Christ-centred

### The Open Bible

God's Word is our guide

### The Rays

"In your light we see light" (Psalm 36:9)

### "Jesus is Lord of All"

The school motto. We strive for excellence in all our endeavours because we work, not to please man, but that all may glorify our Heavenly Father.



## School Structure

See Appendix A.

## Speech Therapy

Children will be referred to Speech Therapists as recommended by classroom teachers. Please speak to your child's teacher if you have any concerns.

A copy of the school's procedure on Accessing Speech Assistance is available for further information.

## **Staff Room**

The staff room is a common room for staff who meet there for morning tea and lunch. The warm atmosphere helps build good staff relations and morale. Parents are welcome to use the facilities for morning tea and lunch.

Teaching staff often use break times in the staff room to discuss issues that may arise or any concerns they may have regarding certain students. Discussing students' performance, behaviour or attitude often occurs when the teachers, as professionals, try to work out the best approaches to their education. Visitors are reminded that such discussion is confidential and must not be taken out of the confines of the staff room.

## **Telephones**

Office staff may make emergency telephone calls on behalf of students. Students are not permitted to receive or make personal phone calls at school, or on school excursions or camps, unless a family situation requires otherwise.

## **Times**

The school day starts at 8:30 am and finishes at 3:10 pm for Prep to Year 6 students. Kinder students commence at 8:30 am and finish at 3:00 pm. Recess is held from 10:55 to 11:25 am and lunch from 12:50 to 1:40 pm.

It is important that children arrive at school on time, preferably at least 10 minutes before the bell rings. This gives them time to unpack bags etc and find their friends before commencing school at 8:30 am.

Students should not arrive at school before 8:15 am. Whilst the teaching staff start at 8:00 am the first 15 minutes are spent in devotion and prayer. For safety and security reasons students do not have access to classrooms before 8:15 am. Any students who arrive before 8:15 am will be asked to wait in a secure location until yard duty commences.

## **Uniform Policy**

The wearing of school uniform is compulsory for all students. Children in Years Prep – 6 are required to wear sports uniform for physical education. They come to school on P.E. day in sports uniform. Kindergarten students are to wear sports uniform each day they attend.

For excursions students will be advised of which uniform to wear in the excursion information that is sent home beforehand. A copy of the Uniform Policy is included (Appendix B).

## **Visitors (Including parents)**

When any adult enters the school grounds (other than at drop off and pick up times) they are required to sign-in at the school office. On completing the signing-in process, the adult will be issued with a visitor's pass which is to be worn while they are on the school grounds. The visitor must have completed the DCS working with Our Children training, hold a WWVP card and have reference checks if they are going to work with children unsupervised (refer to Child Protection Policy and Procedures for information). Prior to leaving the school grounds, the adult is to return to the school office to sign out.

## Volunteers

As with most non-profit organisations, volunteers play an important and integral role at Devonport Christian School. Whether it is listening to a child reading, answering the phone or mowing the lawns, the assistance of volunteer workers is seen as an essential part of the day to day running of the school.

Volunteers are expected to conduct themselves in a manner that is in keeping with the school aims and mission statement - *“And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him” Colossians 1:17*

Devonport Christian School is a child protecting school and has a zero tolerance of child abuse. We have established a series of policies, procedures and a Code of Conduct aimed to protect children from abuse and embed a culture of child safety in the school environment. A Working with Vulnerable Person's Check is a condition of all employees, parent helpers and volunteers. All volunteers are required to complete the Volunteer Induction course before volunteering can commence.

All volunteers must fill in the volunteer register located in the office before commencing any volunteer activity and again when they leave the school. Volunteers are required to wear a volunteer's badge which can be collected from the office.

If you would like to work in the school in a volunteer capacity, please talk to the Principal, or another staff member.

**Please Note:** All volunteers at the school must complete the Volunteer Induction course and provide a copy of a current Working with Vulnerable People Check before commencing volunteer work.

## Withdrawal of Children

### Notice of Withdrawal

- The school requires **one full term's notice in writing** of the intention to withdraw a student from the school. You may wish to use the following form to advise the school of your intention.
- Payment in full for all fees or monies outstanding must be made before withdrawal of the student.
- **In the event that one term's notice is not received, the school reserves the right to invoice you for one Term's fees in lieu of notice.**

## Notice of Intention to Withdraw our Child/ren from Devonport Christian School

I / we ..... would like to inform Devonport Christian School of our intention to withdraw our child/ren from Devonport Christian School.

Name of Student/s:		

Date of Withdrawal:	
---------------------	--

Reason for Withdrawal:	
------------------------	--

School student/s will be attending:		

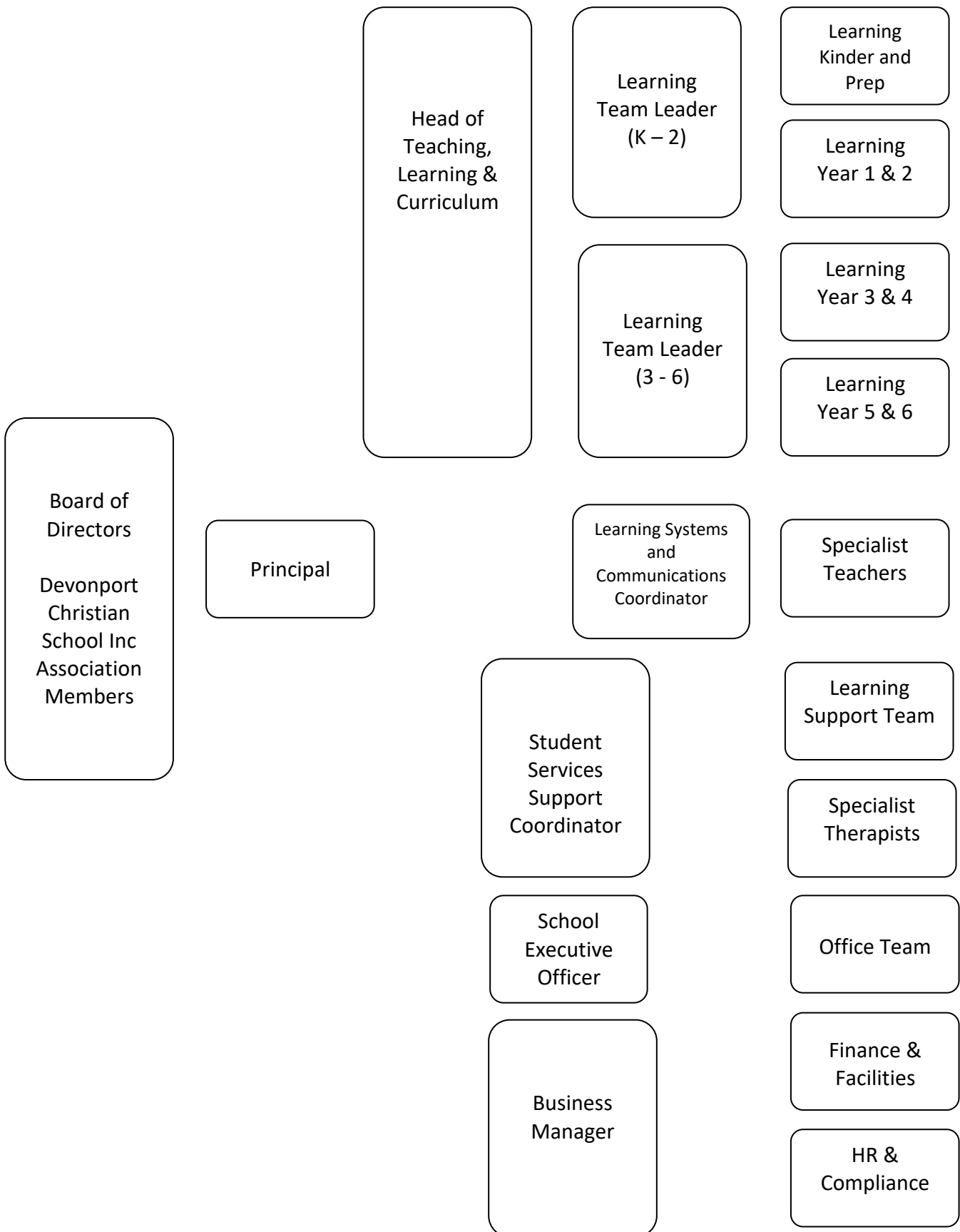
Signatures of Parent / Guardian:		

Date:		



**DEVONPORT CHRISTIAN SCHOOL**

**MANAGEMENT PROFILE**





# Uniform Policy

# Devonport Christian School

## OUR VISION:

A leading, truly Christ-centred school community where students learn to love God, pursue excellence and flourish to reach their full potential.

## OUR MISSION:

Devonport Christian School develops students through high quality, holistic primary education in a Christ-centred school community.

## OUR VALUES:

### At Devonport Christian School we value...

#### 1. Christ-centredness – in our character and all we do

*"And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through Him." Colossians 3:17*

#### 2. Holistic Education – enabling children to develop physically, socially, emotionally, academically and spiritually

*"Love the Lord your God with all your heart and with all your soul and with all your mind and with all strength ... Love your neighbour as yourself." Mark 12: 30, 31*

#### 3. Excellence – doing our best in all things

*"Whatever you do, work at it with all your heart, as working for the Lord." Colossians 3:23*

#### 4. Family Partnerships – working with and supporting care-givers in their role as the child's primary educator

*"Bring them (your children) up in the training and instruction of the Lord." Ephesians 6:4*

#### 5. Authentic community – serving and supporting all members of our school

*"Clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive one another .... and over all these virtues put on love." Colossians 3:12 – 14*

#### 6. Godly Leadership – through all levels of the school

*"Each one should use whatever gifts he has received to serve others, faithfully administering God's grace in its various forms." 1 Peter 4:10*

# School Uniform Policy

Our policy at Devonport Christian School, in line with parents' express wishes, is that all children wear the School Uniform. This policy is based on the beliefs that;

- School Uniform is the most economical option for parents in the long term. It minimises economic differences and demonstrates a sense of equality.
- Students develop a sense of belonging to the school and a feeling of teamwork.
- Uniformity goes hand in hand with discipline – accepting the rules and fitting in.
- Children will develop a sense of appropriate personal presentation in the best possible light; a sense of school pride.

No variation from these provisions is allowed without the Principal's consent and they are the one who has sole discretion in deciding whether a student's attire meets these requirements. If for some reason a student is not able to wear the appropriate uniform on any school day, a covering note is required by way of explanation. The Principal may use their discretion in excluding any student from school activities if these uniform requirements are not met to his satisfaction.

In the event of financial difficulty, parents are invited to discuss with the Principal some mutually satisfactory interim measures concerning their child's school uniform.

In the event of loss or wearing-out of some part of the uniform, parents are expected to obtain a replacement, more or less immediately and certainly as soon as practicable. Again, the Principal must be consulted.

The wearing of school uniform is compulsory for years Prep – 6 inclusive. Kindergarten students are required to wear sports uniform each day they attend. Any school excursions will be attended in full uniform unless the uniform is inappropriate dress for the activity.

## **Other Relevant Points:**

### **1. School Shoes**

School shoes are defined as follows:

Plain black leather shoes or boots, black leather sports shoes or black buckle/lace up school shoes with no coloured tags, tongues or stitching.

### **2. Jewellery**

- a. Only one set of plain, small sleepers/plain studs to be worn in lower ear. All other forms of piercing are not considered acceptable.
- b. Rings and necklaces are not permitted due to safety and security reasons.

### **3. Hats, Beanies and Scarves**

Students have a choice between two styles of hat, both styles chosen to give optimum protection from the sun. Hats which afford sun protection are to be worn at all times when students are outside during Terms 1 and 4.

As stated in our SunSmart Policy we acknowledge that safe sun exposure is important for children in order to maintain levels of Vitamin D. Therefore we would recommend that children are exposed to the sun without sun safe measures whenever the UV is below 3. From mid-September to mid-April, this is on average, before 8.30am and after 4pm, however during the winter months of May, June, July and August, the UV remains below 3 for the entire time so we recommend hats off and no SunSmart measures be used during these months.

Students may wear a Devonport Christian School woven beanie or scarf or a plain navy blue beanie, scarf or gloves during Terms 2 and 3 or in cold weather during Terms 1 and 4. These items are accessories to be worn outside for extra warmth and are to be removed when entering

buildings. No other beanies or scarves may be worn. Slouch or legionnaire style hats to be worn outside during play in Terms 1 and 4.

#### **4. Official Navy School Jacket**

Students are permitted to wear the Navy Layered Jacket for additional warmth/protection. As of 2017 no other jacket or coats will be permitted to be worn. The Navy Layered Jacket is an additional item if deemed necessary for extra warmth and comfort, **however, students are required to have a school jumper as a mandatory part of the school uniform for official events.** The students can choose to wear the either the school jumper, school jacket or both for warmth in and out of the classroom.

#### **5. Extra layers**

- a. Some students may require to have additional layers to add warmth during the colder days. Any items worn underneath the uniform need to be unnoticeable. White singlets, crew tops, or v-neck t-shirts are preferred.
- b. Another common exchange for Students who feel the cold is to opt for the official white skivvy in winter, to replace the white shirt.
- c. Any coloured garments seen underneath the official school uniform are a breach of the uniform policy.
- d. The Navy polar fleece vest may be worn with the sports uniform for additional warmth.

#### **6. Hairstyles**

- a. Long hair (shoulder length and below) must be tied back at all times. This applies to both girls and boys.
- b. Hair accessories if worn, must be unobtrusive and in school or neutral colours

7. Students must wear proper uniform travelling to and from school, except on designated “casual clothes” days. On such days, dress should be reasonable, safe and appropriate.

#### **8. Uniform Changeover**

Summer uniform is to be worn during Term One and Four. Winter uniform is to be worn during Terms Two and Three.

#### **9. Sports Uniform**

- a. Students must wear their Sports Uniform to school for the entire day on the day they have Physical Education lessons.
- b. Kindergarten students are to wear sports uniform each day they attend.

#### **10. Swimming Activities**

In-line with our Sun Smart Policy:

- c. During swimming activities (Learn to Swim, Swimming Carnival, School Picnic etc) a rash vest or t-shirt is to be worn over bathers.
- d. Two piece bathers are only permitted if covered by a rash vest or t-shirt.

#### **11. Casual Clothes**

From time to time students may be allowed to wear casual clothes to school. Please ensure that clothes worn meet Sun Smart and WH &S requirements.

Eg: Singlet tops or strappy sundresses are not permitted. Tops must cover the shoulders and upper arm.

Thongs and strappy sandals are not permitted. Shoes must be fully enclosed to provide protection.

#### **12. Parent Responsibilities**

- a. If for some unforeseen reason, part of the uniform is not worn, the student should bring a note explaining the reason to the class teacher who will sign the note. The signed note is the uniform pass for the day.

- b. Parental attention to these points will assist staff and enhance the presentation of the school in public.
- c. All items worn to school must be identical to those stocked by the uniform shop. If items are obtained elsewhere, there is no guarantee that they will meet uniform regulations and parents may be faced with replacing an item if it is deemed unsuitable.

<b>Sports and Kindergarten Uniform</b>	
Plain navy microfibre track pants* or plain navy unisex microfibre shorts*	
Navy/light blue DCS polo shirt *	
Navy polar fleece windcheater with school logo*	
Navy polar fleece vest with school logo* (optional for added warmth)	
Red or yellow polo top optional for carnival days (House colours)	
White, navy or grey sports socks or anklets	
Sneakers / runners – lace up or velcro	
<b>Boys Uniform</b>	
<b>Summer</b>	<b>Winter</b>
White cotton school shirt (not a polo top)	White cotton school shirt (long or short sleeve) or skivvy (not a polo top)
Regulation grey school shorts	Regulation grey school trousers or shorts*
Junior navy v-neck jumper*	Junior navy v-neck jumper*
Grey or white socks	Grey or white socks
Black leather school shoes/boots, black leather sports shoes or black buckle/lace up school shoes (polishable, not suede)	Black leather school shoes/boots, black leather sports shoes or black buckle/lace up school shoes (polishable, not suede)
Navy legionnaire* or broad brimmed hat* with school logo	Legionnaire* or broad brimmed hat* with school logo
Navy layered jacket*	DCS woven beanie and scarf * or Navy blue beanie, scarf or gloves
	Navy layered jacket*
<b>Girls Uniform</b>	
<b>Summer</b>	<b>Winter</b>
Navy/white striped dress*	Maroon/grey tartan pinafore*
Junior navy v-neck school jumper*	White school shirt or white skivvy
White ankle school socks (not anklet sports socks)	Junior navy v-neck school jumper*
Black leather buckle/lace up school shoes – maximum 2cm heel	Navy trousers* (optional)
Legionnaire* or broad brimmed hat* with school logo	White ankle socks or navy blue tights*
Navy layered jacket*	Black leather buckle/lace up school shoes – maximum 2cm heel
	Legionnaire* or broad brimmed hat* with school logo
	DCS woven beanie and scarf * or Navy blue beanie, scarf or gloves
	Navy layered jacket*

All items marked with an \* are available from the school office.  
The shop also stocks optional backpack style school bags.

# Providing Immunisation Information to School or Child Care Facilities

Information for Parents/ Guardians

Commonly, schools and child care facilities routinely update their immunisation records on an annual basis, however, should your child receive any additional vaccinations after starting school or child care, it is important to make sure that school and child care records are updated. Otherwise your child may be unnecessarily excluded from school or child care if an outbreak of a vaccine preventable disease taking place.

## **What if I am sure my child is fully vaccinated, but I can't remember the details or I can't get the required information?**

If you believe your child has been immunised against certain diseases but you can't get written proof, you can fill in and sign a Statutory Declaration explaining this. A Statutory Declaration form is available at your child's school or child care facility or from the Education Department or Department of Health and Human Services websites:

[http://www.dhhs.tas.gov.au/health\\_\\_and\\_\\_wellbeing/public\\_and\\_environmental\\_health/related\\_topics/immunisation/forms](http://www.dhhs.tas.gov.au/health__and__wellbeing/public_and_environmental_health/related_topics/immunisation/forms)

Apart from a JP, the Statutory Declaration can be witnessed by professionals such as Medical Practitioners, pharmacists, or teachers employed on a full time basis at a school. In such instances these professionals act as ex-officio Commissioners for Declarations.

## **What if I object to the vaccination of my child?**

If you object to having your child immunised you must sign a Statutory Declaration stating this fact

## **Is homeopathic "immunisation" recognised?**

No. Homeopathic "immunisation" has not been shown to work as an alternative to conventional immunisation in preventing serious illness. Only conventional immunisation has been proven to provide enough protection against these diseases.

## **Will my child have to stay home if there is a disease outbreak at school or in child care?**

If an outbreak of a vaccine preventable disease is declared in your community and your child is not fully immunised, they may have to stay home. These decisions will be made by the Director of Public Health and/or offices of The Public & Environmental Health Service in consultation with school authorities and when the outbreak is declared to be over they may return to school or child care. This will prevent the disease spreading to other children. Of course, if your child is unwell then the child will have to stay home until better. You may wish to talk to your family doctor for more information on how long your child should stay at home if they are unwell.

## **Where do I go for more information?**

For further information about immunisation requirements, speak to staff at:

- Your child's school or child care facility
- Your local council
- Your doctor
- The Family, Child and Youth Health nurse in your local community

You may also contact the Department of Health and Human Services' Immunisation Hotline on freecall 1800 671 738.



# Devonport Christian School



## Complaints Policy for Parents

# Devonport Christian School

## OUR VISION:

A leading, truly Christ-centred school community where students learn to love God, pursue excellence and flourish to reach their full potential.

## OUR MISSION:

Devonport Christian School develops students through high quality, holistic primary education in a Christ-centred school community.

## OUR VALUES:

### At Devonport Christian School we value...

#### 1. Christ-centredness – in our character and all we do

*"And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through Him." Colossians 3:17*

#### 2. Holistic Education – enabling children to develop physically, socially, emotionally, academically and spiritually

*"Love the Lord your God with all your heart and with all your soul and with all your mind and with all strength ... Love your neighbour as yourself." Mark 12: 30, 31*

#### 3. Excellence – doing our best in all things

*"Whatever you do, work at it with all your heart, as working for the Lord." Colossians 3:23*

#### 4. Family Partnerships – working with and supporting care-givers in their role as the child's primary educator

*"Bring them (your children) up in the training and instruction of the Lord." Ephesians 6:4*

#### 5. Authentic community – serving and supporting all members of our school

*"Clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive one another .... and over all these virtues put on love." Colossians 3:12 – 14*

#### 6. Godly Leadership – through all levels of the school

*"Each one should use whatever gifts he has received to serve others, faithfully administering God's grace in its various forms." 1 Peter 4:10*

# COMPLAINTS POLICY FOR PARENTS

## Policy

*Do your best to preserve the unity which the Spirit gives by means of the peace that binds you together. (Ephesians 4:3)*

*If a fellow believer hurts you, go and tell him – work it out between the two of you. If he listens, you've made a friend. If he won't listen, take one or two others along... and try again. (Matthew 18:15-16)*

Devonport Christian School places a high value on sustaining relationships within the community that are characterised by justice, respect, compassion, honesty, trust and grace. When a parent has a complaint or concern in respect of operational matters (the day-to-day operations and management of the School), the School has a clear procedure whereby such issues should be raised and addressed.

## Procedure

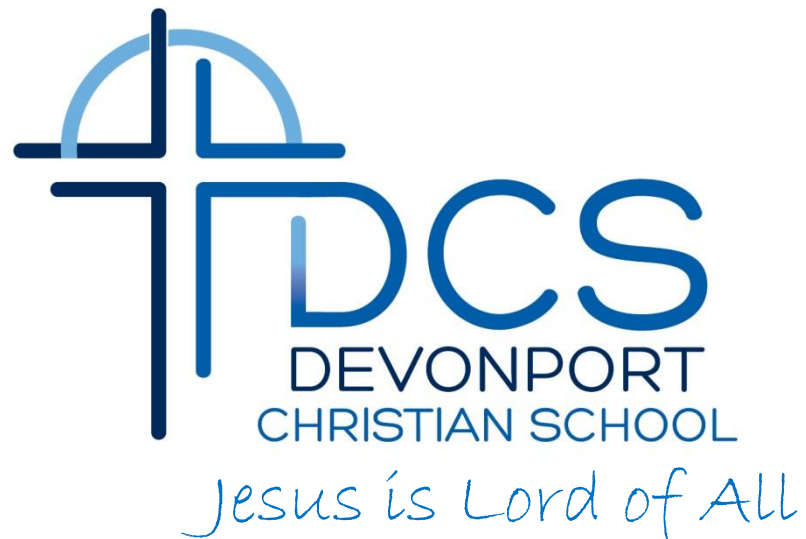
**Stage 1.** In most instances, a parent should raise the issue directly with the teacher or teachers concerned.

**Stage 2.** Where Stage 1 is not appropriate or a parent is not satisfied with the response at Stage 1, the parent should take the matter to the Principal. It is the community's expectation that the issue should be resolved at this level and that the determination of the Principal is accepted.

**Stage 3.** If a parent is not satisfied with the determination of the Principal, the matter may be referred in writing to the Secretary of the Board of Directors. Parents need to understand, however, that the Board has a governance role and is not involved in day-to-day operational matters. The only task for the Board in such operational matters is to ensure that concerns or issues have been handled in accordance with policy and procedure.

NB: If the issue is with the Principal, please refer to Complaints Management policy to follow procedures to know when to involve the Board President.

(Please note that if there is a serious breakdown in relationships due to a significant complaint, the school has a *Complaints Management Policy* which involves an independent mediation process.)



## Home Learning Expectations

# Devonport Christian School

## OUR VISION:

A leading, truly Christ-centred school community where students learn to love God, pursue excellence and flourish to reach their full potential.

## OUR MISSION:

Devonport Christian School develops students through high quality, holistic primary education in a Christ-centred school community.

## OUR VALUES:

### At Devonport Christian School we value...

#### 1. Christ-centredness – in our character and all we do

*"And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through Him." Colossians 3:17*

#### 2. Holistic Education – enabling children to develop physically, socially, emotionally, academically and spiritually

*"Love the Lord your God with all your heart and with all your soul and with all your mind and with all strength ... Love your neighbour as yourself." Mark 12: 30, 31*

#### 3. Excellence – doing our best in all things

*"Whatever you do, work at it with all your heart, as working for the Lord." Colossians 3:23*

#### 4. Family Partnerships – working with and supporting care-givers in their role as the child's primary educator

*"Bring them (your children) up in the training and instruction of the Lord." Ephesians 6:4*

#### 5. Authentic community – serving and supporting all members of our school

*"Clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive one another .... and over all these virtues put on love." Colossians 3:12 – 14*

#### 6. Godly Leadership – through all levels of the school

*"Each one should use whatever gifts he has received to serve others, faithfully administering God's grace in its various forms." 1 Peter 4:10*

## **DEVONPORT CHRISTIAN SCHOOL HOMEWORK POLICY**

- To consolidate skill learned
- To further develop concepts being learned
- To develop appropriate study habits
- To provide a channel for regular communication between school and home

### **GUIDELINES**

The activities and tasks set could include the following:

- Revision of basic subjects and skills
- Extension activities
- Development of specific skills in music, art, drama health & P.E
- Simple research
- Specified reading tasks
- Incomplete classroom work

The allocation of time for homework varies according to the grade level of each child and the development of each child in that particular grade level.

### **PROBABLE TIMES:-**

Lower Primary	maximum 10 minutes per night
Middle Primary	maximum 20 minutes per night
Upper Primary	maximum 30 minutes per night

These times will vary slightly throughout the year.

Homework will be set from Monday to Thursday although there will be occasion, due to other pressures and activities, when this will vary.

Homework will be checked and records kept for Reports and Assessments and Parent Teacher Interviews

### **ASSIGNMENTS AND PROJECTS**

As a general rule assignments or project work will not be set for homework since time is allocated during class lessons for such activities thus allowing teachers to assist and monitor the children as they work on their assignments. Children may be asked to complete illustrations, maps or cover pages at home, or to find some information. They may also be asked to research information from computers or encyclopaedias at home.

Homework should not be a burden to children or parents, in the primary school years. However, the routines of homework assist in the development of self-discipline and time management.

If problems occur parents are encouraged to contact their child's teacher. If children are unable to complete homework, please write a short note to the class teacher. With a parent/teacher meeting, homework can be negotiated to best suit individual situations and circumstances.