



TOONGABBIE CHRISTIAN SCHOOL

STAGE 6 2017 HANDBOOK



PRINCIPAL

Dr Johan Griesel

ASSISTANT PRINCIPAL - SECONDARY

Mr Richard Warren

HEAD OF STAGE 6

Mrs Gai Thomas

30-40 Metella Road, Toongabbie NSW
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TOONGABBIE CHRISTIAN SCHOOL

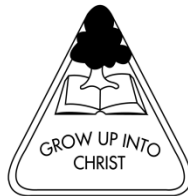
A Ministry of Toongabbie Baptist Church

CONTACT

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SCHOOL MOTTO & CREST

Grow up into Christ



SCHOOL VERSE

Ephesians 4:15 Speaking the truth in love, grow up in all things into Him who is the Head, even Christ.

OUR MISSION

To function as a Christian community in supporting families by providing quality education to develop the whole person in a Christ-centred, caring environment for life and eternity.

WELCOME

Welcome to the new school year at Toongabbie Christian School.

This handbook is intended as a guide for parents and students to the ethos of our school. Our ethos (or character) is based on our identity as a Christ-centered learning community. Therefore, the general procedures and requirements for secondary students are intended to create an ordered framework whereby students honour and value relationships with others and develop positive patterns of self-discipline.

Academic requirements and subject selection information are outlined separately in handbooks specifically written for students who are moving from Year 8 to Year 9, and students moving from Year 10 to Senior School (Stage 6), and in other documents you will receive throughout the year.

We encourage students to be involved in more than the academic part of the school day, but to consider how they can contribute to the whole "life" of the school, through ministry groups, sporting events, peer support groups and service activities. We believe that each child has distinct and valuable God given gifts and abilities, and our prayer is that they will be nurtured and given opportunity to grow in those gifts and talents whilst they study at TCS.

As you know, our curriculum is Christ-focused, and taught by followers of the Lord Jesus Christ. We aim to give your child the best education possible. We seek to work in partnership with your family and your church so that as we work together, each child may "Grow up into Christ".

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SECONDARY TERM DATES 2017

Significant dates for Secondary students and parents

TERM 1	10 Weeks	
Monday	30 January	Years 7, 11 & 12 commence
Tuesday	31 January	Years 8-10 commence
Tuesday	7 February	Secondary House Meeting
		Secondary Parent Information Night 6pm, 7pm, 8pm sessions
Wednesday	8 February	CIS Secondary Boys Baseball trials
Friday	10 February	Secondary Swimming Carnival
Tuesday	14 February	Fiji Mission Parent Meeting 7pm
Wednesday	15 February	Prefect meeting 4-6pm
Thursday	16 February	Fiji Mission Team ½ day preparation
Monday	20 February	CSSA Secondary Open Girls & Boys Soccer trials
Tuesday	21 February	CSSA Hockey Gala Day
		Secondary Parent ICT Information Night
Wednesday	22 February	CIS Secondary Open Girls & Boys Tennis trials
Friday	24 February	Technology kit sale day
Monday	27 February	CSSA Secondary 15 & under Boys soccer
Wednesday	1 March	Year 7 Camp
Thursday	2 March	Year 7 Camp
Friday	3 March	Year 7 Camp
		CSSA Secondary 15 & under Open Girls & Boys basketball trials
Tuesday	7 March	Stage 6 Seminar 1 (4-6pm)
Wednesday	8 March	Year 10 All My Own Work
Friday	10 March	Peer support training
Wednesday	15 March	CSSA State Volley Ball Gala Day
		Year 12 exam preparation afternoon
Thursday	16 March	Toonie Community Night
Tuesday	21 March	Parent Seminar (to be confirmed)
Wednesday	22 March	Choicez seminar for students in Years 7-10
		Year 12 exam preparation afternoon
		Year 8 Camp
Thursday	23 March	Year 8 Camp
		Year 9 Camp
Friday	24 March	Year 9 Camp
		Year 12 half yearly exams commence
Monday	27 March	Year 12 half yearly exams – 31 March
Thursday	30 March	Fiji Mission packing day
Friday	31 March	CSSA Secondary State Touch football gala day
		Easter Outreach at Seven Hills
Saturday	1 April	P&F Prayer Breakfast
Monday	3 April	Fiji Mission Trip (3-15 April)
		Year 12 excursion to Canberra
Tuesday	4 April	Year 12 excursion to Canberra
		CSSA Secondary Rugby Union 16 & under & Opens trials
		Year 7 2018 Information Night
Wednesday	5 April	Secondary House Meeting
Thursday	6 April	K-12 Easter Service 2pm
		CIS Secondary 15 & under Girls & Boys Volleyball trials
Friday	7 April	Secondary Athletics Carnival
		Term 1 ends

TERM 2	10 Weeks	
Monday	24 April	Term 2 commences
Tuesday	25 April	ANZAC Day public holiday
Friday	28 April	CIS Secondary Open Girls & Boys Volleyball trials
Tuesday	2 May	CIS Secondary Swimming
		CIS Secondary Golf
		ANZAC Day Assembly
		Year 7-12 Parent Teacher interviews 3:30pm – 8:00pm
Wednesday	3 May	CIS Secondary Swimming
		CIS Secondary 15 & under Boys AFL
		Year 10 study skills day
Thursday	4 May	CIS Secondary Open Girls Basketball
Monday	8 May	CIS Secondary Open Boys Basketball
		P&F Meeting (pm)
Tuesday	9 May	NAPLAN (Years 7 & 9)
Wednesday	10 May	NAPLAN
Thursday	11 May	NAPLAN
		Years 7-12 Parent Teacher interviews 3:30pm – 5:00pm
Monday	15 May	National Christian School Games
Tuesday	16 May	National Christian School Games
Wednesday	17 May	National Christian School Games
		CIS Secondary 15 & under Boys Rugby League trials
Thursday	18 May	National Christian School Games
		Years 10 & 11 half yearly exams
Friday	19 May	Years 10 & 11 half yearly exams
Monday	22 May	CIS Secondary Open Boys & Girls Soccer trials
		Years 10 & 11 half yearly exams
Tuesday	23 May	Years 10 & 11 half yearly exams
		CIS Secondary Open Boys & Girls Soccer trials
		ICAS Digital competition
Wednesday	24 May	Combined CSSA/AICES 16&u & Open Rugby Union gala day & trials
		CIS Secondary Open Boys 7 Girls Hockey trials
		Years 10 & 11 half yearly exams
Friday	26 May	Years 7-12 Run for Bibles
		ONE Day
Tuesday	30 May	CIS Secondary 15&U & Open Girls & Boys Touch Football
		ICAS Science competition
Thursday	1 June	Year 10 camp
Friday	1 June	Year 10 Camp
		CSSA Secondary State Cross Country
Monday	5 June	Extension 2 English writing day
Tuesday	6 June	Stage 6 Information Seminar
Wednesday	7 June	Leadership Camp
Thursday	8 June	Leadership Camp
		CIS Cross Country
Friday	9 June	Leadership Camp
Monday	12 June	Queen's Birthday public holiday
Tuesday	13 June	Years 9 & 11/2018 Subject Information Night
Wednesday	14 June	ICAS Writing competition
Monday	19 June	CSSA Secondary girls State Netball gala day
Tuesday	20 June	HSC Music performance night
Thursday	22 June	Secondary photo day
Friday	23 June	Careers Expo: Stage 5 & Stage 6 students
Monday	26 June	Year 10 Science Expo
Tuesday	27 June	Year 12 exam preparation afternoon
Wednesday	28 June	HSC Drama Progress Night
Friday	30 June	Secondary TCS celebration day
		Last day of Term 2

TERM 3	9 weeks	
Thursday	20 July	Year 11 intensive day
Friday	21 July	Year 11 intensive day
Monday	24 July	Term 3 commences
Wednesday	26 July	Year 7-10 reports distributed
		Year 12 exam preparation afternoon
Thursday	27 July	Secondary girls & boys State Soccer gala days
		AMC Maths Competition
Monday	31 July	HSC trial exams commence – 14 August
Tuesday	1 August	ICAS English Competition
Monday	7 August	CIS Rugby League Sevens
Tuesday	8 August	Parent/Teacher interviews 3:30pm-8:00pm
Saturday	12 August	Prayer breakfast
Monday	14 August	HSC trial exams conclude
Tuesday	15 August	ICAS Maths Competition
Wednesday	16 August	HSC Trial Drama Night
		Japanese student visit commences
Thursday	17 August	Parent/Teacher interviews 3:30pm – 5:00pm
Monday	21 August	CIS Rugby League Sevens
Tuesday	22 August	Prefect speeches
Wednesday	23 August	Japanese student visit concludes
Thursday	24 August	CSSA Secondary State Athletics
Monday	28 August	Secondary Captain selection and announcement
Tuesday	29 August	Year 11 exam preparation afternoon
Wednesday	30 August	Prefects meeting
Thursday	31 August	Secondary COS Day (Book Week)
Friday	1 September	CSSA Secondary girls & boys State Basketball gala day
Tuesday	5 September	Prefect Induction
		Stage 6 Information Seminar 3
Wednesday	6 September	CSSA Sec Oztag gala day
		Year 11 exam preparation afternoon
Friday	8 September	Preliminary exams commence – 14 September
Friday	15 September	CSSA Secondary Open girls & boys State Futsal gala day
		Fiji Mission/Germany excursion packing day
Monday	18 September	Fiji Mission Trip (18-30/9/17)
Tuesday	19 September	Prefects meeting
Wednesday	20 September	CIS Secondary Athletics
		Germany trip commences
Thursday	21 September	Year 12 reports distributed
		Year 12 Final Chapel
		Year 12 Graduation
Friday	22 September	Year 12 Formal (pm)
		Term 3 ends

TERM 4	10 weeks	
Monday	9 October	Term 4 commences
Tuesday	10 October	House meetings & House Captain elections
Wednesday	11 October	Prefect Camp
Thursday	12 October	Prefect Camp
		HSC exams commence (to be confirmed) – 10 November
Friday	13 October	Prefect Camp
Wednesday	18 October	Year 10 PDHPE Stalls
Thursday	19 October	Year 11 Camp
		CSSA Secondary girls & boys Softball gala day
Friday	20 October	CSSA Secondary State Biathlon/Triathlon
		Year 11 camp
Monday	23 October	CIS Secondary U15's Cricket trials
Tuesday	24 October	CIS Secondary U15's Cricket trials
Thursday	26 October	CSSA State Triathlon
Monday	30 October	Years 7-9 exams commence – 3 November
Tuesday	31 October	CSSA Secondary State Tennis gala day
Saturday	4 November	Prayer Breakfast
Monday	6 November	Year 10 exams commence – 10 November
		CIS Secondary 17&U girls Waterpolo trials
Tuesday	14 November	Year 10 Gender Day (to be confirmed)
		MADD Night 1
Wednesday	15 November	MADD Night 2
Wednesday	22 November	Year 11 Information Seminar 4
Monday	27 November	Year 10 Community Service
Tuesday	28 November	Year 10 Community Service
Wednesday	29 November	Year 10 Sporting Challenge
Thursday	30 November	Year 10 Sporting Challenge
Friday	1 December	Year 11 2018 Orientation Day
Wednesday	6 December	CIS Secondary 17&U girls Waterpolo
Monday	11 December	Year 7-10 reports distributed
Wednesday	13 December	Last day for Students
		Secondary Presentation Night
Thursday	14 December	Teaching Staff last day
Tuesday	19 December	Office last day

OTHER EVENTS

Senior School also includes particular events and activities as they continue to emerge as young adults. These could include Year 11 Camp, Information Days, Trial HSC, HSC Examinations, Year 12 Graduation & Formal, application to Universities etc. Information concerning these and other events will be communicated separately to students and parents.

KEY STAFF

PRINCIPAL

Dr Johan Griesel

PhD Education Management, B Economics

ASSISTANT PRINCIPAL SECONDARY

Mr Richard Warren M Ed, BA, B Ed, Dip Teach

Mr Warren is responsible for the leading of the Secondary Department, including the supervision of: teaching staff and students; student attendance; school discipline and BOSTES registration and accreditation compliance.

Head of Biblical Studies & Gifted & Talented Programs

Mr Richard Warren M Ed, BA, B Ed, Dip Teach

Biblical Studies, Christian Leadership & Service, Introduction to Biblical Theology

Head of Creative Arts

Mrs Kirsten Batt B Ed

Music, Drama, Visual Arts & Digital Photography

Head of English

Mrs Bronwyn Wong M Ed, BA, Dip Ed

Head of HSIE (Human Society & Its Environment)

Mr Sean Castle M Ed, BA, B Teach

History, Geography, Commerce, Business Studies, Legal Studies, Society & Culture

Head of Mathematics & Director of Educational Administration

Mr Jim Marrett B Sc (Hons), Dip Ed

Years 7-12 Exam organization, subject selection (Years 9, 10 electives & Year 11, 12 subjects), Board of Studies requirements for RoSA, Preliminary & HSC.

Head of Technology & Languages

Mr Brian Barter M Ed, B Ed (IA)

Design & Technology, Timber Technology, Food Technology, Textiles, Computer Studies, Mandatory Technology, Desktop Publishing, Information Processing & Its Technologies, Information & Software Technology; German.

Head of Personal Development, Health & Physical Education

Miss Clare Warren

B Ed (Human Movement & Health ED)(Hons)
Tuesday & Wednesday Sport, PDHPE, Sport, Leisure & Recreation, PASS, Senior PDHPE & CAFS.

Head of Science

Mrs Julie Lamplough B Sc, B Ed

Biology, Chemistry, Physics, Senior Science

Head of Secondary Education Support

Ms Kathryn Gallagher

B Ed (Prim), Adv. Cert. Pastoral Counselling, Post Grad Dip. Special Education

Head of Stage 4 (Years 7 & 8)

Mr Peter De Audney B Teach (Sec His), B Min

Mr De Audney is responsible for overseeing the discipline and pastoral care of Years 7 and 8 students and developing a positive learning culture.

Head of Stage 5 (Years 9 & 10)

Ms Lisa Gaddes

B Ed, Dip Teach, Dip Min, B Th

Ms Gaddes is responsible for overseeing the discipline and pastoral care of Years 9 and 10 students and developing a positive learning culture.

Head of Stage 6 (Years 11 & 12)

Mrs Gai Thomas B Sc, Dip Ed

Mrs Thomas is responsible for overseeing the discipline and pastoral care of Years 11 and 12 students and Distance Education and developing a positive learning culture.

Vocational Education Adviser

Mrs Katherine Kerr BA, Dip Ed

Mrs Kerr will be available to see individual students to provide vocational guidance. Year 12 students are able to see Mrs Kerr on a regular basis. Information about work experience, TAFE and Tertiary courses will be provided by her.

SECONDARY TEACHERS

Mrs Trish Alexandrou
B Com, Dip Ed

Mr Brian Barter
M Ed, B Ed (IA)

Mrs Kirsten Batt
B Ed

Mrs Melissa Boulden
B Music Ed

Mr Chris Box
BA, B Ed

Mrs Adrianna Brugel
M Teach (Primary), BA (Psych)

Mr Nathan Carruthers
M Teach, B Sc (Hons)

Mr Sean Castle
M Ed, BA, B Teach

Mr Christopher Cranston
M Teach (Sec), B Health Science

Mr Peter De Audney
B Teach (Sec), B Min

Mr Adrian Elmer
BA, Dip Ed

Mrs Rebecca Elmer
BA, Dip Ed

Ms Lisa Gaddes
B Ed, Dip Teach, Dip Min, B Th

Ms Kathryn Gallagher
B Ed (Prim), Adv. Cert. Pastoral Counselling, Post Grad Dip.
Special Education

Mr Ben Garlato
B Arts (Hons) (Germanic Studies), Grad Dip Ed

Mr Nicholas Gatenby
B Physical & Health Ed

Mrs Melissa Georgiou
BA, Dip Ed

Mrs Jodie Handley
B Sc, Dip Ed

Mrs Katherine Kerr
BA, Dip Ed

Mr Maher Khalil
B Sc., M.Sc., Dip Ed, M.Sc. (Hons)

Miss Anvie Kitong
BA, B Ed

Mrs Melissa Kuitert
B Ed

Mrs Julie Lamplough
B Sc, B Ed

Mr Jim Marrett
B Sc (Hons), Dip Ed

Mr Ryan McMurray
B Teach (Sec), B Health & Physical Ed (Hons)

Mrs Ruth Newell
BA, Dip Ed

Mr Jason Ng
B Sc (Advanced Mathematics), Grad Dip Ed (Sec)

Mr Roger Perrett
B Ed

Mrs Katrina Pritchard
BA Ed

Mrs Michelle Smithson
B Sc (Botany), Dip Ed

Mr Stephen Tan
B Eng, GDSCS, B Sc (A Physics), Grad Dip Ed

Mr Clement Tang
M Teach (Sec), B Health Science

Mrs Gai Thomas
B Sc, Dip Ed

Mr Peter Thoms
BA, B Teach (Sec)

Mr Matthew Wakeling
B Mus (Hons), Grad Dip Ed

Miss Clare Warren
B Ed (Human Movement & Health ED)(Hons)

Mrs Kathryn Willis
BA, Dip Ed

Mrs Bronwyn Wong
M Ed, BA, Dip Ed

SECONDARY SUPPORT STAFF MEMBERS

School Counsellor

Miss Lissie Jackson M Couns, B Comm

Miss Jackson, School Counsellor is available 5 days per week*.

Psychologist

Mrs Lynley Yeo B Psych (Hons), M Psych (Educational & Developmental)

Mrs Yeo is available 2 days per week (Thursday and Friday).*

*If you would like to speak with either the School Counsellor or Psychologist confidentially, students may contact their Head of Stage or leave a note at the Office. Parents may also phone for an appointment.

IT Department

Mr Seth Mayo B Inf Tech _____ ICT Operations Manager

Mr Michael Playford B Eng (Computer) (Hons) _____ IT Manager

Mr Fred Wong Dip. Business Programming _____ IT Technician

Library

Mrs Sandra Goodhew B Soc Science, Grad Dip Lib & Inf., Grad Dip Teach (Prim) _____ Teacher/Librarian

Mrs Pamela Abdo M Arts (Hons), Post Grad Cert Sec Ed _____ Information Services Teacher

Mrs Pam Nicholson _____ Library Technician

Mrs Michele Madigan _____ Library Aide

Secondary Assistant _____ Mrs Rhoda Merchant

Science Lab Prep. Assistant Mrs Chris Noney B Sc (Hons)

Teachers' Aide Education Support Mrs Mei Chan B Ed

Teachers' Aide Education Support Mrs Vivienne Williams Cert III Ed Support

Theatre Technician _____ Mr Adam Primossich

PROPERTY

Mr David Fletcher _____ Groundsperson

Mr Andrew Kal _____ Maintenance Officer

Mr Des Pavy _____ Property Manager

THE SCHOOL OFFICE

Our Administration staff members look after both Primary and Secondary Departments and are located in our Administration building. The phone number is **8863 2952**. Those who work there have the same authority as a teacher and students are required to show respect and follow their directions as they would any other staff member. Office staff are listed below.

ADMINISTRATION

Mrs Natalie Batts _____ Administration Assistant

Mrs Lyn Daymond _____ Parent Reception / Liaison

Mrs Lyn Hughes _____ Parent Reception / Student Services

Mrs Liz Moore _____ Office Manager & Assistant Principals Assistant

Mrs Adele Rudd _____ Student Services Administration Assistant

Mrs Debbi Rogan _____ Student Services First Aid

Mrs Laurel Offereins _____ Principal's Secretary / Enrolments Officer

FINANCE

Mrs Lily Ng B Com CPA _____ Business Manager

Mrs Jennie Lo B Bus _____ Admin Finance/Payroll Administrator

Mr Stephen Refalo B Sc _____ Finance Administration

FAMILY INFORMATION FORMS

Each year we seek your assistance in supplying our school with your latest family contact details, and student medical information, to ensure that our student records are always up-to-date. **Please complete and return the forms promptly**, and also advise the Office of any change in contact details throughout the year.

Any student who does not return this information will not be permitted to attend any form of excursion or camp.

SCHOOL FEES

School fees are due at the beginning of each term (including Term 4 Year 12), and can be paid at the Office by cash, cheque or credit card, or by Bpay. A specially marked envelope is always included with the fee statement, and this should be completed if handing in fees at school during Family Group.

Enquiries about any financial issue must only be discussed with the Business Manager, Mrs Ng.

EXTRA CURRICULAR FEES

Students will be offered a variety of optional educational experiences over and above the standard excursions run by faculties. These include Leadership Camp, Prefect Camp, Mission trips, Sport Gala Days and Wednesday sport options. Payment of the costs of these activities is expected prior to the date of the event.

RIGHT ATTITUDE & ACTION

Behaviour is to reflect the Christ-centered ethos of our school. Each person is responsible and accountable for his/her own attitudes and actions. Students at TCS are expected to live out the following principles:

RESPONSIBILITIES

TCS seeks to be a community of staff and students who learn together and share our lives in ways which reflect God's purpose for us in Christ. There is a commitment to nurture each student as uniquely gifted and created in the image of God so that each one may grow up into Christ and discover His calling upon their lives. The most effective education takes place in a community where support is expressed through caring personal relationships.

The enrolment conditions which you have agreed to reflect this ethos and your signature expresses your commitment to fulfil the aims of our school. Education is about developing as a whole person in relationship to the Lord, yourself and others, so it is important to take care of all areas of your life.

SPIRITUAL GROWTH

- Take all opportunities to explore who God is, what faith in the Lord Jesus Christ means for all of your life.
- Exercise your gifts to contribute in service to others.
- Maintain a strong connection with your church community.

PHYSICAL HEALTH

To cope with the demands of senior studies it is important to maintain a good state of health. This involves ensuring that you:

- are well-nourished
- maintain a sound sleeping pattern
- do regular exercise
- positive activities for relaxation
- maintain healthy use of IT

POSITIVE RELATIONSHIPS

- Seek to maintain healthy relationships with family and friends
- Encourage friends in their faith and personal growth.

ACADEMIC STUDIES

Stage 6 is more about taking responsibility for your own learning. Homework, assessment tasks and a study program enable students to develop critical skills of independent learning, consolidation of what has been learnt in class as well as organisational skills.

In Years 11 and 12, homework will vary for each student, depending on the requirements of their course of study. It is vital that students develop effective time-management skills in devising a study timetable and a homework routine to meet work and assessment deadlines. Students should not only be completing daily homework, but also constantly revising their work in general.

The Head of Stage 6, Mrs Thomas, will provide support and guidance as you complete the Preliminary and HSC courses.

STUDY PERIODS

Students need to use their study periods wisely to complete their set work and for study. They are vital periods in the fortnightly timetable and must be effectively used by all students, without disturbing other students. Year 11 students are to be in the Library and Year 12 in the Library or Senior Study Room (unless given permission to be in another location during these periods). **No student is to leave the school premises during their study periods.**

Occasionally, a relatively large number of students will need to use the Library in a study period. Exemplary behaviour is expected and respect given to the Library staff.

CHANGE OF SUBJECT

Any change in pattern of study for Preliminary or HSC must be done in consultation with Mrs Thomas and Mr Marrett. This could include ceasing to study a subject or to commence a new subject. Requirements for minimum number of units for Preliminary and HSC will be followed in accordance with the NSW Education Standards Authority. Forms can be obtained from Mrs Thomas for completion by students, parents and teachers. Students will need to continue with their current pattern of study until confirmation of approval for the application has been made. Students will be informed by student school email when the change of subject has been approved.

SENIOR STUDENT SPACES

Senior Studies Room – Year 12

Year 12 students are to demonstrate a commitment to maintaining this room in a tidy and orderly state. A roster for cleaning the Senior Studies Room is to be organised and presented to Mrs Thomas by the end of the first week of term. There is to be no littering or graffiti. During study periods, students are to be completing their schoolwork without disturbing other students. Students are only to use the microwave and other appliances during recess and lunch breaks.

G3 – Year 11

Year 11 may use G3 during recess and lunch for eating and talking. Students are to ensure that the room is left in a tidy and orderly state by the end of these break times in preparation for other classes using the room through the day. Failure to do so may result in Year 11 losing access to this room for recess and lunch for a period of time.

G Block Corridor – Years 11 & 12

The G Block Corridor is an overflow area for both Year 11 and 12 to use during recess and lunch times with the provision of ottoman seating. At the end of recess and lunch the ottomans will need to be placed along the walls of the corridor to ensure clear access for students and staff. This area also needs to be left in a tidy and orderly state. The ottoman seating is not to be removed from the corridor.

FLEXITIME

Senior students may be granted flexitime on the basis of their timetable. All senior students must attend senior chapel (even Thursday) and assemblies (Tuesday) and other commitments that may arise (eg. a Year meeting).

A senior student who has been granted flexitime **must sign in at the office on arrival at school**. Students who have flexitime later in the day **must sign out at the office**. A friend may not sign out on your behalf.

Flexitime may be withdrawn for failure to maintain their responsibilities to their studies, using study periods unwisely or not following the above procedures.

See the Senior Flexitime Application Form for further conditions of use.

IN RELATION TO THE POSSESSION &/OR USE OF DRUGS & ALCOHOL

Unsanctioned Drug Use

Except for medical situations, students are not permitted while enrolled as a student of TCS to use, or to be under the influence of, any drug or prohibited substance. This refers to the inappropriate use of prescription or over-the counter medicines (eg. Ritalin, tranquilisers, etc.) This is the case in or out of school.

Prohibited Substances

These are alcohol, tobacco, steroids, inhalants and illegal drugs.

CONTACT RULE

Students are expected to keep to a minimum level of physical contact between each other. While this applies to all students, it particularly applies to students of the opposite sex. **There is to be no physical contact between male and female students.**

As explained in the Senior Secondary Enrolment Conditions which you have signed, violation of this policy may result in a review of your enrolment.

BULLYING

Please refer to the TCS Anti-Bullying Policy on ToonieNet.

HOW DO I FIND OUT WHAT'S ON, AND WHEN?

SCHOOL CALENDAR

Special events in the life of the school are shown on the school calendar. Each family is given a copy of the school calendar at the beginning of the year. Please note those things that concern your family and keep those dates free in order to support our school. The calendar is also available at www.tcs.nsw.edu.au.

NEWSLETTER SYSTEM

Each fortnight parents are either notified by email that the school's newsletter, *The Meeting Place* is available on the school's website www.tcs.nsw.edu.au. Please contact the office to receive a weekly email notification and password to access the newsletter on-line.

TERM LETTER

All parents of students in Years 11-12 will receive a Term Letter outlining information about events, developmental issues and the assessment program for each term. This will also be available through ToonieNet.

STUDENT SCHOOL EMAIL

Staff members will also communicate with and send information to students via their student school email. Students should check their student school emails every day and respond as required.

E-DIARY

Secondary students have access to use the electronic diary (ediary). Teachers will use the ediary to post homework, notices and announcements for individual student information. It can be accessed from ToonieNet (Secondary). Parents will be notified as to how to access their child's school ediary to help them monitor completion of homework and be informed of various events.

Students and parents are encouraged to check the ediary regularly.

EMERGENCY POLICIES & PROCEDURES

Central to the School's vision is the desire to make Toongabbie Christian School a safe and secure learning environment, therefore the school has developed plans, policies and procedures to prepare our staff and students for emergency response should the need ever arise.

We have management plans in place to respond to emergency situations either natural or man-made including fire, gas leak, intruder threat and accidental injury as well as situations requiring full school evacuation.

Our policies focus on providing our staff with clear guidelines for taking care of our students in a variety of emergencies and we ask, therefore, that all students follow instructions from staff, particularly in case of such critical events. Use of mobile phones by students during emergencies therefore is not permitted. The goal of our emergency policies is to minimise any risk of injury to both staff and students in the context of a caring Christian community.

ATTENDANCE | ABSENCE | EXEMPTION FROM SCHOOL

BEFORE SCHOOL HOURS

Students should not be on the school property before or after school hours unless they are attending an activity that has been authorised by the school.

- All Secondary children arriving before 8:00 am must go to the OOSH room where an adult is present to supervise. Children are to read quietly or complete school work.
- This service commences at 7:45am each morning and finishes at 8:00am.
- The charge is \$5 per student (or per family) for the hour or part of the hour. A roll is kept and parents are billed separately for this service.

AFTER SCHOOL HOURS

Students should not be on the school property before or after school hours unless they are attending an activity that has been authorised by the school.

Students may use the library **until 4 pm** for study purposes only and then go home. No students are to be in the playground area after 3:00 pm or waiting outside the school along Metella Road or Octavia Street or any other surrounding street.

EARLY DEPARTURE

No student is to leave school without signed authorisation from the Assistant Principal. The student gives the parental note to the School Office **before attending Family Group** on the morning of the early departure. The note is to be addressed to the student's Family Group teacher.

LATENESS (see # 5 below)

ABSENCES

1. For student absences

For absences such as for sickness, medical appointment, misadventure or unforeseen circumstance, participation in special events not related to the school, domestic necessity) parents should provide a written explanation for their child's absence

Parent/carers must notify the School of their child's absence by 9:15am on the day of the absence in one of the following ways:

- Phone **8863 2952**
- Email **attendance@tcs.nsw.edu.au**
- Send a note to the School Office.

The note or email must include the student's name, class, date and explanation for the absence.

If the duration of your child's sickness is more than four days a medical certificate is required.

2. For student absences known in advance*

Please use the **Notification of Student Absence** form (available at www.tcs.nsw.edu.au or the School Office), for reasons such as:

- Misadventure
- Participation in special events not related to the School (eg family wedding interstate)
- Domestic necessity such as serious illness of an immediate family member
- Attending a funeral
- Travel in Australia and overseas

* **If any of the above notifications exceed 5 school days**, parents/carers will be required to provide additional information, eg letter outlining the absence, copies of air tickets, travel program etc.

The **Notification of Student Absence form** is available at www.tcs.nsw.edu.au/Absence

3. To apply for a Certificate of Exemption from Attendance at School

Parent/carers are required by the Government (Department of Education & Training) to apply for a **Certificate of Exemption of Attendance** at school where an exemption is sought from the legal requirement to attend School. Exemptions from attendance at school may be granted for:

- Exceptional circumstance (such as a lengthy health issue of the student). Please note: this provision excludes aspects mentioned in Item 2 above.
- Student employment in the entertainment industry (eg elite arts program)
- Student participation in elite sporting events (including for short periods of time [1 or 2 days] and at short notice)
- A student being prevented from attending school because of a direction under section 42D of the Public Health Act 1991.

The **Application for Certificate of Exemption from Attendance** form is available at www.tcs.nsw.edu.au/Absence

4. For students who are absent without a reason

If a student is marked absent without a reason, an automated SMS will be sent from our Student Services Officer to one parent/carer. The SMS will read:

TCS: [student-first-name][student_surname] is marked absent from school today. Please SMS 0476857215 or email attendance@tcs.nsw.edu.au to explain.

If the student remains unaccounted for by 10:00am, the School will phone the emergency contacts listed by parent/carers.

5. For students who are late to School

- All students are expected to be at school by 8:30 am. If a student is late they are to sign in at the front Office. Students who are late because of an early appointment are expected to have a note explaining the situation from a parent or guardian.
- Lateness without a genuine reason incurs a lunchtime detention, on the after day students are late.
- Explanation of lateness may be sent to the School Office via text message, email or telephone.
- Please remember to provide an explanation by 9:15am the next day.

CANTEEN

The canteen operates at recess and the first half of lunch, and is not open during class time. Orders should be handed to the Canteen supervisors before 8:20 am.

CHEWING GUM

Students are not permitted to bring chewing gum to School or to any School event. Chewing gum will incur an automatic 30 minute detention as gum is often stuck on different places (such as underneath desks) and it is a form of graffiti/vandalism.

CONCESSION CARDS

Students over 16 may apply for a concession card

These passes are issued to students who are 16, 17 or 18 years of age and are valid from 1 April to 31 March. These cards enable the student to travel on public transport at any time at a student concession rate. Application can be made at the school office for a Concession card.

Students under 16 may apply for a Proof of Age Card

This card enables a student under 16 years to travel at child concession rates on public transport. Application can be made at the school office for a Proof of Age card.

EXCURSIONS

Excursions are an important part of our school program and are intended to enhance classroom experiences and the curriculum. They are regarded as normal lessons but in a different location from the classroom.

- Students will receive a permission note which must be signed by a parent, and returned to the front Office by the date noted, **otherwise students won't be permitted to go** (unless there are exceptional circumstances). The permission note, together with any money, should be in an envelope marked with the student's name and the excursion.
- Notes and money should be placed in the box in the front office.
- No students will be allowed to contact parents by phone on the day of the excursion to gain permission to attend.
- Correct uniform must be worn unless you are told otherwise.
- Students are expected to maintain a very high standard of behaviour on all excursions.
- For most excursions, students will return to school and be dismissed from the school premises.

FAMILY GROUP

Each student in Year 9-12 will be placed into a Family Group. These groups meet for 15 minutes at the start of each day. The Family Group teacher is responsible for helping students settle into our community and encouraging them to grow personally and spiritually. We hope that our Junior students will be able to look to the Seniors for advice and that they will be a positive example. The Senior students are expected to set a high standard of behaviour and encouragement and to provide a godly role model to the younger students.

FIRST AID

All accidents should, in the first instance, be reported to the teacher on duty who may direct the student to the office. Senior students who are sick at school must have permission from their teacher to be out of class and then report to the Office. Please note that Office staff are not authorised to give medication unless they have prior approval from a parent or, in emergencies, the Principal or Assistant Principal.

ID CARDS

These are given to all new secondary students and are created from the mid-year student school photos. This card is also used as their Library Card and should be carried with them while at school. There is a small replacement cost if the card is lost or stolen. Students in Years 11-12 may order an updated ID card each year with their school photos.

LIBRARY

Secondary students may access the Library to use its services:

- Before school (8.00 am - 8.25 am)
- At recess (for schoolwork, not borrowing)
- At lunchtime
- After school until 4.00 pm

The Library staff reserves the right to close the Library during these times when necessary due to staff meetings or unforeseen circumstances. Notice will be given when possible.

SERVICES

The Library provides resources for both the recreation and information needs of students. These are in a variety of formats - book, video, poster, journal, on-line. Equipment such as camcorders, digital camera, CD players may also be borrowed for schoolwork.

Computers are available for student use. Computer rules must be followed. Internet use is available to students on presentation of their signed "Internet Acceptable Use Policy" (see page 17). Students and a parent or guardian must both read and sign this agreement.

Board and computer games are available before school and at lunchtime. Students may not bring computer games from home, or download them from the Internet, to use on the TCS computer network.

The Library is not a babysitting service and all students accessing the Library until 4:00 pm are to be actively involved in doing homework or studying.

BORROWING INFORMATION

Students may borrow resources for a period of two weeks, and renew them if necessary. Parents may join the Library and borrow books.

Borrowers will receive overdue notices if items are not returned on time. Parents are encouraged to ensure that all Library resources are returned promptly. Lost and damaged items must be paid for, and will incur an administrative charge.

Students in Year 12 must return all items on loan from the school before being signed out.

LOST PROPERTY

Lost property is located in the school office. Any lost property with a student's names inside will be returned to the student. Any lost property without names is date stamped when it arrives at the office. It is kept for a period of 5 weeks and then moved to the uniform shop where it is held for a term. Anything not claimed after one term will be sold at the shop and proceeds donated to mission.

PARENT / TEACHER INTERVIEWS

Parents are welcome to make appointments to see teachers at any time throughout the year but there are official Parent-Teacher evenings organised in Terms 2, 3 and 4 each year. Interviews will be for ten minutes. Bookings can be made by accessing the internet-based booking system called Parent Teacher On-Line (PTO) at www.tcs.nsw.edu.au from the date advised in the Meeting Place.

Letters are issued explaining the details of how parents may book on-line and providing each family with an individual PIN number.

The office staff at school will be able to book interviews for you if you do not have internet access at home.

REPORTS

FIRST AND SECOND SEMESTER REPORTS

Semester 1 and 2 reports will be issued. Students should aim to gain the best possible report that reflects their true ability.

TECHNOLOGY AT SCHOOL

MOBILE PHONES

While appreciating that many parents wish their children to have phones for safety reasons, there is no need for their use during school hours. Due to the problems associated with misuse and theft, mobile phones must be treated with special caution if brought to school.

They must be **switched off** during school hours, looked after at all times, and are not to be left in unattended bags or jackets. If a mobile phone is "seen" then it will be confiscated. If a student's phone is confiscated twice then he/she will not be allowed to have a mobile in their possession at school.

Students may choose to have their phones secured at the Office during school hours. All students are encouraged to leave mobile phones at home unless there is a need for them to have it before/ after school. **Under no circumstances are students to contact parents directly on a mobile phone during the school day for any reason.** In the case of an emergency or distressful situation, they must report to Mrs Rogan at the front Office or a teacher.

No photographs or videos are to be taken by students while at school. Serious consequences will be a result of breaching the Cyber-Agreement students agree to in this area.

CHROMEBOOKS, LAPTOPS & HEADPHONES

Students in Year 11 and Year 12 are to use Chromebooks. Students cannot bring their own laptops and iPads to school unless permission is granted by the Head of Stage 6, Mrs Thomas for a specified purpose and/or time. These are to be left securely in lockers when not in use.

Technological devices issued to students must be cared for and made secure in relation to additional conditions of use agreements outlined by the school.

Students are not to use headphones unless written permission has been given by a teacher or Mrs Thomas for a specific purpose. This includes during study periods, in the Senior Studies Room and the Library.

TELEPHONE CALLS

Students are permitted to make urgent telephone calls either on their own phones or school phone at the front office, usually to parents. They should only be for important reasons and at a cost of 40 cents for local calls, and \$1 for calls to mobile phones if the school phone is used. The Office staff will monitor the nature of the calls. These can normally only be made before school, at recess or lunch or during a study period.

USBs

USB's are available for purchase from the school uniform shop or from the school office. Please ensure you save your name somewhere on the USB in case it is lost.

THE USE OF TECHNOLOGY & THE COMPLETION OF ASSESSMENT TASKS

It is the responsibility of the student to ensure that tasks completed using computer-based technologies are submitted on time. Technical failures related to computing equipment will not constitute sufficient grounds for the granting of an extension. The expectation is that students will follow responsible practices listed below:

- Your task needs to be saved each time you work on it, and drafts printed off.
- In addition to saving it to the hard drive, a second copy of your work should be backed up to a portable

storage device such as a USB memory device.

- Do not leave the printing of a task until the night before it is due. Seek to complete and print the task well before the due deadline.
- Do not bring work to school on a portable storage device for printing on the day the task is due.
- Tasks, such as animations or presentations which are not in a format suitable for printing should be submitted on two separate storage media (eg. CD and USB device)

A task will indicate if the student is to upload it to Turn-It-In before submitting it on the due date. Failure to do so will incur a 10% penalty.

Please refer to the appropriate Assessment Booklet as well as the Assessment & Reporting Guide for regulations and procedures in relation to assessment tasks.

TECHNOLOGY – CYBERSAFETY USE AGREEMENT

Each Secondary student is given a full copy of the “Cybersafety at Toongabbie Christian School” document to be signed by the student and a parent/guardian. The original signed document is kept by the school. The following text is taken from the “Cybersafety Use Agreement for Secondary Students”.

Important terms used in this document -

- (a) The abbreviation “ICT” in this document refers to the term “information and Communication Technologies’
- (b) ‘Cybersafety’ refers to the safe use of the Internet and ICT equipment/devices, including mobile phones
- (c) ‘School ICT’ refers to the school’s computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below
- (d) The term ‘ICT equipment/devices’ used in this document includes, but is not limited to, computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players, cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar technologies as they come into use.

SECTION A Introduction

This Cybersafety Use Agreement applies to:

- the use of the TCS network and all TCS ICT equipment & devices whether on or offsite
- all privately owned ICT equipment & devices that access the TCS network
- the use of privately owned ICTs when related to TCS or the TCS community

The overall goal of Toongabbie Christian School is to create and maintain a cybersafety culture that is in keeping with the values of the school, and legislative and professional obligations.

This Use Agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cybersafety breaches that undermine the safety of the school environment.

All students will be issued with a Use Agreement and once signed consent has been returned to school, students will be able to use the school ICT equipment/devices.

The term ‘ICT equipment & devices’ used in this document, includes, but is not limited to, computers (such as desktops, laptops, PDAs, tablets), storage devices (such as USB memory devices, CDs, DVDs, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players (such as portable CD and DVD players), and any other, similar, technologies as they come into use. Any images or material on personal devices brought to school must be appropriate to the school environment.

SECTION B Rules to help keep Toongabbie Christian School Students Cybersafe

I will help keep myself, other people and the school cybersafe by following these rules:

1. **I will only** log on to the TCS network using my user name AND **I will not** allow anyone else to use my login AND **I will not** tell anyone else my password AND **I will not** leave a logged-on computer unsupervised AND **I will** log off or shut down at the end of a session.

2. **I will only** use my school ICT account, and personal email accounts used whilst at school, for school approved use.
3. **I understand** the school will use filtering and/or monitoring software to restrict access to certain sites and data, including email AND that the school may monitor traffic, user screens and material sent and received using the school's ICT network.
4. **I understand** that:
 - students in years 7 & 8 may only search the Internet at school when a teacher gives permission and when there is staff supervision AND may only visit websites linked to the TCS Intranet pages (ToonieNet) or the Library catalogue.
 - students in years 9, 10 11 & 12 are allowed to access the Internet at anytime
 - students in preliminary, HSC and accelerated courses, are required to complete the Board of Studies 'All My Own Work' course

5. **While at school, I will not:**

- Access, or attempt to access, inappropriate, age restricted, or objectionable and offensive material (such as pornography, cruelty, or violence that is incompatible with the Christian ethos of TCS.)
- Download, save or distribute such material by copying, storing, printing or showing it to other people
- Make any attempt to get around or bypass security, monitoring and filtering that is in place at school.

If I accidentally access inappropriate material, I will:

- **Not show others**
- **Turn off the screen or minimise the window and**
- **Report the incident to a teacher immediately.**

6. **I understand** that I must not download or instal any files such as music, videos, games or programmes without the permission of a teacher. I will obey copyright regulations.
7. **I will not** connect any device (such as a USB drive, camera or phone) to, or attempt to run any software on, school ICT without a teacher's permission. This includes all wireless technologies.
8. **I will ask a teacher's permission** before giving out any private information (including photos) online about myself or any other person. I will also get permission from any other person involved. Private information includes name, address, email address, phone numbers, and photos.
9. **I will not** copy any software or files (including photos) from the TCS network without permission from a staff member.
10. **I will respect** all ICT systems in use at school and treat all ICT equipment/devices with care. This includes:
 - Not intentionally disrupting the smooth running of any school ICT systems
 - Not attempting to gain unauthorised access to any restricted areas of the network, or the personal data files of others.
 - Following all school cybersafety rules, and not joining in if other students choose to be irresponsible with ICT
 - Leaving all computer settings and cabling as set by the IT staff
 - Scanning all storage media for viruses
 - Reporting any potential security problems to a staff member
 - Reporting any breakages/damage to a staff member immediately
 - Obeying all teacher-given computer classroom rules
11. **I will obey** the privacy laws surrounding the capturing and sharing of images and video. Specifically, I will not:
 - capture photos or videos of members of the TCS school community at school, or at school-organised events
 - post any such images or videos on any social networking and/or image/video sharing websites

- participate in any commenting in social networking conversations of a libellous nature about another member of the school community
12. **I will not** participate in any commenting on social networking that would bring TCS into disrepute.
 13. **I understand** that I must not use ICT at school or elsewhere, to upset, offend, harass, threaten or in any way harm anyone connected to the school or the school itself, or put myself or anyone else at risk of this, even as a joke.
 14. **I will not engage in cyber bullying behaviour** directed to another member of the school community. This can be defined as: any material posted (in any form – photos, print) on a website or sent on the Internet or any technological device which identifies, bullies, embarrasses or harasses individual students, groups, parents and families, staff or others in the school community. **This applies both at and away from the geographical school location using school or privately owned devices.** It can include:
 - Annoying/repeated phone calls
 - Harassing, offensive or obscene emails
 - Threatening emails or text messages
 - Defamatory, embarrassing or personal information on message boards or chat rooms
 - Posting information or photos without the victim’s permission with the intent to cause hatred
 15. **I understand that if I break these rules, the school may inform my parent(s). In addition, I may be subject to loss of Internet privileges and may incur other disciplinary options. I also understand that my family may be charged for repair costs. If illegal material or activities are involved, it may be necessary for the school to inform the police.**

TEXT BOOKS

Students must own all prescribed textbooks and bring them to school whenever needed. These books are expected to be kept neat and tidy and must not be graffitied or drawn on.

Students are encouraged to leave textbooks at school and use the accompanying CD rom or computer access code at home, downloading to their Chromebooks for ease of access at school.

The Library also distributes textbooks on loan and students are required to take care of these and return them when requested to do so.

TIMETABLES – SENIOR SCHOOL STUDENTS

It is the responsibility of each student to arrive promptly and well prepared for each class, including Family Group and other School events. Students are required to attend Period 6 classes if timetabled. These Period 6 classes have priority over any other outside of School activities. Any alteration to this must have granted permission from Mrs Thomas and Mr Warren.

TRANSPORT – BUS & CITYRAIL

Students should arrive at school at about 8.15am for an 8.25am start. School will finish for Senior School students either at 3:01pm or 4pm, depending on individual student timetables.

Students arriving by train should alight at Toongabbie Station and walk up via Cornelia and Metella Roads.

If you are arriving by car, please do not drive into the School staff car parks. **Drivers may only turn left from Metella Road into our “drive in – drop off” driveway in front of the Multi Purpose Centre and staff carpark.** Please be careful only to park in areas set aside for parking. If crossing Metella Road, please use the pedestrian crossing outside the School.

Students must wait in the “drive in – drop off” zone to be picked up by parents.

SCHOOL STUDENT TRANSPORT SCHEME – OPAL CARDS FOR STUDENTS

The School Opal card gives eligible school students free or subsidised travel on public transport between home and school on trains, buses, ferries and light rail in the Opal network.

For students in Years 7-12, to apply for a School Opal card, you will need to live a minimum of 2km straight line distance or 2.9km walking or further from your school to be eligible:

You will only need to make a new application if:

- Applying for a School Opal card for the first time
- Requesting an additional pass as a result of a new shared parental responsibility (joint custody) situation.
- If you do need to apply, the application must be made by a parent or legal guardian if you are under 16 years of age. If you are 16 years or older you need to complete and sign the application form yourself. Applications are subject to eligibility criteria.

You will need to update your application if you have a current School Opal card and:

- Are progressing from Year 6 to Year 7
- Your circumstances change, e.g. change of school, home address or school year outside of the usual progression.

Transport operators will allow a grace period at the start of the new school year to give time for you to receive your School Opal card.

For further information and to apply please go to <https://apps.transport.nsw.gov.au/ssts/schoolTravelPasses>

UNIFORM

School uniform is an important part of the identity of the school and it is the intention of the school to maintain standards of dress, which ensure the students are a credit to their families and the school. This standard can only be achieved with full and consistent cooperation from parents, students and staff. We seek the help of all parents in maintaining high standards in dress.

Each student is responsible for maintaining their uniform in good order, and wearing it correctly. The Heads of Stages, Mr De Audney, Ms Gaddes and Mrs Thomas are responsible for ensuring each student is abiding by our uniform policy. Parents may be contacted when breaches of the dress code are noticed. Where there is a temporary problem parents must inform the relevant Head of Stage.

A lunchtime detention will be given for not wearing the uniform correctly.

The summer uniform is to be worn in Terms 1 & 4. The winter uniform is to be worn in Terms 2 & 3.

The Uniform Shop is located at 34 Octavia Street, Toongabbie, adjacent to the Primary Department. The shop is open regularly throughout school terms, and dates/times are notified through the weekly newsletter. Orders can also be made by phoning **9896 6340** and leaving a message on the answering machine. Alternatively orders may be made via uniformshop@tcs.nsw.edu.au.

School ties, caps and D&T hats are available for sale in the Office.

UNIFORM – General Appearance & Expectation

Bags	Bags must be the regulation school bag. They must be in good condition; no graffiti, and clearly labelled with the name of the student. Bags may have a small discreet identifying item or tag attached. Trolley bags are also available for use.
Blazers	The School Blazer is to be worn as the outer garment at all times to and from school during Terms 2 & 3. In summer it is not necessary for students to wear the school blazer.
Girls skirt length	The length of skirts should be on the knee.
Caps	Caps for Secondary students are compulsory. They are optional to wear to and from school. Caps must be worn on the sporting fields or when sitting out in an un-shaded playground area at any time.
Hair	Hair accessories should be black, white or bottle green for Seniors. Plain clips and elastics

Accessories	in neutral or hair colour are also acceptable. Head scarves and bandannas are not acceptable. Hair accessories should be neat and functional and not ornamental .
Hair (Girls)	Girls' hair should be neat, clean and tidy, with fringe no lower than the eyebrows. Preferably, long hair should be tied back. No extreme fashions. Hairstyle has to be suitable for wearing a cap for sport. Students may have discreet natural colour in their hair and it must not attract attention to themselves (such as blonde streaks in black hair). Only African students may wear braided hair.
Hair (Boys)	The guidelines under which we would seek to operate are that hairstyles need to be conservative. Boys' hair should be above the collar line and no extreme styles . The hairstyle is to be clean, neat and tidy, with the fringe no lower than the eyebrows. Boys with clipped hair should have nothing shorter than a number 2 comb. Boys may have discreet natural colour in their hair but it must not attract attention to themselves (such as blond streaks in black hair).
Note re hairstyles	Stage 6 boys should be clean shaven or have only fully grown beards, moustaches etc. may be worn. Students cannot grow them during school time . They are to be kept trimmed
Jewellery	As a general rule, jewellery must not be worn with school uniform but girls with pierced ears may wear a small single plain stud or sleeper in each lower earlobe. Boys are not permitted to wear earrings. Stage 6 students may wear a simple ring provided it can be easily removed should a teacher so require for safety reasons. No large ornate rings are to be worn. No clear, plastic earrings are to be worn.
Jumpers	The school jumper is for extra warmth. It may be worn at School without a blazer.
Make-up / Nail Polish	No coloured nail polish. Years 11 and 12 girls may wear makeup that does not draw attention to themselves.
Mufti Days	On mufti days, normal school rules apply. Clothing needs to be modest and in keeping with the tone of the school , ensuring adequate sun-safe protection. Safety regulations require that only filled in shoes (eg sport shoes) are to be worn at school, and consequently sandals and thongs style footwear are not permitted.
Shoes	Shoes must be kept clean and in good condition. They are to be polished regularly.
Socks	Girl's socks must be the white ankle type , not small sports socks. Socks must be on the ankle, and not disappear into shoes whilst at school.
Swimming Costumes	(For swimming carnivals and camps) Girls must wear a sun-safe one-piece costume, not high cut at legs (one piece costumes only are permitted at zone and state swimming carnivals). Boy's costumes should likewise be sun-safe, eg board shorts.
PE Uniform	Senior students will continue to wear their PE uniform as was worn in Year 10. Students are to ensure that it is worn correctly and in good condition. The PE uniform will be expected to be worn at carnival events (Swimming, Cross Country and Athletics with an optional plain, preferably collared, shirt in house colours) as well as for SLR and PDHPE when required, representative sport, Tuesday sport, Gala Days, etc. For other students, particularly those new to TCS in Stage 6, for one off attendance at Swimming, Cross Country and Athletics carnivals they must wear either the PE uniform or alternative sportswear similar in colour and style as the TCS PE uniform. Please check with Miss Warren if in doubt.

Please ensure each piece of clothing is labelled with the student's name.

UNIFORM – STAGE 6 GIRLS

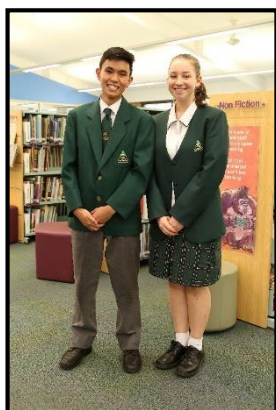
GIRLS	Summer Uniform	Winter Uniform
Skirt	Regulation senior girls' skirt.	As for summer.
Blouse	Short sleeve white over-blouse with green trim.	As for summer.
Socks/Shoes	Plain white short socks or skin-toned stockings with plain black leather shoes	As for summer. Black or skin-toned stockings may be worn instead of socks.
Blazer	TCS Secondary blazer.	TCS Secondary blazer.
Jumper	N/a	V-neck bottle green fleecy or wool-knit jumper.
Scarves	N/a	TCS black or white scarf. Scarves can only be worn with blazer and jumper.
SPORT		
Shirt	_TCS sport shirt with logo	
Shorts	_TCS black sport shorts	
Socks	Sports socks. Please see pictorial guide (available at www.tcs.nsw.edu.au) for more information about suitable sport socks	
Shoes	_Structured, athletic shoes with non-black sole. No canvas style shoes. Please see pictorial guide for more information about suitable sport shoes.	
Tracksuit	_TCS tracksuit	
Bike-pants	Plain black bike pants may be permitted at the discretion of the PE staff. At the school athletics carnival girls may wear plain black bike pants in running and jumping events only.	
Cap	TCS Secondary school cap – green with gold embroidery	

UNIFORM – STAGE 6 BOYS

BOYS	Summer Uniform	Winter Uniform
Shirt	White business shirt - short or long sleeves (must be buttoned at neck)	Same as for summer or with long sleeves
Trousers	TCS trousers	TCS trousers
Shorts	TCS shorts	N/A
Belt	Black leather belt with plain buckle worn with trousers and shorts.	Same as summer uniform
Tie	Senior tie, bottle-green with crest.	Same as summer uniform
Socks	Trousers: grey anklets Shorts: grey anklets with green/gold/green trim	Grey anklets
Shoes	Black school and business shoes, with lined leather upper and firm soles. Must be polishable.	Same as summer uniform.
Blazer	TCS boy's blazer with crest.	Same as summer uniform.
Jumper	N/A	TCS school jumper.
Scarf	N/A	TCS black or white. Only worn with blazer and jumper.
SPORT		
Shirt	_ TCS sport shirt with logo	
Shorts	_ TCS green sport shorts	
Socks	Sports socks. Please see pictorial guide(www.tcs.nsw.edu.au) for more information about suitable sport socks	
Tracksuit	_ School tracksuit	
Cap	_ TCS Secondary school cap – green with gold embroidery.	
Shoes	Structured, athletic shoes with non black sole. No canvas style shoes. Please see pictorial guide for more information about suitable sport shoes.	

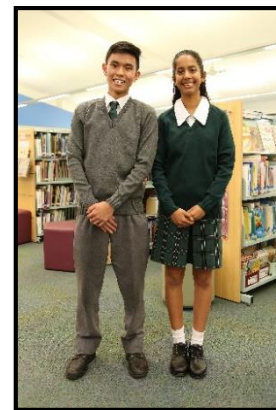
SUMMER

Students may wear the summer uniform without the blazer.



WINTER

Jumpers may be worn without the blazer at School. Students may not wear the jumper without the Blazer while travelling to and from school.



VISITORS

Ex-students are welcome to come back to visit us. Of course, to ensure that the education of students who are still with us is not interrupted, visiting ex-students are expected to first report to the Office to request a pass so that the school knows that they are here. Mr Warren is the only person to grant permission for this to occur. Normally visits should only occur at lunchtime. We would expect ex-students to limit their visits to a maximum of one per term and to comply with the requests of any staff member.

All visitors to the school need to report to the Office.

WET WEATHER PLAYGROUND PLAN

During wet weather three bells will ring indicating the use of the wet weather playground plan. Some Duty Coordinators may also send around a reminder of where to go. Generally, though, during wet weather students are to go to the following areas:

Year 7 & 8 _____ First floor of M Block & outside corridor first floor of D Block

Years 9 & 10 _____ Ground floor of M Block & outside corridor ground floor of D Block

Years 11 & 12 _____ G Block corridor, G3 & Senior Studies Room

SECONDARY BELL TIMES

	Monday	Tuesday	Wednesday	Thursday	Friday
Warning Bell	8:00am	8:00am	8:00am	8:00am	8:00am
Locker Bell	8:20am	8:20am	8:20am	8:20am	8:20am
Family Group	8:30am	8:30am	8:30am	8:30am	8:30am
Period 1	8:44am	8:40am	8:45am	8:45am	8:45am
Period 2	9:42am	9:39am	9:42am	9:42am	9:42am
Recess	10:40am	10:38am	10:40am	10:40am	10:40am
Locker Bell	10:57am		10:57am	10:57am	10:57am
Assembly		10:58am			
Period 3	11:00am	11:23am	11:00am	11:00am	11:00am
Period 4	12:06pm	12:22pm	12:06pm	12:06pm	12:06pm
Lunch	1:12pm	1:21pm	1:12pm	1:12pm	1:12pm
Lunch 2 nd half	1:33pm	1:41pm	1:33pm	1:33pm	1:33pm
Locker Bell	1:53pm	1:56pm	1:53pm	1:53pm	1:53pm
Period 5	1:58pm	2:01pm	1:58pm	1:58pm	1:58pm
End of School	3:01pm	3:01pm	3:01pm	3:01pm	3:01pm
Period 6	3:01pm – 4:00pm	3:01pm – 4:00pm	3:01pm – 4:00pm	3:01pm – 4:00pm	3:01pm – 4:00pm

Any student who hasn't arrived at School and made their way to the Family Group by 8:30am MUST go to the Front Office to be signed in.