2016
Parent and Student Guide
Acting Principal          Kitty Guerin - *Term 1 2016*
Principal              Stuart Marquardt - *commencing Term 2 2016*
Head of Secondary   Noelene Wright
Head of Primary       Michele Chandler
Head of Pastoral Care Meg Ayers
Director of Professional Learning Mary-Ellen Jackman
Dean of Studies       Caroline Jeffries
Business Manager      Graham Jones
Chaplain              Reverend Chad Rynehart
Email                  principal@lindisfarne.nsw.edu.au
Website                www.lindisfarne.nsw.edu.au
Postal Address        Lindisfarne Anglican Grammar School
                     PO Box 996
                     BANORA POINT  NSW  2486
Phone - *Mahers Lane Campus*  07 5590 5099
Fax - *Mahers Lane Campus*    07 5590 4962
Absentee Line - available 24/7  07 5590 5927
Phone - *Sunshine Avenue Campus*  07 5523 1143
Fax - *Sunshine Avenue Campus*  07 5523 1079
Out of School Hours Care  07 5523 1153
                     0407 905 099 *(during Vacation Care only)*
Canteen                07 5590 5843
Uniform Shop           07 5590 5186
Sunshine Avenue Campus Sunshine Avenue, Tweed Heads South
Mahers Lane Campus     Mahers Lane, Terranora
School Motto           “Luceat Lux Vestra” - Let Your Light Shine
Disclaimer: At the time of printing, all information in this booklet is correct. Please note that there may be some changes.
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## 2016 Term Dates

### Term 1

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 January</td>
<td>Monday</td>
<td>Office re-opens</td>
</tr>
<tr>
<td>25 January</td>
<td>Monday</td>
<td>School closed</td>
</tr>
<tr>
<td>26 January</td>
<td>Tuesday</td>
<td>Public Holiday – Australia Day</td>
</tr>
<tr>
<td>27 January</td>
<td>Wednesday</td>
<td>First Day of Term 1</td>
</tr>
</tbody>
</table>

**Please note that this is a staggered start to Term**

- Full day for ALL Years 7, 11, 12 students
- 8:30am - 10:30am NEW Year 8 – 12 students only
- 8:30am - 10:30am NEW Year 5 and Year 6 students only
- 8:40am - 11:00am ALL Kindergarten students
- 9:00am - 10:00am ALL Preschool Koalas and Possums and Group 1 Joeys students
- 10:30am - 11:30am Group 2 Preschool Joeys students
- 11:30am - 12:30pm NEW Year 1 – 4 students only

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
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<tbody>
<tr>
<td>28 January</td>
<td>Thursday</td>
<td>All students required at school</td>
</tr>
<tr>
<td>25 March</td>
<td>Friday</td>
<td>Good Friday</td>
</tr>
<tr>
<td>28 March</td>
<td>Monday</td>
<td>Easter Monday</td>
</tr>
<tr>
<td>8 April</td>
<td>Friday</td>
<td>Last Day of Term 1</td>
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### Term 2

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>25 April</td>
<td>Monday</td>
<td>Public Holiday - ANZAC Day</td>
</tr>
<tr>
<td>26 April</td>
<td>Tuesday</td>
<td>First Day of Term 2</td>
</tr>
<tr>
<td>10 - 12 May</td>
<td>Tuesday - Thursday</td>
<td>NAPLAN Years 3, 5, 7, 9</td>
</tr>
<tr>
<td>23 - 26 May</td>
<td>Monday - Thursday</td>
<td>Years 7 - 10 Camps</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Years 11 - 12 Activity Week</td>
</tr>
<tr>
<td>13 June</td>
<td>Monday</td>
<td>Public Holiday - Queen’s Birthday</td>
</tr>
<tr>
<td>24 June</td>
<td>Friday</td>
<td>Last Day of Term 2</td>
</tr>
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</table>

### Term 3

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>18 July</td>
<td>Monday</td>
<td>Pupil Free Day</td>
</tr>
<tr>
<td>19 July</td>
<td>Tuesday</td>
<td>First Day of Term 3</td>
</tr>
<tr>
<td>23 September</td>
<td>Friday</td>
<td>Last Day of Term 3</td>
</tr>
</tbody>
</table>

### Term 4

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 October</td>
<td>Monday</td>
<td>Pupil Free Day</td>
</tr>
<tr>
<td>11 October</td>
<td>Tuesday</td>
<td>First Day of Term 4</td>
</tr>
<tr>
<td>6 December</td>
<td>Tuesday</td>
<td>Primary Speech Night</td>
</tr>
<tr>
<td>8 December</td>
<td>Thursday</td>
<td>Last Day of Term 4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Secondary Speech Night</td>
</tr>
<tr>
<td>23 December</td>
<td>Friday</td>
<td>Office closes</td>
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</table>

### NSW Board of Studies Dates – 2016

<table>
<thead>
<tr>
<th>Term 1</th>
<th>27 January - 8 April</th>
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<tbody>
<tr>
<td>Term 2</td>
<td>26 April - 1 July</td>
</tr>
<tr>
<td>Term 3</td>
<td>18 July - 23 September</td>
</tr>
<tr>
<td>Term 4</td>
<td>10 October - 20 December</td>
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From The Principal

Dear Parents and Students

Welcome to Lindisfarne Anglican Grammar School.

Our 2016 Student Guide provides a basic overview of the day-to-day operation of the School.

The following pages explore the history, philosophy and aims of the School but more importantly, they explain in clear terms our expectations of students towards their academic learning, their environment and towards each other.

Our mission is to help each student excel through the development of:

- Academic skills
- Knowledge of the world's past, present and its sustainable development
- Values, by educating students in a respectful, tolerant environment
- Passion for lifelong learning
- Emphasis on technology.

Our unique learning program provides the essential skills and qualities that students need to become the leaders of tomorrow who:

- Accept responsibility for their own behaviour
- Are able to empathise with others
- See difficulties as a challenge, not an obstacle
- Are confident in a range of social situations
- Are flexible and adapt to a constantly changing world
- Relate to people from a diverse range of backgrounds, abilities and interests
- And are determined to never give up, to have a go and to persevere until they are successful.

To help our students succeed, Lindisfarne provides a well rounded education with a focus on personal achievement. A partnership between parents, students and teachers is a critical factor in the success of our students. To achieve this we believe the most powerful way to make a difference is to foster these relationships within a community framework.

At Lindisfarne we have strong partnerships with parents and academic teaching staff who support students and provide appropriate intellectual challenges and deep spiritual awareness with a foundation of compassion, wisdom and respect.

We promote whole school sense of optimism that we will help the students in our care to live their dreams, make a difference and leave the world a better place.

Again, welcome to the 2016 school year.
General Information

Alcohol, Drugs, Tobacco and Graffiti
It must be fully understood that Lindisfarne takes a clear stand on issues concerning illegal drugs, alcohol and tobacco. Students face dismissal over the use, possession or selling of such substances. The School will always contact the police if illegal substances are found in the School. Graffiti is considered vandalism and students who vandalise the School will face expulsion.

Audience Etiquette
When attending a Lindisfarne event, please show respect for performers and fellow audience members by being on time, entering the venue quietly, following seating directions, keeping the aisles clear, switching off mobile phones and other electronic devices, paying attention to the performance and applauding only when appropriate. All children not performing must be seated with their parents.

Buses
- Surfside Buslines provide students in New South Wales with transport to the School
- The Lindisfarne bus service is available for only those children who live in Queensland and in the Ocean Shores and Mullumbimby regions.

Bus Queues
- Students are to line up for their buses, wait quietly in the nominated area and are not to engage in any games or activities which cause disruption or make supervision difficult. Students are to board buses in an orderly manner
- Students who are waiting to be collected by parents, or are waiting for the last buses, are to wait quietly in the nominated area
- Student’s bus travel arrangements may only be changed if the parents have notified the School in writing, or by phone in an emergency
- Students are required to wear seat belts on buses if they are fitted with them. Any student not wearing a seat belt after being directed to do so, may be restricted from catching the bus in the future
- In the case of a one-off situation for travelling on a Lindisfarne bus, eg: staying at a friend’s house, a request to travel on the bus is required a minimum of twenty four hours in advance. Please contact Suzanne Halliday on 07 5590 5099 or email shalliday@lindisfarne.nsw.edu.au.

Calendar
The school calendar is available on the Lindisfarne website and includes all important activities, meetings and excursions for the school year.
The Principal, along with Head of Secondary and Head of Primry, approves all calendar dates and amendments and school activities always take priority over social events. Where possible, dates will be advertised ahead of time, however, in some instances this may not be possible.

Calendar changes and updates are published in the newsletter which can be viewed on the Lindisfarne website.

**Canteen**

Phone: 07 5590 5843 (Mahers Lane Campus)

At the beginning of each term a canteen menu is available in the newsletter and on the Lindisfarne website. Students are to place order bags in the box on the canteen counter prior to school commencing:

- **Mahers Lane** - open for breakfast, recess and lunch every day
- **Sunshine Avenue** - open on Wednesday, Thursday and Friday for recess and lunch.

Mahers Lane orders are available for collection from the canteen. Sunshine Avenue orders will be returned to the classroom and distributed to students.

Canteen orders for both campuses can be placed via the Lindisfarne website: www.lindisfarne.nsw.edu.au - click on the canteen link under the resources tab.

**Preschool and Kindergarten students**

Preschool and Kindergarten students will not be served over the counter at the canteen.

Orders for all food and drink (including recess, lunch and snacks) are to be ordered through the lunch bag order system or online.

Please ensure that the following is clearly written on a paper bag:

- Child’s name, class, year level, meal time and order
- Separate bags are required if ordering for both recess and lunch.

Correct money is to be placed in the bag however change will be given if necessary.

**Car Parking**

**Mahers Lane**

Visitor parking is provided throughout the day in the student pick up/drop off area, one level below Mahers Lane.

Staff car parking is provided two levels below Mahers Lane.

Student car parking is available on the adjacent block or on Mahers Lane.

**Sunshine Avenue**

Visitor car parking is provided in the car park adjacent to the School.

Designated short term (fifteen minute) parking bays for parents of Preschool children are at the front of the School, before the bus bay.
General Information

Classrooms
Students are expected to keep classrooms, home rooms and all other areas of the School in a neat, tidy state and free of litter by using the bins provided and participating in litter clean up procedures.

First Aid
First aid kits and maps are provided in all classrooms and staffrooms and staff are aware of the nearest first aid location.

The first aid room/sick bay is located in student administration at the Mahers Lane Campus and at administration at the Sunshine Avenue Campus.

Functions
There are various compulsory functions throughout the school year which all students are expected to attend. These include presentation nights, sporting events, outdoor education activities, cultural activities, camps and special services.

Please note these dates early in your family diaries to avoid double bookings. Senior students must ensure that their work commitments do not conflict with these functions.

History and Development
Lindisfarne Anglican Grammar School was established in 1981 as a result of initiatives taken by the Rector and parishioners of St Cuthbert’s Church, Tweed Heads.

Currently in its thirty sixth year, the School is part of the broader life of the Church and active in the Tweed region and Diocese of Grafton.

The campus at Sunshine Avenue progressively expanded its facilities and 1995 saw the growth into secondary year levels. In 1996, the Senior School relocated to its permanent site at Mahers Lane, Terranora, with Stage 3 (Years 5 and 6), joining it in 1997. The Preschool opened at the Sunshine Avenue Campus in 1998.

Development is ongoing at both campuses to house Lindisfarne’s expanding enrolments. The latest of these developments is a fully operational Trades Skills Centre, officially opened in 2015.

Newsletter
Whole School
The School newsletter is distributed electronically on a fortnightly basis and is also available on the Lindisfarne website. All submissions are subject to editing and the approval of the Principal.

Primary School
The Primary School newsletter is distributed electronically on the alternate weeks to the whole school newsletter and can also be viewed on the Lindisfarne website.
Out of School Hours Care
Please see the Out of School Hours Care handbook for detailed information and fees.

Before and After School Care
Phone 07 5523 1153
Before School Care 7:15am - 8:40am
After School Care 3:00pm - 6:00pm
Before and After School Care Provider Number 555 007 557 T

Vacation Care
Phone 07 5523 1153
0407 905 099 (during Vacation Care excursions)
Vacation Care Provider Number 555 007 558 L

Parents and Friends Association (P&F)
Executive Members of the P&F are:
Kate Rogers President
Kylie Potter Vice President
Madonna Kucharski Treasurer
Matt Kane Assistant Treasurer
Kiri Henry Secretary

Committee Members of the P&F are:
Simone Gadd (Public Officer) Tuesday Veldhoven
Meredith Russell Peta Fahy
Virginia Freemann

The P&F would like to extend an invitation to all parents to join in their activities for 2016.
There are a number of ways in which you can help the P&F raise funds to support the School. P&F information is provided in the school newsletter and once a semester in the P&F newsletter or on the P&F section of the Lindisfarne website.
Private Social Functions

The School will not be held responsible for private functions organised by students of the School. This includes parties held at students’ homes and ‘after parties’ held at other venues.

Details of all school functions will be provided by an official flyer, advertised in the school newsletter or can be viewed on the school website calendar. It should be noted that no outside function will be arranged in the name of the School without formal approval.

When functions are privately organised by parents or students, the School takes no responsibility for the outcome, however, the Lindisfarne community should be mindful that general behaviour and the impact of a function may reflect adversely upon the reputation of the School.

Lindisfarne does not condone any function at which alcohol is available to under-age students. In such instances, the School reserves the right to take any action deemed appropriate.

For more information about NSW liquor laws, go to the NSW Government - Office of Liquor, Gaming and Racing website: www.olgr.nsw.gov.au.

School Council

The School Council is the major policy making body of Lindisfarne and its membership is comprised of a number of directors who volunteer their time and professional expertise. The School Council employs the Principal and delegates to them the responsibility for the overall successful operations of the School - educational, financial and administrative - in accordance with Council policies.

School Council Members

Christopher Goldstone  Chair
Reverend Bruce Sligo  Bishop’s Nominee
Reverend Rachel Rynehart  Bishop’s Nominee
Gregg Taylor  Member
Robert Marshall  Member
Beverly Kelso  Member
John Gandey  Member
Dora Luxton  Member
Ben Sutton  Member
Darryl Anderson  Member
Stuart Marquardt  Principal - Ex Officio
Graham Jones  Business Manager - Ex Officio
School Crest

The Isle of Lindisfarne, after which the School is named, was one of the very early centres of Christianity in England. It is situated on the north-east coast, not too far from the River Tweed which forms the border between England and Scotland.

On the school crest there are two white bands which begin separately in the top corners and converge into one band at the centre of the crest. These bands represent the River Tweed in England and the Tweed River in Australia. Their place on the crest expresses a unity of purpose and strength. This concept of unity is an important one in our School, as we work together.

The School’s motto, “Luceat Lux Vestra” (Matthew Ch. 5 V. 16) “Let Your Light Shine”, appears on the right and left side of the crest, with the year of establishment across the top.

The final item, dominating the centre of the crest, is an open book. This book symbolises The Lindisfarne Gospels. These ornate copies of the four Gospels were painstakingly made by the monks of Lindisfarne and are a prized possession of the community. They are currently housed in the British Library. Their inclusion on the school crest reminds us of the centrality of the word of God and the good news which the gospel proclaims for us. The open book may also be seen as a symbol of learning and the wide range of opportunities which the School provides.

School Leaders

Captains
School Captains Milah Cannon Zedekai Butel
School Vice Captains Maggie Dowker Cato Sibthorpe

House Leaders
Saint Andrew House Captains Tiffani Seaton Faldo Cort
Saint Andrew House Vice Captains Paige Kendall Jack Allen
Saint Barnabas House Captains Mia Tarantini Alexander Riddel
Saint Barnabas House Vice Captains Jade Wardle Jonah Lindley
Saint Cuthbert House Captains Gabriela Bryant Thomas Snowball
Saint Cuthbert House Vice Captains Meg Whiticker Mitchell Heinig
Saint Stephen House Captains Lucy Turney Bodhi Pope
Saint Stephen House Vice Captains Bronte Smith Jack Young

Senior Sacristans Griffin Bennett-Wise Jessica Hall
Kurtis Boyle
Security
The security of the School and its buildings is the responsibility of everyone. Lindisfarne implements measures designed to promote the safety and well being of students and staff and uses its professional judgement as to what is necessary.

Supervision
Appropriate measures are always taken by school staff to ensure that all students are adequately cared for and supervised while undertaking both on-site and off-site activities.

Website
www.lindisfarne.nsw.edu.au

Working with Children Check Clearance
A Working with Children Check clearance is a prerequisite for anyone in child-related work. It involves a national criminal history check and review of findings of workplace misconduct.
All staff employed at Lindisfarne are required to have a Working With Children Check clearance as a condition of employment.

Workplace Health and Safety (WH&S)
In compliance with NSW legislation in relation to workplace health and safety Lindisfarne has a formal WH&S Policy, manual, procedure and committee.
All members of the Lindisfarne community have a responsibility under this legislation to comply and cooperate with the WH&S Policy and programs to ensure their own health and safety and the health and safety of others.
Student Information

Access to Student Intranet
(Years 7 - 12)

http://my.lindisfarne.nsw.edu.au
When prompted enter your school network username and password to access student intranet.

Cash Limits – Sunshine Avenue campus
Students should not bring more than $5.00 to school for the purchase of food or drinks from the canteen. Please note that Preschool and Kindergarten students will not be served over the counter at the canteen.

If students need to have more than $5.00 cash, parents are required to write a note in their child’s diary. If a note is not provided, money in excess of $5.00 will be taken for safe keeping and returned at the end of the day.

Co-curricular Activities
A list of co-curricular activities is published in the school newsletter at the beginning of each term.

Diaries
Diaries are an invaluable means of communication between parents and teachers. All students in Preschool to Year 12 are provided with a Lindisfarne diary which must be brought to school each day. Year 7 to 12 students are required to carry their diary at all times with the exception of recess and lunch.

Parents may write a short note in the diary with information for teachers or to arrange an appointment.

For Preschool to Year 4 students, any information regarding pick up or after school care arrangements and notes advising a child will be leaving school early may also be included in the school diary. These must be sent in separately for all Year 5 to 12 students.

Diaries must be kept completely free of graffiti, stickers or decorations and are not to be used as a social diary. Students not abiding by this rule will be required to purchase a replacement diary from student administration.

Preschool to Year 6
Diaries should be read and signed by the teacher and the parent/guardian every day.

Years 7 to 12
Staff check school diaries regularly and house tutors and parents/guardians are required to sign the diary each week.
Student Information

Electronic Devices
Sunshine Avenue Campus
Any technology that is required for Preschool to Year 4 students is accessible at school. Occasionally, teachers may ask students to provide a device to support learning tasks, however, in these instances strict protocols and procedures are adhered to. Therefore, unless requested, no electronic devices from home, including the Apple iWatch, are permitted at the Sunshine Avenue campus.

Mahers Lane Campus - Personal Devices
Students are able to use a wide variety of portable devices in their day-to-day learning and are permitted to bring their portable devices to school for educational purposes. Individual class teachers will advise students and parents of their own requirements and classroom procedures regarding portable devices. Information regarding the requirements and specifications of the iPad program can be found on the Lindisfarne website.

Please note that the responsibility for the safety and security of these devices rests solely with the student and the School does not accept responsibility for damage or loss.

Mobile Phones
Sunshine Avenue Campus
Mobile phones are only permitted at school if a letter from the parent is received stating the reason that the phone is required. The phone must be handed in to administration upon arrival at school and collected at 3:00pm.

Mahers Lane Campus
Mobile phones should not be brought to school. If it is deemed as necessary to do so, phones must be handed in to student administration upon arrival at school and collected at the end of the day. Students in Years 11 and 12 may seek permission to keep their phones in their locker.

Students may check their phone for messages regarding afternoon travel arrangements. This is to be done in student administration only. Mobile phones may not be used to make calls or send a text in any other area of the school. Failure to abide by this policy may result in confiscation of the student’s phone and/or detention. Confiscated phones will be handed to the Head of House and returned to the student at 3:20pm. However, if the phone is confiscated a second time, the Head of House will contact the parent and organise for the parent to collect the phone. The School does not accept any liability for damaged, lost or stolen mobile phones.

Photocopying and Printing – Mahers Lane
A photocopier and printer are available in the library. Students are allocated $10.00 per term for printing.
Reports
Kindergarten to Year 6 students receive a formal report at the end of each semester. Year 7 to 10 students receive a formal report at the end of each semester. Year 11 and 12 students receive two formal reports – one in the middle of Term 2 and one at the completion of their courses.

Written Reporting
Written reports are outcome based reports. The outcomes, which are grouped into strands for each Key Learning Area, are a representation of skills taught for the semester.

Information regarding each student’s performance is gained through a variety of assessment tools including: teacher observation, general class work, projects, learning tasks, periodic testing and student portfolios.

In recognition of the developmental differences of young children, the Primary School report does not include comparative results between students. However, as per government requirements, parents may ask the School for written information which clearly shows their child’s achievement across each Key Learning Area studied in comparison to that of other students in their child’s peer group.

Research Assessment Tasks
Tasks are due strictly on the first day of the school week before 3:30pm. Tasks submitted online are due at 9:00pm of the same day. Extensions for tasks must be sought prior to the due date from the Dean of Studies.

eSubmission of Assignments
Students must submit all written assignments online via myLindisfarne unless otherwise stated.

Please refer to the student eSubmission guide for more information on how to eSubmit assignments.

The Harvard Method of Referencing is to be used.

Sport
On occasion, students in Years 3 to 6 may compete with local primary schools. Inter-house carnivals in swimming, cross country and athletics are held throughout the year and minor team games may also be organised by staff and senior students.

Representative sport is through the Combined Independent Schools Association (CISA). Students compete in the North Coast Independent Schools Sports Association (NCIS) regional trials which are held throughout the year and students selected in the NCIS teams then attend NSW Combined Independent Schools (NSW CIS) carnivals where they can be selected in the School Sports Australia (SSA) team to compete at state championships.
Students are encouraged to participate in sports at club level through established links with organisations in the wider community.

**Senior Sport**

Years 7 - 12  

*Thursday 10:55am - 12:45pm*

- Term 1  
  Aquatic sports
- Terms 2 and 3  
  Sport coaching
- Term 4  
  Recreational sport.

**Primary Sport**

Sport is held weekly for all Kindergarten to Year 6 students. Class teachers will advise parents of days and times.

**House Groups**

Lindisfarne has four Houses with the following colour:

- **Saint Andrew**  
  Red
- **Saint Barnabas**  
  Yellow
- **Saint Cuthbert**  
  Purple
- **Saint Stephen**  
  Green.

**Student Drivers**

Student drivers are to complete and return a Student Driver Authority form available from student administration.

Parking is allowed only in Mahers Lane or in the car park adjacent to the School.

Students should not drive friends or neighbours to school unless they have completed a Student Passenger Authority form, available from student administration. Students are to observe that the School area is strictly a 40km/h zone and the local streets are 50km/h zones. Students are to be aware that there are many children living in this area who walk to and from school.

Any teacher or parent seeing a student who is not driving appropriately should report them to the Head of Secondary.

**Students Leaving School Early**

**Mahers Lane Campus**

- Please ensure your child is aware of the time they are to leave
- Each student requires a written note which is to be handed to their class teacher advising time and reason for leaving
- The student must wait in the campus administration to be signed out by a parent/guardian.

**Sunshine Avenue Campus**

- Parents must go to campus administration prior to collecting students from the classroom.
Telephones
In emergency situations students may request permission to use the school telephone in student administration at the Mahers Lane Campus.

Textbook and Equipment Hire
Conditions Relating to Textbook Hire (Years 7 - 12)
Lindisfarne operates a text book hire scheme and the following terms and conditions apply to any student hiring items through this scheme:

- Students are issued with textbooks at the commencement of the school year or as required throughout the year
- Students are responsible for all texts and equipment issued in their name
- Full replacement cost is expected for any damage, loss or theft
- Full replacement cost is also required for any books or equipment returned with the bar code missing or destroyed
- All books and equipment on hire must be returned to the school library before the student leaves school each year
- Any books or equipment that have been lost, stolen or damaged beyond what is deemed reasonable wear and tear should be paid for in full before the student leaves the School
- Any student with books or equipment outstanding from the previous year will be ineligible to borrow from the hire scheme again, until all outstanding responsibilities have been met.
Daily Information

Assembly and Chapel Services

Mahers Lane
• **Years 5 - 12 Assembly** - every Tuesday (Period 4 in Week A)
• **Years 5 - 6 Assembly** - every fortnight (time and day to be advised)
• **Years 7 - 12 Chapel** - held in year group as per student timetable
• **Years 5 - 6 Chapel** - every alternate week (time and day to be advised).

Sunshine Avenue
• **Kindergarten - Year 4 Chapel** (time and day to be advised)
• **Kindergarten - Year 4 Assembly** - every alternate week (time and day to be advised).

Special school services are held to commemorate significant days in the life of the church and community eg ANZAC Day, Ash Wednesday.

Daily Notices

Sunshine Avenue - daily notices are available to all teachers each morning and are shared with the students in their classroom.

Mahers Lane - daily notices are placed on the student administration window, staff notice board and read to students as morning notices during tutor time.

Homework Guidelines

Homework, when set, is intended to:
• Give further practice on work already covered in class
• Encourage and develop habits of individual study patterns
• Encourage integration between home and school.

In order to maximise the benefits of homework, parents are asked to:
• Help their child set a regular time to do their homework
• Provide, where possible, a private, quiet place to work
• Check their child’s homework and encourage neatness and accuracy - but NOT to provide answers
• Contact the class teacher with any difficulties
• Provide a written note for the teacher if there is a reason why a particular night’s homework could not be completed.

Secondary School - Homework will be provided to all classes on a regular basis. The amount and frequency of homework will vary according to the age of the students. Students are expected to organise time for study and assignment work.
Primary School – Play is still a very important factor in the development of all infant and primary age children. It is also important that young children have time to be involved in out-of-school activities.

The homework program consists primarily of the completion of a grid, where students will complete a set of tasks within each weekly or fortnightly period.

The grid is designed to establish appropriate work habits and time management skills required by students throughout their school life. The program is designed to promote and enhance family life by integrating learning with everyday activities and links with classroom learning.

Students will be required to read for approximately ten to twenty minutes each night depending on their year level; this will be outlined at the beginning of the School year.

The following is a guide for parents:

<table>
<thead>
<tr>
<th>Year</th>
<th>Approximate nights per week</th>
<th>Hours/minutes per night</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td>Three nights</td>
<td>Five to ten minutes</td>
</tr>
<tr>
<td>Years 1 and 2</td>
<td>Three nights</td>
<td>Twenty minutes</td>
</tr>
<tr>
<td>Years 3 and 4</td>
<td>Four nights</td>
<td>Twenty minutes</td>
</tr>
<tr>
<td>Years 5 and 6</td>
<td>Four nights</td>
<td>Thirty minutes</td>
</tr>
<tr>
<td>Years 7 and 8</td>
<td>Five nights</td>
<td>One hour</td>
</tr>
<tr>
<td>Years 9 and 10</td>
<td>Five nights</td>
<td>Two hours</td>
</tr>
<tr>
<td>Year 11</td>
<td>Six nights</td>
<td>Two to three hours</td>
</tr>
<tr>
<td>Year 12</td>
<td>Six nights</td>
<td>Three to four hours</td>
</tr>
</tbody>
</table>

Parents should appreciate that this is only a guide. Other activities such as camps, projects and excursions may cause variations to the above routine and it is important to remember that the duration of the homework will vary according to the student’s ability in that particular subject.

If a child is having difficulty completing homework within a reasonable margin of the above times, parents should draw this to the attention of the class teacher.

House Tutor Groups

Students in Years 7 - 12 are placed into House Tutor groups. Each group consists of a small number of students from each year level, all belonging to the same House. House Tutors are responsible for the delivery of the Pastoral Care program. House Tutors should be the first point of contact for parents who wish to discuss matters related to their child.

Library Times

- Sunshine Avenue: TBA
- Mahers Lane: 7:45am - 4:00pm, Monday - Friday
Daily Information

Pick Up and Drop Off Procedures

Mahers Lane Campus

- The designated student pickup/drop off zone is the top carpark. When entering the driveway for the campus grounds, take the first left to enter the designated zone. This zone is free of buses and staff cars to help ensure the safety of students
- The lower level car park is not to be used for dropping off or picking up students. This area is for the use of Surfside and Lindisfarne buses only.

Sunshine Avenue Campus

The parent drop-off/pick-up area is provided to parents to drop-off and pick-up their children without the need to park along Sunshine Avenue and physically enter the school grounds.

Please note there is no parking along the left hand side of Sunshine Avenue this allows drivers to form a queue and only drop-off or pick-up students when in the designated zone. Please avoid stopping across driveways when queuing as we need to be considerate of local residents during this busy period.

School bags should be placed inside of the car in the morning and afternoon, not in the boot, to allow easy access and prompt entry and exit of the vehicle. Students are to be encouraged to enter and leave the vehicle through the door closest to the school gate. To allow a constant flow of traffic, drivers are to remain in the car at all times.

If your child is unable to seat themselves and buckle their seat belts independently, please park in Sunshine Avenue and walk in to collect your child.

All drivers entering and leaving the drop off/car park area must, by law, give way to all vehicles and pedestrians.

School Gate Entrance

The only access to the school grounds is via the front gate near administration.

Please note the gate from the adjacent carpark is locked at 8:15am each day. Additionally the bus gate is locked from 8:15am until 3:00pm. All visitors to the School are required to sign in at administration.

Afternoon Procedure

All students are to wait in the supervised area inside the gate until their name is called out by the supervising teacher.

Each family will be provided with two family name cards that will assist in communication between the drivers and duty teachers during the pick-up period in the afternoons. Family name cards are available from campus administration. Drivers are requested to display their family name card on the front passenger side dash to enable duty teachers to view and inform your child to approach the pick-up area.
Once the child has been collected, drivers are to exit the area through the ‘EXIT ONLY’ driveway.

School Times
Sunshine Avenue Campus

**Preschool**

| School hours | 8:40am - 2:45pm |

**Kindergarten - Year 4**

- **First session** 8:40am - 10:30am
- **Recess** 10:30am - 11:00am
- **Second session** 11:00am - 12:30pm
- **Lunch** 12:30pm - 1:15pm
- **DEAR** 1:15pm - 1:30pm
- **Third session** 1:30pm - 3:00pm

Supervision in the grounds commences at 8:15am.

Students arriving at school prior to 8:15am must be signed into Out of School Hours Care by a parent or guardian. Students not collected by 3:30pm will be taken to Out of School Hours Care and the usual session fee will apply.

Mahers Lane Campus

**Years 5 - 12**

| School hours | 8:20am - 3:20pm |
| Morning recess | 10:35am - 10:55am |
| Lunch | 12:45pm - 1:30pm |

Supervision in the grounds commences at 7:50am.

**Daily Schedule - Mahers Lane Campus - Years 7 - 12**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:20am - 8:40am</td>
<td>Tutor time (20 minutes)</td>
</tr>
<tr>
<td>8:40am - 9:40am</td>
<td>Period 1 (60 minutes)</td>
</tr>
<tr>
<td>9:40am - 10:35am</td>
<td>Period 2 (55 minutes)</td>
</tr>
<tr>
<td>10:35am - 10:55am</td>
<td>Recess (20 minutes)</td>
</tr>
<tr>
<td>10:55am - 11:50am</td>
<td>Period 3 (55 minutes)</td>
</tr>
<tr>
<td>11:50am - 12:45pm</td>
<td>Period 4 (55 minutes)</td>
</tr>
<tr>
<td>12:45pm - 1:30pm</td>
<td>Lunch (45 minutes)</td>
</tr>
<tr>
<td>1:30pm - 2:30pm</td>
<td>Period 5 (60 minutes)</td>
</tr>
<tr>
<td>2:30pm - 3:20pm</td>
<td>Period 6 (50 minutes)</td>
</tr>
</tbody>
</table>

**Timetable**

Students are advised of their academic timetable at the commencement of the school year.
Lindisfarne recognises talent and attempts to provide every possible opportunity to encourage the growth of that talent. There are many avenues for the extension, enrichment and acceleration of all students. These include:

- High standards of excellence in the normal day-to-day academic program
- Acceleration of students who are identified as high or potentially high achievers
- Flexible pathways through the Higher School Certificate.

For more information on curriculum contact either:

- Primary Coordinator  Jodie Duggan - jduggan@lindisfarne.nsw.edu.au
- Dean of Studies      Caroline Jeffries - cjeffries@lindisfarne.nsw.edu.au
- Relevant Faculty Director.

**Assessment Policy**

Study and homework should be given priority. It is the student’s responsibility to ensure their work is completed.

Students will be assessed in a variety of ways including class tests, assignments and formal examinations.

Assessment booklets are available online through MyLindisfarne for students in Years 11 and 12. For questions regarding the Assessment Policy and Procedures, please contact Caroline Jeffries, Dean of Studies.

For Primary students please contact Jodie Duggan, Primary Coordinator.

**Award System**

Lindisfarne has a number of awards which recognise the success and dedication of students and the contribution made by them across all areas of the School. Information on the criteria and selection process is available from Head of Secondary, Noelene Wright and Head of Primary, Michele Chandler.

**Curriculum**

The year levels which refer to Stages are shown as follows:

- Preschool and Kindergarten  Early Learning Centre
- Years 1 and 2            Stage 1 Primary School
- Years 3 and 4            Stage 2 Primary School
- Years 5 and 6            Stage 3 Primary School
- Years 7 and 8            Stage 4 Secondary School
- Years 9 and 10           Stage 5 Secondary School
- Years 11 and 12          Stage 6 Secondary School.
The New South Wales Australian Curriculum guides key teaching practices throughout the School. The curriculum is structured in the following way:

**Early Learning Centre**

**Preschool @ Lindisfarne**

The Preschool program is guided by the National Early Years Framework and Lindisfarne Learning.

**Belonging, Being, Becoming**

<table>
<thead>
<tr>
<th>Belonging</th>
<th>Being</th>
<th>Becoming</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identity</td>
<td>Community</td>
<td>Wellbeing</td>
</tr>
<tr>
<td>Learning</td>
<td>Communicaton</td>
<td></td>
</tr>
</tbody>
</table>

**Kindergarten to Year 4**

<table>
<thead>
<tr>
<th>Dance</th>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td>French (Years 2 to 4)</td>
<td>History</td>
</tr>
<tr>
<td>Library</td>
<td>Mathematics</td>
</tr>
</tbody>
</table>

**Years 5 and 6 (Stage 3)**

<table>
<thead>
<tr>
<th>Performing Arts Opportunities</th>
<th>Music</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>PDHPE</td>
</tr>
<tr>
<td>History</td>
<td>Religious and Values Education</td>
</tr>
<tr>
<td>French</td>
<td>Science and Technology</td>
</tr>
<tr>
<td>Library</td>
<td>Visual Arts</td>
</tr>
<tr>
<td>Mathematics</td>
<td></td>
</tr>
</tbody>
</table>

**Years 7 and 8 (Stage 4)**

<table>
<thead>
<tr>
<th>English</th>
<th>PDHPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>French or Japanese</td>
<td>Religious Education</td>
</tr>
<tr>
<td>HSIE</td>
<td>Science</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Technology</td>
</tr>
<tr>
<td>Music</td>
<td>Visual Arts</td>
</tr>
</tbody>
</table>

Information Technology is integrated into all areas of Stage 4.

**Years 9 and 10 (Stage 5)**

The subjects in Years 9 and 10 consist of a core:

<table>
<thead>
<tr>
<th>Australian Geography</th>
<th>Mathematics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australian History</td>
<td>PDHPE</td>
</tr>
<tr>
<td>English</td>
<td>Science</td>
</tr>
</tbody>
</table>
Two subjects are studied from the following electives:

- Accelerated Mathematics (Year 9 only)
- Accelerated Physics (Year 10 only)
- Commerce
- Drama
- Food Technology
- Design and Technology
- Information and Software Technology
- Japanese
- Music
- Textiles Technology
- Visual Arts
- Physical Activity and Sports Science (Year 10 only)
- Accelerated Science (Year 9 only)

Years 11 and 12 (Stage 6)

Year 11 - All students must study English at advanced or standard level and in addition ten units from the following list:

- Ancient History (2 Unit)
- Biology (2 Unit)
- Business Studies (2 Unit)
- Chemistry (2 Unit)
- Dance (2 Unit)
- Drama (2 Unit)
- Economics (2 Unit)
- Engineering Studies (2 Unit) (Year 12 only)
- English Extension 1 (1 Unit)
- Entertainment Industry (VET) (2 Unit)
- French Beginners (Year 11 only)
- Mathematics General (2 Unit)
- Geography (2 Unit)
- Hospitality (VET) (2 Unit)
- Industrial Technology (Multi Media) (2 Unit)
- Information and Digital Technology (VET) (2 Unit)
- Japanese Beginners (2 Unit) (Year 11 only)
- Japanese Continuers (2 Unit) (Year 11 only)
- Legal Studies (2 Unit)
- Mathematics (2 Unit)
- Mathematics Extension 1 (1 Unit)
- Modern History (2 Unit)
- Music Course 1 (2 Unit)
- PDHPE (2 Unit)
- Physics (2 Unit)
- Studies of Religion 1 (1 Unit)
- Software Design & Development (2 Unit)
- Textiles & Design (2 Unit) (Year 12 only)
- Visual Arts (2 Unit)
Year 12 - All students must study English at advanced or standard level and carry at least another eight units from Year 11 through to Year 12. However, students can include in these eight units some additional courses that are only available to Year 12 students.

- English Extension 2 (1 Unit)
- History Extension (1 Unit)
- Mathematics Extension 2 (2 Unit)
- Senior Science (2 Unit)

The rules and requirements for eligibility for the Higher School Certificate are set out in the Board of Studies publication: Assessment, Certification and Examination (ACE) manual, available on the BOS website: www.boardofstudies.nsw.edu.au

To be eligible for the Higher School Certificate, a student must satisfactorily complete at least twelve units in the preliminary study pattern (Year 11) and at least ten units in the HSC study pattern (Year 12).

Most students follow a two year program of study in Years 11 and 12 leading to the award of the Higher School Certificate, however other pathways are available.

Examinations - Years 7 - 12

Examination blocks are set at the beginning of each year. Attendance for these examinations is compulsory unless leave has been approved by the Principal following the completion of the Application for Leave form, available on the Lindisfarne website. Absence or leave without explanation will result in a zero mark being given. With medical evidence or notification of misadventure, the examination will be completed at an appropriate time.

Vocation Oriented Pathway Courses

At Lindisfarne, students are offered a number of Vocational Educational Training courses (VET). In addition, partnership opportunities exist for students at TAFE (TVET - TAFE Delivered Vocational Educational Training courses), universities and private colleges, eg. QIBA, ‘Student for a Semester’ at Bond University, Southern Cross University and Griffith University.
School Procedures

Attendance and Absences

Absences/Late Arrivals

Students are expected to attend school during listed term dates. Parents are asked to schedule holidays during term breaks to minimise disruption to students’ education. Examinations will not be rescheduled to accommodate individual students who are voluntarily absent during examination times, nor will school work be provided for the duration of the absence.

All requests for holidays during term time must be addressed to the Principal in writing by completing the Application for Approval for Leave Form, available on the Lindisfarne website.

If students need to leave an organised school event, eg musical presentation, rehearsal, presentation evening, sporting event, etc with someone other than their parents, notification is required in writing to the School at least twenty four hours prior the day of the event. This note should be addressed to the event convenor. If the event convenor does not receive a note, students will not be authorised to travel with persons other than their parents, or to use alternate methods of travel from the event.

The School must be notified of an absentee or late arrival before 8:45am.

Mahers Lane Campus

• The absentee number is 07 5590 5927 and is available 24/7
• The student is to bring a note when they return explaining their absence
• Late arrivals must sign in at student administration.

Sunshine Avenue Campus

• Please call 07 5523 1143 to report an absentee/late arrival
• Kindergarter to Year 4 students arriving after 8:40am and Preschool students arriving after 9:00am, must sign in at administration.

Change of Details Form

It is essential that the School has up-to-date contact information for all students. Please ensure that you complete a change of details form whenever any of your contact information changes:

• Address - residential and / or postal
• Phone numbers, including emergency contact numbers
• Medical information
• Family circumstances, including any legal documentation or requirements
• Email addresses
• Custody arrangements.

Change of details forms are available from campus administration and the School website.
Excursions and Camps

Excursions are held for individual subjects and classes throughout the year. Lindisfarne has a duty of care during these activities and the safety and welfare of students takes priority over any activity.

Students are expected to behave appropriately.

Parents’ participation in excursions is subject to the requirements of the excursion and participation may be limited.

Camps (Outdoor Education) make a valuable contribution to the complete education of students. From Year 2 onwards, it is expected that all students attend their scheduled camp.

ID Badges

ALL Lindisfarne staff, volunteers, visitors, contractors and parents are required to wear an ID or visitor’s badge whilst on campus.

Students are advised that should they encounter a visitor to the School not wearing an ID or visitor’s badge, they are to inform the nearest staff member immediately. Staff will direct the visitor to return to campus administration, sign in and collect a visitor’s badge.

All volunteers at the School are required to read, sign and understand the Code of Conduct Volunteer forms prior to the commencement of their volunteer duties.

Illness

If a child has a disease for which an immunisation vaccine is available or has a contagious infection eg impetigo (school sores), head lice, viral/bacterial meningitis, etc parents must inform the School upon diagnosis and check for up-to-date information on the length of time that the child should be kept home from school.

Medical/dental appointments, except in cases of emergency or special need, should be made outside of school hours where possible. For exceptions, a parental note is required.

Medical Information for Camps and Excursions

Prior to any school camp or overnight excursion, parents must complete an Excursion Medical form to ensure that staff are aware of the medical conditions students in their care may have. Please ensure that all necessary medication is correctly labelled and is given to the teacher in charge prior to the excursion or camp.

Parent / Teacher Interview Procedure

Formal parent/teacher interviews are conducted at both campuses at various times throughout the year. The dates of these interviews are published in the School newsletter.
Information is sent home prior to the interviews informing parents how to book online via the link on the Lindisfarne website.

Parents requiring an appointment outside of scheduled parent/teacher interviews times can email the staff member/s who will arrange a mutually convenient time.

**Performing Arts Private Tuition**

In addition to regular classes, Lindisfarne has specialist teachers who offer private tuition in Speech and Drama, Piano/Keyboard, Strings, Brass, Woodwind, Percussion, Singing and Drums.

Please contact the Director of Creative and Performing Arts at the Mahers Lane campus or Tina Ross at the Sunshine Avenue campus to arrange individual lessons.

Whilst lessons are a private arrangement between parent, student and peripatetic teacher we recommend the following guidelines for Sunshine Avenue campus students:

*Preschool:* Before or after school with parental attendance.

*Kindergarten:* Before or after school with parent attendance for Semester 1. After Semester 1 it is at the discretion of the peripatetic teacher in consultation with the class teacher and parent.

*Years 1 - 4:* Lessons can be during class time however, if the student requires learning support we recommend that lessons not be conducted during literacy or numeracy times.

Communication between the peripatetic teacher and the class teacher is highly recommended to minimise interruption to the student’s learning.

**Student Identification Cards**

Students attending the Mahers Lane Campus are required to have an identification card. At the beginning of the year, the library staff take each student’s photo and an identification card is issued. The cost of this is included in the school fees. If students lose their card a replacement fee of $2.00 is required to be paid.

**Visitors to the School**

Signage at the entrances to both campuses instructs **ALL** visitors to proceed to administration to sign in and receive a visitor’s badge. This badge is to be worn at all times whilst on school grounds. This applies to parents visiting any area of the school grounds - classrooms and uniform shop at the Mahers Lane Campus included.

All visitors are required to sign out and return their visitors badge on departure.
Uniform Information

The Lindisfarne uniform has been designed to serve practical purposes and ensure that students feel pride in their school and experience a sense of equality in what they wear to school. The correct wearing of the school uniform reflects students' standards of self-discipline.

General Uniform Information

Students are to be correctly and neatly dressed at all times.

Students who do not have the correct uniform may be sent home until these items are obtained and conformed to.

Students will be advised of days when the sports uniform is to be worn at the beginning of the school year.

All items are to be clearly labelled with the student’s name.

Hats are to be worn outdoors at all times.

Hair

- Girls' hair is to be kept tidy and clear of the face at all times
- Boys' hair should always be neat and tidy in appearance and clear of the collar
- Students' hair should not come over the eyes at any time
- Shoulder length, or longer, hair for girls is to be tied back with either a navy blue school ribbon, navy blue headband or navy blue or tartan scrunchie for Preschool - Year 8. For Years 9 - 12 these items can be red in colour
- Only conventional cuts are allowed. No outlandish styles or unnatural colouring is permitted
- The minimum crew-cut length is a number three cut
- Boys are to be clean shaven at all times.

Jewellery / Make-Up

- No jewellery except a wristwatch and a thin chain with an appropriate Christian cross is permitted
- Female students who have pierced ears are permitted to wear 3mm gold or silver studs only. One stud only is permitted in the lower lobe of each ear. All other types of earrings or jewellery worn, including retainers will be confiscated for the remainder of the term
- Male students are not permitted to wear earrings to school
- Body piercing jewellery, metal or plastic, or tattoos of any form are NOT permitted
- No make-up of any type is permitted
- Clear sunscreen is permitted, however, not the tinted variety.
Uniform Information

Uniform Requirements
In depth details for the day, formal and winter uniforms follow. Should you have any queries please contact the staff at the Uniform Shop.
Please ensure that all clothing and equipment is clearly labelled in permanent ink with the student’s name.

Note: No graffiti is permitted on clothing or equipment.

Shoes
For safety reasons, conventional black leather lace-up, school shoes that provide good support are to be worn with the school uniform. The Athletes Foot, Tweed City has a range of shoes approved by Lindisfarne.

Note: Black joggers, runners or sports shoes are NOT acceptable.

Predominantly white, lace-up sports shoes, with white laces that provide good support are to be worn for sport. Boots, skate shoes, canvas shoes, multi-coloured shoes, multi-coloured laces or velcro are NOT permitted for students in Year 1 and above.

Velcro shoes are permitted for Preschool and Kindergarten ONLY, on the understanding that parents will help their children to learn to tie their shoe laces in preparation for Year 1.

Socks
Female students in Kindergarten to Year 8 are to wear plain white ankle socks (socks that when folded over fully cover the ankle) with their day uniform. Anklet socks are NOT permitted.

Skirts
The length of the skirt is to be worn is to be no shorter than on the knee.

School Bag
The Lindisfarne backpack is the only school bag permitted.

Preschool Uniform
Girls and boys uniform

- Sports shirt - royal blue
- Sports shorts
- Sports socks

Preschool winter uniform

- Fleecy jumper
- Predominately white sports shoes with white laces (velcro if necessary)
- School floppy hat
- School bag
- Fleecy trackpants
**Kindergarten - Year 2 Uniform**

**Girls**
- Tartan shorts
- Basque blouse
- Short white socks
- School scrunchie

**Boys**
- Pull-on shorts
- Jack shirt
- Long socks

**Boys and Girls**
- Sports shirt - royal blue
- House sports shirt - house colours
- Sports shorts
- Sports socks

**Winter uniform**
- Fleecy jumper
- Fleecy trackpants *(formal and sport uniform)*

**Years 3 - 6 Uniform**

**Girls**
- Tartan skirt
- Tartan Skort
- Basque blouse
- Short white ankle socks
- Navy blue or tartan scrunchie

**Boys**
- Shorts
- Leather belt
- Dress shirt
- Long socks

**Boys and Girls**
- Sports shirt - royal blue
- House sports shirt - house colours
- Sports shorts
- Sports socks
- School floppy hat *(Lindisfarne cap for Years 5 and 6 only)*

**Winter Uniform**
- Woollen jumper
- Flight jacket

**Conventional black leather lace-up school shoes (Clark style) or optional buckle-up shoes *(can be velcro if necessary - Kindergarten only)*

**Summer Uniform**
- Conventional black leather lace-up school shoes (Clark style) or optional buckle-up shoes *(can be velcro if necessary - Kindergarten only)*

**School bag**
- Lindisfarne sports jersey *(sport only)*
- Tracksuit pants *(sport only)*
- Conventional black leather lace-up school shoes
- Predominately white sports shoes with white laces

**Predominately white sports shoes with white laces *(can be velcro if necessary - Kindergarten only)*

**Flight jacket**
- Navy tights *(formal uniform only)*
- Tie *(Terms 2 and 3)*
Uniform Information

Years 7 - 8 Uniform

Girls
- Tartan skirt - *(to be worn no shorter than on the knee)*
- Basque blouse
- White ankle socks *(anklet socks are not to be worn with the day uniform)*
- School scrunchie, navy blue ribbon or navy blue headband

Boys
- Shorts
- Leather belt
- Dress shirt
- Long socks
- School socks

Boys and girls
- School sports shirt - royal blue
- House sports shirt - house colours
- School sports shorts
- School sports socks
- School floppy hat or Lindisfarne cap
- School bag
- Lindisfarne sports jersey *(sport only)*
- Tracksuit pants *(sport only)*
- Conventional black leather lace-up school shoes *(no casual shoes)*
- Predominately white sports shoes with white laces
- Navy tights
- Tie *(Terms 2 and 3)*

Winter uniform
- Woollen jumper
- Flight jacket
- Jane style shoes are optional for Years 11 to 12. These must be sturdy, have a strap and provide adequate foot support.
- White ankle socks *(anklet socks are not to be worn with the day uniform)*

Years 9 - 12 Uniform

Girls
- Red skirt - *(to be worn no shorter than on the knee)*
- Senior blouse
- Formal black leather lace-up school shoes *(conventional style compulsory for Years 9 and 10)* Mary Jane style shoes are optional for Years 11 to 12. These must be sturdy, have a strap and provide adequate foot support.
- White ankle socks *(anklet socks are not to be worn with the day uniform)*

Boys
- Navy shorts
- Grey trousers
- Leather belt
- Senior shirt
- Long school socks to be worn with shorts
- Short grey or black socks to be worn with trousers
- Conventional black leather lace-up school shoes *(formal style)*
- Black leather slip-on dress shoes with trousers only, not with shorts *(optional for Years 11 and 12 only)*

Boys and girls
- Sports shirt - royal blue
- House sports shirt - house colours
- Performing Arts polo - compulsory for dance, drama, music and entertainment students
Uniform Information

2016 Parent & Student Guide

• School sports shorts
• Sports socks or Lindisfarne anklets
• Floppy hat or Lindisfarne cap
• School bag

Winter Uniform
• Woollen jumper
• Blazer (compulsory for Years 11 and 12)
• Navy tights

Uniform Shop
Phone 07 5590 5186

The Uniform Shop is located at the Mahers Lane campus. Uniforms may be purchased directly from the uniform shop during business hours or online by accessing the uniform shop page on the Lindisfarne website, found under the resources tab. Any persons with items on back order will be notified once the stock has been received at the uniform shop. Back ordered items will be held for seven days.

Credit card and EFTPOS facilities are available. Cash and cheques are also accepted. All uniforms are subject to GST.

Phone or mail orders are available with payment to be made by credit card or cheque. After payment has been made, orders can be delivered to either campus by arrangement or collected from the uniform shop during business hours.

A stock of most items and sizes is kept on hand and all items must be paid for in full before delivery. Second-hand uniforms are also available for sale and the Uniform Shop may resell uniforms on consignment.

Uniform Shop Opening Hours - Term Time
The following times will apply throughout term time and the last week of every holiday period.

Note: The uniform shop is closed on public holidays.

Monday 7:45am - 1:30pm
Tuesday 1:00pm - 5:00pm
Thursday 7:45am - 1:30pm
Communication Information

There are a number of avenues of communication within our school, eg. newsletters, diaries and appointments with staff. Communication is critical in ensuring the best possible outcomes for individual students. If you have any concerns please contact your child’s House Tutor or class teacher to make an appointment.

Communication Guidelines

Parent communication procedures and guidelines are outlined in the Communication Guidelines and Parent/Guardian Complaint Handling Policy. This document is available on the Lindisfarne website.

The guidelines contain the information regarding:

- Parent information – talking to our school
- How Lindisfarne communicates with parents
- Addressing enquiries, concerns, requests or complaints
- Parent channels of communication
- Staff information
- Processes for school staff – handling enquiries, requests, concerns or complaints
- Principles for handling complaints
- Dealing with complaints or suggestions
- Staff contacts.

It is not usually possible to speak to teaching staff during school hours, except during recess and lunchtime. Should you need to contact staff members, please phone and make an appointment to meet with them or leave your name and a message so that staff may return your call.

Please remember to allow sufficient time for staff to return your call. This will be dependent upon their teaching and pastoral care duties on any given day.

Contacts

Any questions, queries, issues or concerns should be passed through the appropriate channels.
Principal’s Office

Acting Principal
Kitty Guerin - Term 1 2016
principal@lindisfarne.nsw.edu.au

Principal
Stuart Marquardt - commencing Term 2 2016
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Administration Staff

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Marketing Officer
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Administration Officers - Mahers Lane Campus
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Teacher Librarian - Sunshine Avenue Campus
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Communication Information

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School Chaplain
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Director of Early Learning
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HSIE Coordinator
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Science Coordinator
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Communication Information

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Director of PDHPE and Sport
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PDHPE Coordinator
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Email

Whilst email is a fast tool for communication, parents are advised that due to teaching commitments, staff may not be able to respond to email queries immediately. Email is appropriate for advising general information and is recommended for arranging meetings, but not for urgent matters.

Please note - do not email teachers with information regarding after school travel arrangements. These should be arranged before school and a note is to be provided. In the instance of any urgent messages or changed plans, please contact campus administration.
Enrolment Information

Please contact the Enrolments Officer for information regarding an enrolment into Lindisfarne.

An enrolment application is to be completed for each child and returned to the Enrolment Officer with all appropriate paperwork included. Upon receipt of the application/s, the applicant will be registered on Lindisfarne’s enrolment database. **Please Note:** The completion of an Enrolment Application is not a guarantee of a place and a non-refundable application fee of $70.00 (including GST) is to be enclosed with the enrolment application.

Parents will be notified of a suitable time for an interview with the Principal or Principal’s representative, prior to the student’s entry into Lindisfarne.

Parents/guardians of students offered a place at Lindisfarne are required to complete an enrolment contract and return it to the School, along with the non-refundable enrolment fee of $390.00 per child or $650.00 per family.

In the event of the withdrawal of a student, parents are required to complete a student withdrawal form, available from campus administration. Failure to provide Lindisfarne with one term’s written notice of withdrawal will incur the charge of one term’s fees per student (in lieu of notice). Notice must be given prior to the commencement of the last term of attendance.

Immunisation

Since 1994, the New South Wales Public Health Act has required that all children starting school in Kindergarten must present an immunisation certificate at the time of enrolment.

This certificate helps identify children who have not been immunised meaning that if there is a disease outbreak, unimmunised children will be required to stay at home for their own protection. The certificate may be obtained from your general practitioner or community health staff. The Australia Childhood Immunisation Register (ACIR) can be contacted on 1800 653 809 or www.humanservices.gov.au for a copy an immunisation history statement.
Medical Conditions

All medical conditions should be noted on the medical details form at the time of enrolment and the School must be notified immediately of any changes to medical conditions.

Should your child be required to wear a medical alert bracelet please notify the Enrolments Officer and ensure that they wear the bracelet at all times.

The Enrolments Officer will notify staff of any medical conditions and, together with parents and teachers, will formulate a management plan. The management plan will be given to teachers and administration staff, placed in staffrooms and entered on the School’s database.

Students with medical conditions will be accompanied on excursions and sporting events by a teacher trained in the use of the appropriate equipment eg EpiPen, oxygen, etc.
Parent Account Information

Fee Payment Options

All fees will be invoiced at least two weeks prior to the commencement of each term.

Option 1

Full annual fees paid in advance within seven days of the commencement of Term 1 will result in a 5% discount on the Tuition Fee component.

Option 2

Term fees paid in full by the first day of term will result in a $30 prompt payment discount.

Option 3

Term fees paid by three equal installments:

- First installment must be paid by the due date on the statement
- Second installment must be paid by the third Monday of the term
- Third installment must be paid by the sixth Monday of the term (including supplementary charges)

Option 4

Pre arranged payment plan by direct debit. Parents have the choice of forty three weekly or twenty two fortnightly payments commencing first day of Term 1. We direct debit your bank account or credit card and credit the payments to your school fee account. Contact the Finance Department for calculations and direct debit forms.

Supplementary Charges (eg. excursions, subject levies, recreation sport, camps where applicable etc), will be clearly listed on the school fee account during each term and payment is to be finalised by the last installment date of each term.

Fee Payment Methods

B Pay

Is the preferred method of payment using the School's Biller Code and Parent Reference Number printed on the front of your school fee account. Simply use phone or internet banking and supply this information and the amount to be paid.

Direct Debit

Please contact the Finance Department via email or phone to arrange.

Mail

Please include the tear off section of your school fee statement with your cheque or complete your credit card details.
Parent Account Information

Office
Payment in person will be accepted at both campuses (cash/cheque/credit card/EFTPOS).

- Mahers Lane campus: 8:00am and 4:00pm Monday to Friday
- Sunshine Avenue campus: 8:15am and 3:30pm Monday to Friday.

Phone
Credit card payment over the phone can be made at the Mahers Lane administration only (07 5590 5099) between 8:00am and 4:00pm Monday to Friday, or emailed to accounts@lindisfarne.nsw.edu.au at any time.

Please note that a 2% surcharge will apply for all payments by American Express and a 1% surcharge for all payments by other credit cards (excluding BPay and EFTPOS Cheque/Savings), and fee receipts will not be sent unless specifically requested.

Late payment of any installment will immediately make the whole outstanding balance due and payable. Any late payment of fees may result in loss of discount, scholarship or rebate for the term. If the account is referred to our collection agents you will be liable for all debt recovery fees.

Failure to give one full term's notice of withdrawal in writing to the Principal, will incur one terms fees per student in lieu of notice and forfeiture of the refundable enrolment deposit if applicable. Notice must be given prior to the commencement of the last term of attendance.
Codes Of Conduct And Policies

It is an expectation of Lindisfarne that students follow the School’s policies and guidelines. Policy documents are available upon request.

Accidents

Lindisfarne is concerned about the safety of all staff, students and visitors. All accidents (no matter how minor) must be reported to administration where the incident will be recorded in the Accident Register and/or an accident form completed.

The majority of school staff are trained in first aid and the use of EpiPens. Training is renewed on a rotational basis or as the need arises.

Administration of Medication Policy

The School’s Administration of Medication Policy is available on the School’s website.

Medication is not to be given to a student unless a letter or a Medical Authority form has been provided by the parent or guardian giving permission for employees of Lindisfarne to administer medication. Medication must be in the original packaging and clearly labelled with the student’s name. If the medication is prescribed, it must have the prescription label attached.

Medication is not to be kept in students’ bags – it is to be held at student administration and collected by the student or parent at the end of the day.

Accessing Bus Services owned by Lindisfarne Anglican Grammar School Policy

1.0 POLICY STATEMENT

The School is responsible for informing all students, parents and staff of the correct use of the School owned buses. Lindisfarne recognises that some students reside in areas not serviced by Surfside Buslines and where feasible, the School provides its own buses to transport students from Queensland and Ocean Shores and Mullumbimby in northern New South Wales.

The School reserves the right to provide additional services or to amend current routes as deemed necessary and will advise the School community of such changes in writing.

2.0 POLICY CONTENT

2.1 Student Eligibility

Only students with a Queensland residential address or who reside in the areas surrounding Mullumbimby and Ocean Shores are eligible to travel on the bus services owned and operated by Lindisfarne.

Parents/guardians need to complete the Bus Application Form and submit it to the School at the commencement of such travel. Please note that bus passes are issued with a twelve month duration and will be re-issued at the beginning of each
school year. To cancel this travel arrangement families must notify the School in writing.

Students living outside of these areas need to arrange their own method of transport to and from school utilising Surfside Buslines or by private transportation.

2.2 Ability to Travel on School Owned Bus Services

Students with a Queensland residential address or who reside in the areas surrounding Mullumbimby and Ocean Shores need to have a current school issued bus pass to travel on the Lindisfarne buses.

From time to time students in selected sporting teams may be issued a bus pass in order to travel between campuses for training purposes. Passes for this access will be issued by the Sports Coordinator and campus transfer travel does not incur a fee.

Students need to show the bus driver their current bus pass and it is the student’s responsibility to manage the safe keeping of their pass at all times.

In the case of a one-off situation for travelling on a Lindisfarne bus, eg: staying at a friend’s house, a request to travel on the bus is required a minimum of twenty four hours in advance. Please contact Suzanne Halliday on 07 5590 5099 or email shalliday@lindisfarne.nsw.edu.au.

2.3 Bus Travel Costs

Each year the School will review current bus pass fees and advise parents/guardians of any changes.

The School will bill parents/guardians for the cost of their student/s travel on Lindisfarne buses. This will be sent out in accordance with the School's Fee Schedule.

All enquiries relating to financial costs and payments regarding the School owned services are to be directed to Suzanne Halliday - Accounts Administration Officer.

2.4 Student Behaviour

All students are expected to abide by all current school policies in relation to their behaviour whilst travelling on buses.

The School reserves the right to exclude students from accessing the School owned bus service for a designated period of time if their behaviour is deemed as inappropriate.
Parents, please ensure your children read this information so they fully understand the consequences of misbehaving on a school, or any other bus.

Please note: In addition to any penalties imposed under this Code, the School Principal may take other action under the School’s Code of Conduct - Student.

**Bus Code of Conduct**

The safety and comfort of all persons travelling on buses is of the utmost importance. This code is a reminder to all school students, their parents and carers that some behaviour is unacceptable on buses, or any other form of public transport.

Please discuss these simple rules with your children so that they understand what they should and should not do.

To ensure your safety and the comfort of others, students will:

- Wear a safety belt at all times if fitted on the bus
- Behave safely at all times
- Respect the needs and comfort of other passengers
- Respect bus property by not marking or damaging it
- Always follow instructions about safety on the bus.

Students will NOT:

- Distract the driver - except in an emergency
- Eat or drink on the bus
- Move about bus while in motion
- Allow any part of their body to protrude from the bus
- Fight, spit, use offensive language or place their feet on the seats
- Throw any article inside or out of the bus
- Push, shove or otherwise mishandle other passengers.

If a student’s behaviour is either offensive or dangerous, disciplinary action will be taken and could result in the student losing bus privileges for ten school weeks.

**Child Protection Policy**

As part of legislative requirements the Child Protection Policy sets out Lindisfarne’s policy in general terms.

The Child Protection Policy covers the following:

- Procedures on Child Protection
- Child Protection Policy
- Guidelines for Reporting and Investigating ‘Reportable Conduct’
Codes of Conduct and Policies

- Investigation processes
- Documentation.

All staff, prior to commencing employment with the School, are to undergo a Working with Children Check as required by New South Wales Child Protection legislation.

Critical Incident Management Policy
Lindisfarne places a high priority on the protection of all students, staff and visitors and the School actively works to prevent incidents which may result in significant harm.

In the event of a critical incident which has the potential to cause significant injury to persons or damage to property, the Principal will determine whether the Critical Incident Management Plan is to be implemented.

Emergency and Lockdown Procedures
A copy of the evacuation procedure is displayed in a prominent place in all classrooms. Teachers will go through these procedures with their students, and drills will be held at each campus at least once a term.

Lockdown procedures are not displayed in classrooms, however, teachers regularly practise procedures with students and drills are held throughout the year.

Grievances, Disputes - Students Procedural Fairness
For assessment and course work students have a right to appeal. For senior students, the relevant information is available in the assessment booklets, which are available online via the student Intranet.

For other grievances or disputes, students and parents must use the normal communication guidelines, as advised in the Communication Guidelines and Complaint Handling Policy - for Parents document. There is also a section in this guide outlining the School’s informal and formal mechanisms for communication. Parents may request a copy of this policy by contacting the Principal's Professional Assistant.

Safety And Welfare
Policies and procedures have been implemented to provide a safe and supportive environment which:

- Minimises risk of harm and ensures students feel secure
- Supports the physical, social, academic, spiritual and emotional development of students
- Provides student welfare policies and programs that develop a sense of self-worth and foster personal development.
Lindisfarne promotes a learning environment where teachers and students are mutually supportive. Staff and students should respect each other and not engage in conduct which undermines this mutual trust and support and also respects the philosophy and ethics of the School. Lindisfarne encourages consultation of all members of the School community in matters which affect them.

Lindisfarne implements measures designed to promote the safety and wellbeing of students including:

- Appropriate levels of supervision
- Security of buildings
- Procedures in case of fire
- Use of grounds and facilities
- Travel on school-related activities
- Other appropriate matters.

These requirements and procedures are monitored for compliance at regular intervals.
Campus Maps
Sunshine Avenue Campus

Subject to change
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