LINDISFARNE
Anglican Grammar School

Parent and Student Guide 2023

LINDISFARNE
Anglican Grammar School

Luceat Lux Vestra — Let Your Light Shine

As a leading co-educational independent school serving the southern Gold Coast, Tweed Coast and northern NSW, we pride ourselves on our high expectations for student achievement and holistic development through the provision of distinctive identity, relationships, learning and leadership that support our staff and families.

Our school values of compassion, wisdom and respect are underpinned by our Anglican traditions where building genuine relationships through the generosity of spirit and care for others; gaining knowledge, understanding, skills and character from learning; and appreciating all within our environment are at our core.

While having all the advantages of a P to 12 school, we have adopted a "one school, three subschools" approach through our Junior, Middle and Senior Schools allowing us to shape the curriculum in accordance with the developmental phases of our students and help our educators better manage the transition between the stages of school life. We cultivate learning through relationships, expert teaching, educational research and innovation throughout our three subschools that focus on:

- Leadership: creating the competencies that equip us with hope, clarity and direction.
- Standards: establishing high expectations that empower student involvement, development, achievement, service and voice.
- Collaboration: working together within aligned structures, processes, practices and systems that enable our desired ethos and strategy.

At Lindisfarne, we provide a framework for 21st-century learning and future-focused, real-world thinking that equips our students for their lives post-school. Our students graduate enabled and empowered both academically and emotionally to assume responsibility for making a positive contribution to the world.

Contact Us

Email	reception@lindisfarne.nsw.edu.au
Phone	07 5590 5099
Website	www.lindisfarne.nsw.edu.au
Junior School Campus	Sunshine Avenue, Tweed Heads South NSW 2486
Middle and Senior School Campus	Mahers Lane, Terranora NSW 2486
Postal Address	Lindisfarne Anglican Grammar School PO Box 996, Banora Point NSW 2486
Social Media	
• Facebook	facebook.com/lindisfarnegrammar
• Instagram	instagram.com/lindisfarnegrammar
• YouTube	youtube.com/channel/UCiRyyZ7zd9gLjQdUHcvxw4Q
• LinkedIn	linkedin.com/school/lindisfarne-anglican-grammar-school
Out of School Hours Care	07 5590 5099 0409 467 667 (*Vacation Care only*)
Canteen	07 5590 5099
Uniform Shop	07 5590 5186

ABN 91 552 839 641 | CRICOS No. 03803G

Foreword

Dear Parents and Students,

Welcome to Lindisfarne Anglican Grammar School. With a number of new students joining us in the 2023 school year, our Parent and Student Guide assists in providing an overview of the day-to-day operations of the School.

The following pages explore the history, philosophy and aims of the School whilst outlining our expectations of students towards their academic learning, their environment and towards each other. Much of what we do at Lindisfarne is built around our values of Compassion, Wisdom and Respect ensuring students have the foundation and the support they need to:

- stay safe;
- be healthy;
- enjoy and achieve academic growth;
- make a positive contribution to our school and community;
- learn to serve others; and
- achieve economic wellbeing.

With this commitment giving shape to our work, we set about establishing high expectations that empower student involvement, achievement, holistic development, service learning and student voice in our local, national and international communities.

Through upholding and celebrating our Anglican tradition, we live out our school values by implementing unique learning programs which provide the essential skills and qualities 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.

Personal achievement is paramount at Lindisfarne and a partnership between parents, students and staff is a critical factor in the success of our students. To achieve this, we focus on a proactive and positive school culture cultivating learning through relationships, expert teaching, educational research and innovation ensuring leadership, standards and collaboration are at the forefront of our community-engaged framework. Lindisfarne promotes a whole school sense of optimism that encourages our students to live their dreams, make a difference and leave the world a better place.

Kind regards,

Stuart Marquardt

Principal

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2023 Term Dates

Term 1		**LENT**
4 January	Wednesday	School office reopens
26 January	Thursday	Australia Day — Public holiday
27 January	Friday	New Students and Year 7 Orientation Session
30 January	Monday	**First day of Term 1**
6 April	Friday	**Last day of Term 1**
7 April	Friday	Good Friday — Public holiday
10 April	Monday	Easter Monday — Public holiday

Term 2		**PENTECOST**
24 April	Monday	**First day of Term 2**
25 April	Tuesday	ANZAC Day — Public holiday
22 to 26 May	Monday to Friday	Year 7 to 11 Camps
		Year 12 Activity Week
12 June	Monday	Queen's Birthday — Public holiday
23 June	Friday	**Last day of Term 2**

Term 3		**TRINITY**
17 July	Monday	**First day of Term 3**
22 September	Friday	**Last day of Term 3**

Term 4		**ADVENT**
9 October	Monday	Staff Development Day
10 October	Tuesday	**First day of Term 4**
5 December	Tuesday	Junior School Speech Day
		Middle School Speech Day
6 December	Wednesday	Senior School Speech Day
		Last day of Term 4
20 December	Wednesday	School office closes

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2024 Term Dates

Term 1		**LENT**
4 January	Thursday	School office reopens
25 January	Thursday	New Students and Year 7 Orientation Session
26 January	Friday	Australia Day — Public holiday
29 January	Monday	**First day of Term 1**
29 March	Friday	Good Friday — Public holiday
1 April	Monday	Easter Monday — Public holiday
12 April	Friday	**Last day of Term 1**
25 April	Thursday	ANZAC Day — Public holiday

Term 2		**PENTECOST**
29 April	Monday	Staff Development Day
30 April	Tuesday	**First day of Term 2**
27 to 31 May	Monday to Friday	Year 7 to 11 Camps
		Year 12 Activity Week
10 June	Monday	Queen's Birthday — Public holiday
28 June	Friday	**Last day of Term 2**

Term 3		**TRINITY**
22 July	Monday	**First day of Term 3**
27 September	Friday	**Last day of Term 3**
7 October	Monday	Labour Day Public Holiday

Term 4		**ADVENT**
14 October	Monday	**First day of Term 4**
3 December	Tuesday	Junior and Middle School Speech Days
4 December	Wednesday	Senior School Speech Day
		Last day of Term 4
20 December	Wednesday	School office closes

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About Lindisfarne Anglican Grammar School

History and Development

Lindisfarne Anglican Grammar School was established in 1981 as the result of initiatives taken by the Priest and parishioners of St Cuthbert's Church, Tweed Heads. The School is one of five schools of the Anglican Diocese of Grafton and is closely linked to the parish of Tweed Heads.

The original campus at Sunshine Avenue, Tweed Heads South, progressively expanded its facilities and, in 1995, began running secondary year levels. In 1996, the Secondary School relocated to its permanent site at Mahers Lane, Terranora, with Stage 3 (Years 5 and 6) joining this campus in 1997. The Preschool opened at Sunshine Avenue in 1998.

Development is ongoing at both campuses to house Lindisfarne's expanding enrolments. The latest of these developments include the brand new Middle School Building, a fully operational Trades Skills Centre, the construction of a gymnasium, the purchase of an additional 25 acres of land adjoining the current Mahers Lane site, and the acquisition of The Boathouse on Cudgen Creek in Kingscliff. During 2018, we commenced work on the Lindisfarne Masterplan, a facilities planning process set to deliver the vision and aspirations for the physical and built environment at both campuses.

Anglican Ethos

Lindisfarne actively supports the educational mission of the Diocese of Grafton. As a school, we recognise that God is concerned for the development and wellbeing of the whole person; therefore, we have a clear priority to help our students to thrive by realising their unique potential.

Education for excellence focuses on the development and wellbeing of the whole child through participation in the intellectual, spiritual, cultural, aesthetic, and physical pursuits which are offered in our teaching and learning, pastoral care, worship, and service-learning programs.

When we educate our students for excellence, we begin by enabling them to recognise what it means to be great at something, and then support them to work towards this goal by gradually improving their own personal best performance. We appreciate that it is only human for there to be a gap between what is "the best" and what is currently our personal best. Therefore, our expectations for excellence are framed within a humble understanding that it is only through God's guidance and strength that we can attain our goals.

As a school, we recognise that the definitions of excellence and a great education change over time, so we are committed to continuing to set aspirational goals for the future, in order to exceed the expectations of our community in delivering great educational outcomes for all of our students. Building on the foundations of our Anglican tradition, we are committed to providing a contemporary learning culture of education for excellence.

School Values — Compassion, Wisdom and Respect

Our school is a community founded on love, where Christian faith is encountered and proclaimed. We intentionally teach and live the values of compassion, wisdom, and respect; and encourage students to consider how Christianity can inform their worldview and life choices.

At Lindisfarne, every student matters, every day. We acknowledge that every person is an individual made in the image of God, so we provide a learning culture that seeks to develop self-confidence, respect for others and an appreciation of diversity. We promote the development of the whole child, as well as encouraging students to be socially aware, to understand and serve the needs of others in the community and to exercise social, ethical, civic and environmental responsibility.

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Our Anglican ethos is embedded in the structures and culture of the School which prepare and support students for a life within and beyond the School itself. Our models for education, pastoral care, and personal development are designed to support our ethos and are delivered in ways that are relevant to the formation of the individual.

School Name

Our school is named after the Isle of Lindisfarne; one of the very early centres of Christianity in England. It is situated on the north-east coast, near the River Tweed which forms the border between England and Scotland.

School Motto

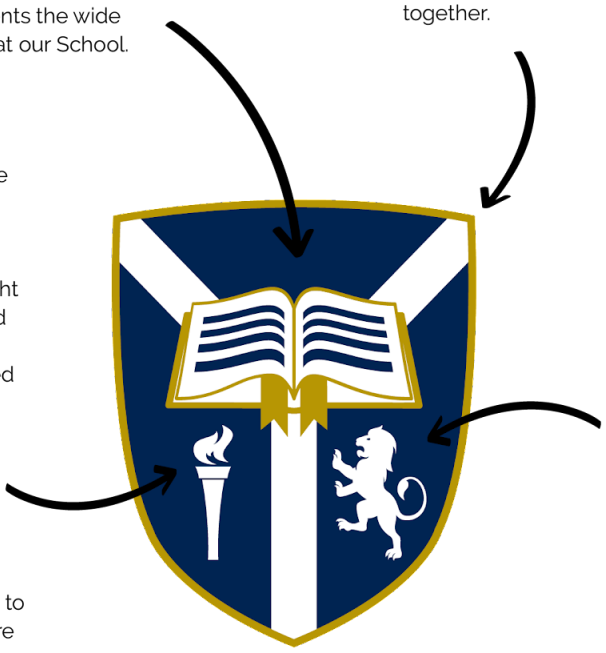
The school motto, "Luceat Lux Vestra", translates to "Let Your Light Shine" and is inspired by Matthew 5:16. It highlights the instruction from Jesus, that all people should let their light shine in the world and contribute to it being a better place.

School Crest

The Lindisfarne Anglican Grammar School crest has been carefully designed to reflect our history, our Anglican tradition and our quality education.

The open book symbolises the Lindisfarne Gospels, sacred manuscripts carefully created by the Lindisfarne monks in the late 7th or early 8th century, now housed in the British Library. It sits at the heart of the crest signifying the centrality of the Word of God in a Lindisfarne Anglican Grammar School education. The book is also a symbol of learning and represents the wide range of opportunities available at our School.

The two white bands starting in the top corners and converging into one, represent England's River Tweed and the local Tweed River. They signify unity of purpose and strength — a concept important in Lindisfarne Anglican Grammar School as we work together.



The burning torch signifies St Aidan who was the founder of the Christian community of the Holy Island of Lindisfarne in 635 AD. The torch represents the light of the Gospel which St Aidan brought both in the form of preaching and teaching. Under his leadership, a centre of learning was established within the Island community. It also represents the hope that, through participation in a broad range of learning experiences and with excellence of teaching, the students who pass through Lindisfarne Anglican Grammar School will become light bearers to the communities in which they are called to serve.

The rampant lion is included from the crest of St Cuthbert, the famous monk and later Bishop of Lindisfarne. St Cuthbert was known for his devotion to God and his care and concern for his fellow man. The lion was a symbol of his great courage and strength as a servant of God. The rampant lion is depicted facing left to be always ready, as to the right is seen as retreating. It is the aim of Lindisfarne Anglican Grammar School to enable students to become men and women of faith and to stand firm for what is right and true.

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Spiritual Development, Religious Education and Faith Formation at Lindisfarne

At Lindisfarne we are committed to the holistic education of our students which includes nurturing their spiritual life through religious education and faith formation.

The pandemic years and aftermath of the devastating floods have necessitated the need for us to assist our young people in building resilience and creating hope in these challenging times. Our Chaplaincy program has concentrated on these aspects of wellbeing by encouraging our students during Chapel Services to nurture their interior and spiritual life, as well as to assist those who have been adversely impacted by the pandemic and the floods.

In the coming years, our emphasis will include:

Godly Play in the Junior School: Godly Play was developed by Jerome Berryman over 40 years ago, as a way of telling Bible stories using liturgical actions, parables and sacred stories. This way of telling Bible stories assists our young people to become more attuned to their innate spiritual dimension, to nurture it, and to learn stillness and contemplation. They are invited to engage with the stories through wonderings, art, drawing, and tactile natural materials. The chaplaincy team will be introducing Godly Play in 2023.

Religious Education Program: Beginning in 2023, the religious education program will be strategically rolled out for Stage 3 students with the plan to extend it to Stages 4, 5 and 6 from 2024 onwards. These lessons will complement the Chapel Services run by the Chaplain and assisted by the students and staff, and will form part of the broader wellbeing program and pastoral care of our students and staff.

Service Learning Initiatives: Our School's values of compassion, wisdom and respect are underpinned by our Anglican ethos and Christian identity. Christianity is a lived experience of the encounter with Jesus Christ who came 'to serve and not to be served' (cf.Mark 10:41). Following Jesus' example, our students and community are encouraged to use their gifts for the good of others as a way of putting their faith into action. Through the Service Learning programme and fundraising opportunities offered at Lindisfarne our students are encouraged to work for a fairer, more just and humane society. Furthermore, these works of service help build positive relationships and wellbeing. As Abraham Lincoln said, 'when I do good, I feel good.'

Reconciliation Action Plan (RAP): Our School is in the process of developing its RAP and have recently appointed Ms Narelle Urquhart as the First Nations Cultural Engagement Coordinator. The ongoing work of reconciliation with our First Nations people is an urgent commitment every Australian ought to make, and our School is poised to help our staff, students and families journey along the path of reconciliation and a more united Australian society.

Essentially, the spiritual development of our students cannot be left to chance, but through strategic thinking and deliberate decisions, we prioritise the nurturing of faith and the spiritual dimension of life at Lindisfarne, in order to foster holistic wellbeing and nurture hope in our students and staff.

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2023 School Leaders

School Captains	Gracie Lynch and Trishul Sivabalan
School Vice Captains	Zia Mowbray and Callum McNicoll
St Andrew House Captains	Mia McKinley and Tate Marquardt
St Andrew House Vice Captains	Keeley Hughes and Rupert Fahy
St Barnabas House Captains	Luella Bookman and Brodie McDowell
St Barnabas House Vice Captains	Sofia Keene and Flynn Howarth
St Cuthbert House Captains	Sabina Dempsey and Jesse Freir
St Cuthbert House Vice Captains	Charli McLennan and Oliver Greeney
St Hilda Captains	Cassandra Hill and Hayden Ambler
St Hilda Vice Captains	Charlie Kirkwood and Mayan Gagliardi
St Margaret Captains	Nicola Gee and Oliver Jeffrey
St Margaret Vice Captains	Olive Theobold and Angus Hansen
St Stephen House Captains	Grace Denny and Thomas Cox
St Stephen House Vice Captains	Yasmin Scott and Hunter Wilson
Chaplaincy Prefect	Lucinda Joyce
Junior School Prefects	Charlotte Butcher and Manaia Hyett
Middle School Prefects	Mia Bantoft and Zachary Holtsbaum
Service Prefects	Zoe Williams and William Carmichael
Community Prefects	Ruby Stante and Addison Born
Communication Prefects	Jacinta Kieffer and Amity Chaffey
Arts Prefects	Isla Martin and Bailey Keay
Sports Prefects	Olivia Copeland and Kai Croft
International Prefects	Georgina Warman and Fredrick Watson
Sustainability Prefects	Saharah Scalas and Eli Veldhoven
Library Monitor	Matthew Taylor

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General Information

Account Information

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

Option 1

Full annual fees paid in advance within seven days from the commencement of Term 1 will result in a 5% discount on the Tuition Fee component. Please contact the Accounts Department accounts@lindisfarne.nsw.edu.au for annual fee calculations.

Option 2

Term fees paid in full by the first day of the term will result in a $40 prompt payment discount.

Option 3

Term fees paid by three equal instalments:

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

Option 4

Pre-arranged payment plan by direct debit. Choose this method of 43 weekly or 22 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 our Accounts Department accounts@lindisfarne.nsw.edu.au for calculations and direct debit forms.

Supplementary Charges (for example: subject levies, where applicable) will be clearly listed on the school fee account during each term and payment to be finalised by the last instalment date of each term.

Please note: Tours and Excursions are now available via Parent Lounge. You will receive correspondence for excursions, sport and extra-curricular activities which are paid separately to school fees.

Payment Methods

PayWay: Through Parent Lounge using credit/debit card only.

BPay: By cheque/savings account. The Biller Code and Reference Number is printed on the front of your school fee account (top right-hand corner). Simply use phone or internet banking and supply this information and the amount to be paid.

Direct Debit: Please contact the Accounts Department via email or phone to arrange.

Mail: Please include the tear off section with your cheque or complete your credit card details.

Office: Payment in person will be accepted at both campuses (cash/cheque/credit card/EFTPOS) between 8:00am and 4:00pm Monday to Friday.

Phone: Credit Card payment by phone can be made at the Middle and Senior School Campus Administration only (5590 5099) between 8.00am and 4.00pm Monday to Friday, or emailed to accounts@lindisfarne.nsw.edu.au at any time.

No surcharge for credit card payments (Visa/Mastercard/AMEX). Fee receipts are generated automatically when paid through Parent Lounge and all payments will be reflected on your Parent Statements.

Late payment of any instalment 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.

Buses

Kinetic Buslines provide students who reside in New South Wales with transport to the School. School bus routes are available from https://transportnsw.info/trip#/trip. The School Bus routes are not shown by default, use the 'Refine' button to select the School Bus option and unselect all the other transport options.

The Lindisfarne bus service is available only for those children who reside in Queensland and in the Ocean Shores, Mullumbimby and Byron Bay 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.

Junior School parents are remind to ensure they have the correct pick-up option selected through SEQTA/Parent Lounge.

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, maybe restricted from catching the bus in the future.

Calendar

The School Calendar is available on Parent Lounge and includes all important activities, meetings and excursions for the school year. The Principal, along with the Heads of Subschool and Head of School Operations, approves all calendar dates. 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 also published in the school newsletter. Both the school calendar and newsletter can be viewed on the Lindisfarne website, Parent Lounge and Student Cafe.

Canteen

Canteen Trading Hours

The Junior School canteen is open from 8.00am, as well as at recess and lunchtime every day.

The Middle and Senior School canteen is open before school from 7.45am, as well as at recess and lunchtime every day.

Canteen Orders

Canteen orders for both campuses can be placed via the FlexiSchools website: https://flexischools.com.au.

Junior School orders will be returned to the classroom and distributed to students.

Year 5 and Year 6 orders will be returned to the classroom. Year 7 and Year 8 orders and Senior School orders are available for collection from the Middle and Senior School canteen.

Please note: 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 via the FlexiSchools website: https://flexischools.com.au.

Car Parking

Junior School Campus

Visitor car parking is available in Sunshine Avenue, adjacent to the Junior School. Designated short term parking bays for parents of Preschool children are at the front of the School, near the bus bay and Preschool gate. Parents are not permitted to park and/or drop off students in Sullivan Street. This is a requirement from Tweed Shire Council and we ask our community to respect the residents in this area by adhering to this requirement.

Middle and Senior School Campus

Limited visitor parking and staff car parking are provided two levels below Mahers Lane. There are also designated pick up bays for Junior School transfer student pick up only on this level. Visitors can also park on Mahers Lane.

Student and Staff parking is available on the the adjacent block as indicated by signage. Students are only permitted to park in the designated student parking area.

Communication Information

There are a number of avenues of communication within our school, for example: email, 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 class teacher, Homeroom Teacher or House Tutor to make an appointment, you can do this via SEQTA/Parent Lounge.

Communication Guidelines

Parent communication procedures and guidelines are outlined in the Communication Guidelines and Parent/Guardian Complaint Handling Policy.

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 email them (staff email available via SEQTA and request an appointment time. Alternatively, you may leave your name and a message with Reception so the staff member may return your call. Please allow sufficient time for staff to return your call or email. This will be dependent upon their teaching and pastoral care duties on any given day.

Contacts

Any queries, issues or concerns should be passed through the appropriate channels. Refer to our Staff Contact information.

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, staff email is available via SEQTA.

Please note: Parents are not to 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 the School.

Newsletter and Social Media

The School Newsletter is distributed electronically on a weekly basis and is also available on the Lindisfarne website. Submissions may be sent to our Community Engagement team via community@lindisfarne.nsw.edu.au. All submissions are subject to editing and approval.

Lindisfarne's social media pages are filled with photos and information about the exciting activities our students are involved in at school. Stay connected — follow, like, share and comment on our social pages below.

- Facebook — facebook.com/lindisfarnegrammar
- Instagram — instagram.com/lindisfarnegrammar
- YouTube — youtube.com/lindisfarne
- LinkedIn — linkedin.com/school/lindisfarne-anglican-grammar-school
- Parent Facebook Groups — Refer to links in the newsletter

Parent/Teacher Interview Procedure

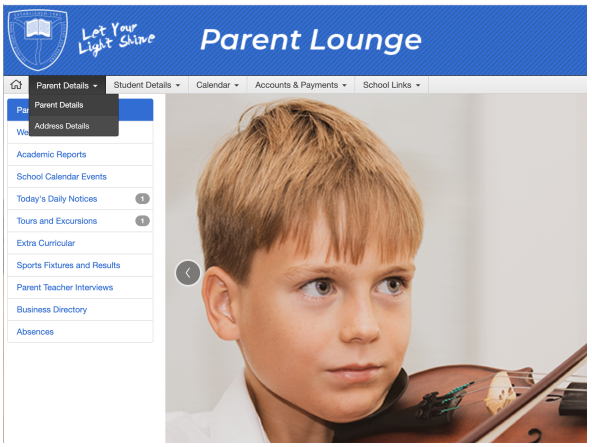
Formal parent/teacher interviews are conducted at both campuses at various times throughout the year. The dates of these interviews are published in the school newsletter. Students are encouraged to attend these conferences too.

Information is sent home prior to the interviews informing parents how to book online. Parents requiring an appointment outside of scheduled parent/teacher interview times can email the staff member/s who will arrange a mutually convenient time.

Student Details (Change of Details Form)

It is essential that the School has up-to-date contact information for all students. Contact information includes:

- Address — residential and/or postal.
- Phone numbers, including emergency contact numbers.
- Medical information.
- Email addresses.
- Custody arrangements.



If your contact information changes, please ensure you update your details through Parent Lounge by following the steps below:

1. Log into Parent Lounge
2. Select Parent Details
3. Select Address Details from the drop down menu
4. Choose to either Update Address or Update Contact Details for Correspondence, Residential, or Emergency Contacts
5. Submit Changes.

Changes in family circumstances, including any legal documentation or requirements, should be communicated to the Enrolments Department via email: enrolments@lindisfarne.nsw.edu.au.

Sibling Enrolments

We encourage sibling enrolments as soon as possible so we can provide the best possible chance of enrolment acceptance.

Priority is given to enrolling siblings of current students; however, as many families look to take advantage of the opportunities provided at our school, Lindisfarne continues to attract more enrolment applications than there are places available. This means wait lists for enrolments will occur in many year levels.

If you are looking to enrol siblings for the following year, please complete our online application by the end of Week 4 in Term 1 to obtain sibling priority placement.

For information regarding an enrolment into Lindisfarne, please contact our Registrar via enrolments@lindisfarne.nsw.edu.au.

How to enrol:

1. Complete an online Enrolment Application (one per child).
2. Submit the Enrolment Application Form including the payment of a non-refundable $110.00 application fee. Copies of the applicable supporting documentation is also required. Please note: An enrolment application will not be processed if the supporting documentation has not been included.
3. Upon processing, a receipt for the enrolment application fee will be issued.
4. Should the enrolment application be applicable to the current school year (and based on the availability of places) you will be contacted regarding an enrolment interview. Both the student and parent(s) are required to attend this interview. Enrolment interviews will only proceed when a student's enrolment file is up-to-date in relation to copies of the documents as outlined above.
5. Should the enrolment application not be applicable to the current school year (or if a place is not yet available), interviews will be arranged early in the year prior to entry or at such time as a place becomes available.
6. Enrolment interviews are undertaken with the following staff members:
    - Preschool/Kindergarten Director of Early Learning or delegate
    - Years 1 to 4 Head of Junior School or delegate
    - Years 5 to 8 Head of Middle School or delegate
    - Years 9 to 12 Head of Senior School or delegate
7. Subject to an enrolment interview and on the recommendation of enrolment, a letter of offer will be issued.
8. The offer letter will request that the enrolment contract be completed and returned to the School with the payment of a non-refundable enrolment acceptance fee ($500 per student) within 14 days of the date of offer. Please note: The enrolment contract must be signed by both parents.
9. The return of the enrolment contract with the payment of the enrolment acceptance fee secures the placement. The School will issue a receipt for the enrolment acceptance fee and advise confirmation of enrolment.
10. Where the enrolment is for entry into the School in the following year, families will receive additional information upon receipt of the enrolment contract.

Student Withdrawal

In the event of the withdrawal of a student, as per the conditions of enrolment, parents are required to complete a student withdrawal form available from the Enrolments Office via enrolments@lindisfarne.nsw.edu.au. Due to high demand for Enrolment places we would appreciate a minimum of one term's written notice of withdrawal.

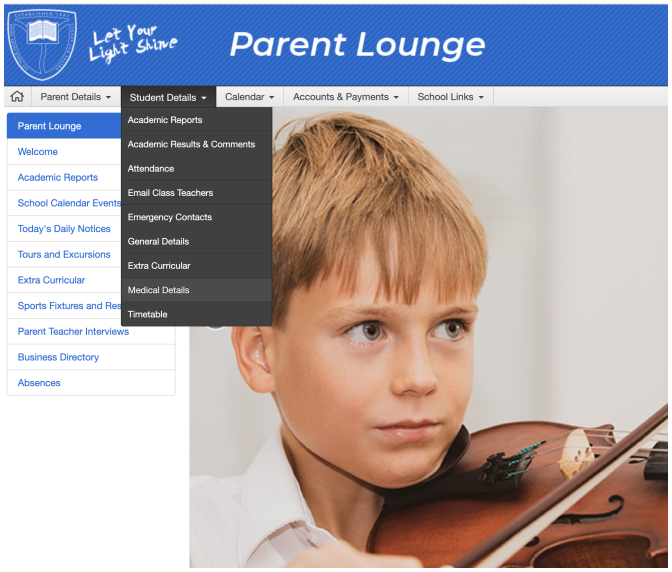
Immunisation

Under the NSW Public Health Act 2010, Principals of primary and secondary schools must request that parents provide an approved immunisation certificate that shows their child's immunisation status. While students can still be enrolled if an approved immunisation certificate is not provided, these children will be classified as unimmunised and may be excluded from school if there is an outbreak of a vaccine-preventable disease at the School OR if they come into contact with a person with a vaccine preventable disease, even if there is no an outbreak at the School.

The Australian Immunisation Register (AIR) is a national register that records details of immunisations given to people of all ages in Australia. Parents/guardians can access updated statements at any time (up to the child being 14 years of age) by using their Medicare online account through myGov at https://my.gov.au/ or calling the AIR General Enquiries Line on 1800 653 809. Children aged 14 years and over can request their own Immunisation History Statement from the AIR by using or creating their own Medicare online account.

Medical Conditions and First Aid

It is essential that the School has up-to-date medical information for all students and the School must be notified immediately of any changes to medical conditions.



If your child's medical information changes, please ensure you update their details through Parent Lounge by:

1. Logging in to Parent Lounge
2. Select Student Details
3. Select Medical Details from drop down menu
4. Submit changes.

Should your child be required to wear a medical alert bracelet, please notify the School and ensure they wear the bracelet at all times. The School Nurse will notify staff of any medical conditions and, where necessary, the School Nurse will formulate a management plan with the student, student's parents/guardians and teacher.

The first aid room/sick bay is located in Student Administration at the Middle and Senior School Campus and at Reception at the Junior School Campus.

Out of School Hours Care (OOSHC)

Please see the Out of School Hours Care Handbook for detailed information and fees.

Before and After School Care

Phone	07 5590 5099
Before School Care	7.15am to 8.15am (Kindergarten to Year 4) 7.15am to 8.45am (Preschool)
After School Care	3.00pm to 6.00pm (EST)

Vacation Care

Phone	07 5590 5099 0409 467 667 (during Vacation Care excursions)

Parents and Friends Association (P&F)

The Lindisfarne P&F Association plays a vital role in the School, helping to strengthen our community and develop facilities. It also provides parents the opportunity to develop valuable friendships and social networks. The P&F organises social functions, fundraising activities and school family days as part of our "friendraising" and fundraising activities in support of the School. We welcome all new parents into our Lindisfarne community and encourage your support of the P&F and their initiatives.

Details regarding P&F meetings and events are communicated to the school community via the school newsletter and at www.lindisfarne.nsw.edu.au.

Parent Representative Program

The Parent Representative Program is a P&F initiative encouraging active parent involvement and positive relationships amongst teachers, students and families in the school community. Parent Representatives are key in delivering effective communication throughout our school and providing organisational links with the P&F and its associated events.

The success of the Parent Representative Program relies on one parent from each class or year group volunteering to be a Parent Representative. In the Junior School (Preschool to Year 4), one Parent Representative in each class fulfils this important role.

If you are interested in becoming a Parent Representative or would like some more information, please get in touch with the School via community@lindisfarne.nsw.edu.au.

General Committee Members of the P&F:

President	Ramesh Sivabalan
Vice President	Steve Cornell
Secretary	Kim Brown
Treasurer	Todd Franzway
Assistant Treasurer	Nicole Larsen
Public Officer	Shahn Williams
Committee Members	Peta Fahy
	Alison Hedger
	Corey Lelean
	Shahn Williams
	Michael Wright

Contact the Lindisfarne Parents and Friends Association via pandf@lindisfarne.nsw.edu.au.

Friends of the Arts (FOTA)

FOTA is a P&F support group providing assistance with events and fundraising specifically for the Arts at Lindisfarne.

President	David Keay
Secretary	Amanda Anderson
Treasurer	Melissa Ort

Contact the Friends of the Arts via fota@lindisfarne.nsw.edu.au

Lindisfarne Netball Parent Support Group

Formerly known as the Lindisfarne Netball Club, the Lindisfarne Netball Parent Support Group is another P&F support group providing fundraising and assistance at events specifically for the sport of netball at Lindisfarne.

President:	Narelle Hodges
Strategic Director of Netball:	Danielle Watters
Head Coach:	Suzanne Evans

Contact the Lindisfarne Netball Supporters Group via netball@lindisfarne.nsw.edu.

The P&F would like to extend an invitation to all parents to join in their activities for the coming year. There are a number of ways in which you can help the P&F raise funds to support the School. For more information, please contact the P&F via the emails listed above.

Parent Lounge

The TASS Parent Lounge (https://tassweb.lindisfarne.nsw.edu.au/parentlounge/) provides parents with online access to information available through the school administration system. Parent Lounge provides parents with the ability to:

- View student details.
- View and edit personal details including change of address and update medical records.
- Access past academic reports and current academic results.
- View student timetables, class details and contact teachers.
- View the School Calendar and Daily Notices.
- Approve and pay for excursions, events and school fees.
- Register absences.

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 and 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 New South Wales liquor laws, go to the New South Wales Government — Office of Liquor, Gaming and Racing website: https://www.liquorandgaming.nsw.gov.au

School Functions

There are various compulsory functions throughout the school year which all students are expected to attend. These include Speech 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.

SEQTA

SEQTA Engage is a powerful tool for parents to have an overview of their child's learning and assessments. It also provides a communication channel for parents and teachers, enabling greater collaboration and enhanced learning outcomes for the students.

SEQTA Engage is a new tool for Lindisfarne in 2023. Parents will use their Parent Lounge log-in to access SEQTA Engage.

SEQTA Engage Log-In Link - This link will be activated in late January
SEQTA Engage User Guide - This guide will be published in late January.

Sustainability

Lindisfarne Anglican Grammar School is actively working towards becoming a more sustainable school. We have a passionate group of staff, students, and parents who are helping us to lead the way with our sustainability practices.

Waste Free Lunches

We strongly encourage students to have waste free lunches at Lindisfarne. Waste free lunches use reusable items instead of single-use plastic or other disposable items. Having a waste-free lunch is a win for everyone as it makes our school cleaner, reduces landfill, and saves parents money as you no longer need to continually buy disposable plastic wrap for lunches.

Having a waste-free lunch is simple and easy. Plastics and disposable items can be replaced with more sustainable items that can be washed and reused again. The below table may be used as a helpful guide to make your lunches waste-free.

Lunchbox Disposables	Sustainable Alternatives
Sandwich in plastic cling wrap, a zip lock bag or aluminium foil.	Sandwich that is packed in a reusable container or in a beeswax wrap.
Chips, biscuits, cake and other snacks in plastic packaging.	Chips, biscuits, cake and other snacks packed in a reusable container.
Yoghurt squeeze pouches.	Yoghurt in a reusable container with a washable spoon.
Plastic water bottles.	Reusable water bottle (there are bubblers and water fountains around Lindisfarne where bottles can be refilled with cold water).
Fruit and vegetables in plastic.	Pack whole fruit and vegetables as they don't require packaging or slice fruit and vegetables and store in a reusable container.
Cheese strips or sticks wrapped in plastic.	Cut up cubes or slices of cheese in a reusable container.
Disposable cutlery.	Reusable cutlery.

Subpods

In 2020, Lindisfarne installed 41 Subpod composting systems to help us divert our organic waste from landfill. The rich compost from the Subpods is used on the community gardens across the School and the produce from these gardens is used for cooking classes. So far, through our Subpod composting program we have diverted well over over 3.9 tonnes of organic waste from landfill. This is helping to reduce Lindisfarne's carbon footprint and the amount of waste we send to landfill.

Students can compost their fruit and vegetable scraps, sandwich scraps and other items of organic waste by placing them into compost caddies. These compost caddies are located throughout both campuses next to all bins in our outdoor areas.

Recycling Hubs

ABN 91 552 839 641 | CRICOS No. 03803G

At the start of 2021 Lindisfarne installed two recycling hubs. These recycling hubs allow our school community to recycle many items that cannot be recycled through kerbside recycling. Our recycling hubs are located in the assembly area at our Junior School Campus and near the wellbeing centre at our Mahers Lane campus.

Our recycling hubs accept the following items for recycling:

- Eye glasses
- Coffee pods
- Writing instruments (including pens, markers, highlighters, textas, twist crayons, mechanical pencils, writing instrument caps, correction tapes and empty correction fluid pots)
- Bread tags and bags
- E-waste (electronic waste including laptops, keyboards, mice, laptop batteries, printer cartridges, cables, chargers, DVDs, CDs, hard drives, iPads, kindles, tablets, iPods, and motherboards,) and mobile phone waste (including mobile phones, as well as mobile phone cables, chargers and batteries)
- Household batteries
- Oral care waste (including toothpaste tubes, plastic toothbrushes, floss containers, electric toothbrush bases, chargers and heads)
- Dish and air care waste (including dishwashing liquid bottles and their caps, dishwashing tablet packaging, plastic spray bottles as well as air fresheners and their refills).

The feedback from the Lindisfarne community for this project has been fantastic. In 2021 our recycling hubs recycled around 36,000 items. We are hoping to make 2023 an even bigger year for our recycling hubs. We encourage all members of the Lindisfarne community to drop off accepted waste to our recycling hubs so we can send it off to be recycled on your behalf.

Recycling

At Lindisfarne we are very passionate about recycling. At our Junior School campus we have recycling bins in all of our classrooms, throughout our outdoor and eating areas as well as in our library. At our Mahers Lane campus we have Return and Earn recycling bins throughout our outdoor and eating areas. This allows our students and staff to recycle their eligible containers while raising money for Lindisfarne. Our Year 5 and 6 classrooms at Mahers Lane also have recycling bins. Please help us to continue and expand our recycling efforts by putting the right things in the right bins.

Green Team

The Green Team at the Junior School was formed in 2019 by a passionate group of parents, teachers and students. All interested parents, staff and students are welcome to attend the meetings that are held throughout the year. Please email jhethrington@lindisfarne.nsw.edu.au if you would like to be part of the Green Team.

Volunteers, Visitors and Contractors

All volunteers at the School are required to sign in at Reception prior to the commencement of their volunteer duties.

Signage at the entrances to both campuses instructs all visitors to proceed to Reception 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 including classrooms and the Uniform Shop at the Middle and Senior School 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 Reception, sign in and collect a visitor's badge. All visitors are required to sign out and return their visitors badge on departure.

Working with Children Check Clearance

A New South Wales 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 current New South Wales Working with Children Check clearance as a condition of employment.

Workplace Health and Safety (WHS)

In compliance with New South Wales legislation in relation to workplace health and safety, Lindisfarne has a formal WHS Policy, manual, procedure and committee. All members of the Lindisfarne community have a responsibility under this legislation to comply and cooperate with the WHS Policy and programs to ensure their own health and safety and the health and safety of others.

ABN 91 552 839 641 | CRICOS No. 03803G

Student Information

Absences and Attendance

Absences and Attendance/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.

Applications for approval of leave for the following:

- Extended periods of three to five days — to the relevant Head of Subschool.
- Extended periods of more than five days — to the Principal. For example: holiday leave, elite sporting commitment, employment within the entertainment industry, exceptional circumstances (extended medical, domestic, etc.).

Application forms are available from Student Administration and the school website: Application for Exemption from Attendance at School form and should be completed and submitted to the relevant staff one month prior to the date of requested leave. A Certificate of Exemption will be provided by the School and is required to be carried with the student during the period of leave.

If students need to leave an organised school event (for example: musical presentation, rehearsal, presentation evening, sporting event, etc.) with someone other than their parents, notification is required in writing to the School at least 24 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 the school day begins. Please log all absentee/late arrivals via Parent Lounge.

Preschool students arriving after 9.00am and Kindergarten to Year 4 students arriving after 8.40am must sign in at Junior School Reception.

Students in Middle and Senior School arriving after 8.20am must sign in at Student Administration.

All students are to bring a note upon late arrival or when they return explaining their absence.

Early Departure

Any information regarding pick up, bus, OOSHC arrangements and notes advising early departure must be recorded on Parent Lounge.

Students departing school early must be signed out by a parent or guardian and collected from Reception at either campus.

Where possible, we ask that parents remind their children of the time they are to leave to avoid confusion or tardiness on the day.

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Academic Information

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 classwork, class tests, assignments and formal examinations. Years 7 to 12 Assessment Policies and Assessment Schedules are available on Student Cafe and Parent Lounge. For questions regarding the Assessment Policies, please contact the Dean of Studies via cjeffries@lindisfarne.nsw.edu.au.

Assessment and Reporting Information

Junior School
Parents will receive regular work samples and feedback on student achievement throughout the course of a term through the online progressive reporting tool SeeSaw. This will open up the conversation around assessment and performance between student, parent and teacher. At the end of a semester, students will receive a formal report outlining subject grading and a pastoral care comment.

Middle School
Students receive a formal report at the end of each semester. Interim reports are available at the end of Term 1 and Term 3.

Senior School
Years 9 and 10 students receive a formal report at the end of each semester. Interim reports are available at the end of Term 1 and Term 3.

Year 11 and 12 students receive two formal reports — one in Term 2 and one at the completion of their courses.

Reports — Years 5 to 12

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 classwork, projects, learning tasks, periodic testing and student portfolios.

In recognition of the developmental differences of children, reports do not include comparative results between students. However, parents may ask the School for written information that 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 — Years 7 to 12

Tasks are due on the first day of the school week before 3.30pm unless otherwise stated. Tasks submitted online are due at 9.00pm of the same day unless otherwise stated. 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 unless otherwise stated, via Turn-It In and google classroom. All assignments should be appropriately referenced using the Harvard Method of Referencing unless otherwise stated.

Award System

Lindisfarne has a number of awards that 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 the relevant Head of Subschool.

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Co-curricular Activities

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

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, guitar, percussion, voice and songwriting/music production. Please contact the Performing Arts Department via the following email for information on how to apply:

performingarts@lindisfarne.nsw.edu.au

Whilst lessons are a private arrangement between parent, student and peripatetic teacher, we recommend the following guidelines for 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 to 12: Lessons will be during class time.

Please note: 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. Lessons will be on a rotational basis during school lesson times.

Please contact performingarts@lindisfarne.nsw.edu.au if you have further questions.

Assembly and Chapel Services

Junior School

- Kindergarten to Year 4 Chapel — Term 1 fortnightly on Monday.
- Kindergarten to Year 4 Assembly —fortnightly on Monday.
- Additional school services are held to commemorate significant days in the life of the church and community. Please refer to the school calendar for further details.

Middle and Senior School

- Middle School Assembly — Tutor time, every second Tuesday (Week A)
- Senior School Assembly — Tutor time, every second Tuesday (Week B)
- Years 5 to 12 Chapel — Listed in student timetables.

Curriculum

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

- Preschool — Early Learning Centre - Junior School
- Kindergarten — Early Stage 1 — Junior School
- Years 1 and 2 — Stage 1 — Junior School
- Years 3 and 4 — Stage 2 — Junior School
- Years 5 and 6 — Stage 3 — Middle School
- Years 7 and 8 — Stage 4 — Middle School
- Years 9 and 10 — Stage 5 — Senior School
- Years 11 and 12 — Stage 6 — Senior School.

The New South Wales Curriculum guides key teaching practices throughout the School. The curriculum is structured in the following way:

Early Learning Centre Preschool at Lindisfarne

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

- Belonging, Being, Becoming
- Identity
- Community
- Wellbeing
- Learning
- Communication

Kindergarten to Year 4

- Dance
- English
- French (Years 1 to 4)
- Library
- Mathematics
- Music
- Personal Development, Health and Physical Education (PDHPE)
- Religious and Values Education
- Science and Technology
- Visual Arts
- Human Society and its Environment (HSIE)

Years 5 and 6 (Stage 3)

- Dance
- Drama
- English
- French
- Japanese
- Library
- Mathematics
- Music
- Personal Development, Health and Physical Education (PDHPE)
- Religious and Values Education
- Science and Technology
- Visual Arts
- Human Society and its Environment (HSIE)

Years 7 and 8 (Stage 4)

- Drama - Year 7 only
- English
- French or Japanese
- Human Society and its Environment (HSIE)
- Mathematics
- Music
- Personal Development, Health and Physical Education (PDHPE)
- Pastoral Care
- Science
- Technology
- Visual Arts

Information Technology is integrated into all areas of Stage 4.

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Years 9 and 10 (Stage 5)

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

- Human Society and its Environment (HSIE) — Geography
- Human Society and its Environment (HSIE) — History
- English
- Mathematics
- Personal Development, Health and Physical Education (PDHPE)
- Science
- Pastoral Care

In Stage 5, two subjects are studied from the following electives:

- Accelerated Mathematics — Year 9 only
- Accelerated Science — Year 9 only
- Commerce
- Dance
- Drama
- Food Technology
- French
- Information and Software Technology
- Industrial Technology - Timber
- Japanese
- Marine Studies and Aquaculture Technology
- Music
- Philosophy and Ethics - Year 9 only
- Photographic and Digital Media
- Physical Activity and Sports Studies
- Studies of Religion 1 (1 Unit) - Year 10 Only
- Textiles Technology
- Visual Arts

Years 11 and 12 (Stage 6)

All Year 11 students must study English at Advanced or Standard level or English Studies in addition to 10 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)
- Earth and Environmental Science (2 Unit)
- Economics (2 Unit)
- Engineering Studies (2 Unit)
- English Extension 1 (1 Unit)
- French Beginners (2 Unit)
- French Continuers (2 Unit)
- Geography (2 Unit)
- Industrial Technology — Multimedia (2 Unit)
- Industrial Technology — Timber (2 Unit)
- Japanese Beginners (2 Unit)
- Japanese Continuers (2 Unit)
- Kitchen Operations (VET) (2 Unit)
- Legal Studies (2 Unit)
- Marine Studies (1 Unit) CEC - Non ATAR
- Mathematics Standard (2 Unit)
- Mathematics Advanced

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- Mathematics Extension 1 (1 Unit)
- Modern History (2 Unit)
- Music Course 1 (2 Unit)
- Numeracy (2 Unit) CEC - Non ATAR
- Personal Development, Health and Physical Education (2 Unit)
- Physics (2 Unit)
- Sport Life and Recreation (1 Unit) CEC - Non ATAR
- Studies of Religion 1 (1 Unit)
- Software Design and Development (2 Unit)
- Textiles and Design (2 Unit)
- Visual Arts (2 Unit)

**Students can also study other subjects via Distance Education, TAFE - additional cost will apply*

All Year 12 students must study English at Advanced or Standard level or English Studies 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)
- Science Extension (1 Unit)

The rules and requirements for eligibility for the Higher School Certificate (HSC) are set out in the New South Wales Education Standards Authority (NESA) publication: Assessment, Certification and Examination (ACE) manual, available on the NESA website: www.educationstandards.nsw.edu.au. NESA was previously known as the Board of Studies.

To be eligible for the HSC, a student must satisfactorily complete at least 12 units in the preliminary study pattern (Year 11) and at least 10 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 HSC, however, other pathways are available.

Examinations in Senior School (Years 9 to 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 or relevant Head of Senior School following the completion of the Application for Exemption from Attendance at School form. Absence or leave without explanation may result in a zero mark being given.

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, for example: QIBA, 'Student for a Semester' at Bond University,
Southern Cross University and Griffith University.

Daily Notices

Junior School

Daily notices are made available to all teachers each morning and are shared with the students in their classroom.

Middle and Senior School

Daily notices are placed on the Student Administration window, staff notice board and read to students as morning notices during Tutor/Homeroom time. These are also available through SEQTA.

Diaries

Diaries are an invaluable means of communication between parents/guardians and teachers. All students in Preschool to Year 8 are provided with a Lindisfarne diary which must be brought to school each day. It is expected that Stage 3 students have their diaries with them at each lesson.

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

Please note: any information regarding pick up, bus, OOSHC arrangements and notes advising early departure must be recorded on Parent Lounge.

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.

Junior School — Preschool to Year 4

Diaries should be read and signed by the teacher and the parent/caregiver every day.

Middle School — Years 5 to 8

Staff check school diaries regularly and Homeroom Teachers and parents/caregivers are required to sign the diary each week.

Senior School — Years 9 to 12

Students in Years 9 to 12 are not provided with a school diary. There is an online option in Student Cafe for students to use.

Electronic Devices and Mobile Phones

ConnectEd

ConnectEd is a Lindisfarne initiative that provides access to a modern, high-quality device to students in all year levels at the School. We passionately believe in the impact that technology can have on learning, and consider a personal device a critical tool in that journey. Educational technology is used to enhance learning by facilitating collaboration within and beyond school as well as providing access to a world of information across all areas of the curriculum.

The School will provide:

- Students in Preschool have access to shared iPads in each class.
- Students in Kindergarten to Year 6 with their own personal iPad. In Kindergarten to Year 4, the iPad remains at school at the conclusion of each day.
- Students in Years 7 to 12 with their own personal MacBook.

The ConnectEd device at all times remains the property of the School but is loaned to the student. The student takes full logical responsibility for the device and is encouraged to use their device for all activities, including personal use, so long as personal use does not inhibit any educational requirements.

The School protects every school-owned student device with world-class internet filtering systems. The systems the School has in place not only limit access to certain websites and apps but also provide the School with resources to counter social issues such as bullying and self-harm.

Students are responsible for:

- The overall care of the device.
- Ensuring the device is always transported in the school-provided protective case.
- Ensuring the device is stored in a secure location when not in use.

- Ensuring their school data is located within their Google Drive so that in the unfortunate event of loss or damage, their school work is able to be restored.
- Ensuring the device is charged every night and ready for the school day; and
- Ensuring at all times they abide by the School's expectations around the use of technology.

Junior School Campus

Any technology that is required for Preschool to Year 4 students is available at school. Therefore, unless requested, no electronic devices from home are permitted at the Junior School.

Middle and Senior School Campus

Students have been provided with a school-owned iPad or laptop to be used for educational purposes. Personal devices are unnecessary and may only be used with the permission of the Head of School. Devices may only be used during class time under the supervision of a teacher or in designated study spaces, including the Library and Senior Common Room. Devices (including laptops, iPads and mobile phones) are not to be used in the playground during break time.

Mobile Phones

Middle and Senior students who bring a mobile phone to school must have their phone switched off and stored in their locker or school bag unless it is being used for educational purposes, under the specific direction and supervision of a teacher. Students needing to check travel arrangements after school may ask the teacher on duty for permission to use their mobile phones. Students are not permitted to wear air pods, headphones, or ear buds during the School day without the express permission of a teacher.

Junior School students who bring a mobile phone to school must hand it to Reception at the start of the day and collect it at the conclusion of the day.

All members of the School community are reminded that it is a criminal offence to use a mobile phone to menace, harass or offend another person. Students must not record or photograph staff or students without their permission. This constitutes an invasion of privacy and will result in disciplinary action. The School has a secure and reliable WiFi network and students must not use their mobile phone as a personal hotspot. 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 relevant Head of House or Year Level Coordinator and returned to the student at 3.20pm. However, if the phone is confiscated a second time, the Head of House or Year Level Coordinator will contact the parent and organise for the parent to collect the phone.

Please note: The School does not accept any liability for damaged, lost or stolen mobile phones.

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 take priority over any activity. Permission and payment for excursions are processed through Parent Lounge. 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 camps.

Medical Information for Camps and Excursions

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

Home Learning Guidelines

Home learning, 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 home learning, parents are asked to:

- Help their children set a regular time to complete their home learning.
- Where possible, provide a private, quiet place to work.
- Check their child/ren's home learning task/s 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 home learning could not be completed.

Junior School

Play is still a very important factor in the development of young children. It is also important that children have time to be involved in out of school activities.

For Kindergarten to Year 4 students, the home learning program consists primarily of the completion of set Literacy and Numeracy tasks within each weekly or fortnightly period. All Junior School students will be required to read for approximately 10 to 20 minutes each night depending on their year level; this will be outlined at the beginning of the school year.

Middle School

In Stage 3, Years 5 and 6 students will be set relevant tasks that are both linked to classroom learning and connected to future learning. All set tasks will be used to teach and promote independent study skills and habits. Timeframes for completion will vary and are communicated to students and parents via the class blogs.

In Stage 4, Years 7 and 8 students will be provided home learning in all classes on a regular basis. The amount and frequency will vary according to the age of the students.

Senior School

Home learning tasks will be provided to all classes on a regular basis. The amount and frequency will vary according to the age of the students.

Students are expected to organise time for revision, study and assignment work.

The following is a guide for parents:

Year Level	Approximate Nights Per Week	Approximate Minutes Per Night
Kindergarten	3 nights	5 to 10 minutes
Years 1 and 2	3 nights	15 minutes
Years 3 and 4	4 nights	20 minutes
Years 5 and 6	4 nights	30 minutes
Years 7 and 8	5 nights	1 hour

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Years 9 and 10	5 nights	2 hours
Year 11	6 nights	2 to 3 hours
Year 12	6 nights	3 to 4 hours

Please note: 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 home learning will vary according to the student's ability in that particular subject.

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

Homeroom Teachers

Students in Years 7 and 8 are placed into Homerooms. Homeroom Teachers are responsible for the delivery of the Pastoral Care program. Homeroom Teachers should be the first point of contact for parents who wish to discuss matters related to their children.

House Tutor Groups

Students in Years 9 to 12 are placed into House Tutor groups. 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.

Illness

Guidelines and procedures regarding COVID-19 are updated regularly and sent directly to all parents from the Principal.

If a child has a disease for which an immunisation vaccine is available or has a contagious infection (for example 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 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.

Learning Enrichment (Gifted and Talented, and Learning Support)

Lindisfarne recognises and celebrates the diversity of student talent and provides opportunities to encourage the growth of that talent. There are many avenues for the support, extension, enrichment and acceleration of all students. These include:

- High standards of excellence in the normal day-to-day academic program.
- Comprehensive understanding and implementation of differentiation processes.
- Acceleration of students who are identified as high achievers.
- Flexible pathways through the Higher School Certificate.
- Inclusive Learning Support.

Photocopying and Printing — Middle and Senior School

A photocopier and printer are available in the Library. Students are allocated $20.00 per term for printing.

Pick Up and Drop Off Procedures

Junior School 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. There is also no parking or drop off in Sullivan Street.

School backpacks 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 and be mindful of their surroundings to ensure a smooth flow of traffic.

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 — Junior School only

Access to the school grounds is via the front gate near Reception. Alternatively, the Arkinstall Park gate is open from 8.15am to 8.40am and reopens in the afternoon at 2.30pm.

Please note: The gate from the adjacent car park 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 Reception.

Afternoon Procedure — Junior School only

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 to assist in communication between the drivers and duty teachers during the afternoon pick up period. Family name cards are available from Junior School Administration. Drivers are asked 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 signed "EXIT ONLY" driveway. Students being collected from Arkinstall Park are to wait with the teacher on duty until a parent has arrived.

Middle and Senior School Campus

The designated student pick up/drop off zone is the top carpark. When entering the driveway for the campus grounds, take the first right 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 at the Middle and Senior School Campus is used for Surfside and Lindisfarne buses only. There are also designated pick up bays for Junior School transfer students pick up only on the lower level.

School Hours

Junior School Campus

Preschool

School hours	8.40am to 2.45pm

Kindergarten to Year 4

First session	8.40am to 10.30am
Recess	10.30am to 11.00am
Second session	11.00am to 12.30pm

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Lunch	12.30pm to 1.15pm
DEAR	1.15pm to 1.30pm
Third session	1.30pm to 3.00pm

Supervision at the Junior School commences at 8.15am. Students arriving prior to 8.15am must be signed into OOSHC by a parent or guardian. Students not collected by 3.30pm will be taken to OOSHC and the usual session fee will apply.

Middle and Senior School Campus

Years 5 to 12

Tutor time	8.20am to 8.40am
Period 1	8.40am to 9.40am
Period 2	9.40am to 10.35am
Recess	10.35am to 10.55am
Period 3	10.55am to 11.50am
Period 4	11.50am to 12.45pm
Lunch	12.45pm to 1.25pm
Period 5	1.25pm to 2.25pm
Period 6	2.25pm to 3.20pm

Supervision at the Middle and Senior School commences at 7.50am.

School Library Times

Junior School Library Monday to Friday, 9.00am to 3.00pm

Middle and Senior School Library Monday to Friday, 7.45am to 4.00pm

Sport

On occasion, students in Years 3 to 6 may compete with local primary schools at gala day events.

Interhouse 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 (NCIS) Sports Association regional trials which are held throughout the year and students selected in the NCIS teams then attend New South Wales Combined Independent Schools (NSW CIS) carnivals where they can be selected to compete in the NSW PSSA or NSW All Schools carnivals. Some sports have pathways that can potentially lead to the Australian All Schools. .

Students are also actively encouraged to participate in sports at club level through established links with organisations in the wider community.

Sport — Junior School

Sport is held weekly for all Kindergarten to Year 4 students. Class teachers will advise parents of days and times.

Sport — Middle and Senior School

In Years 5 and 6, sport takes place on Friday afternoon.

In Years 7 to 10, Sport is held each Thursday from 10.55am to 12.50pm. A variety of sports and activities are offered.

House Groups

Lindisfarne has six Houses with the following colours:
St Andrew House - Red
St Barnabas House - Yellow
St Cuthbert House - Purple
St Hilda - Sky Blue
St Margaret - Teal
St Stephen House - Green

SEQTA Learn

SEQTA Learn allows students to have access to a range of learning support resources and information including their timetables, homework, assessments, lesson information and and other curricular resources. SEQTA Learn is new for 2023 and students will

Student Drivers

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

Parking on the school grounds is allowed only in the dedicated student car park adjacent to the School. Students must 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 Senior School.

Student Identification Cards

Students attending the Middle and Senior School Campus are required to have an identification card. The cost of this is included in the school fees. If students lose their card a replacement fee of $5.00 is required to be paid.

Textbook and Equipment Hire

Conditions Relating to Textbook Hire (Years 7 to 12)

Lindisfarne operates a textbook 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 barcode 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.

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Uniform Information

The Lindisfarne uniform has been designed to serve practical purposes, ensure 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. As such, a high standard of personal dress and grooming is required at all times. Students are encouraged to take responsibility for their standards of grooming. It is expected parents/caregivers will ensure students arrive at school appropriately groomed.

Students who do not have the correct uniform may be sent home until these items are obtained. Students who attend school unshaven will have the option to shave at school with the oversite from the School Nurse; however, If parental permission is not given, the student will need to be collected and may not return to school until clean shaven.

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

Please ensure all clothing and equipment is clearly labelled in permanent ink with the student's full name. Please note: No graffiti is permitted on clothing or equipment.

Blazer

- The blazer is to be worn when travelling to and from the School in Terms 2 and 3 by all students in Years 9 to 12.
- In 2023 the Blazer was introduced as an optional item for students in Years 5 to 8, with the Blazer becoming compulsory for Years 5 to 8 in 2024.
- The blazer and formal uniform must be worn to all formal events (including School Assemblies)

Ties

- In Terms 2 and 3, the tie is always worn to and from school.
- Ties should be worn when representing the School at events and fixtures.
- Whenever the tie is worn, the top shirt button must be fastened and the tie done up.

Hair/Makeup

- Hairstyles must be neat, tidy and well-maintained.
- Students' hair should not come over the eyes at any time.
- Hair that is shoulder-length or longer is to be tied back with a discreet hairtie. School ribbons may be worn - a navy blue school ribbon, navy blue headband or navy blue or tartan scrunchie for Preschool to Year 8. For Years 9 to 12, these items can be red in colour. *Please note clips/claws are not permitted.*
- Significant contrasts in length of hair are not allowed, including (but not limited to) mullets, undercuts, tracks, rat's tails or shaved sections.
- Dyeing or bleaching of hair is not permitted.
- Clear sunscreen is permitted, however, not the tinted variety.
- Makeup is not permitted, including false eyelashes.
- Nail polish, nail patterns/art and nail jewellery are not permitted.
- False nails or nail attachments are not permitted.
- The minimum crew-cut length is a No. 2 cut.
- Boys are to be clean-shaven at all times.

Jewellery

Students are not to wear jewellery at School, with the exception of the following':

- a wristwatch;
- a thin chain with an appropriate Christian cross; and
- for female students with pierced ears, discrete stud earrings (only one stud is permitted in the lower lobe of each ear).

The following examples are not permitted:

- metal or plastic body piercing jewellery (other than per the above);
- tattoos of any form, retainers.

Shoes

For safety reasons, conventional black leather lace-up 'Clark'-style school shoes that provide good support are to be worn with the Lindisfarne day and formal uniform. The Athlete's Foot, Tweed City has a range of shoes approved by Lindisfarne.

Please note: Black joggers, runners or sports shoes (including Nike Airforce 1s) are not acceptable with the formal uniform.

Lace-up sports shoes (jogger style) that provide good support are to be worn for sport only. Boots, skate shoes or canvas shoes are not permitted for students.

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

Socks

Female students in Kindergarten to Year 10 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 for all girls is to be no shorter than on the knee.

School Bag

The Lindisfarne backpack is the only school bag permitted.

Consequences

Any breaches will be dealt with in line with the School's Code of Conduct

Uniform Shop

The Uniform Shop is located at our Middle and Senior School Campus.

Phone 07 5590 5186
Email lindisfarne@midford.com.au

Trading Hours — Term Time

- Monday 9.00am to 4.00pm
- Tuesday 9.00am to 4.00pm
- Wednesday 9.00am to 4.00pm
- Thursday 9.00am to 4.00pm

Please note: The Uniform Shop is closed on public holidays. School holiday trading hours will be communicated via the school newsletter.

Order online via https://schoolshopnew.midford.com.au/lindisfarne.
Lindisfarne Registration Code: LINDISFARNE1981
Uniform Guide: Download the latest price guide.

Uniforms may be purchased directly from the Uniform Shop during business hours or online by accessing the Uniform Shop page on the Lindisfarne website.

Any persons with items on backorder will be notified once the stock has been received at the Uniform Shop. Backordered 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.

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.

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Codes of Conduct and Policies

Student Code of Conduct

While the School encourages students to adopt positive behaviours, the School also recognises that there will be times when students make mistakes and poor decisions. Consequences – including education, compassion, pastoral support and discipline – form part of the School's response to these.

Where appropriate, the School prefers a response to student misbehaviour that is restorative, not punitive. However, any response must reflect the School's right to set and enforce student behavioural standards for the benefit of the School and all members of the school community (including by supporting the care, safety and welfare of all students).

Please read the full Code of Conduct – Students policy for further detail.

Parent Code of Conduct

We aim to work in partnership with our Parents to support the School's vision, values of compassion, wisdom and respect, and to deliver an extensive and rich educational program. We cannot deliver high quality education, or best equip our students with the skills required for fulfilling life experiences, without such cooperation and support.

In developing this Code, the School recognises that Parents ultimately want the best for their children. However, Parents are expected to recognise that the School must ultimately balance the interests of all of its stakeholders (including not only students and Parents, but also the School's staff and their right to a safe working environment).

Please read the full Code of Conduct - Parents policy for further detail.

Accidents

Lindisfarne is concerned about the safety of all staff, students and visitors. All accidents (no matter how minor) must be reported to Student 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 states that 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.

Safe School Policy

Bullying and Harassment

National definition of bullying: "Bullying is an ongoing misuse of power in relationships through repeated verbal, physical and/or social behaviour that causes physical and/or psychological harm. It can involve an individual or a group misusing their power over one or more persons. Bullying can happen in person or online, and it can be obvious (overt) or hidden (covert) Bullying of any form or for any reason can have long term effects on those involved, including bystanders. single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying."

Bullying. No Way! 2018. Bullying. No Way! Available at: http://www.bullyingnoway.gov.au

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Bullying takes many forms, all of which will cause distress. Examples of bullying include:

- Physical — hitting, pushing, tripping, kicking, spitting on others, etc.
- Verbal — teasing, using offensive names, ridiculing, spreading rumours, etc.
- Non-verbal — writing offensive notes or graffiti about others, using email or text messaging to hurt others, rude gestures, etc.
- Exclusion — deliberately excluding others from the group, refusing to sit next to someone, etc.
- Extortion — threatening to take someone's possessions, food or money, etc.
- Property — stealing, hiding, damaging or destroying property, etc.
- Cyber — any form of bullying which is carried out through electronic means such as mobile phones, email, chat room, social networking, "sums", web page, etc.

The school community addresses all unacceptable behaviour and works positively towards creating a safe school in which all students and staff feel valued.

What should you do if you are being treated unfairly by others?

If you feel that you or others have been bullied, harassed, sometimes feel unsafe or unfairly treated or have problems outside of school, find some help — you don't have to deal with this alone. This is what you should do:

- Talk to your parents, friends or teacher — your House Tutor or Homeroom Teacher and other staff members are there to help.
- If you feel you cannot talk with a member of staff, write a signed note and drop it in at Student Administration.
- Staff will investigate the matter and you will be asked to talk through the problem. You may have a friend with you if you wish.
- With your help, a course of action will be decided upon and carried out. In some circumstances parents will be involved.
- If the matter cannot be dealt with easily or has not improved, you may make a request for further action by contacting your House Tutor or Homeroom Teacher stating that you wish to take this matter further.
- Parents will be informed of the action taken and followed up. They will be encouraged to be involved where possible.

It is important that you understand the difference between "dobbing" and reporting something that is serious. Bullying is serious. Reporting incidents can stop unwanted behaviour.

Stymie

Stymie is an anonymous notification tool that schools are using nationally, to enhance student wellbeing. Students in the Middle and Senior Schools can make a notification about someone they believe is being bullied or harmed. This notification is automatically forwarded to appropriate members of staff.

More information is available to parents on the Stymie website.

Students can use this link or QR code (right) to make a Stymie.

Other Important Helplines and Websites

- Kids Helpline: kidshelpline.com.au or call 1800 551 800.
- Lifeline: www.lifeline.org.au or call 13 11 14.
- Youth Beyond Blue: www.youthbeyondblue.com
- Moodgym: moodgym.anu.edu.au.
- ReachOut: au.reachout.com
- Headspace: www.headspace.org.au

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Lindisfarne Bus Services

The School is responsible for informing all students, parents and staff of the correct use of the Lindisfarne 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 as well as the Ocean Shores, Mullumbimby, Ewingsdale and Byron Bay areas in northern New South Wales.

Lindisfarne has implemented a GPS-based app called BusMinder for its bus network. This allows parents to track their child's school bus via an app on the parents' smartphone when the student has boarded a Lindisfarne bus.

Through BusMinder, parents can view the real-time location of the bus on Google maps and receive notifications when their child boards and leaves the bus. For more information visit the BusMinder website.

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.

Student Eligibility to Travel on School Owned Bus Services

Only students with a Queensland residential address or who reside in the areas surrounding Mullumbimby, Ocean Shores and Byron Bay 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 prior to the commencement of such travel. Students' names will be provided to the bus drivers along with emergency contact details.

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.

Only under special circumstances, a one-off request for travelling on a Lindisfarne bus may be approved with a minimum of 24 hours notice. Please contact the School on 07 5590 5099 or email bus@lindisfarne.nsw.edu.au.

Bus Travel Costs

The School will bill parents/guardians for the cost of their child/ren'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 Lindisfarne bus services are to be directed to the Middle and Senior School Campus on 07 5590 5099 or email bus@lindisfarne.nsw.edu.au.

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 Lindisfarne 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 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.

Under no circumstance will students:

- Distract the driver - except in an emergency.
- Eat or drink on the bus.
- Move about the bus while it is 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.

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'.
- 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 work to prevent incidents that may result in significant harm.

In the event of a critical incident that 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 coursework, students have a right to appeal. For Senior School 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 and Guardians 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 Executive Assistant via principal@lindisfarne.nsw.edu.au.

Safety and Welfare

Policies and procedures have been implemented to provide a safe and supportive environment that:

- Minimises the 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 that 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.

Alcohol, Drugs, Tobacco, Vapes and Graffiti

It must be fully understood that Lindisfarne takes a clear stand on issues concerning illegal drugs, alcohol, vapes 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 may face dismissal.

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.

Cash Limits — Junior School

Students should not bring more than $10.00 to school for the purchase of food or drinks from the Junior School canteen. Please note: Preschool and Kindergarten students will not be served over the counter at the canteen.

If students need to have more than $10.00, parents are required to write a note in their child's diary. If a note is not provided, money in excess of $10.00 will be taken for safekeeping and returned at the end of the day.

Classrooms

Students are expected to keep classrooms, House Tutor Rooms, Homerooms and all other areas of the School in a tidy state and free of litter by using the bins provided and participating in litter clean up procedures.

Security

The security of the School and its buildings is the responsibility of everyone. Lindisfarne implements measures designed to promote the safety and wellbeing 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 onsite and offsite activities.

Telephones

In emergency situations, students may request permission to use the school telephone in Student Administration at the Middle and Senior School Campus. For more information regarding students' personal electronic devices and mobile phones, please refer to the Student Information section.

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School Council

The School Council is the major policy making body of Lindisfarne Anglican Grammar School 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

Bishop	Dr Murray Harvey
Chair	Dominique O'Neill
Deputy Chair	Bill Adler
Member	Joshua Bedser
Member	Kruse Carter
Member	Sandra Hawken
Member	Peter McAuley
Bishop's Nominee	Reverend Dway Goon Chew
Bishop's Nominee	Reverend Lyndon Mulholland
Principal — Ex Officio	Stuart Marquardt
Business Manager — Ex Officio	Brett Dinsdale

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Staff Contacts

Executive Staff Members

Principal: Stuart Marquardt	principal@lindisfarne.nsw.edu.au
Deputy Principal: Charlotte Lush	clush@lindisfarne.nsw.edu.au
Chaplain: Reverend Constantine Osuchukwu	constantine.osuchukwu@lindisfarne.nsw.edu.au
Head of Junior School: Jeremy Godden	jgodden@lindisfarne.nsw.edu.au
Head of Middle School: Cathy Cox	catherine.cox@lindisfarne.nsw.edu.au
Head of Senior School: Kate Cornell	kate.cornell@lindisfarne.nsw.edu.au
Business Manager: Brett Dinsdale	bdinsdale@lindisfarne.nsw.edu.au
Dean of Studies: Caroline Jeffries	cjeffries@lindisfarne.nsw.edu.au
Head of Professional Practice, Innovation and Partnerships: Kane Bradford	kane.bradford@lindisfarne.nsw.edu.au
Director of Information Services, Facilities and Infrastructure: Gavin Kennedy	gkennedy@lindisfarne.nsw.edu.au
Director of Human Resources: Mary-Ellen Jackman	mjackman@lindisfarne.nsw.edu.au

Academic Department Heads

Assistant Head of Junior School: Angela Mundy	amundy@lindisfarne.nsw.edu.au
Director of Early Learning: Jo Hetherington	jhetherington@lindisfarne.nsw.edu.au
Director of English: Kylie Wharton	kwharton@lindisfarne.nsw.edu.au
Coordinator of English: Suellen Walker	swalker@lindisfarne.nsw.edu.au
Director of Business, Entrepreneurship, Enterprise: Bryan Malone	bmalone@lindisfarne.nsw.edu.au
Director of HSIE : Nathalie Newton-Walters	nathalie.newton-walters@lindisfarne.nsw.edu.au
Director of Languages: Cathy Cox	catherine.cox@lindisfarne.nsw.edu.au
Director of Mathematics: Frank Malone	fmalone@lindisfarne.nsw.edu.au
Coordinator of Mathematics: Kelly Bedford	kbedford@lindisfarne.nsw.edu.au
Director of PDHPE: Julie McDowell	jmcdowell@lindisfarne.nsw.edu.au
Director of High Performance Athlete and Sports Development: Joseph Coyne	jcoyne@lindisfarne.nsw.edu.au
Director of Performing Arts: Todd Hardy	thardy@lindisfarne.nsw.edu.au
Director of Science : Jo Mendoza	jo.mendoza@lindisfarne.nsw.edu.au
Director of TAS: Stephen Henderson	shenderson@lindisfarne.nsw.edu.au
Coordinator of Technology: Tony Wright	twright@lindisfarne.nsw.edu.au
Director of VET and Careers: Lauren Ward	lauren.ward@lindisfarne.nsw.edu.au
Director of Visual Arts: Jane Brennan	jbrennan@lindisfarne.nsw.edu.au
Head of Sport and Activities: Damien Clucas	dclucas@lindisfarne.nsw.edu.au
Junior School Music Coordinator: Jesse Edwards	jedwards@lindisfarne.nsw.edu.au
Director of Learning Enrichment (P-4): Dana Dowker	ddowker@lindisfarne.nsw.edu.au
Director of Learning Enrichment (5-8): Kathy-Lee Bamford	kathy-lee.bamford@lindisfarne.nsw.edu.au
Director of Learning Enrichment (9-12): Jacquie O'Sullivan	jacqueline.osullivan@lindisfarne.nsw.edu.au

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Strategic Director of Netball: Danielle Watters	dwatters@lindisfarne.nsw.edu.au
Netball Head Coach: Suzanne Evans	suzanne.evans@lindisfarne.nsw.edu.au
Lindisfarne Sports Academy Directors: Matthew Bedford	mbedford@lindisfarne.nsw.edu.au
Joseph Coyne	jcoyne@lindisfarne.nsw.edu.au
St Andrew Head of House: Simon Leach	sleach@lindisfarne.nsw.edu.au
St Barnabas Head of House: Dan Robins	drobins@lindisfarne.nsw.edu.au
St Cuthbert Head of House: Jodie Duggan	jduggan@lindisfarne.nsw.edu.au
St Hilda Head of House: Bronwyn Dann	bdann@lindisfarne.nsw.edu.au
St Margaret Head of House: Alyssa Malone	alyssa.malone@lindisfarne.nsw.edu.au
St Stephen Head of House: Cathy Myers	cmyers@lindisfarne.nsw.edu.au
Teacher — Information Services and Digital Pedagogy (Junior School Library): Krissy Affleck	kaffleck@lindisfarne.nsw.edu.au
Year 5 Coordinator: Amber Jarvis	amber.jarvis@lindisfarne.nsw.edu.au
Year 6 Coordinator: Kylie Thompson	kylie.thompson@lindisfarne.nsw.edu.au
Year 7 Coordinators: Sam Dick	sam.dick@lindisfarne.nsw.edu.au
Brittany Slade	brittany.slade@lindisfarne.nsw.edu.au
Year 8 Coordinators: Amber Phillips	aphillips@lindisfarne.nsw.edu.au
Peter Wilson	peter.wilson@lindisfarne.nsw.edu.au
First Nations Cultural Engagement Coordinator: Narelle Urquhart	narelle.urquhart@lindisfarne.nsw.edu.au

Accounts

Accountant: Sara Riley	sara.riley@lindisfarne.nsw.edu.au
Finance Assistant (Accounts Payable): David Alderdice	dalderdice@lindisfarne.nsw.edu.au
Finance Assistant (Accounts Payable): Nicole Jessop	njessop@lindisfarne.nsw.edu.au
Finance Assistant (School Fees): Suzanne Halliday	shalliday@lindisfarne.nsw.edu.au
Finance Assistant (School Fees): Jodie Poole	jodie.poole@lindisfarne.nsw.edu.au

Administration

Executive Assistant to the Principal: Tania Wilhelm	twilhelm@lindisfarne.nsw.edu.au
Executive Assistant to the Deputy Principal: Lisa Wright	lisa.wright@lindisfarne.nsw.edu.au
Executive Assistant to the Head of Senior School: Justine Diver	justine.diver@lindisfarne.nsw.edu.au
Executive Assistant to the Head of Middle School: Angela Harris	angela.harris@lindisfarne.nsw.edu.au
Executive Assistant to the Head of Junior School: Kazanne Wood	kazanne.wood@lindisfarne.nsw.edu.au
Reception (Middle and Senior School): Rachel Oliver	reception@lindisfarne.nsw.edu.au
Reception (Junior School): Cindy Pinkerton	primaryadmin@lindisfarne.nsw.edu.au
Student Administration (Middle and Senior School): Clare Cootes	studentadmin@lindisfarne.nsw.edu.au
Administration Assistant — Performing Arts: Michelle McNicoll	mmcnicoll@lindisfarne.nsw.edu.au
Administration Assistant — Sport: Cherie Montford	cmontford@lindisfarne.nsw.edu.au
Business Support Officer: Monique Murphy	mmurphy@lindisfarne.nsw.edu.au

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Community Engagement and Enrolments

Director of Community Engagement: Simon McKinley	smckinley@lindisfarne.nsw.edu.au
Communications Officer: Julie Doyle	jdoyle@lindisfarne.nsw.edu.au
Registrar: Jenaya Mulley	enrolments@lindisfarne.nsw.edu.au
Enrolment Assistant: Jodie Poole	jodie.poole@lindisfarne.nsw.edu.au
Production Manager: Rodney Bertram	rodney.bertram@lindisfarne.nsw.edu.au

Food Services

Food Services Manager: Lia Mason	lia.mason@lindisfarne.nsw.edu.au
Canteen Convener (Junior School): Paige Forbes	canteen@lindisfarne.nsw.edu.au
Canteen Convener (Middle and Senior School School): Chris Qiu	canteen@lindisfarne.nsw.edu.au

Health and Wellbeing

Sunshine Avenue Psychologist: Julie Henry	julie.henry@lindisfarne.nsw.edu.au
Mahers Lane Psychologist: Susi Meyers	susi.meyers@lindisfarne.nsw.edu.au
Mahers Lane Psychologist: Emmalene Wells	emmalene.wells@lindisfarne.nsw.edu.au
School Counsellor: Sarah Oakley	sarah.oakley@lindisfarne.nsw.edu.au
School Registered Nurse: Bianca Foster	nurse@lindisfarne.nsw.edu.au

Information Services

IT Helpdesk	helpdesk@lindisfarne.nsw.edu.au
Systems Administrator: Anthony Gerke	anthony.gerke@lindisfarne.nsw.edu.au
Systems Technician: Marcelo Martins	mmartins@lindisfarne.nsw.edu.au
Systems Technician: Sabian Carey	scarey@lindisfarne.nsw.edu.au
Library Manager (Middle and Senior School): Gail Dessmann	gdessmann@lindisfarne.nsw.edu.au
Library Assistant (Middle and Senior School): Sonya Dempsey	sdempsey@lindisfarne.nsw.edu.au

Lindisfarne Bus Services, Maintenance and Facilities

Fleet Supervisor / Bus Driver: Justin Leary
Bus Driver: Erich Acker
Bus Driver: Chris Brown
Bus Driver: Peter Hatch
Bus Driver: Richard Gibson
Bus Driver: Ray Gabb
Bus Driver: Michael Cove
Bus Driver: David Saye
Bus Driver: Michael Rickard

For all bus related enquiries, please contact: bus@lindisfarne.nsw.edu.au

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Manager - Infrastructure, Projects and Property: Nicole Bold nbold@lindisfarne.nsw.edu.au

Grounds Supervisor: Damien Boan

General Hand: Keir Epton

General Hand: Thomas Gale

General Hand: Jamie Sullivan

General Hand: Hayden Walsh

Maintenance Worker: Robert Wigley

Facilities Manager (Junior School): Justin Enright

For all property and grounds related enquiries, please contact our **Director of Information Services, Infrastructure and Facilities**, Gavin Kennedy: gkennedy@lindisfarne.nsw.edu.au

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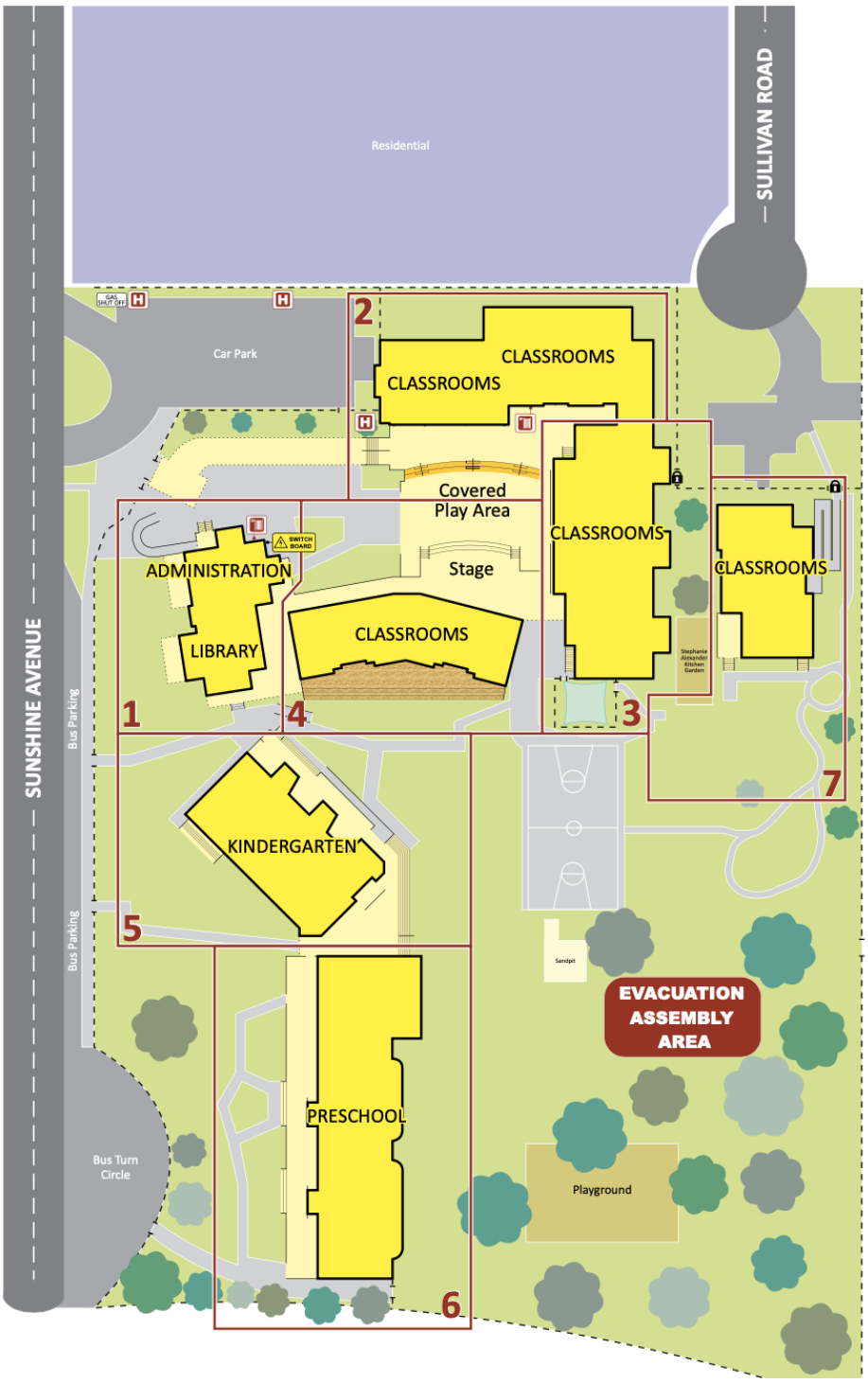
Campus Maps

Junior School Campus — Sunshine Avenue, Tweed Heads South NSW



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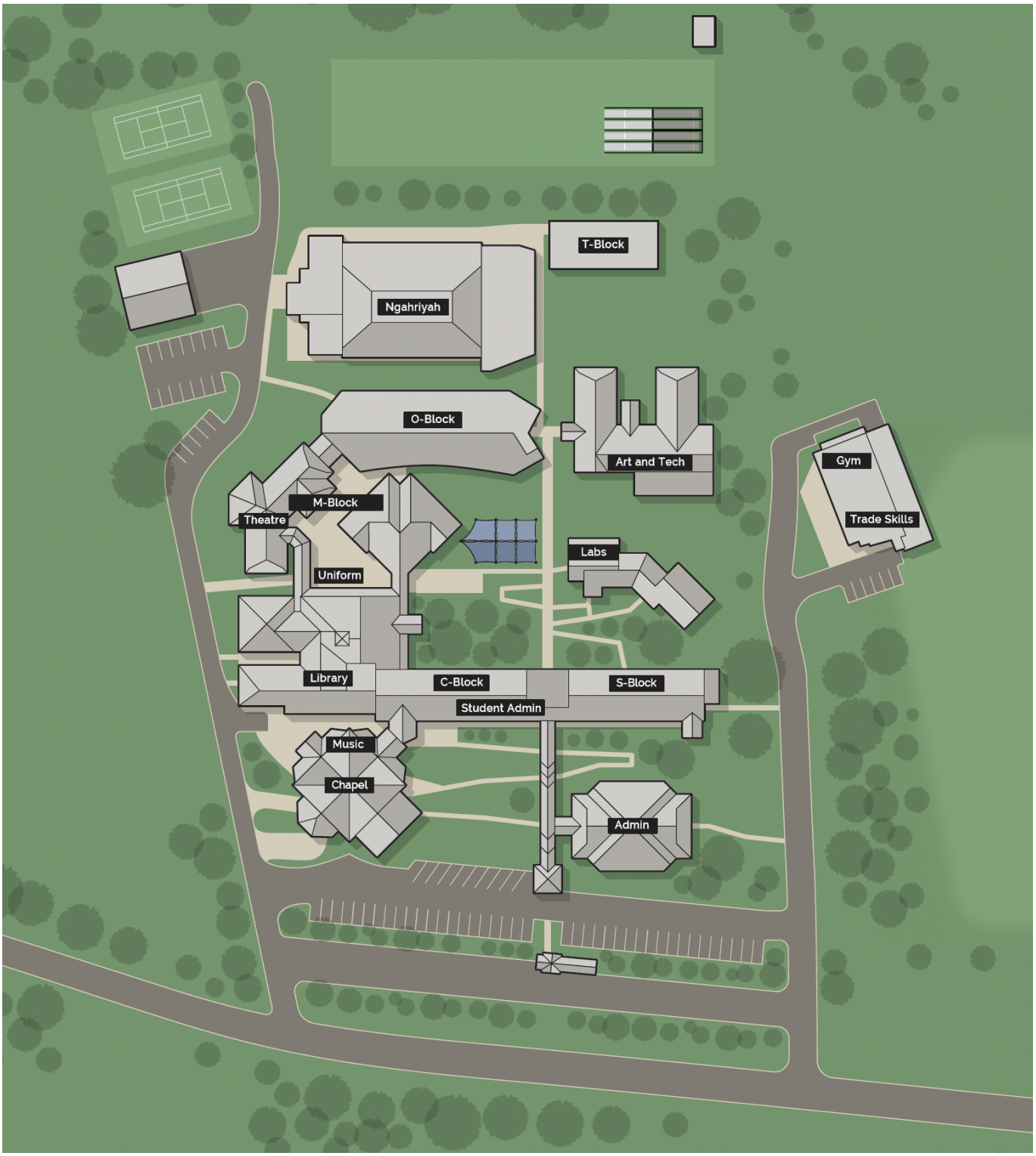
Middle and Senior School Campus — Mahers Lane, Terranora NSW



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LINDISFARNE
Anglican Grammar School

Luceat Lux Vestra — Let Your Light Shine

Junior School
Preschool to Year 4
Sunshine Avenue Campus
Tweed Heads South
NSW 2486

Middle and Senior School
Years 5 to 12
Mahers Lane Campus
Terranora
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