



Coral Coast Christian School

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A member of the worldwide Seventh-day Adventist
Education System

Educating for Eternity



Coral Coast Christian School Handbook 2013

Revised August 2013



Nurture for Today, Learning for Tomorrow, Character for Eternity

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All reasonable care will be taken to collect students' clothing left on the School premises although no responsibility can be assumed. All items of clothing should be clearly labelled with the child's name.

Non Uniform Days

From time to time the School will allow to come to school out of normal school uniform. On these days we expect a suitable dress standard equivalent to that of the uniform. The standard of dress on non-uniform or "mufti" days should not draw particular attention to a child. Thongs, short shorts, inappropriate slogans and revealing brief tops etc, are not acceptable. Parents will be contacted if their child's dress standard is unsuitable and they will be asked to collect their child until they can return in suitable attire. These days are generally for fundraising and a gold coin donation is required.

Vandalism

Items with the potential to cause damage to school property when misused are not permitted. Permanent markers, sharp dangerous objects, chewing gum, cigarette lighters etc, are not to be in the possession of students at the School. Students who wilfully damage school property will be asked to pay for the damage.

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MISSION STATEMENT

The mission of Coral Coast Christian School is to promote a redemptive relationship between each student and Jesus Christ. We aim to facilitate spiritual, academic, social, physical and vocational growth through the provision of an environment in which Christian nurture may take place.

Nurture for Today, Learning for Tomorrow, Character for Eternity

At Coral Coast Christian School we actively promote and foster the following values as the core of our program. This is made possible by **voluntary** cooperation between parents, teachers and students.

Spiritual

To foster and promote:

- An acceptance of Jesus Christ as our personal Saviour.
- A commitment to a consistent Christian lifestyle.
- A desire to service God and each other.
- An appreciation of Christian worship and spiritual fellowship.

Academic

To foster and promote:

- A commitment to excellence through diligent effort.
- An appreciation of knowledge and truth in harmony with revelation through God's Word as found in the Bible.
- The ability to think logically, critically and creatively.
- A desire to become a lifelong learner.

If for any reason, you are unable to finalise the account fee by this date, please contact the Administration Office to make appropriate arrangements.

Payment methods include direct debit, credit card, Centrelink, cheque and cash.

School Policies

A range of policy documents are available at the School. Copies for perusal can be obtained upon request to the Principal.

Dispute Resolution

If a parent has any dispute with a child's education or school life the following resolution procedure should be followed. Contact should be made first with the child's teacher, then the School Principal and then the School Council. If the matter is still unresolved contact can be made with the Board of Directors for Seventh-day Adventist Schools (South Queensland) Ltd

Transport Cont...

Parents and visitors must drive with extreme caution, as children's movements are unpredictable.

Bus Service

The School operates a bus to transport students to and from School. The bus service extends within the Bundaberg area. The bus service is directed by the Principal and routes, pick up points and other bus matters are decided on by the Administration team.

SUPERVISION OF CHILDREN

The School is responsible for the safety and well being of the students during the normal School day, i.e. for half an hour before school and throughout the day including half an hour after school: that is between the hours of 8.15am and 3.15pm.

Students arriving before 8.15am cannot be provided with teacher supervision and therefore parents are advised to make other appropriate arrangements.

ADMINISTRATIVE MATTERS

Principal Contact Times

The Principal is available for appointments. Please phone the administration office to find our details and make an appointment if required.

Fees

The School depends on the regular receipt of fees for its ongoing operations. Fee accounts are sent out to parents each term. School fees are to be paid in full by the end of each term. A discount is allowed for payment before the given date.

Social

To foster and promote:

- The treatment of all people with respect and dignity
- The development of self control and self-discipline.
- Tolerance of others and a concern for their welfare.
- Acceptance of responsibility for one's own actions.
- Habits of good manners and behaviours.

Personal

To foster and promote:

- A recognition of our responsibility to develop talents as God-given gifts to be used in leadership and service for others.
- Responsible citizenship within the community.
- A genuine compassion for the needs of others.
- A sense of rightness and fair play.
- A sense of pride in a job well done.
- A recognition that we have a responsibility to care for our physical and mental health.

SCHOOL COUNCIL

The School Council is the principal governing body of the School. It is comprised of representatives from the Seventh Day Adventist churches in the Bundaberg area, Seventh Day Adventist Schools (South Queensland) Ltd, and the School Principal. Its functions are to foster the Coral Coast Christian School philosophy of education, care for the financial operations, student welfare and to oversee the future growth of the School through the implementation of the master

PARENTS & FRIENDS COMMITTEE

The major function of the committee is to raise funds for projects that will benefit the School community.

Other functions of the committee are:

- To develop greater co-operation between the School, parents and friends.
- To conduct general meetings of interest to parents and friends.
- To operate a low cost tuckshop.

All medications to be given to the child must be handed in at the office or to a bus driver by an adult. No medication should be sent via a child.

The School reserves the right and responsibility to confiscate any medication that have not had prior authorisation by the parent.

In emergency cases all effort will be made to contact parents. The chosen course of action will be in consultation with the parent. If the parent is unable to be contacted, the School reserves the right to take appropriate action. It is the parents' responsibility to maintain current contact details at all times. All students are automatically covered by 24 - hour accident insurance and ambulance cover once fully enrolled.

Dentist

The Health Department's Dental Van visits the School to check on the children's teeth and carry out necessary treatment. Parents will be notified when the van is at the School. In the event of an emergency you may contact the School for the Health Department's contact details.

TRANSPORT

Private

Queensland Transport provides assistance to parents who live a certain distance from the School and who transport their children by car. Applications for this Conveyance Allowance are available from the office for those who qualify. To qualify students must reside more than 3.2km by the shortest trafficable route from the nearest state primary school.

Parking and Traffic

Parents are requested to park in designated parking spots only. All road signs, including directional signs, are to be obeyed and speed is to be kept to a minimum whilst driving on the School campus.

SCHOOL HEALTH

The School requests that you check your child's hair regularly for lice and nits. If treatment is needed, please purchase the appropriate treatment from a chemist. You will need to check the whole family. If live nits are found in a child's hair the parent/guardian will be contacted and asked to collect the child from the School. If this is not possible the child will be isolated for the remainder of the day. Children will be excluded from the School until infected hair is treated. Our School expects neat well presented hairstyles, fringes should not hang down over the eyes.



Girl's Hair

In the interests of hygiene, it is required that girls have their collar length to long hair braided or tied up neatly with a School coloured hair tie – navy or royal blue.

Boy's Hair

Boy's hair should be of a reasonable length, neat and tidy at all times and the use of gel should be limited to styling and not to follow fads and fashions.

Sickness or Accidents

It is the responsibility of the parent to notify the School of a child's condition of health, including all allergies. If medication or special supervision is required, including Panadol and other pain relief, it is the parents' duty to keep the School fully informed and to provide the medication.

NEWSLETTER

A copy of the School Newsletter is given out to each family fortnightly via the eldest child who attends the School. This is our main form of communication with families regarding School news and events. Students who are absent on the day the newsletter is distributed will be given their copy upon returning to school. The newsletter is also emailed to parents on our contact list and placed on the School Website each fortnight.

Other Communication

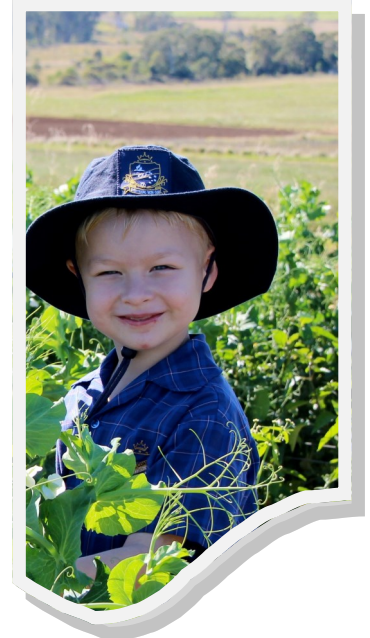
Important information or reminder notices may be sent in the form of a memo, flyer or email at other times.

SCHOOL OFFICE HOURS

The School office is open every school day from 8.30 am – 12.30 pm. Holiday hours are advised prior to the start of each holiday period.

School Hours

Commencement time:	8.45 am
Lunch:	30 mins
Recess:	25 mins
Finishing Time:	2.45 pm



PARENTS AND VISITORS

Parents are more than welcome as helpers in the class rooms and the staff encourage this contact. It is a requirement of the School that all parents and visitors sign in at the office and obtain a visitor's pass before entering the School precinct. This requirement is in the interest of student safety. Between the hours of 8.30 am – 3.15 pm students are in constant need of teacher attention. Should a parent require an appointment with a teacher, this should be arranged after 3.00 pm when staff can give their full attention.

TELEPHONE

It would be greatly appreciated if parents wishing to telephone the School to speak with a teacher would do so before 8.45am or after 3.00pm or during recess and lunch times. All teachers have classes to teach and time spent on the telephone during classes interferes with School routine. Please Telephone at any time in the case of an emergency.

Mobile Phones

The School telephone is not for student use. Messages will be passed on to students by the teachers. Students who bring mobile phones to school must hand them in to the office at the start of the school day. The phone can then be collected from the office at the end of the school day. They are not to be taken into classrooms or toilet areas. The School accepts no responsibility for lost or stolen mobile phones.

Jewellery

Wearing Jewellery such as rings, bangles, bracelets, necklaces and multiple earrings, is forbidden. 'Sleepers' in the ears are a safety hazard. Girls may only wear one pair of gold or silver studs, one in each ear. Students may wear a watch.

Shoes

- On dress uniform days the School dress code for footwear is as follows: black leather formal polishable school shoes (no suede upper) or black leather polishable cross trainer (no suede or upper additional colour variations or high tops) with black laces are to be worn with the dress uniform. Prep, Year 1 & Year 2 velcro closures only.
- On sport uniform days cross trainers or runners are to be worn. Non supportive flat soled shoes e.g. skate shoes or volleys are not permitted

School Hat

All students are to wear the regulation School Hat when in the playground – even on dull days. Our School hat is navy blue with the school emblem. Hats remain at the School in the student's desk unless washing is required.

School Uniform Care

All items of school uniform must be kept in good repair, be well fitting, clean, neat and ironed. Shoes must be polishable black leather for dress uniform. It is a requirement that all items are marked with the student's name. The School Administration reserves the right to contact the parents with regards to the condition of students' uniforms and ask them to collect their child and rectify any issues with their uniform.

UNIFORM REQUIREMENTS

Boys Dress Uniform

- Navy blue dress shorts with button, zip, front pleats and belt loops
- Navy and royal tartan dress shirt with embroidered logo
- White ankle socks with stripes and CCCS
- Winter – Navy blue front zip jumper with embroidered logo
- Winter – Navy trousers with pleats

Girls Dress Uniform

- Navy and royal tartan dress with embroidered logo
- White ankle socks with stripes and CCCS
- Winter – Navy tights
- Winter – Navy blue front zip jumper with embroidered logo

Boys and Girls Sport Uniform

- Royal blue polo shirt with embroidered collar
- Black sports shorts (boys)
- Black shorts (girls)
- White ankle socks with stripes and CCCS
- Navy winter tracksuit pants
- Navy / white front zip jacket

ENROLMENT PROCEDURES

Parents seeking admission for their child/children to this School will:

1. Arrange an interview for themselves and their child with the Principal
2. Provide reports from the previous school(s), where possible, (except for Prep students).
3. Complete an application form for enrolment.
4. Pay the application fee where necessary.

A pupil is admitted only after the School Principal has accepted his/her enrolment application. No student will be allowed to remain at the School if he/she is not upholding the standards of morality, behaviour and conduct expected by the School.

STARTING AGE FOR PREPARATORY STUDENTS

Children are accepted according to the State Education Act – i.e. a child must be five years old on or before June 30 of the year of enrolment.



STARTING AGE FOR YEAR 1 STUDENTS

Children are accepted according to the State Education Act – i.e. a child must be six years old on or before June 30 of the year of enrolment.

Admission of Year 1 students during the year who were previously enrolled at another school is on the condition that they satisfy the state regulation.

SCHOOL CALENDAR

The School has four Terms per year. Regular public holidays are taken such as Australia Day, Anzac Day and Labour Day. Term dates and information on Camps, Swimming and Athletics Carnivals, the School Concert, Parent Teacher Night Reports, etc, are all listed on the School Calendar.

The School Calendar is published for the convenience of parents and to help with planning. It should always be remembered that changes may occur at the discretion of the School Administration team.

SPORT / PHYSICAL EDUCATION

Active participation in the sports program encourages physical development and a healthy team spirit. Students are involved in various sporting activities including swimming, gymnastics, athletics, and soccer.



- Use of make-up is not permitted.
- Student's school bags are not to be covered with writing, stickers and pictures. The student's name should be clearly marked in an appropriate place on the bag.
- All students will conduct themselves with personal and academic integrity. Cheating and plagiarism will be treated as serious incidents. Cheating is obtaining or attempting to obtain academic credit for work by dishonest, deceptive or fraudulent means. Plagiarism is using the ideas or work of others (either directly or in part) as if it were one's own, without giving acknowledgement to the source.



COMPUTERS AND COMPUTER LAB

Coral Coast Christian School promotes the responsible use of technology to all students. The School provides a modern computer facility in each class in which to conduct regular computer classes and to facilitate study, research, and computing skills. The ratio for middle to upper classrooms is one computer per student.

Each student is given their own data account which is stored on the School network and monitored regularly. If any of the data is found to be inappropriate for students at a Christian School, the student's account will be suspended for a period of time and the Principal will request an interview with the parent/ guardian of the student concerned.

No personal software is to be brought to the School by students.

SCHOOL EXPECTATIONS

Students of this school are expected to be preparing for Christian citizenship of this country and also to be members of God's Kingdom. It is therefore expected that:

- The language heard at the School and in buses will be suitable for a Christian School (no swearing or cursing).
- Students will be polite, courteous and obedient at all times.
- Students will be proud of their School and will indicate this by upholding its standards and wearing its uniform properly and regularly.
- Because discarded chewing gum is messy, gum is not to be brought to, or chewed at School or on the School buses.
- Lateness, absences, missed homework and uniform discrepancies should be clearly explained in a note from the parent. Telephone explanations are also suitable in an emergency.
- Dangerous items such as pocket knives, blades, matches, shanghais, etc, are prohibited and will be confiscated if found in a student's possession.
- Some items are quite suitable for children to have at home but within the School environment distract the students and their friends from doing their work. While under School supervision, students are not permitted to have articles which are not conducive to their schoolwork, e.g. comics, magazines, MP3s, notes between students and electronic games and gadgets to name a few. The Teaching Staff reserves the right to veto any item they deem will be a distraction in the learning environment.

EXCURSIONS

Excursions are worthwhile and valuable experiences in the students' education therefore we would appreciate a full attendance. Excursions may involve a small part of the day, all day or sometimes an overnight stay away. More detailed information will be provided prior to each excursion. Parents will be required to sign a consent form if the excursion is overnight. In some cases parents may be required to meet expenses related to the cost of an excursion. A permission notice for day excursions will be signed on re-enrolment each year.

REPORTS

Three reports are issued each year: an interim report in term 1 as an indication of how students are settling into school, followed by a parent teacher interview at the end of term 1; a mid year report at the end of Semester 1.

A final report will be posted after the completion of Semester 2.

The date of the parent-teacher interviews will be advertised in the newsletter and parents can telephone the administration office to make an appointment.

CHAPEL

Every Friday we have a chapel program in the assembly hall on the School grounds. This is a time when students are encouraged through awards, singing and a presentation by our Pastor. Our School Chaplain organises the Chapel program.

CHAPLAIN

The role of the Chaplain is to care for the spiritual program of the School. The Chaplain operates under the guidelines and directives of the School. The Chaplain will liaise with the students, teachers and parents in relation to the spiritual nurture of all involved in the School. The School Chaplain can be contacted through the Administration office.



SCHOOL BOOKS, TEXTBOOKS AND SUPPLIES

The School buys all exercise books, textbooks and stationery for the students and this is included in the school fees each term.

ATTENDANCE

The State Education Act requires regular attendance at the School by all children.

ABSENCES

Parents are asked to phone the office by 9.00am on the first day of absences. Absences should be clearly explained in a note from the parents on the first day back at the School after the absence. It is the parent's legal responsibility to explain all absences.

EXTENDED ABSENCES

It is very difficult for teachers and parents to find time to help children catch up with their school work after extended periods away from the School. If a parent knows in advance of an absence, it would be appreciated if this were communicated before the child is away from the School.

LATE ARRIVALS / EARLY DEPARTURE

Parents / guardians dropping students to the School after the school day has commenced need to come to the office to sign in the late book. Parents / guardians collecting students prior to the finish of school need to sign them out at the Administration office.

TUCKSHOP

At present the School operates the tuckshop one day a week (Monday). The menu has a selection of foods and drinks at reasonable prices. Tuckshop menus are sent home for parents to supervise orders. Orders need to be written on paper bags and the correct money included where possible.