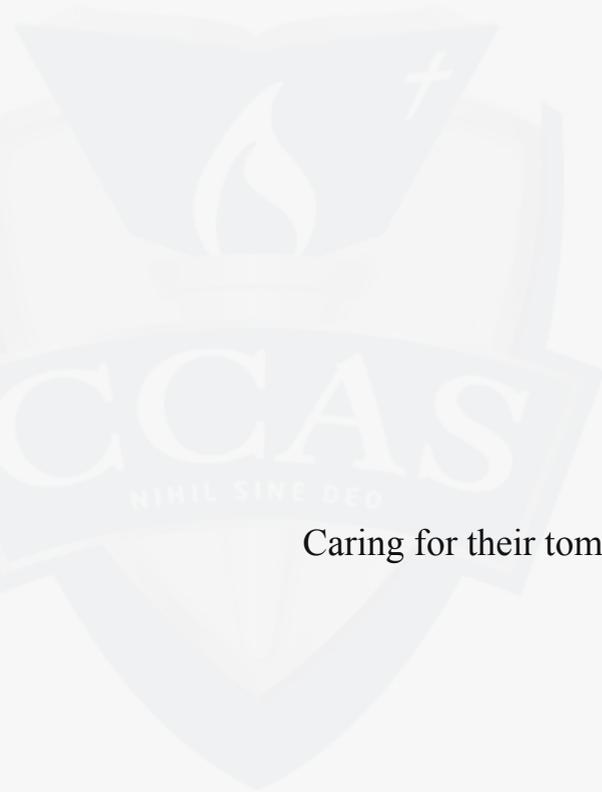


# Central Coast Adventist School



## Prospectus

our **vision**



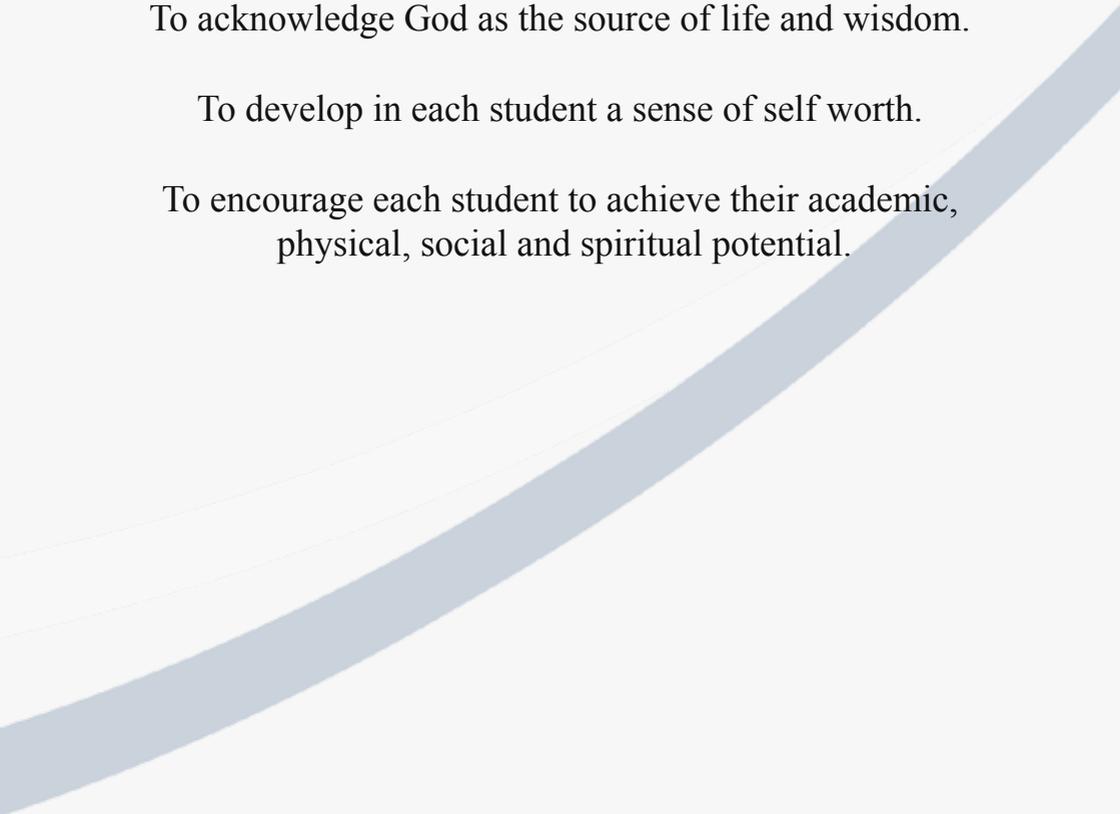
Caring for their tomorrow... today.

# our **mission**

To acknowledge God as the source of life and wisdom.

To develop in each student a sense of self worth.

To encourage each student to achieve their academic,  
physical, social and spiritual potential.



# about us

The Central Coast Adventist School is owned and operated by the Seventh-day Adventist Church in Australia. As such, it is a part of the largest Protestant school system in the world. It provides a Christian educational experience for students in years K-12. The education offered at Central Coast Adventist School is based upon a world view derived from the Christian faith. This view begins with a belief in an eternal, loving and personal God who has always existed, who is all-powerful and is the source of all life, truth, beauty and Christian values. It is the school's wish that every student sees himself/herself as an individual of great value, capable of living a happy productive life.

We acknowledge that the primary responsibility for establishing Christian values in a child exist with the Home and the Church. As a school we wish to play our part in assisting young people to learn the basic tenets of Christianity and empower them to apply these in their lives now and in the future. In cooperation with the home the school seeks to inspire its students to take an active interest in making the community a better place to live, to appreciate cultural and scientific advances and to develop positive attitudes towards other people. Central Coast Adventist School values authenticity - what you say and what you do shows other who you really are.

All members of the staff are practising Christians. They are committed to giving quality education in a caring Christian environment where the worth and personal development of each student is respected and enhanced. While children are encouraged to strive for excellence this is done without ruthless comparison and competition. Furthermore, each student, whether they are tertiary bound or not, are given every opportunity to maximise their educational opportunities. The school endeavours to help students distinguish between performance and their inherent self worth. Each student must know that his/her performance has no bearing on their worth as an individual.

Our school is open to all students without regard to their ethnic background, sex, national origin or religious affiliation. While no religious test is applied, all students are expected to live in harmony with the



school's standards and regulations, show respect for the Word of God and to attend the regular religious classes and activities of the school. Every effort is made to provide opportunities for both boys and girls to participate in all school activities and strives to accommodate the needs of disadvantaged students.

As an independent Christian School, the Central Coast Adventist School is concerned with upholding family values, respect for authority and the overall development of each student. It is committed to seeing each student develop his/her maximum potential in the spiritual, academic, physical and vocational spheres for life.

# our history

The Central Coast Adventist School commenced as a one-teacher primary school in 1969 at the Gosford Seventh-day Adventist Church. In 1970 it moved to its present location. In 1973 secondary classes were commenced and these were



extended to full School Certificate level in 1978. The Secondary Schools Board and the NSW Bursary Endowment Board granted full registration in 1978.

The school buildings have been erected in stages as the school has grown. In 1998 the school began an expansion program aimed at providing facilities for students from years Kindergarten to Year 12. The Primary facilities were completed in early 2009 and the Secondary facilities in early 2010. Future developments include a Sport Centre (first stage in progress) and the refurbishment of the current hall into a permanent worship facility.

The school has current registration and accreditation with the NSW Government in addition to the Education Department of the Seventh-day Adventist Church as a Kindergarten to Year 12 school. School development and growth into a Kindergarten to Year 6 double stream and Year 7-12 triple streamed school is clearly focused on the continued creation of a quality educational alternative for Central Coast families, laid on the firm foundation of a successful past.

# our campus

The grounds cover 10 acres of land nestled in the heart of the Erina CBD, alongside the Erina Fair shopping complex. As of 2009 the Primary facilities include three separate permanent buildings housing Kindergarten to Year 6. The school is 8 stages into a 10 stage, multi-million dollar building program that will accommodate the K-6 double streamed and 7-12 triple streamed school.

All Primary classes have access to computing facilities, with years 5 and 6 involved in a project entitled 'Third Millennium Classrooms' which sees significant computer integration inside the regular classroom program. The Primary School has a fully equipped Computer Laboratory.

In 2010 the new Secondary School facilities were expanded to provide dedicated facilities for Music, Fine Arts, Technics and Drama. These new buildings are in addition to the existing building (completed in 2004) which houses three Science Laboratories, a Food Technology kitchen with multiple stations and a



number of general purpose classrooms. The Secondary School has seen a significant increase in access to computers with each Key Learning Area having their own Computer Laboratory.

There is a shared Library facility in the centre of the campus that contains not only books and resources, but computer access, audio-visual access and tutorial areas.

A gymnasium/assembly hall designed to cater for sports such as basketball, volleyball and badminton, also acts as the school assembly/performance hall. The hall was built in memory of Naomi Frew an ex-student. A large sports oval is situated toward the bottom of the site.

The first stage of the Sport Centre is under construction with completion of this stage due towards the end of 2010. This initial stage will house two full size basketball courts. When the centre is complete there will be three full size basketball courts, a commercial kitchen, conference room, classrooms, change rooms and offices.



# student support

The school offers a student learning and development support program on a needs basis for those students that are deemed as in need of this extra assistance. This service is available to all students and is designed to supplement and support other school activities. Our funding for this department comes from the Federal Government via the NSW Association of Independent Schools. Each year we compete for a slice of this funding and each year the amount we receive determines how we deliver our student support services.

The teachers in charge of this area will, with the consultation of parents, teachers and students design specific programs of assistance/advancement where the need arises. Parents are encouraged to access this support but are not obliged to do so. Contact with the class teacher (Primary school) or Year Co-ordinator (Secondary school) is the first step.

Parents should feel free to ask more questions in regard to this at the time of interview. This program is regularly reviewed and is currently the main means of support for special needs enrolments therefore, much of the program's time is already committed. This fact should be considered if families feel that their students require significant remedial assistance or significant extension studies work.

The school also offers a Kindy - Year 8 social and personal resilience training program (GAPP). All students progress through this program aimed at developing emotional resilience and socially responsible behaviour in students. There are also individual intensive programs available for students who may benefit from extra support in this area.

# citizenship

The Central Coast Adventist School upholds Christian ideals in matters of dress, moral behaviour and general conduct. The teaching of these ideals is one of the reasons for its existence. Underlying all school codes of conduct is the aim of developing within the individual a sense of responsibility to self, community, peers, teachers and God.

The stated purpose of citizenship is to aid the student in growth towards mature adulthood. As a consequence, the school will assist students in making choices about appropriate patterns of behaviour and accepting responsibility for the same. Discipline can then be considered to be any action taken by the school to assist the student in the development of positive behaviour, self-management and citizenship.

*A copy of the full school and Sport Department citizenship policies are contained within the Student Handbook.*

The Central Coast Adventist School citizenship system operates via five clearly defined stages.

## **Stage 1**

Behaviour which needs to be addressed purely by the classroom teacher or staff member on duty.

## **Stage 2**

Behaviour against the school, which can be dealt with through the detention system (Secondary and Primary) to deter students from similar behaviour. The system is for offences against the school rather than a person.

## **Stage 3**

Behaviour which is considered serious and will be directed immediately to the Head of Primary School or the Head of Secondary and may be referred on to the Discipline Committee. Behaviours include:

- Using, possessing or distributing tobacco, alcohol, narcotics or drugs

- Using profane and obscene language or possessing/distributing obscene materials
- Theft
- Vandalism of school property or personal property of others
- Improper sexual conduct
- Undermining the Christian standards of the school
- Persistent and ongoing misbehaviour
- Deliberate defiance of a staff member
- Assault
- Possession of firearms, knives or other dangerous weapons
- Tampering with school fire equipment, alarms, PA or other non-student use equipment
- Repeated disruptive classroom behaviour

#### **Stage 4**

Behaviours that are referred on to the school Discipline Committee may be dealt with in five possible ways:

- Warning and severe reprimand
- Behavioural contracts
- Suspension (maximum of two days and then return to school based on a contract)
- Option to withdraw from the school voluntarily
- Addressed as a stage five situation (Refer to stage five information below)

#### **Stage 5**

Behaviours that are referred to the Discipline Committee and that are either serious enough in their own right or repeat offences following a period of suspension will be recommended for expulsion. If voluntary withdrawal from school is not taken, then expulsion will follow.

# uniform

Central Coast Adventist School believes strongly in the value of a school uniform. The uniform gives identity and group awareness to those attending the school and is the major public representation of the school. The school expects students to wear



their uniform with pride and accept that they are representing the school when they wear the uniform. Whilst in transit to and from school the expectations for wearing correct uniform are the same as whilst at school, and the penalties attached to incorrect uniform wearing apply just as strongly outside of school hours.

Students are expected to look neat and tidy whilst wearing their School Uniform. Shoes should be cleaned and in good repair. Hair should not be extreme in cut, design or colour. Any colour used **must** be natural. Boys' hair must be layered if they have an undercut. Ponytails are unacceptable for boys. Hair length for boys is to be above collar. Beards, moustaches and other facial hair are unacceptable unless there are medical reasons supporting the need for such appearance changes. The wearing of full school uniform during the school day is mandatory, as well as when travelling to and from school, and at other official functions as stated by the School Administration each year. Full sports uniform must be worn for all PE and Sport events. Full sports uniform is to be worn all day for Secondary School students and Primary Students for their weekly sports days as listed.

**For a full copy of the Uniform Policy please visit the Uniform section of our website: [www.ccas.nsw.edu.au](http://www.ccas.nsw.edu.au)**

# outdoor **adventure**

Wilderness Based Adventure Learning is something that all of us can enjoy, regardless of age. The program offers a broad range of activities from the extreme adventure of white water kayaking to the gentle enjoyment of family camping.

The learning and experiences that form the program of Wilderness Based Adventure Learning in at Central Coast Adventist School are designed to provide opportunities for inter-generational play, the development of personal friendships and to foster the development of community living and learning. There are experiences and opportunities for students from Kindy to Year 12 to learn skills and attitudes of personal and interpersonal reliance confidence, resourcefulness and skills. Opportunity for the broader community of parents and past students of Central Coast Adventist School to share in the journey of experiences is a significant aspect of the Wilderness Based Adventure Learning program.

Wilderness Based Adventure Learning at Central Coast Adventist is designed to support the efforts of Pathfinders (similar to Guides and Scouts), The Duke of Edinburgh Award Scheme as well as to provide experience of recreational wilderness type camping. Due to the unique opportunities available at Central Coast Adventist School in terms of specialised instructor capabilities and equipment resources, kayaking and the journey of the River form the principle focus of our adventure learning in wilderness places. Experiences are graded from placid for novices and those who prefer the quiet ways to the more extreme and physically demanding for those who are prepared to put in the necessary effort to develop the skills and proficiency required by those who seek that little bit more.



# assessment & promotion

Teachers assess students regularly. A variety of different methods are used (including tests, assignments, oral work, examinations, practical and excursion activities). Each secondary student is given an overview of the term's activities for each subject at the beginning of the term. The overview includes an individual subject assessment plan.

Primary Reports are compiled at the completion of Terms 2 and 4. In between time a student folio of works is presented to the home throughout the term to maintain ongoing parental involvement and communication with school. Furthermore all children from Year 6 upward are issued with an official school diary that also assists in communication and information sharing between home and school.

Secondary school reports are compiled at the completion of Terms 2 and 4. At the end of Term 1 and an interim report is sent home noting the child's current position. Examinations are conducted for secondary school grades at the end of Terms 2 and 4.

Parent nights are held regularly throughout the year to allow for extended home and school discussion of individual student's progress. Apart from these times parents should feel free to contact the school for private interviews to discuss their student's progress at a mutually convenient time.

*At the end of Term 3, interviews may be arranged by the school for students with issues that may be affecting their likely progression at year end.*

Staff meetings toward the end of the year will determine the promotion of students. This process not only includes a discussion on academic performance, but also effort expended and overall attitude. Students who do not reach the desired standard and who, in the opinion of the staff, need further maturation will be asked to repeat a grade.

# curriculum

*Central Coast Adventist School has again attained the highest state accreditation level of five years following our 2008 review.*

## **Primary**

A full range of primary subjects from the Key Learning Areas are offered from Kindergarten to Year 6 including the following:

- Bible
- English (Grammar, Spelling, Handwriting, Reading and Comprehension, Written Expression, Oral Expression and Poetry)
- Personal Development, Health and Physical Education
- Creative and Practical Arts (Music, Drama, Art and Craft)
- Human Society and its Environment
- Science and Technology
- Mathematics (Table and Number facts, concepts covering Space Measurement and Number)

## Secondary

Full coverage of the Key Learning Areas required by the Board of Studies of NSW from Years 7 to 12 is available.

### *Years 7 & 8 Subjects*

Religious Studies, English, Mathematics, Science, PDHPE, Technics, Food Technology, Art, Textiles, Music, French. Students also have sport each week.

### *Year 9 & 10 Subjects*

The core subjects for year 9 and 10 are Religious Studies, English, Mathematics, Science, PDHPE, History and Geography. Students also choose one subject from Line 1 and another from Line 2. These subjects include: Computing Studies, Food Technology, Visual Arts, Music, Technics (Wood), French, Commerce, Textiles Technology and Drama.

### *Year 11 & 12 Electives*

Years 11 and 12 have access to a range of subjects that suit tertiary bound students as well as those looking at non-university options following secondary school. Tuesday afternoons are set aside for year 11 and 12 students to choose one of four options that recognise the diverse academic goals students have.

Students who undertake a TAFE Course must fund their own course expenses for the subject and provide their own transport.

The line up of subjects is reviewed on a yearly basis to ascertain the applicability of what is offered. There are seven lines students must choose from.

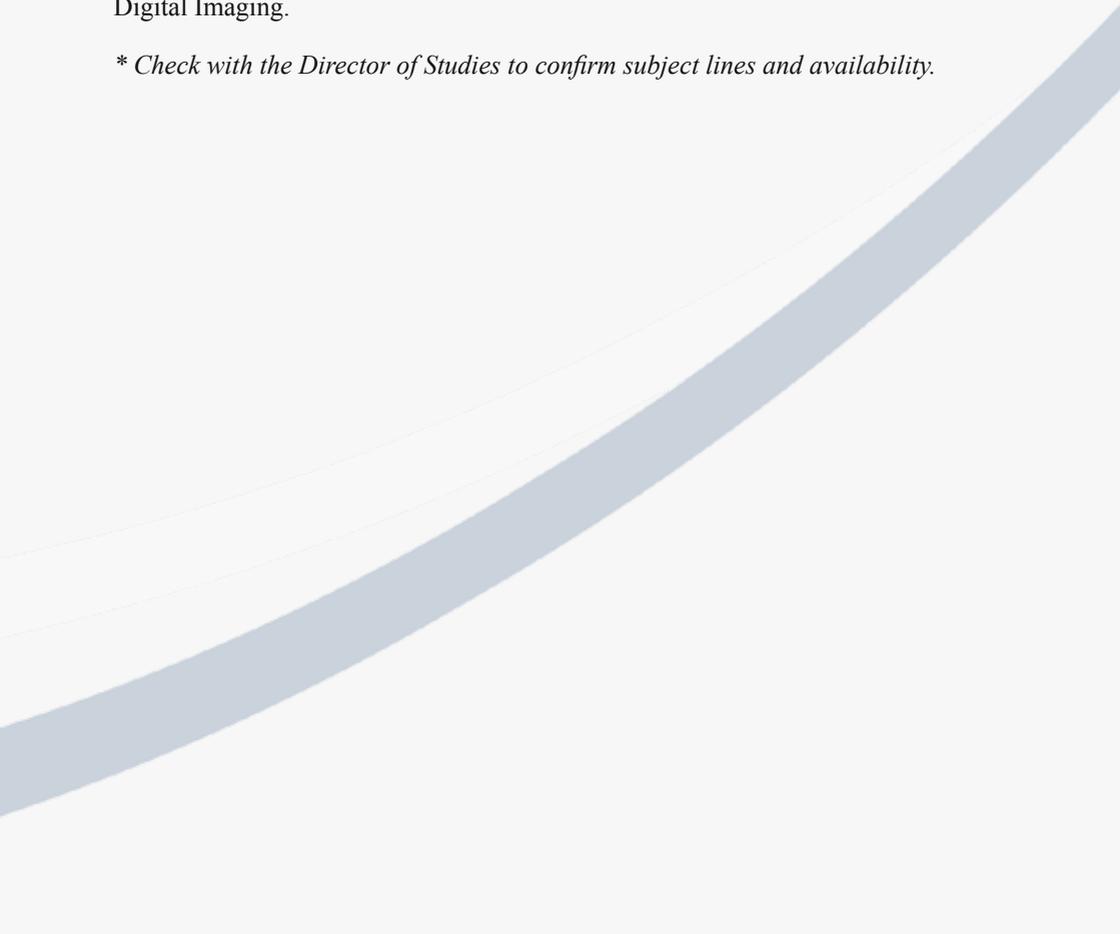
Students who wish to do English Extension 1 and Mathematics Extension 1 must consult the Head of English and Head of Mathematics first. Students who wish

to do both English Ext 1 and Mathematics Ext 1 will need to access one of these subjects by Distance Education. Please consult with the Head of High School.

Marine Studies and Photography, Video & Digital Editing are Board Endorsed courses and do not contribute to ATAR calculations.

The subjects offered in Year 11 & 12 include: Studies of Religion 1 Unit (Mandatory), English (Standard), English (Advanced), English Studies, Mathematics (2 unit), Mathematics (General), Community & Family Studies, Industrial Technology, Economics, Geography, Food Technology, Information Processes & Technology, Music, Physics, Biology, Legal Studies, Modern History, Visual Arts, French (via Distance Education), Chemistry, Ancient History, Business Studies, PDHPE, Drama, Textiles Technology, Studies of Religion 2, English Extension 1, Mathematics Extension 1, Marine Studies and Photography, Video & Digital Imaging.

*\* Check with the Director of Studies to confirm subject lines and availability.*



# OSHC & vacation care

Central Coast Adventist School runs its own Out of School Hours Care (OSHC) and Vacation Care programs on the school site. Students from Pre-Kindy through to Year 6 are eligible to attend. Pre-Kindy students are collected by the centre's staff at the conclusion of the school day and escorted to the OSHC room.

The Centre's Director is Miss Angela Dennis, a trained Primary school teacher. Miss Dennis is supported by a number of assistants.

## *Before school care*

Hours are 7.00 - 8.30am with breakfast provided between 7.00 - 8.00am.

Before school care cost is \$20 for pre-booked session (casual \$25).

## *After school care*

Hours are 2.45 – 6.00pm with afternoon tea provided 3.10 - 3.30pm.

After school care cost is \$27 for pre-booked session (casual \$30).

The Central Coast Adventist School OSHC is an approved care facility that attracts Child Care Benefits and the Child Care Rebate. If you need a quote on your child/ren's proposed fees please see the Centre's Director.

Vacation care is offered in all school holidays with activities on and off the campus. Activities may include movie days, excursions to Sydney Aquarium and Wildlife Park and Reptile Park, cooking (eg. MasterChef All-star day and pizza making), indoor and outdoor games and bike riding. Programs are advertised 3-4 weeks in advance with bookings essential.

Short day (9.00am-3.00pm) and long day (7.00am-6.00pm) stays are available.

For more information please call the Centre Director on 4363 7626 or see the Administration Office.

# pre-kindy program

Our Pre-Kindy program aims to prepare students for their transition into ‘Big School’. The program runs five days a week with various attendance options available. Students are involved in a variety of play-based learning opportunities targeted at developing their individual interests along with foundational literacy and numeracy skills and knowledge.

The program runs during school hours on school days. Our Pre-Kindy teacher is supported by a teacher’s assistant, and specialist teachers take the students for music, sport, information technology and library classes.

By spending time on campus the Pre-Kindy’s become familiar with the school environment and community including class teachers, other students, the playground and where the various classrooms, specialist rooms and toilets are located. Later in the year the Pre-Kindy teacher coordinates visits to the Kindergarten classes where the students can meet the Kindergarten teachers.

Student portfolios are distributed throughout the year to provide parents with an insight into the activities that the students are participating in. Formal Kindergarten entry assessment is conducted during second semester where the Kindergarten assessment teacher spends approximately 45 minutes with each student to gather information that is used to determine school readiness and ascertain any special needs.

# enrolment procedure

Central Coast Adventist School operates an open, but selective enrolment policy. Admission to the school is possible irrespective of the applicant's race, religion, colour or nation of origin. The school is operated not only for the members of the Seventh-day Adventist Church but also for those in the broader community who are committed to the values and the ethos of the school. Whilst no religious test is applied to applicants, all students are expected to live in harmony with the standards and regulations of the school. They are also expected to share fully in the life and program of the school; including devotional activities and Biblical Studies classes. Whilst the school has been established as a means of helping youth, and is designed to supplement the work of the Christian home, it cannot undertake problems of delinquency; regardless of the student's denominational affiliations.

There is a **two-strand** process for enrolment in the school. Strand One deals with Kindy and Year 7, the major entry points to the school. Strand Two refers to the waiting list process for all other grades. Enrolments are processed under the following preferential system, Seventh-day Adventist families first; sibling's second and all other enrolments by date of application receipt third.

As the school places a strong emphasis on character and spiritual development, it is required that each student seeking admission present character and scholastic reports from their **last** school/Principal. Further, each family upon application will need to provide evidence of membership or affiliation with their stated faith and/or denomination. For Seventh-day Adventist families this will require confirmation of church membership by way of a letter from their church pastor and this letter must accompany the application form. For non-Seventh-day Adventist families' confirmation of their church affiliation may be presented in the form of a family mission statement.

## **Strand 1**

**Pre-Kindy, Kindy and Year 7** applications are to be submitted as soon as possible

due to enrolments filling up to 48 months or more in advance of the present year. Parents are able to contact the school to receive an update of the status of their applications.

Applicants for Pre-Kindy should turn 4 by April 30 of the year of enrolment. Kindy applicants should turn 5 by April 30 of the year of enrolment. Applicants younger than this will not be considered.

Whilst Pre-Kindy enrolment is not a requirement to access Kindy enrolment the following year, the majority of students do come from the Pre-Kindy class. Remaining Kindy enrolments are then confirmed based on the previous mentioned preferential system.

Interviews for Year 7 commence in April each year, parents will be notified of a time and date for the interview. Kindy and Pre-Kindy interviews take place from June onwards. All Kindy and Year 7 applicants participate in a School Readiness Test (Kindy in August/September) and Grade Placement Test (Year 7 August). Within the weeks following, an indication of enrolment acceptance or corresponding alternative recommendation is given.

The testing conducted has five possible outcomes:

- The student is accepted into the grade applied for.
- The student is accepted into the grade applied for but is required to join the remedial program.
- The student is accepted into the grade applied for but is required to join the remedial program and seek outside tutoring.
- The student has their enrolment deferred to a later time.
- The student joins a lower grade (not for Kindy students) or does not join at all.

## **Strand 2**

Due to waiting lists existing in **all year levels**, applications will be taken throughout the year with an interview/testing time being arranged as waiting list numbers in the school change and the likelihood of enrolment improves. Within the weeks following testing an indication of enrolment acceptance or corresponding alternative recommendation is given as for Strand One but with a slight variance

for non-Kindy years as shown below.

- The student is accepted into the grade applied for.
- The student is accepted into the grade applied for but is required to join the remedial program.
- The student is accepted into the grade applied for but is required to join the remedial program and seek outside tutoring.
- The student is accepted into the school, but is required to join the year below what has been requested.
- The student is accepted into the school, is required to join the year below what has been requested, but due to current enrollment numbers must go on the waiting list until a position becomes available in the needed grade.
- The student has their enrolment deferred to a later time or not at all.

Students with particular “Special Needs”, from severe remedial needs through to physical or behavioural concerns, follow the same enrolment process as all other students. It is important though for families that feel that their child is a “Special Needs” enrolment to share that fact and supporting documentation early with school administration and to also be aware what they hope/expect the school to do for their child.

The Central Coast School Council will consider all applications, and a student *is not considered fully enrolled* until such final approval is given. For both Strand One and Two, families will be notified of their successful enrolment as soon as possible following the next sitting of the School Council. The Council annually considers the eligibility of all students for re-enrolment on the basis of their school record. Re-enrolment and student pledge forms (Grade 5 upwards) must be submitted as requested.

Once Administration has confirmed a child’s enrolment, payment of the Placement Fee is then required.

**Please refer to the Fee Schedule for more information regarding the Placement Fee.**

***All newly enrolled students move through a period of one term’s probation.***

# financial

The tuition fees charged represent approximately 35% of the cost of operating the school. The NSW State and Federal governments also contribute operating funds. The balance of operating costs is met by offerings from church members and from funds provided by the North NSW Conference of Seventh-day Adventists.

School fees are due and payable within 14 days of the start of the school term. Accounts outstanding at the end of each school term should be cleared to ensure ongoing enrolment. Lapsed fees are dealt with via a designated process that concludes with the empowering of a debt collection agency. Families may take up an option for progress/instalment/direct debit payments to spread the cost over the entire 52-week year.

*Please Note: Families that leave the school, either voluntarily or by request from School Administration, more than four weeks into a school term are required to pay the term's fees in full before de-registration is complete.*

It is the policy of the Central Coast Adventist School Council and the Church Administration to keep the charges as low as possible. Children from families who are members of the Seventh-day Adventist Church and who contribute through church offerings will have their fees subsidised by the Church.

**For the current fees and conditions please refer to the Fee Schedule which is available from the Enrolment section of our website: [www.ccas.nsw.edu.au](http://www.ccas.nsw.edu.au)**

# application **process**

*During this time the school and family liaise to ensure that enrolment in the school is proving appropriate. At the successful completion of this period of probation a student is regarded as being a regular enrolment. In the event that there are concerns during this time frame, and following appropriate parental consultation, the school reserves the right to terminate enrolment at or before the end of the probation period.*

Please complete the enrolment form – one application per child is required - and return it to the Administration Office. All applications must be accompanied by a \$50 application fee. This is to cover administrative costs for processing applications. It is not refundable and applications received without payment will not be processed.

**For any enquiries regarding enrolment and waiting lists, please contact the Enrolments Officer on 02 4367 1800.**

# notes

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# Central Coast Adventist School



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