CARNARVON CHRISTIAN SCHOOL

"Walk as Children of Light"

HANDBOOK
FOR PARENTS AND STUDENTS

Year 2025

[21st Edition]
Updated December 2024

3 & 4 YEAR OLD KINDY
PRE-PRIMARY
PRIMARY YEARS 1 - 6

30 Babbage Island Road [PO Box 141] Carnarvon 6701 Western Australia
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ABN/GST: 22 610 671 592

Christian Parent Controlled Schools

Carnarvon Christian Parent Controlled School Association (Inc.) is a member of Christian Education National [CEN]. CEN (originally known as The National Union of Associations for Christian Parent-Controlled Schools) was officially constituted in January 1966 with 9 member associations. There are now 58 Associations, with over 16,000 children being educated in more than 85 Christian Schools affiliated with CPCS, which promotes parent-controlled Christian Education throughout Australia. It is governed by an executive committee which is appointed by the member associations. The executive committee is currently based in Sydney, and the day-to-day affairs of CPCS are administered by the Executive Director who is appointed by, and responsible to, the Executive Committee. CPCS provides assistance to Associations and schools in areas of curriculum development, teacher support, admin advice, promotional publications and professional development.

Conflict Resolution

In order to address concerns that arise from time to time, all personnel involved, be it staff, parents or board members, are asked to approach such times prayerfully. The ultimate aim is finding a resolution quickly, in order to bring glory to God and restore the broken relationship. Primarily, the two parties involved should meet informally, as soon as possible, to find an early resolution. If required a second meeting, with a senior teacher or deputy involved to assist may occur. The Principal then becomes involved formally, should no resolution be found. The formal process then continues through the Board Chairperson and then onto an independent Arbitrator should in the unlikely event a satisfactory resolution is not reached. There is a Biblical principle shown in Matthew 18:15-17: *"Moreover if your brother sins against you go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear you, take with you one or two more, that by the mouth of two or three witnesses every word may be established.'* Please see the CCS Complaints and Disputes Resolution Policy for more detail.

Donations

CCS is always grateful for donations and financial support. Donations of $2.00 and over are Tax Deductible. With the Association finally seeing the fulfilment of building a school on its own land, all donations will be of enormous help in meeting loan repayment commitments and planning for future classrooms and developments.

Behaviour Management

We manage the behaviour of the students under authority delegated to us by God and Parents. We expect students to respect, help and honour their parents, teachers and fellow students. Please see the enclosed Behaviour Management Policy.

School Motto

The school motto is:
Ephesians 5:8b "Walk as children of light"

Enrolment Information

Parents/Guardians of newly enrolled students will be issued with a copy of the signed Parent/Guardian Contract. The current year's Handbook, Discipline and Fee Payment Policies are issued with the Application for Enrolment.
*** To keep copying costs to a minimum, all other Policies & Procedures can be viewed by contacting the school office. [Some are also on the school website]*

Fees (2025)

Our school fees are set by the School Board on an annual basis. Careful consideration is taken in regards to fee increases, with the aim at keeping fees as reasonable as possible. Please refer to the Carnarvon Christian School Fee Payment Policy for full fee information.

Term Dates for 2025

1st Term: Wednesday 5th February **to Friday 11th April** 2025
2nd Term: Monday 28th April to Friday 4th July 2025
3rd Term: Monday 21st July to Friday 26th September 2025
4th Term: Monday 13th October to Thursday 18th December 2025

Staff for 2025

Principal & Senior Primary Teacher:	Mrs Stella Jinman
Teacher - Full-time:	Mrs Susan Wallace (Kindy 3 & 4)
Teacher - Full-time:	Miss Sophie Garing (Pre-Primary)
Teacher – Full-time:	Mr Lindsey Sullivan (Year 1)
Teacher – Full-time:	Miss Maddison Briggs (Year 2)
Teacher – Full-time:	Mrs Sarah Collado (Year3)
Teacher – Full-time	Ms Shamal Mani (Year 4,5 & 6)
Education Assistant:	Ms Andrea Anderson
Education Assistant:	Mrs Jenna York
Education Assistant:	Mrs Sharon West
Education Assistant:	Mrs Janet Rudge
Education Assistant:	Mrs Trish Thompson
Education Assistant:	Mrs Terri Sorensen

Staff con't

Office Staff	Ellie Gliddon
Office Staff	Laurel Corless
Bursar:	Mrs Toni Radcliffe
Maintenance & Gardening:	Brian Moore

Volunteers & Coordinators

Library:	Andrea Anderson
Canteen:	
Interviews:	Stella Jinman
Fundraising:	***Coordinators required***

Attendance

NOTE: **All students MUST arrive at school <u>before</u> 8:15am (but not earlier than 7.55am)**

3 year-old Kindy	8.15am—2.30pm (Monday)
4 year-old Kindy	8:15am - 2:30pm (Tuesday to Thursday)
Pre-Primary - Year 6	8:15am - 2:30pm (Monday to Friday)

School Object, History and Overview

Our vision is to be a vibrant and caring school community focused on Christ-centred education. A school in which students will be encouraged to develop the abilities which God has given them, as fully as possible, as they grow toward Christian maturity in the fear and nurture of the Lord. We praise God for the way He has provided for all of our needs; challenged and stretched us; and shown us His way in all things over the years.

The **Vision** to form a Christian School in Carnarvon led to a public meeting on 28th July 1992 attended by 32 interested people. A steering committee of 8 members was formed at the meeting, in order to formulate a Constitution and bring about the necessary public meeting to adopt the Constitution and form the Association. This was done at the Inaugural Meeting on 15th February 1993, where there was an indication of 47 prospective students.

The School began on 31st January 1995 with one teacher and 17 pupils over all seven primary grades. The School suffered difficulties and setbacks during its first 18 months, mostly due to not having effective enrolment/ interview procedures in place. An Association decision was made to continue the School under more stringent guidelines, and with students ranging initially from 4 year old kindy to primary year 2. We were fortunate in 1997, with the change in Government, to gain Federal funding in addition to the State funding.

The School does not promote particular denominations, but is administered by a Board of dedicated Christian men and women from all denominations committed to a Christ-centred education. God's Word - the Bible, and His Son - Jesus Christ, are promoted and supported in this family context. We have committed and competent Teachers who work closely with the parents in the education of their children. As a Parent Controlled School we encourage full parent participation and involvement.

School Uniforms

BOYS: ***Summer:***

Royal blue shorts
Royal blue slouch hat
Royal blue polo shirt
Brown/black sandals or black shoes
White socks

Winter:

Royal blue shorts
Royal blue zip track jacket
Royal blue track pants (if required)
White socks
Black shoes either lace-up or wide velcro fastening
Royal blue hat

GIRLS: ***Summer:***

Crestalene dress
Black bike pants
Royal blue hat
Royal blue polo shirt
Skorts
Sports Shorts
Brown/black sandals or black shoes either lace-up or
Wide velcro fastening
White socks

Winter:

Crestalene dress
Black bike pants
Royal blue zip track jacket
Royal blue track pants (if required)
White socks
Skort
Black shoes either lace-up or wide velcro fastening
Royal blue slouch hat

1. Every part of the uniform is compulsory for Pre-primary to Year 6 students
2. No jewellery is to be worn, only one pair of ear studs or small sleepers are allowed.
3. Long hair (boys & girls) is to be tied back with blue/black/white ribbons /scrunchies / elastics.
   Uniforms are cash on delivery. (Anyone experiencing financial difficulty may negotiate repayment terms.)
   Children are not allowed to have removable tattoo's or graffiti of any kind displayed on their body or uniform.
   No nail polish or make-up to be worn to school.

Please see the School front office for further information and uniform purchases.

Curriculum

Carnarvon Christian School is currently transitioning from Curriculum Framework to the Australian Curriculum. English, Maths, History, Science and Geography are already implemented. We will be adding the other Learning areas as they are released by DEEWR (Federal Government)

Working Bees

Working bees / clean-up days will be held at the beginning of each term. This is for the mutual benefit of the whole school community to keep the grounds and buildings in the best possible condition for our children. Attendance means the helper fee will be waived the following term. All parents/guardians and Association members will be notified in advance of these days. ***PLEASE MAKE EVERY Effort to attend, as there is always work to be done. If you are unable to attend a busy bee, but can help out in other ways or at other times, please visit the office.***

School Rules

Please find School rules on CCS website www.carnarvonchristianschool.com.au. ***We would like to add that Pokemon and similar card games are banned from our school. Please do not allow your child to bring them to school.***

Absences

It is a legal requirement that all absences from school must be accounted for. Parents must send a signed note or contact the school via the phone stating the reason for their child's absence. The School must be notified by 8:30am on the day of absence. Prepared absentee form notes are provided by the School for convenience, and can be collected from the office. Unexplained absences will be followed through by the front office or class teacher.

Immunisation

Please provide a copy of your child's immunisation record when enrolling your child into CCS.

Please note: Changes to the Public Health Act 2016 mandates that to enrol a child in Kindergarten and Pre-Kindergarten programmes, parents/carers must provide one of the following:

- an Australian Immunisation Register (AIR) Immunisation History Statement, no more than two months old, with a status of Up to Date; or
- an AIR Immunisation History Form, no more than six months old, if the child is on a catch up schedule; or
- a valid immunisation certificate issued or declared by the Chief Health Officer.

Exemptions are available under special circumstances. Please speak to the Principal if you have any questions or concerns.

You can find out more at www.health.wa.gov.au/immunisationenrolment

Goals of Carnarvon Christian School

At Carnarvon Christian School we aim to:

1. Foster in the children a love and respect for God through a personal relationship with Jesus Christ as Saviour and Lord. To help children grow in the knowledge of God and the fundamental teachings of the scriptures.

2. Provide a motivating, supportive, secure and caring learning environment that fosters spiritual, emotional, social and physical growth.

3. Offer children a good grounding in skills, knowledge and understandings in the Mathematics, English, Science, History, Geography, Technology & Enterprise, The Arts, Languages other than English, Physical & Health Education learning areas through the light of God's Word.

4. Develop in students an awareness, acceptance and love of themselves and others.

5. Work in partnership with parents to provide a stable Christian environment outside of the home.

6. Encourage a high level of parental involvement, and for all families to become part of the wider community of Christian Parent Controlled Schools.

Visitors to the School

All visitors (including parents, carers or helpers not on duty) are asked to respect learning times, and to make appointments to see staff outside of student contact periods.
All visitors and classroom helpers [including parents & guardians] are required to sign the Visitors Book in the office on their arrival. Thank you.

Applications for Enrolment

Applications for enrolment, including temporary transfer, must be completed on the correct forms and returned to the school. Parents/Guardians wishing to enrol students will be advised firstly of availability of places in the relevant year levels. Only **if** the required places are available, and correct documents have been completed satisfactorily, will the required Parent/Guardian interview be conducted. Associate membership is provided for those parents who do not fulfil all the requirements for full membership [Constitution Section 11 (Sect 16T)].

'Parent Controlled' schools

Carnarvon Christian School is governed by a Board of Christian people nominated by the school community. This Christian Board collectively makes decisions on the school community's behalf on issues regarding the governance of the school.

CARNARVON CHRISTIAN SCHOOL

EPHESIANS 5:8B "WALK AS CHILDREN OF LIGHT"

School Motto;

"Walk as children of light" Ephesians 5;8b

Our Vision Statement;

"To be a vibrant, caring school community, focusing on quality Christ-centred education"

Current Board Members

Chairperson – Maureen Cosh
Member – Jean Beard
Member – Jillian O'Brien
Member – Chelsea Renton
Member – John Tomkins
Member - Dorcas Mutua
Member – Brenda VanRensberg