



Junior School Parent Handbook | 2024



Pacific Hills
Christian School

My purpose is that they may be encouraged in heart and united in love, so that they may have the full riches of complete understanding, in order that they may know the mystery of God, namely, Christ, in whom are hidden all the treasures of wisdom and knowledge.

– Colossians 2:2-3

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WELCOME

Dear Parents,

On behalf of the Junior School staff, I welcome you and your children into the Junior School. The teachers have many wonderful activities planned for this year and it is our hope that each child in our care has a positive and enriching experience at school.

Each week I will communicate through Parents Page. This is emailed to you and I encourage you read this information. Teachers will also communicate regularly to you.

Please feel free to speak to me, or any of the teachers if you have any questions, suggestions or concerns. We want to be open in our communications and work alongside parents in the education of the children.

Have a great year ahead and we look forward with excitement and anticipation to what God has planned for us to do in our service of Him.

Scott Cousins M.Ed (Leadership), B.Ed., Dip.Teach.
Head of Junior School



JUNIOR SCHOOL VALUES



Prep: Love

Love is the starting point

John 3:16



Kindy: Courage

Keep on trying as you go

Joshua 1:9



Yr 1: Patience

Accept different & new things

1 Corinthians 13:4



Yr 2: Compassion

Care for others

Romans 12:5



Yr 3: Peace

Be kind with everyone

1 Thessalonians 5:13



Yr 4: Service

Look out for others

1 Peter 4:10

SCHOOL SONG

God Builds Our Future Here

by Geoff Bullock

Learning to live,
Living to learn,
Growing in knowledge,
Strengthened with power.
His future calls us
A generation growing
In wisdom and knowledge
Hidden in Him.

Chorus

He builds our future here
Through living in wisdom here;
In Christ united
To share a common faith;
Christ's calling compels us
To share a common goal;
God building our future here
In the mystery of Christ.

Encouraged in heart,
United in love;
Complete understanding
The mystery of God.
The treasures of wisdom,
The depths of His knowledge,
Hidden in Christ,
Completed in Him.

Final Chorus

He builds our future here
Through living in wisdom here;
In Christ united
To share a common faith;
Christ's calling compels us
To share a common goal:
God building our future here,
In living and learning here,
The assurance of destiny,
In the mystery of Christ.



VISION STATEMENT

The purpose of Pacific Hills Christian School is to provide a Christian educational community as a centre of teaching, learning and serving excellence founded on Biblically-based beliefs, values and behaviour.

To be authentically Christian:

- a) To start and end with knowing God in all endeavours.
- b) To live under the authority of God's Word, and to interpret it thoroughly and reasonably with the guidance of His Holy Spirit.
- c) To staff the school with people committed to live worshipfully under God
- d) To nurture and encourage students into a reconciled relationship with God through Christ.
- e) To work as the Body of Christ comprised by those of faith in the school community.

To provide quality education:

- a) To encourage and train students into a love of learning.
- b) To equip students' minds to understand God's perspective in all areas of learning.
- c) To help each child achieve his or her God given potential, by providing appropriate educational opportunities according to each one's abilities, including those with intellectual deficits, the learning disabled and the gifted and talented, and those from varying ethnic backgrounds.
- d) To fulfil all government requirements to enable us to be an accredited educational institution.
- e) To have the students accept the Biblical principle of stewardship in relation to their gifts.
- f) To encourage and train students in work habits which can produce outstanding results in all school programs – spiritual, academic, cultural, physical.
- g) To encourage and equip staff in developing their understanding of God's perspective on Christian Education.

To practise Christian community:

- a) To create safe relationships through being just and fair according to Biblical principles.
- b) To be compassionate and merciful as God is to us.
- c) To nurture and train members of the community to accept personal responsibility for themselves (self discipline); to act within an ethos of service towards others; and to demonstrate an attitude of care for the environment.
- d) To encourage the involvement of those supportive of the school ethos who can assist in the teaching and learning at PHCS.
- e) To develop curriculum that explicitly addresses relational issues.
- f) To develop community life across all activities of PHCS.
- g) To maintain and promote P-12 unity throughout the school.



SCHOOL HOUSES

Carmichael (Yellow): A – E

Amy Carmichael (1867-1951) – Indian Missionary

Amy Carmichael was born in Northern Ireland before being called by God to serve as a missionary in India from 1897-1951. Amy's life was marked by a simple, determined obedience to God. Her story and legacy are stunning reminders of the impact of one person who dedicates their life to God in service of others. Driven by love and compassion she lived out her faith against the cruel barriers of India's caste system, establishing an orphanage that would save vulnerable children from being sold into slavery.

Mueller (Red): F – K

George Mueller (1805-1898) – Orphanage Founder

George Mueller was born in England in 1805 before dedicating his life to Christ at the age of 20. He became an ordained minister and was led to build no less than five orphanages that cared for 10,000 homeless children. He also started 117 schools which offered Christian education to over 120,000 students. Stretched for resources George Mueller resolved that he would never ask a person for help, relying solely on prayer to God to provide for their needs. His life was a wonderful example of what it truly means to trust God in all circumstances.

Slessor (Green): L – R

Mary Slessor (1848-1915) – African Missionary

Mary Slessor was born in Scotland in 1848. Responding to God's call to be a missionary she headed to Africa where she served in what she called a labour of love among the unreached, often treacherous tribes in Nigeria. Braving sickness, danger and death on all sides she became a light of hope as she spread the good news of Jesus while promoting women's rights and becoming the "White Ma" to entire tribes. Her faith, steadfastness and pioneering spirit characterised her service allowing her to become a contrasting example of the life and freedom found in Jesus Christ.

Elliot (Blue): S – Z

Jim Elliot (1927-1956) – Ecuador Missionary

Jim Elliot was born in Portland, Oregon in 1927. At high school he witnessed boldly for the Lord, living out his obedience to Christ every day of his life. He worked with troubled youth and later responded to the call to serve as a missionary in South America. Jim was one of five killed during Operation Auca, in an attempt to evangelise the Huaorani people of Ecuador. He only lived 29 years but lived by his own credo written in college in 1949. "He is no fool who gives what he cannot keep to gain what he cannot lose".

SCHOOL INFORMATION

Allergies

Junior School requests **NO** Peanut Butter/Nut Products

Several students in Junior School suffer from severe allergies. Please do not send any peanut or nut products to school in your child's morning tea or lunch. Even the wrappers can cause an allergic reaction.

Absences

The School requires a written email from parents to satisfy the NSW Department of Education and Communities regulations. To fulfil this obligation, please send an email prior to, or on the student's return to school to jsabsence@pacifichills.nsw.edu.au advising the reason for the absence.

Please note that any student arriving at school after 8:45am will be required to visit the Junior School Office to be marked as a late arrival. The student will then be given a card to be taken to their class teacher to indicate that their late arrival has been recorded.

Absences – Extended Leave

If you are considering extended leave of more than 5 school days for personal or family reasons, e.g. holidays, you must apply to the School for permission prior to taking Leave. Please contact the Junior School Office for an 'Application for Exemption from Attendance at School' form. This is a legal requirement.

Assemblies

Junior School Assemblies are a time together to provide information to students and to maintain the positive culture of the Junior School.

Monday Assemblies

Monday morning assemblies are held each week at 10:20am. These are a time for the students to hear about school activities and procedures. At this time students are reminded of the school rules and other important information.

Grade Assemblies

Each grade has a regular assembly time to discuss grade level matters, hand out awards and celebrate learning together.

Wednesday Worship

Our Wednesday Worship assembly is a special time for all students and staff to gather and worship God together, right in the middle of the week. It can include visits from guest speakers and performers as well as Captain and Miss Memory Verse. Parents are welcome to attend.

Friday Assemblies

The Friday assembly is a time for all students to gather and worship God, celebrate our successes and to build community.

Assessment

A wide range of assessment strategies will be used in the Junior School. Assessment is not just 'testing'. Assessment in the Junior School consists of Assessment FOR, AS and OF learning.

Assessment for Learning	<ul style="list-style-type: none">• Enables teachers to use information about students' knowledge, understanding and skills to inform their teaching• Teachers provide feedback to students about their learning and how to improve
Assessment as Learning	<ul style="list-style-type: none">• Involves students in the learning process where they monitor their own progress, ask questions and practise skills• Students use self-assessment and teacher feedback to reflect on their learning, consolidate their understanding and work towards learning goals
Assessment of Learning	<ul style="list-style-type: none">• Assists teachers to use evidence of student learning to assess student achievement against learning goals and standards

<https://syllabus.bostes.nsw.edu.au/english/english-k10/syllabus-assessment/>

Out of School Hours Care (OOSH)

The School operates OOSH for students from Prep to Year 6 on the school property. The out of school hours care program is from 6:30am – 8:30am and from 2:45pm – 6:30pm. Please contact OOSH for further information or email oosh@pacifichills.nsw.edu.au.

Please note that students remaining at Kiss & Drop after 3:30pm will be sent to After School Care and a cost charged to the parents. Teachers are not on duty after 3:30pm.

Bell Times

Students are required to be at school prior to the first bell.

Commencement:	8:45am
Recess:	10:35am
Lunch:	12:32pm
End of day:	2:46pm

Please note that any student arriving at school after 8:45am will be required to visit the Junior School Office to be marked as a late arrival. The student will then be given a ticket to be taken to their class teacher to indicate that their late arrival has been recorded.

Buddies

Kindergarten children are “buddied” with Year 4 students in Term 1 to help them settle into school life. During the remainder of the year, the Year 4 students are encouraged to continue building a caring relationship.

Bus Behaviour

All Junior School students are required to sit at the front of the bus. The students are not permitted to stand unless all seats have been occupied. All students at PHCS are expected to have exemplary behaviour. Misbehaviour of students on the buses could result in bus passes being confiscated. Junior School students are not permitted to use a phone for online activities whilst on the bus. Mobile phones must be kept in bags. Parents will be informed of student misbehaviour.

We get to learn, we have amazing teachers and we have lots of good friends.

Katelyn

Camps

Junior School run a three-year, sequential camp program designed to provide students with a wide range of outdoor educational experiences. Starting in Year 2 with a Day Camp, the program then progresses to a single overnight camp in Year 3 and then students attend a two-night camp in Year 4.

Year 2 – Day Camp at Crusaders, Galston

Year 3 – Crusaders, Galston

Year 4 – Crusaders, Lake Macquarie

Parents must inform the Head of Junior School in writing well in advance of the departure date listing reasons why a student is unable to attend.

Camps in Years 3 and 4 are billed separately. The Year 2 Day Camp is considered as an excursion and therefore not billed separately.

Canteen – Munchmonitor

Lunch orders can only be made via Munchmonitor. Lunches can be ordered up to four weeks in advance (or up to 9am on the day) with accounts topped up using your VISA/MasterCard thereby avoiding the need for loose change. Munch monitor can be accessed through the link on the School website or visit www.munchmonitor.com enter username 'phcs' and password 'munch2158'. Students from Year 1 – Year 4 will still be permitted to visit the canteen at lunch time to purchase drinks etc. Kindergarten students are not permitted to attend the Canteen.

Captains/Vice Captains/Prefects

JS Captains and Vice Captains (male and female) and Sports Captains are elected to office, by the staff and approved by the Principal, for the duration of the year. These are the leaders of our Junior School and have been chosen because they have exhibited Christ-like leadership qualities and good presentation techniques.

JS Prefects are elected to the office for one-term duration by the teaching staff.

Carnivals

The Junior Swimming Carnival will be held early in Term 1 for Years 2-4. The Athletics Carnival will be held in Term 2 for Years 2-4.

Prep - Year 1 Athletics Carnival will be held on the school oval and the date will be advised. Please refer to the school calendar for HZSA Primary Cross Country, Zone, NSW CIS, CSSA carnivals.

Class Parent

There is a Class Parent nominated by the teachers, to assist each class. The Class Parent role is one of service to the community, and is undertaken in collaboration with the teachers. This role may vary depending on the teacher, parent and the age of the children involved. Class Parents may communicate from time to time with families about school events.

Class Sizes

Our Kindergarten to Year 2 classes have an optimal size of up to 24 and our Years 3 and 4 classes have an optimal size of up to 28.

Clubs

Various clubs run during lunch breaks. Contact your child's teacher for details.



Collection and Drop Off Points and Time

Morning Procedures

Parents who have work commitments often need to drop their children off early.

Kindy and Year 1 students who arrive early can go to the School Library where they will be supervised from 8:00am until the first warning bell. The Junior School teacher who is allocated to supervise the children will escort the children up to the passive area of Junior School at 8:25am.

Year 2 – 4 students must go to the Passive Area where supervision will be provided from 8:00am.

For children arriving prior to 8:00am please speak to Pacific Hills OOSH regarding their Before School Care programme.

Afternoon Procedures

Kiss and Drop: This operates from 2:45pm until 3:30pm. If you are late, please notify the school and we will arrange care for your child. Students are not permitted to be dropped off in the mornings at the bus bay. All children must be dropped off in the Kiss and Drop zone.

Prep parents should collect their children from the Prep classroom.

Bus Stop: Students, who catch a bus, line up in the JS bus area and are escorted to their bus by a teacher. MS and SS siblings are permitted to check in with their younger sibling and wait with them if required. JS students are not permitted to wait in the MS/SS waiting area.

Passive Area: Many parents collect children from the passive area. Students are to sit and wait for parents in the designated area next to the orange flag. This area is outside the Kindy classrooms.

This is for the safety of our students, the younger toddlers and parents with prams. The Passive Area is used for OOSH activities from 3:15 each day.

OOSH: Students attending OOSH in the afternoon are to line up in their grade lines next to the play equipment. They wait here quietly while a teacher marks the roll and then move into the OOSH rooms.

We advise the children to be only in one of four places: kiss and drop, OOSH, bus bay or supervised by a parent or teacher (such as OMA) in the passive area.

Competitions

Students in Years 3 and 4 have the option to sit for the University of New South Wales competitions. The Mathematics and English Competitions will be held in July/August. Some students may also sit for the Science competition.

Complaints

If you have any concerns relating to a staff member then you are required, in the first instance, to consult directly with that person. Should you fail to resolve the problem then contact the Head of School, who will arrange a meeting with all parties. If the complaint is in relation to Child Protection please contact the Principal.

Policies in relation to Complaints Handling and Child Protection are found on the Pacific Hills School website. <http://www.pacifichills.net/phcs/index.php/about/about/policies>

It is presumed, when dealing with matters of concern, that Christian grace will always be exhibited to others.

Contact Numbers and Address

The school's telephone, fax numbers and address are listed below. The office will be staffed from 8:30am – 4:00pm.

Telephone No.	(02) 9651 0700
Fax No.	(02) 9651 3513
Website:	www.pacifichills.nsw.edu.au
Email Office:	jsoffice@pacifichills.nsw.edu.au
Email Absences:	jsabsence@pacifichills.nsw.edu.au

If you would like to make an appointment to see the Head of Junior School, Mr Cousins, please contact the Junior School Office on 02 9651 0756 to make a suitable time.

All staff emails use a first name initial, followed by surname@pacifichills.nsw.edu.au. For example Scott Cousins is scousins@pacifichills.nsw.edu.au

Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms.

1 Peter 4:10

Counselling in Junior School

Counselling in the Junior School is primarily provided for the provision of school related issues such as anxiety, school refusals and transitions in life. Counselling is for the students having significant difficulties with some aspects of school, and will involve staff liaisons and agency liaisons. We want to provide in-class preventative strategies to enable all students to be emotionally well.

In the first instance, a parent should contact the class teacher if they are concerned with their child's behaviour at school. The class teacher will recommend school counselling if the child's behaviour is affecting their school work and/or behaviour.

The Junior School Counsellor works two days per week. Counselling will occur for a maximum of 3 brief sessions. We suggest that for chronic and pervasive issues, parents consult with their family doctor and with the help of the Medicare rebate, undertake external counselling. We have names of Christian counsellors that we can recommend.

Psychometric testing should be arranged through your family doctor. The Learning Support & Enrichment Coordinator can give further information.



Crunch and Sip

At 9:30am each day, students have a 'fruit break' where they may enjoy a small snack of fresh cut up fruit or vegetables. Please provide this in a separate container to their lunch box. Please do not send whole pieces of fruit other than a banana.

Duty of Care

This is a legal requirement. The Staff have been informed of their Duty of Care responsibilities.

Emailing Teachers

Parents may email teachers to request an interview or to provide some information about their child. When emailing about concerns, please keep emails brief and to the point. Lengthy emails are not appropriate and are best communicated through a meeting. Teachers will endeavour to reply to emails within 24 hours. However, this is not always possible. For urgent matters, please phone the Junior School office. Please note that emails sent after 4pm may not be viewed until the following day.

To email a staff member, please use initial of first name followed by full surname @pacifichills.nsw.edu.au. For example John Smith - jsmith@pacifichills.nsw.edu.au

Enrichment

At Pacific Hills we aim to meet the needs of all learners within the classroom environment and this includes students who require enrichment or extension. Within our programs we differentiate to allow opportunities for students to engage with the curriculum and complete tasks appropriate to their ability and learning needs. In addition to this, we have Enrichment lessons throughout the week for students who are demonstrating outstanding thinking skills. They are the students who can 'think outside the box' and show advanced ability to integrate thoughts from a variety of areas of study. Inclusion in these groups is on a term-by-term basis, based on a combination of assessment and teacher recommendation and is determined by the needs of students.

Pacific Hills is a member of various associations that organise enrichment days for primary school aged children. From time to time, the School receives invitations to select students for participation in various enrichment days. Where possible, we will invite students to participate in these days. As places are limited, students are selected based upon the teacher's recommendation. Students should have demonstrated a strong interest, ability or aptitude towards the particular topic. It is the discretion of the teacher, and Head of Junior School to select students for these opportunities. Parents may be required to transport, and accompany their child to these days and pay any costs associated with the event. Our participation in these days is to provide opportunities for as many students as possible.

Equipment

All students should commence the year with the classroom requisites. Each item must be individually named and replaced if lost. Your child's class teacher has a class list of requirements. These may be purchased from Corporate Innovation Services (CIS). Order forms are available from JS office.

Excursions

Each class may undertake in-school or out-of-school excursions. Your child is expected to participate in these events. Full school uniform must be worn unless otherwise directed by the teachers. Parents' assistance on these excursions will be advised by the class teachers. Parents are unable to attend the excursions without teacher agreement.

Fundraising

Various fundraising activities are held during the year.

The students in Junior School support two overseas children through Compassion, Maria is from Mexico and Stanley from Ghana. The money contributed helps pay for school needs, food, clothing and accommodation.



Money may also be used to help support PHCS students going on mission.

Hats

The 'NO HAT NO PLAY' Policy is implemented throughout the year. Students, who fail to bring their school hat, are required to sit in shade areas. Students who do not wear the correct school hat must carry a note from a parent giving details. One week's grace is given to purchase the correct hat. Please ensure that the name of the owner is clearly marked on the inside.

Homework

Year 1 - Year 4 undertake homework each week. It is given to the students each Monday and marked on Thursdays or Fridays. Parents are required to cover homework default by issuing a note to the classroom teacher.

Infectious Diseases

Parents are advised to view the NSW Government website for up to date information regarding Childhood Infectious Diseases. These may include chicken pox, gastroenteritis, mumps, influenza, rubella, whooping cough and head lice.

The following vaccine preventable infectious diseases are reportable. Parents should contact the School as soon as possible when a doctor has made a positive diagnosis.

- Diphtheria
- Measles
- Mumps
- Tetanus
- Polio
- Haemophilus influenzae type b (Hib)
- Meningococcal type C
- Rubella (German measles)
- Pertussis (whooping cough)

Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms.

1 Peter 4:10

Interviews

Term One	Meet the Teacher Evening Parent Teacher Interviews
Term Two	Formal School Reports
Term Three	Parent Teacher Interviews
Term Four	Formal School Reports

Parents may request a meeting with a teacher at other times, and this is encouraged.

To ensure that a parent discussion is not interrupted, please make an appointment at the office to see the teacher. Teachers can only interview parents before school if an appointment has been made. All teachers are required to attend Staff Devotions from 8:00am to 8:30am. Teachers also have regular kiss and drop or bus duties after school. The practice of drop and chat is discouraged as the first moments of a school day are important for teachers. Discussions at this time are not always helpful.

Kiss and Drop

Name cards must be clearly displayed in the passenger side front window, preferably on the passenger sun visor. Students will be called and walked to their car by a duty teacher. Drivers are to follow instructions from the duty teachers, including moving forward in the kiss and drop zone. If your child does not come to be collected when called, drivers may be asked to move on and re-join the queue to ensure traffic is not held up.

Parking in the kiss and drop area is not permitted during the drop off and collection times. At no times should parents instruct students to walk to another location to be collected.

Please note that students remaining at Kiss & Drop after 3:30pm will be sent to After School Care and a cost charged to the parents. Teachers are not on duty after 3:30pm.

Do not be anxious about anything, but in every situation, by prayer and petition, with thanksgiving, present your requests to God. And the peace of God, which transcends all understanding, will guard your hearts and your minds in Christ Jesus.

Philippians 4:6-7

iPads

All students in Junior School will have access to an iPad to enhance their learning. Students at the school will be provided with a device, managed by the school. This device stays at school.

It is our expectation that students will be wise, caring and skilful users of the iPad and other technologies in the Junior School. Students in year 3 and 4 participate in a Digital Citizenship program at the start of each year.

Any homework that requires the internet will be clearly stated in the homework book for that week.

For information about iPads in your child's classroom, please speak to your child's teacher in the first instance.

Lost Property

Please ensure that all clothing is labelled. Clothing placed in the Lost Property box outside the JS Staff Room will be returned to students whose names are located on the article. Please check names regularly as continual washing fades the owner's identity. All unclaimed, unnamed clothing will be sent to Hannah's once a term for resale.

Medical

Our school has a registered nurse who resides in the front office area. All medication will be administered by the nurse. Please contact the nurse with any medical requirements. No child is permitted to take medication without the nurse's knowledge. Teachers are only permitted to administer medication under the nurse's direction.

Missions and CEDP

Pacific Hills has a strong commitment to the service of others within our local and global communities. Junior School teachers are regularly involved in missions work in Australia and abroad. The Compassion Club is a Junior School mission initiative and operates mission activities within local schools and at PHCS.

We have excellent Christian educators in the Junior School, some of whom are committed to training other Christian educators in various countries where Christian education is in the developing stages through the Christian Education Development Program (CEDP).

Mobile Phones and Smart Watches

All Junior School students who bring a mobile phone, or a data/call/text enabled watch to school must hand it in to the Junior School Office at the beginning of the day, and collect them at the end of the day. We strongly recommend a non-data (no internet) phone be used if it is essential that a Junior School student require a phone. There is no need for students to contact parents whilst at school or for their location to be tracked. If you believe your child needs such a device for bus travel, the device must be handed in to the Junior School office upon arrival to school.

Junior School students are not permitted to access their phone whilst on the bus, unless to call a parent. It must otherwise remain in their school bag.

Music – Hands On Performing Arts (HOPA)

This is a program attended by all Year 3 and 4 students. It is in line with the Music Curriculum. Students learn music by hands on experience with a musical instrument or singing. HOPA is not part of OneMaker Academy, it is a school-based activity coordinated by the school's Creative Arts Department.

Musical Instruments – Private Tuition

Most instruments are available via the private tuition scheme available through the school. OneMaker Academy (OMA) operates this. Please phone front office, 9651 0700 for details.

National Assessment Program (NAPLAN)

All Year 3 students sit for the National Assessment Program in Term 1. Year 3 teachers will advise parents of relevant details.

Newsletters

Various class communications will be sent according to the class/ grade teachers. Please read Parents Page as the regular communication from School to parents.

Odell Learning Resource Centre (OLRC)

Children are able to borrow from the Learning Resource Centre at lunchtimes and during library lessons.

OneMaker Academy

OneMaker is an exciting initiative that presents students with opportunities to study dance and be involved in the Pacific Hills Beginner Concert Band. For more information, please contact OneMaker on 9651 0711 or email info@OneMakerAcademy.com.au

Parents are required to ensure their child is taken to, and collected from OMA lessons after 2:45pm. No Junior School students are permitted to take themselves to lessons after school. If you need assistance, Junior School and OOSH run a service of supervision and transportation of students to OMA lessons after school. The only options are for parents to take their child (or have arrangements with other parents and inform the classroom teacher) or to use OOSH. This is of significant importance for child safety.

Pacific Group of Christian Schools

Pacific Hills Christian School exists within a group of schools, known as Pacific Group of Christian Schools. The schools work closely together and operate in unity. Teachers visit between the schools and work together to build professional relationships that benefit each of the schools involved. For more information about any of the schools, please see the Head of Junior School.

Parental Assistance

We value our parents and the assistance they give to the school. Parents are welcome and encouraged to assist the students in our reading program. This is held each week in every class. Please consult your child's teacher for class reading times. We appreciate the assistance of parents who are happy to cover new books when they arrive. If you are able to assist at anytime, please speak to your child's teacher.

Parent Information Evening

An Information Evening will be held during Term 1. Each parent is requested to meet in the PAC for an introduction to Junior School and then move to your child's classroom for information on curriculum matters.

Parent/Teacher Interviews

Formal Parent/Teacher interviews are held twice during the year. Parents will book appointments through Parents Lounge. Informal interviews are also available when required. Please make an appointment with your child's class teacher by emailing them so a mutually convenient time is available.

Parents' Page

Please ensure that you read the Parents' Page each week, as this is our weekly communication with you. Junior School information and updates will be listed under the Junior School Heading.

PDHPE/Sport

Teachers will inform parents the day on which your child's class will participate in PDHPE/Gross Motor/Sport and the Sports uniform is to be worn on that day. Hats must also be worn for all of these activities. Again the NO HAT, NO PLAY rule applies.

Pets

Due to Work Health and Safety we request students not to bring pets to school. Class visits of special friends (e.g. for news) must be coordinated with the class teacher and approved by the Head of School. Various risk assessments are required prior to approval.

Photos

School Photos will be taken with the date to be advised. Forms will be available for parents to complete if ordering family photos.

Presentation Night

This will be held on the last day of Term 4 commencing at 5:30pm. Parents are notified in writing if their child is required to attend.

Privacy Act

This Act prevents staff from issuing addresses and telephone numbers of class parents and school families without prior permission by those involved.

Projects

Projects can be set in Junior School. However, teachers will give clear guidelines to the parents as to the expectations and marking scale. Parent guidance is welcomed but projects are a learning experience for the student. Please consult the teacher if you have any queries.

Reporting

Parents will receive two formal reports each year and an opportunity for interview. The half-yearly report will be forwarded in July and the yearly report will be forwarded in December. Parents are always welcome to discuss their child's progress with the classroom teacher. Please contact the Junior School office so that a mutually convenient time can be arranged.

Teachers' professional judgement is used to grade each student's performance against state wide age appropriate standards. A five-point scale is used to identify levels of achievement as set out below for Y1-Y4. Kindergarten students are graded on a 3 point scale.

For English and Mathematics teachers provide specific comments as to your child's demonstrated areas of strength and areas requiring improvement and further effort.

The report also allows each teacher to indicate using a five-point scale their assessment of your child's demonstration of desired learning behaviours. Students may be grouped according to their ability in Maths, Spelling and Reading.

Safety Procedures

1. All parents/visitors must sign in at the main school office between the hours of 8:45am and 2:46pm and wear their visitor's sticker unless arriving just prior to the end of school to wait for your children in the passive area.
2. The gate to the bus bay is locked after the morning bell and unlocked prior to the afternoon bell.
3. A red line has been painted at the entry to the Junior School at the corner of the Year 1 classrooms. Children have been made aware they must not cross these lines without permission.
4. Any parent taking a student for an appointment during the hours 8:45am to 2:46pm will need to collect their child from the Junior School office and sign an exit form.
5. All visitors, except parents, during collection/drop off times, must report to the Junior School office after signing in at the main office.

Sick/Absent Days

If your child is away at any time a written note or email is required by the teacher to cover the absence. Leave longer than 5 days must be approved by the Principal. Contact the JS Office for an Application for Extended Leave form. This is a legal requirement. Please email absence details to: jsabsence@pacifichills.nsw.edu.au.

Standardised Assessments

Standardised testing occurs at set points throughout the year. This includes 'benchmarking' to understand student's reading levels in the early years, and other assessments in all grades across literacy and numeracy. This type of assessment cannot be studied for, and provides valuable information for the School in order to prepare teaching and learning programs needed. These results are not publicised and assessments occur without notice. If these assessments raise concerns about your child's progress or learning abilities, you will be informed.

Social Media

You can follow School events through social media. There are links to Facebook and Instagram on the Pacific Hills website.

Junior School students are not able to access any social media sites such as Facebook, Twitter or YouTube at school. This should not be encouraged at home. The school's social media activities are for the information of parents only.

At school events, please do not post photos of other children online.

Some parents use closed class groups. These are not an authorised School site but it is expected that comments regarding school matters are made in a positive manner.

Sport

Carnivals – The following information is applicable to all students in Grades 2, 3 and 4.

Attendance at the Swimming and Athletics carnivals is expected. Participation in events on these days is optional but we do encourage students to have a go and we include novelty races where possible to make it fun. The Cross-Country Fun Run is done during a normal school day and all students are expected to run, jog or walk the course while raising money for missions through sponsorship pledge cards. At all of these carnivals students are competing to have fun, to make the school team to represent at the next level (Zone/State) as well as to accumulate points for their school 'House'.

Sports Teams – The following information is applicable to all students in Grades 3 and 4.

Throughout the year there are many opportunities for students to trial for representative teams. These opportunities are announced at school and students need to register their interest if they want to trial. The PHCS teams compete in sport against other schools throughout the year in one day events called Gala Days. We are part of the Christian Schools Sports Association (CSSA) Metropolitan North Zone. Most of these teams are Stage based meaning students in Grades 3 & 4 are entered together as one team. Some of these teams are Open Primary based teams meaning Grades 3, 4, 5 & 6 are all entered together as one team.

Representative sport is viewed as part of our Enrichment program as we endeavour to provide pathways for talented students to develop and display their sporting abilities. Unfortunately, there are not separate competitive and participation divisions in the Gala Days as the venues and times don't allow for that many teams to be entered. While we strongly encourage students to trial for teams, it is highly likely that your child will want to trial for a team and not make the team.

The PDHPE staff and Junior School staff have in place a system for selecting these teams which we believe is fair and transparent. We want to support students in giving things a go and we want to provide opportunities for those students who are naturally gifted Athletes as these gifts are given by God and should be used for his glory. Parents are encouraged to talk about these things with their children. Trying new things and not succeeding initially is a part of life for young people and a learning opportunity. It isn't someone's fault, it doesn't mean the student has nothing to offer, it simply means other students were seen to have a higher level of skill in that particular sport at the trial. Some of our teams do very well because of the rich heritage and culture that has been built over many years.

Sport Houses

The sports houses operate based on the student's surname from A to Z as follows:

- A to E – Carmichael (yellow)
- F to K – Mueller (red)
- L to R – Slessor (green)
- S to Z – Elliot (blue)

Teacher Requests

Class placements with specific teachers will only be considered if the student has a specific medical condition requiring the expertise of a specific teacher.

Your child's class teacher is aware of the needs of each student in their care and will make every effort to place them, the following year, with the teacher that best compliments them. Students undertake a sociogram, listing five friends. Teachers endeavour to place them in a class with one of the five students stated on the list.

Toys, Games or Cards

Please do not allow your child to bring any expensive toys to school. We will not take responsibility for their loss. Toys that allow for positive social interactions are permitted and monitored by the teachers. If needed, the use of these toys may be managed by the staff for the wellbeing of the students.

Uniform

All items with the exception of shoes can be purchased from Hannah's Uniform Shop. This is located near the Middle School Office.

We trust that all parents will ensure that students wear full school or sports uniform at all times. Girls' hair must be tied back with a green or white band, tie or ribbon when it reaches the top of the uniform collar and boys' hair must not be longer than the shirt collar.

We recognise the difficulty in purchasing 'white only' running shoes and have recently removed this requirement. We do ask for consideration when purchasing shoes that they are sensibly chosen.

The uniform booklet, order form and hours of Hannah's Uniform Shop can be found on our website.

Volunteers

We welcome and value parents, grandparents, carers, and alumni students to partner with us in the many volunteer roles that are important parts of school life. Join us and become one of our hands-on heroes in a volunteering role in Café Pacifica, our Library, school fair, student support and so much more. We are grateful for your time, skills, selfless actions, and connection. You make our school a richer place. Please email volunteers@pacifichills.nsw.edu.au to find out more.

I know what it is to be in need, and I know what it is to have plenty. I have learned the secret of being content in any and every situation, whether well fed or hungry, whether living in plenty or in want. I can do all this through him who gives me strength.

Philippians 4:12-13



VISIT

9-15 Quarry Road
Dural NSW 2158



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Locked Bag 3
Round Corner NSW 2158



PHONE

(02) 9651 0700



ONLINE

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Pacific Hills Christian
Education Limited

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