



Welcome to

SHCS HANDBOOK

2025 (updated Nov 2024)



Southern Highlands Christian School



We are delighted that your family is part of our Southern Highlands Christian School community. Students at SHCS are encouraged to develop a faith in God through bible study, prayer, praise and worship.

Our School motto “**Know God and Serve Him**” challenges each member of this School community to strive for excellence in every aspect of their life engaging their **heads**, **hearts** and **hands**.

The SHCS Handbook is intended for both students and families to use as a reference for general information concerning schooling at Southern Highlands Christian School. Additional information is available on [Ark \(the SHCS Learning Management System\)](#). Please do not hesitate to contact us at SHCS Reception if you have any questions or concerns.

CONTACT DETAILS

Address: 22 Boardman Road South
Bowral NSW 2577
Postal address: PO Box 639
Bowral NSW 2577
Telephone: 02 4861 1781
Email: reception@shcs.nsw.edu.au

Reception Hours: 8.20am – 4.00pm (school days)

PLEASE NOTE:

It is important for SHCS to keep records of your contact details up to date. If any of your details change, please contact SHCS Reception via email.

The SHCS Handbook is current as of November 2024 and subject to change. Please always check our website www.shcs.nsw.edu.au (uniform tab) for the most up to date version.

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1. TERM DATES 2025

TERM 1	
Kindergarten – 12 Commence	Wednesday, 29 January 2025
Last day of Term One	Friday, 11 April 2025
TERM 2	
Whole School Commence	Tuesday, 29 April 2025
Last day of Term Two	Friday, 4 July 2025
TERM 3	
Whole School Commence	Monday, 28 July 2025
Last day of Term Three	Friday, 26 September 2025
TERM 4	
Whole School Commence	Tuesday, 14 October 2025
Last day of Term Four Student free day & Thanksgiving Service	Wednesday, 10 December 2025 Thursday, 11 December 2025

Preschool Term Dates

TERM 1	
Monday/Tuesday Program	Thursday/Friday Program
27 th January – 8 th April	23 rd January – 11 th April
TERM 2	
28 th April – 1 st July	1 st May – 4 th July
TERM 3	
21 st July – 23 rd September	24 th July – 26 th September
TERM 4	
13 th October – 9 th December	16 th October – 5 th December

2. SHCS CORE VALUES

CHRISTIAN CHARACTER

People who pursue wisdom, servanthood and Christ-likeness in their personal growth, their interactions with others; building a strong life-long foundation of faith.

LEARNING

People who are committed to the pursuit of understanding, a growth mindset, engagement, collaboration and creativity.

EXCELLENCE

People who work hard to do their best in all academic, physical, relational and spiritual pursuits.

RESPECT

People who honour themselves and others in the way they communicate, empathise and behave; contributing to a truthful, honest, welcoming and safe environment for everyone.

COMMUNITY

People who partner together to create a place of belonging, encouragement and compassion.

CHRISTIAN CHARACTER

Ephesians 5:1-2 "Therefore be imitators of God, as beloved children; and walk in love, just as Christ also loved you and gave Himself up for us, an offering and a sacrifice to God as a fragrant aroma."

LEARNING

Proverbs 18:15 "The heart of the discerning acquires knowledge, for the ears of the wise seek it out."

EXCELLENCE

Colossians 3:23 "Whatever you do, work at it wholeheartedly as though you were doing it for the Lord and not merely for people."

RESPECT

Romans 12:10 "Be devoted to one another in love. Honour one another above yourselves."

COMMUNITY

Hebrew 10:24-25 "And let us consider how we may spur one another on toward love and good deeds, encouraging one another."

3. SHCS COMMUNITY

The School has evolved into a vision-driven community. The Board, Company, Principal, staff, student leaders, students and their families all combine to create a robust environment that postulates a focus on offering a biblically-shaped, Christ-centred, parent-governed education from Prep to Year 12, and promoting this educational model to the community of the Southern Highlands and beyond.

3.1 SHCS Company

The SHCS Company plays a vital role in upholding our School’s vision for Christ-centred education within a vibrant community. Legally, Southern Highlands Christian School Limited is an Incorporated Limited Liability Public Company. As an Incorporated Body, it is bound by State and Federal laws as well as internal rules it imposes upon itself. As SHCS Company members meet together, they elect a Board Chair and Directors who, acting on behalf of the SHCS community, govern the School by determining policy and broad direction in collaboration with the Principal, Executive Team and staff.

As the custodians of Christian education, the Board (in partnership with the Principal and the Executive Team) has guided the development of Southern Highlands Christian School for 40 years to become the leader in education it is today. Our Board Members are:

Acting Board Chair	Luke Geradts
Board Directors	Carol Unwin Sam Smith Andrew Maskiell

Our SHCS families’ involvement in the SHCS Company is crucial for the life of the School. Membership helps you transition from being a consumer of the education SHCS offers, to becoming a custodian of the School and its endeavours as you pray, participate and vote on important proposals influencing the School’s future direction. For more information, please contact the Director of Business and Finance, Mr Geoff Stedman, via SHCS Reception at reception@shcs.nsw.edu.au.

3.2 SHCS Staff

3.2.1 Organisation

The School Executive consists of the Principal, the Heads of School, Director of Teaching and Learning, IT Manager and the Director of Business and Finance.

Principal	Meg Story
Head of High School	Michael Neate
Head of Junior School	Michelle Whary
IT Manager	Shane Negen
Director of Business and Finance	Geoff Stedman

Our staff team is committed to inspire your child with creativity, courage and conviction to shape the world in which they live. A full list of our teachers and support staff can be found on Ark, via the Reception tab.

3.2.2 Parent/Teacher Interviews

Parent/Teacher interviews for students are conducted at the beginning of Term 1 and Term 3. This is an effective way of meeting the SHCS staff; discussing your child's results and any concerns you may have.

If at another time throughout the year you wish to speak to your child's teacher regarding any arising issues, you can contact them on their individual email or by phoning the school to make an appointment.

3.2.3 Reports

The SHCS school year is divided into two semesters and each semester has two terms. Parents/guardians are provided with a formal report at the end of Term 2 and Term 4.

3.2.4 Pastoral Care

At Southern Highlands Christian School, we desire for all students to be equipped for life as an individual with solid Christian morals and principles. This is achieved through:

- Intensive instruction in accordance with the New South Wales Education Standards Authority (NESA) curriculum requirements with a biblical perspective.
- Providing an annual Christian Education Orientation program for all students new to SHCS.
- Encouragement to all students to develop their individual God-given talents and strengths.

- Providing Christian teachers. Each teacher at the School is an active Christian, with an undoubtable commitment to the students entrusted to their care. They believe in a partnership in education with parents/guardians, and their dedication to their class goes well beyond a normal expectation.
- Bible Studies and Daily Devotions. Students participate in classroom devotions each morning with a pastoral care and spiritual focus. This may vary in format in different stages of the School, but generally involves prayer, Bible reading and pastoral care of each other.

The School currently employs two chaplains to invest specifically in the pastoral care of our students with additional access to specialists in the wider community. Please contact our Chaplains, Mark Grieve, or Rowena Geradts, for more information through SHCS Reception at reception@shcs.nsw.edu.au.

3.2.5 Learning Support

The Learning Support process at Southern Highlands Christian School is focused on supporting students who have a disability, learning difficulty, behavioural need, and/or require extension, enrichment and engagement. We monitor each student's progress and provide additional learning support as required. This is facilitated through the use of individual and small group learning programs, utilising specialised staff where needed, in partnership with families to assist students who have special learning needs.

As part of our School's learning support process, a teacher or a family member refers a particular student to the Head of Learning Support/Gifted Education, Mrs Jane Bollom. Typically, this referral details the area of need and strategies already in place to assist or extend the student. The Learning Support Team works in collaboration with the classroom teacher and the family to develop strategies, including the allocation of school resources and/or referral to external specialists to support the learning of the particular child or group of children.

To ensure a smooth start to the 2025 academic year, families are invited to make an appointment with Mrs Bollom to visit SHCS with their children prior to the beginning of the school year to locate their classroom and meet their teacher.

Please contact Mrs Bollom for any further information via SHCS Reception.

3.2.6 Music Tutoring

Southern Highlands Christian School aims to foster opportunities for students to develop their musical skills and enjoyment. We offer a range of extracurricular musical ensembles. If a student has a special interest in an instrument, please fill in a form obtainable SHCS Reception and nominate the instrument your child would like to learn. A private tutor will then be allocated to facilitate lessons for twenty minutes each week for Prep to Year 5 students, and forty minutes for students Year 6 to Year 12. Students need to buy or hire their instrument if they do not already own one. Please contact Mr Michael Bunyan, Head of Music, for any further information via SHCS Reception.

3.3 SHCS Families

3.3.1 Community Involvement

Many parents/guardians are involved in a volunteer capacity within our SHCS community. It is an excellent way to contribute to the School and support the students' learning, and this allows for opportunities for social connection with others within our SHCS Community. Various opportunities exist to be of service: taking on an organising role as a Class Parent, assisting in the classroom, helping at events as required, assisting on excursions, supporting our Librarian in the Library, volunteering in the canteen and in various other areas.

This time is especially appreciated and valued by our staff as without volunteer help our School could not offer all the services it does. We enjoy the team nature of this approach. Please contact SHCS Reception for any further information pertaining to community involvement.

Families and visitors are required to enter via SHCS Reception, sign the appropriate register and wear their Visitor Label whilst on campus.

3.3.2 Working with Children Check

A Working with Children Check is a requirement for employees. It is only a recommendation to obtain one if you volunteer and you have children at the school. Online applications can be done [here](#).

3.4 SHCS Students

3.4.1 School Organisation

The NSW Education Standard Authority (NESA) set and monitor quality teaching, learning, assessment and school standards.

The NSW curriculum includes the Key Learning Areas (KLAs) of English, Mathematics, Science, Human Society and its Environments, Languages, Technologies, Creative Arts, Personal Development, Health and Physical Education. The NSW curriculum is organised in seven stages of learning:

	Prep
Early Stage 1	Kindergarten
Stage 1	Year 1 and Year 2
Stage 2	Year 3 and Year 4
Stage 3	Year 5 and Year 6
Stage 4	Year 7 and 8
Stage 5	Year 9 and 10
Stage 6	Year 11 and 12

3.4.2 Communication

Information relevant to all aspects of school operation is disseminated through [Ark](#).

In Junior School, Ark is used for:

- Receiving general news, event invitations and excursion information.
- Viewing the School calendar.
- Accessing class information and pages.
- Viewing photos of class activities and excursions.
- Viewing School policies and completing forms.
- Finding updated information on the Uniform Shop and Canteen.

In High School, Ark is used for:

- Viewing the requirements of your child's assessments and coursework.
- Accessing your child's timetable and list of teachers.
- Receiving general news, event invitations and excursion information.
- Viewing the School calendar.
- Viewing School policies and completing forms.
- Finding updated information on the Uniform Shop and Canteen.
- Class work and homework submission.

How to Log in as a parent/guardian for the first time:

1. Go to <http://www.ark.shcs.nsw.edu.au>.
2. Save this website as a bookmark so that you can access it easily later.
3. Select “Parents, forgotten your password?” and follow the steps to create a password. Your email address is the one that you provided to the School when you enrolled your child.

In most cases, your username is your first initial, a full stop and your surname (for example, j.smith). If you have the same initial and surname as someone else, your username may include the second letter of your first name (for example jo.smith).

New students will be given their login details at School where applicable.

If you are unable to log in or have any other questions, feel free to email Reception at reception@shcs.nsw.edu.au.

3.4.3 Daily Organisation

Supervision of students commences at 8:20am each morning. Junior School students are encouraged to leave their bags at their classroom, and high schoolers at their Pastoral Care class and make their way to their designated areas. At the end of the day, students will be brought up to the Student Pick-up Area, as well as the Bus Bay, teachers are situated to manage a smooth transition (See SHCS Campus Map on the last page of this handbook).

3.4.4 Bell Times (subject to change)

MONDAY		TUESDAY - FRIDAY	
Assembly	8:45 - 9:05	P1	8:45 - 10:00
P1	9:05 - 10:20	R1	10:00 - 10:15
R1	10:20 - 10:35	Pastoral Care (*HS only)	10.15 - 10.35
P2	10:35 - 11:50	P2	10:15* - 11:50
Lunch	11:50 - 12:25	Lunch	11:50 - 12:25
P3	12:25 - 1:40	P3	12:25 - 1:40
R2	1:40 - 1:55	R2	1:40 - 1:55
P4	1:55 - 3:10	P4	1:55 - 3:10
		* 10.35am for HS	

3.4.5 The Playground

With a combination of natural play spaces, equipment and sports fields, the playground becomes a hive of activity in break times. Areas are set aside for age appropriate play.

3.4.6 Diaries

The SHCS diary is a two-way communication tool between home and school. Students from Year 7 are issued with a school diary that should be brought to school every day. It is expected that students take the diary to each class in order to record any necessary information regarding homework or messages from teachers. This will assist in the development of responsibility and organisational skills, as well as self-discipline and good study habits. Parents/guardians are encouraged to record any concerns or messages in the diary to be passed on to teachers.

3.4.7 Timetable

SHCS has a strong focus on literacy and numeracy. Each morning, Junior School students enjoy quality, dedicated learning time for developing reading, writing, spelling, grammar and mathematical skills. During the afternoons, the students study a broader curriculum including Biblical Studies, Science, Technology, Human Society and its Environment, Art, Music, and Physical Education.

In High School, the timetable operates as a two-week cycle, where Week A and B are different. Each timetable is written in a simple code, indicating the subject, relevant year level, teacher and classroom. Students in Year 7 - 12 are given a new timetable at the beginning of each semester. Timetable codes start with the year level followed by the subject, teacher and the classroom number. e.g.: 7Math_1 BB H3 = Year 7, Mathematics, Mr Boyan, room H3.

3.4.8 Homework

Homework serves to reinforce classroom teachings and aims to establish strong study habits and individual learning. Expectations for the amount of homework a student is to complete depends upon their year level. Regular homework is expected to be completed by each student and is an integral part of their learning.

Junior School homework will generally be distributed on Wednesdays and should be returned to school the following Tuesday for marking. We strongly encourage students to read at least 10 – 15 minutes every day. This is subject to change and final notification of homework days will come from the Students class teacher.

Early Stage 1	10 minutes
Stage 1	10 minutes
Stage 2	15 minutes
Stage 3	20 – 30 minutes
Stage 4	30 – 40 minutes
Stage 5	20 minutes/subject
Stage 6	30 minutes/subject

We strongly encourage parents/guardians to be involved in their child’s homework as much as possible as a means of developing a better understanding of their child’s education and learning.

3.4.9 Student Attendance

By 9.00am of the day of absence, we request that the parent/guardian inform SHCS Reception. This can be done by either calling, emailing or completing an Absentee form via Ark/Reception/absences.

If an explanation hasn’t been received, a text will be sent that day requesting a response. **It is a requirement by the government that any absence be explained.**

Extended leave (5 days or more)

If a student is predicted to be absent from School **for 5 days or more**, we have an “Request for Leave of Absence” form which must be approved by the Principal.

This is available from SHCS Reception or you can download and print via Ark/Reception/Key Documents/Student Leave.

Please submit as early as possible to allow us time to process and produce a “Certificate of Leave” certificate as required by the Department of Education.

SHCS needs to be informed well in advance of any planned absences in the effort to organise schoolwork the student will miss. If a student is absent from school for prolonged periods because of illness or other special circumstances, we ask that you provide a Doctor’s Certificate or any other relevant documentation supporting the student’s absence. In addition, students in Years 10, 11 and 12 require a Medical Certificate should they be ill on an assessment task day.

3.4.10 Late/Early Leavers

If a student arrives at School after 8:45am they must report to SHCS Reception to obtain a late pass and they will be marked 'partially absent'.

Students needing to leave School for any reason during the day must be picked up by a parent/carer and an explanation given on the sign-out sheet at Reception. Students returning the same day, are requested to report back to SHCS Reception to sign back in.

All unexplained absences will be noted on the end of semester reports.

3.4.11 Chapels and Assemblies

Junior School students attend Chapel regularly in the SHCS Café, High School students will gather weekly throughout the term and a Whole School Assembly takes place every Monday morning in the Courtyard. We warmly welcome our families to join with us on Monday mornings.

3.4.12 Incursions and Excursions

Students are expected to participate in incursions offered within the SHCS environment, and excursions/camps beyond the confines of our school borders. We view our camps/excursions as a compulsory part of learning and expect attendance from all students. Detailed information regarding incursions and excursions will be disseminated at least two weeks prior to an excursion with an online indemnity (via Ark) required to be completed for each event.

4. TRAVEL

4.1 Parent/Guardian Responsibility

Parents/guardians are responsible for transporting their children to and from authorised bus stops and the safety of their children while waiting for the bus. It is important that parents/guardians waiting for bus passengers at a roadside bus stop wait on the same side of the road as the bus to prevent accidents.

4.2 Berrima Buslines

Berrima Buslines services the transport needs of the Southern Highlands Christian School. Please visit the following website to apply for a bus pass: <http://www.transportsnsw.info/school-students>. Should you have any enquiries regarding the bus system, please do not hesitate to contact Berrima Buslines by telephone on (02) 4871 3211 or by e-mail to info@berrimabuslines.com.au.

4.3 Private Vehicle Conveyancing Subsidy

The PVC Subsidy is available to parents/guardians of eligible school students who:

1. Live more than 1.6km from a bus stop.
2. Are unable to travel on a bus because of medical grounds.

Ask at SHCS Reception for more information regarding the PVC Subsidy.

4.4 Cycle to School

High School students living in close proximity to the SHCS are encouraged to ride their bike to school along the bike paths and leave their bikes in the bike racks on campus. Students are encouraged to bring their own bike lock. Students in Junior School must have an adult accompanying them each time they ride to and from school.

4.5 Student Drop-off and Pick-up

PREP: Start at 8.45am - Finish at 3.00pm.

KINDERGARTEN – YEAR 12: Start at 8:45am, Finish at 3:10pm.

- Please exercise the utmost care when driving in and around the School and obey speed limits, designated disabled spaces, and other signage at all times. The Student Pick-up and Drop-off Zones are very busy at peak times. Prep to Year 6 children are NOT allowed to walk across the carpark by themselves.

Mornings:

- Cars may stop at either Student Drop-off and Pick-up Zone 1 or 2 for your child/ren to exit the vehicle. There is to be NO PARKING or STANDING in this area. SHCS staff members will be on hand to assist your children out of the vehicle and ensure that their bag is on their backs, ready to walk down to their classrooms.
- Children who arrive after the morning bell must go to the SHCS Reception to collect a late note before going to class.
- Supervision on School grounds commences at 8:20am each morning. In the rare occasion that you need to drop your child/ren off prior to 8:20am, they are to take their bags to their classrooms and then head straight to the courtyard in front of the Café. From 8:20am onwards, students will be able to play in the Junior School basketball court. The Kindergarten - Year 1 courtyard and the sandpit/playground are out of bounds in the morning.
- In the event of wet weather in the mornings, children are supervised in the Library.

Afternoons:

- Children who travel by bus will be directed to bus lines. Students from Kindergarten onwards can catch the bus to and from School. Please make enquires with [Berrima Buslines](#) as to which bus takes the route closest to your home. Prep students are not permitted to catch the bus.
- Children are to wait at Student Drop-off and Pick-up Zone 1 or 2 in the grassed area at the front of the School grounds. All year groups will be escorted to this area by their class teacher.
- Children who will be picked up using the Student Drop-off and Pick-up Zone 1 and 2, will be called by a staff member to proceed to the correct zone where staff will be on hand to ensure that your children enter the vehicle safely. There is strictly NO parking in this area. If your child has not yet arrived at Student Drop-off and Pick-up Zone 1 or 2, please drive out and re-join the queue so as not to hold up other families.
- Please ensure you contact SHCS Reception if you are running late. We cannot guarantee supervision after 3.30pm. If your child needs to be advised of any change in pick-up or travel arrangements please contact SHCS Reception no later than 2.30pm to ensure adequate time to notify your child.



SOUTHERN HIGHLANDS
CHRISTIAN SCHOOL

STAFF

STUDENT
EXIT/ENTER

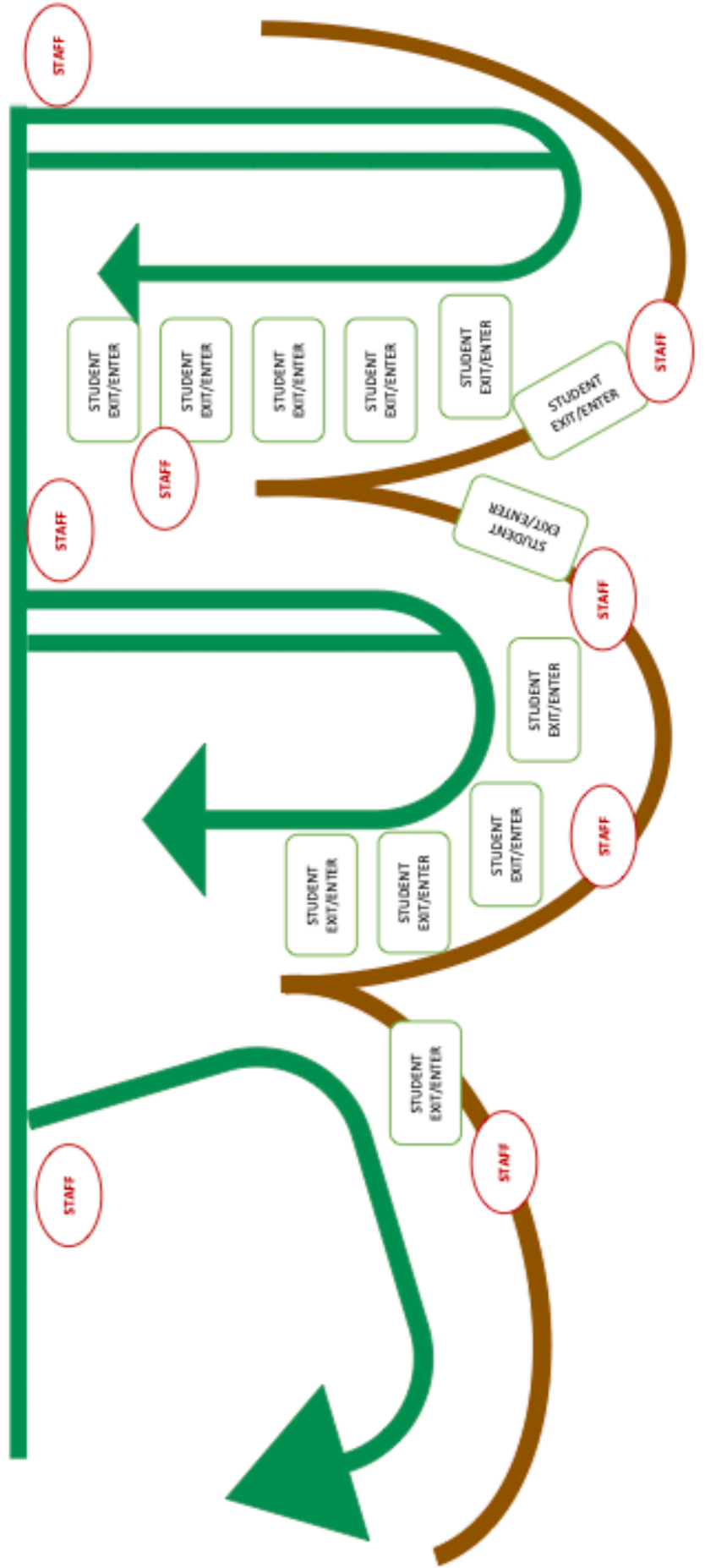


CAR
MOVEMENT

BUS ZONE

**STUDENT
DROP-OFF AND PICK-UP
ZONE 2**

**STUDENT
DROP-OFF AND PICK-UP
ZONE 1**



5. WELFARE

5.1 SHCS Canteen

Providing our students with nutritious options is part and parcel of what we do at the SHCS Canteen. We are always open for new suggestions and ideas!

The Canteen currently runs on Mondays, Wednesdays and Fridays.

We use an online ordering system called [MySchoolConnect](#), and these orders need to be received by 8:45am in the morning of each canteen day.

Follow these easy steps:

1. Go to [MySchoolConnect](#) and register an account.
2. Add student/s.
3. Add credit.
4. Place meal order.
5. Check your confirmation email to ensure that the order has been processed.
(Please note: if you have not received the confirmation email for your order, we have not received the order.)
6. You are able to view active orders placed and cancel orders if no longer required.

Reminder: please update your child/ren's class details every new academic year.

Volunteers are necessary and very welcome! This is a great way to get to know other families within the SHCS Community. Any help by family and friends is greatly valued. Please contact our SHCS Canteen Coordinator, Mrs Simone Wilhelmi, via reception@shcs.nsw.edu.au to offer your assistance.

5.2 Allergies

Students with an allergy are required to provide the school with an ASCIA Action Plan for Allergic Reactions which should be issued during the enrolment process. This form is supplied by your child's Doctor and must be updated to ensure correct methods are put into play in the case of an emergency. If any medication is to be administered to your child, having an Action Plan on file gives the school authority to do so. It is the responsibility of the parent to inform the school if any conditions change.

SHCS promotes a 'nut aware' environment to protect the safety of the students who suffer from severe allergies. Please do not provide ANY nut products for your child to bring to School or any School-related activity. We further urge you to remind your children to not share their food with other students. The Canteen also does not sell any nut products.

5.3 Anaphylaxis

We have students who suffer from serious and life-threatening allergies. These allergies can lead to anaphylaxis, constriction of the airways, leaving them unable to breathe. Teachers and other staff who conduct classes with students at risk of anaphylaxis will have up to date training in an anaphylaxis management training course.

Parents/guardians are required to supply the school with an updated ASCIA Individual Anaphylaxis Plan prior to the commencement of school. Epipens or any other form of medication needed, must also be provided. Individual Epipens, as well as school backups, are accessible from SHCS Reception. The School needs to be informed if the student is required to personally carry their Epipen.

5.4 Asthma

Students who suffer from asthma are required to provide School with an Asthma Action Plan during the enrolment process. If a student suffers from an asthmatic attack whilst at school and has no Action Plan on file, SHCS will follow the Asthma Foundation Policy for Schools.

If no specific and signed instructions are available, the instructions are unclear, or the person does not have an Asthma Action/Care Plan, staff are authorised to begin the first aid procedure immediately as prescribed by the Asthma Foundation (as authorised by the Department of Education and Early Childhood Development).

5.5 Immunisations

NSW Health provides a free school based Immunisation Program for all Year Seven and Ten students. All Immunisations offered are in accordance with the National Immunisation Program.

5.6 Medication

Any medication required by a student needs to be handed in to SHCS Reception for storage. This will ensure correct handling and administration of the medication including time and dosage. It is the responsibility of the parent/guardian to clearly label the medicine with the child's name, dosage requirement and frequency of administration in its original packaging.

6. 2025 TUITION FEE SCHEDULE

Please see current schedule on our website under "Join us as a Student"

The figures are annual fees and will be charged in four (4) equal instalments at the beginning of each term. Year 12 will be invoiced in three (3) equal instalments.

6.1 Voluntary Contributions: SHCS Building Fund (Tax Deductible)

An amount of \$50 per term is recommended as a contribution from each family.

6.2 Capital Levy: Prep – 12 (Non-tax deductible)

New school families, \$500 payable within first school term.

6.3 General Terms and Conditions

6.3.1 Credit Policy

Parents/Guardians are advised to read the Credit Policy in conjunction with the Fee Schedule. Full terms and conditions are provided in the Credit Policy which can be found on Ark.

6.3.2 Fees and charges

Fees charged reflect the costs of education, including salaries, resources, facilities and consumables. Included is the provision of textbooks, local excursions, transport and on-campus sports. Excursions and sports events that are outside the local area, may attract additional charges. Overnight camps will attract a minimal charge to cover food and accommodation costs. Lost or damaged Chromebooks and/or library books will be charged for replacement or repair.

6.3.3 Payments and Discounts

The School encourages parents/guardians to make regular affordable payments using our direct debit payment system over twelve months.

(a) Term fees are due and payable within 2 weeks from the date of invoice, unless a regular direct debit payment plan has been agreed with the Director of Business and Finance in advance. Annual fees paid in advance by 9 February 2025 will attract a discount of 3%.

(b) Overdue accounts and dishonoured payments will attract late fees and administration fees reflecting the cost to the School. Please refer to the Credit Policy.

6.3.4 Notices

The School requires **at least one (1) school term's written notice** for the withdrawal of a student from the School.

If a school term's notice is not given, payment of the balance of a full term's School fees will be charged.

7. SHCS UNIFORM GUIDELINES

7.1 SHCS Uniform

Southern Highlands Christian School students are ambassadors for our School. As such, the dress and grooming of our students should project an image to others befitting the School, its values and Christian ethos.

The SHCS School Uniform Guidelines require that all students wear the School uniform on all school days and prescribed school activities (such as excursions or sports carnivals), unless notified otherwise by relevant staff. Sport uniform is worn on Sport and PE days.

The School uniform is to be worn with pride and in strict accordance with the Guidelines. Family support is requested and essential in ensuring our students will be well presented.

To assist families in ensuring that their children are well dressed for their schooling, SHCS operates an online Uniform Shop as the supplier of approved School uniform. This assures uniformity, cost-effectiveness and quality control.

7.2 SHCS Uniform Ordering

Orders can be placed by visiting <https://uniforms.shcs.nsw.edu.au/>

Orders are filled within 2 – 3 business days, and sent home with the eldest child within the family or collected from SHCS Reception on assigned days during school holidays.

Exchanges can be made by printing and completing an exchange form from the online SHCS Uniform Shop, and repeating the process above.

There is a **second hand Facebook group** where other parents can sell or request items. Search for 'SHCS Uniform Swap/Sell' and request to join.

7.3 Lost Property

SHCS advise parents/guardians to clearly label all items of clothing and other items of property to ensure they are returned in a timely manner.

School uniform lost property is kept in SHCS Reception. Unnamed lost property will be kept until the end of the each term after which it will be donated or sold as a second hand item.

7.4 Important notes applicable to all SHCS Uniforms

Hair: Hair should be neat, tidy, natural colour (one colour only) and if below jaw line, must be tied back. Hair accessories, elastics, clips, headbands and ribbons in school colours, are permitted. Plain silver or gold snap clips and bobby pins are also permitted.
Facial hair is not permitted for boys.
Years 11 and 12 girls are permitted to have their hair out, but it must be kept off the face and neat and tidy.

Hats: All Prep – Year 6 students must wear an approved SHCS hat when outside. The wearing of SHCS hats is recommended for all High School students

Sunglasses: If required, sunglasses are to be of unpretentious style and colour and are only to be worn outside.

Swimmers: All students are required to wear a rash vest when participating in outdoor swimming activities. Modest, practical swimwear is required. Racing swimwear (no rash vest) may be worn when participating in competitive swimming competitions.

Jewellery: Watches only, are permitted. Medical bracelets or necklaces are permitted on written medical advice from a doctor. Any other jewellery is not permitted.

Earrings: May wear one small (no bigger than 5mm), plain (gold, silver, gem or coloured), simple shaped stud or sleeper. Where multiple ear piercings exist, clear blanks may be used discreetly in the extra piercings. Facial piercings with jewellery are not permitted on any student.

Makeup/Nails:

No acrylic nails or eyelash extensions are permitted however clear nail polish may be worn. Years 11 and 12 girls may wear a modest amount of makeup.

7.5 School Shoes

- Plain black, lace-up, polishable shoes to be worn. Years K – 2 may have velcro fastening.
- Shoes must cover full instep and be below ankle, that is, must not be a boot.
- No soft uppers or punched holes completely through the shoe for safety reasons.
- Plain black laces.
- Heels not to be more than 25 – 35mm high.
- Must cover the upper surface of the foot for safety reasons.

7.6 Sport Shoes

- Joggers must be supportive, lace up or velcro tabs and predominantly white, black or navy.
- NB: Skate shoes, deck shoes and other non-athletic shoes are not permitted.

7.7 Uniform Requirements

- The following section outlines the uniform requirements for all the different Stages within SHCS. Prices can be found on the online Uniform Shop: <https://uniforms.shcs.nsw.edu.au/>.

Across the whole year requirements:

Junior School: The **green** SHCS backpack and **green** multipurpose bag

High School: The **navy** SHCS backpack and **navy** multipurpose bag

JUNIOR SCHOOL: PREP



BOYS' AND GIRLS' SUMMER AND WINTER UNIFORM

Green SHCS Broadbrim Hat

Green SHCS Fleece Jumper

Green SHCS Polo Shirt

Green SHC Sport Shorts

Green SHCS Fleece Trackpants

White Socks (2 green stripes or plain, crew length)

Sport Shoes (Predominately white, black or navy)

Green Beanie/Scarf/Gloves (optional)

Navy SHCS Sports Jacket (optional)

JUNIOR SCHOOL: YEARS K – 6



GIRLS' SUMMER UNIFORM

Green SHCS Broadbrim Hat
Green SHCS Woollen Jumper
SHCS Tartan Summer Dress

(knee length or longer)

White Socks

(2 green stripes or plain, crew length)

Black Shoes (traditional lace-up leather-type)

Navy SHCS Sports Jacket

Note: The length of a girl's dress is to be touching the knee or longer. In the interest of modesty, JS girls are asked to wear sports briefs in bottle green, navy or black.

BOYS' SUMMER UNIFORM

Green SHCS Broadbrim Hat
Green SHCS Woollen Jumper
Green SHCS Short-Sleeve
Chambray Shirt

Grey Shorts Elastic Back

Grey Socks (above ankle)

Black Shoes (traditional lace-up leather-type)

Navy SHCS Sports Jacket

Note: Velcro black shoes are acceptable for students K-2

JUNIOR SCHOOL: YEARS K – 6



GIRLS' WINTER UNIFORM

Green SHCS Broadbrim Hat
Green SHCS Woollen Jumper
Green SHCS Long-Sleeved
Chambray Shirt
Green SHCS Winter Tunic
(knee length or longer)
Green Cotton Tights or
White Socks
(2 green stripes or plain, crew length)
Navy Slacks (option)
Tartan Necktie
Black Shoes (traditional lace-up leather-
type)
Navy SHCS Sports Jacket
Green Beanie/Scarf/Gloves (optional)

Note: In the interest of modesty, JS girls are asked to wear sports briefs in bottle green, navy or black.

BOYS' WINTER UNIFORM

Green SHCS Broadbrim Hat
Green SHCS Woollen Jumper
Green SHCS Long-Sleeved
Chambray Shirt
Tartan Necktie
Grey Trousers Elastic Back
Grey Socks – (above ankle)
Black Shoes (traditional lace-up leather-
type)
Navy SHCS Sports Jacket
Green Beanie/Scarf/Gloves (optional)

Note: Velcro black leather look shoes are acceptable for students K-2

JUNIOR HIGH SCHOOL: YEARS 7 – 10



GIRLS' SUMMER UNIFORM

Navy SHCS Cap
Green SHCS Jumper
White Short-Sleeve SHCS Shirt
Navy Girls Tab Tie
Tartan All-year Skirt (knee length or longer)
White Socks (2 green stripes or plain, crew length)
Black Shoes (traditional lace-up leather-type)
Navy SHCS Sports Jacket

BOYS' SUMMER UNIFORM

Navy SHCS Cap
Green SHCS Jumper
White Short-Sleeve SHCS Shirt
Tartan Necktie
Grey Shorts/Trousers
Grey Socks (above ankle)
Black Shoes (traditional lace-up leather-type)
Navy SHCS Sports Jacket

Note: The outer layer to the formal uniform remains the Green Blazer with the jumper being an optional underlayer. The green blazer is a compulsory item on every non-Sport day. It is to be kept in the student's bag if the weather is too warm for it to be worn. The Navy Sports Jacket is only allowed with the Sports Uniform.

JUNIOR HIGH SCHOOL: YEARS 7 – 10



GIRLS' WINTER UNIFORM

Navy SHCS Cap
Green SHCS Blazer
Green SHCS Jumper
White SHCS Long-Sleeve or Short Sleeve Tuck White Shirt
Tartan All-year Skirt (knee length or longer)
Navy Slacks (option)
Navy Girls Tab Tie
Navy Cotton/Nylon Tights
Black Shoes (traditional lace-up leather-type)
Green Beanie/Scarf/Gloves (optional)

BOYS' WINTER UNIFORM

Navy SHCS Cap
Green SHCS Blazer
Green SHCS Jumper
White SHCS Long-Sleeve or Short Sleeve Tuck White Shirt
Grey Trousers
Tartan Necktie
Grey Socks (above ankle)
Black Shoes (traditional lace-up leather-type)
Green Beanie/Scarf/Gloves (optional)

Note: The outer layer to the formal uniform remains the Green Blazer with the jumper being an optional underlayer. The green blazer is a compulsory item on every non-Sport day. It is to be kept in the student's bag if the weather is too warm for it to be worn. The Navy Sports Jacket is only allowed with the Sports Uniform.

SENIOR: HIGH SCHOOL: YEARS 11 – 12



GIRLS' SUMMER UNIFORM

Navy SHCS Cap
Navy SHCS Jumper
White SHCS Short-Sleeve Tuck Shirt
Tartan Girls Tab Tie
Tartan All-year Skirt (knee length or longer)
White Socks (2 green stripes or plain, crew length)
Black Shoes (traditional lace-up leather-type)
Navy SHCS Sports Jacket

BOYS' SUMMER UNIFORM

Navy SHCS Cap
Navy SHCS Jumper
White SHCS Short-Sleeve Tuck Shirt
Navy Necktie
Grey Shorts/Trousers
Grey Socks (above ankle)
Black Shoes (traditional lace-up leather-type)
Navy SHCS Sports Jacket

Note: The outer layer to the formal uniform remains the Green Blazer with the jumper being an optional underlayer. The green blazer is a compulsory item on every non-Sport day. It is to be kept in the student's bag if the weather is too warm for it to be worn. The Navy Sports Jacket is only allowed with the Sports Uniform.

SENIOR HIGH SCHOOL: YEARS 11 – 12



GIRLS' WINTER UNIFORM

Navy SHCS Cap
Green SHCS Blazer
Navy SHCS Jumper
White SHCS Long-Sleeve or Short Sleeve Tuck White Shirt
Navy Slacks (option)
Navy Necktie
Tartan All-year Skirt (knee length or longer)
Navy Cotton/Nylon Tights
Black Shoes (traditional lace-up leather-type)
Navy Beanie/Scarf/Gloves (optional)

BOYS' WINTER UNIFORM

Navy SHCS Cap
Green SHCS Blazer
Navy SHCS Jumper
White SHCS Long-Sleeve or Short Sleeve Tuck White Shirt
Navy Necktie
Grey Trousers
Grey Socks (above ankle)
Black Shoes (traditional lace-up leather-type)
Navy Beanie/Scarf/Gloves (optional)

Note: The outer layer to the formal uniform remains the Green Blazer with the jumper being an optional underlayer. The green blazer is a compulsory item on every non-Sport day. It is to be kept in the student's bag if the weather is too warm for it to be worn. The Navy Sports Jacket is only allowed with the Sports Uniform.

SPORTS UNIFORM WHOLE SCHOOL



JUNIOR SCHOOL (YEARS K – 6)

Green SHCS Broadbrim Hat
SHCS Sport Jersey
SHCS Sport Polo
Green SHCS Sport Shorts
Green SHCS Trackpants
White Socks (2 green stripes or plain, crew length)
Sport Shoes (predominately white, black or navy)
Navy SHCS Sports Jacket
Green Beanie/Scarf/Gloves (optional)



HIGH SCHOOL (YEARS 7 – 12)

Navy Cap
SHCS Sport Jersey
SHCS Sport Polo
Navy SHCS Sport Shorts
Navy SHCS Trackpants
White Socks (2 green stripes or plain, crew length)
Sport Shoes (predominately white, black or navy)
Navy Sports Jacket
Navy Beanie/Scarf/Gloves (optional)

8. SHCS WHOLE SCHOOL EQUIPMENT REQUIREMENTS

8.1 School Equipment Requirements For Junior School

The SHCS Multi-purpose Bag will be used for homework and is required every week for Library borrowing. The bag is available from the Uniform Shop.

PREP

- Gumboots and raincoat (Wet play pants provided)
- SHCS Multi-purpose Bag
- 1 Large box of tissues

(All other stationery is provided for Prep)

KINDERGARTEN TO YEAR 4

- SHCS Multi-purpose Bag
 - 2 Large boxes tissues
 - Paint Shirt
 - Corded Ear Buds/Head Phones)
- (All other stationery is provided for K – Year 4)

YEAR 5 & 6

- SHCS multi-purpose bag
- 2 Large boxes tissues
- Corded headphones
- 1 Pencil case to store equipment
- 6 coloured pens (mixed)
- 6 Lead pencils (good quality HB)
- 3 Pencil Erasers (soft white)
- 3 Large glue sticks
- Ruler (cm & mm)
- Scissors
- Textas (can be in a separate pencil case)
- Self-contained sharpener
- Highlighters – assorted colours
- Post-It note

(All other stationery is provided for Year 5 and 6)

8.2 School Equipment Requirements For High School

All items are to be clearly labelled with name. Items should be replaced as they are used up, so the student is prepared at all times. Glue sticks should be purchased and not wet glues or roller glue, unless otherwise specified. Liquid 'whiteout' should not be brought to School.

Items should be named and replaced as they are used.

Math: 2 x 5mm Math Grid books (240pg is recommended)

1 x A4 lined exercise book per subject. (8mm ruled, 240pg is recommended)

Year 7 & 8: 9 notebooks

Year 9-10: 11 notebooks

Year 11-12: 8 notebooks

Visual Arts – Visual Arts Process Diary (VAPD) A4

Music - Display Folder

Drama – Theatre 'blacks' (black clothes, such as black pants and black t-shirt)

OTHER STATIONERY

- 2 Black ballpoint biros
- 2 Blue ballpoint biros
- 2 Red ballpoint biros
- Set of Geometrical instruments
- 2 HB pencils (good quality)
- Highlighter pen
- Pencil case
- Eraser
- Large glue stick
- 30cm Non-metal ruler (mm and cm)
- Scissors
- Coloured pencils and textas
- Self-contained sharpener
- Scientific calculator (Casio fx-8200AU or Casio fx100AU)
- Head phones

8.3 Technology

Years 4 – 10

Students in Years 4 to 10 will be using provided Chromebooks. These devices are essentially laptops with features that allow the School to focus their use toward educational outcomes. Social media and gaming are restricted, both onsite and offsite, via a Cloud-based system. We have also implemented a system where a teacher can monitor all student screens on their own computer. The Junior School devices will remain at School.

Years 11 - 12

Students in Years 11 to 12 require greater flexibility in their devices with some preferring, or needing, alternative software platforms. Accordingly, these devices will reflect subject requirements as well as personal preferences and therefore will be purchased by families. This arrangement is often referred to as BYOD (bring your own device) and due to its effectiveness and sustainability, is the preferred system for senior students in many schools.

Devices

Students in the BYOD program will bring their own laptop or notebook style device to school. We recognise the learning needs of students change as they progress through Secondary School and so the device that will be most beneficial to them will also change. The operating system on the device should be capable of installing full versions of application software such as the Microsoft Office Suite (Office 365), and Adobe Creative Cloud. Tablet devices running on mobile operating systems, such as the iPad running on iOS or Android based tablets, such as those in the Samsung Note series, are not appropriate.

Many students will have a preference for Apple devices running on the MacOS operating system. Others will prefer a PC style product utilising Windows 10. Either of these types of devices are appropriate to bring provided they meet the minimum specifications as outlined below.

Google Chromebooks and iPad Pro will not be appropriate in this program.

We recommend a device with a screen size of between 28 and 33cm (11 and 13 inches), measured diagonally. If students already have access to a device at home that meets our minimum specifications, they are welcome to use it at school.

Specifications

We recommend the following minimum specifications for those taking part in the BYOD program. Students intending on studying computing or design subjects such as photography, may require a higher specification device:

- 256GB storage
- 8GB RAM
- Intel i5 processor or better
- 8 hours advertised battery life
- Windows 10 or Higher or MacOS 13 or Higher
- 802.11n wireless running on the 5Ghz spectrum (note that devices which do not meet this specification MAY not be able to connect to our network).
- Ideally, a screen size between 28 and 33cm (11 and 13 inches), measured diagonally.

The minimum specifications for Design & Technology, Visual Arts and Music are:

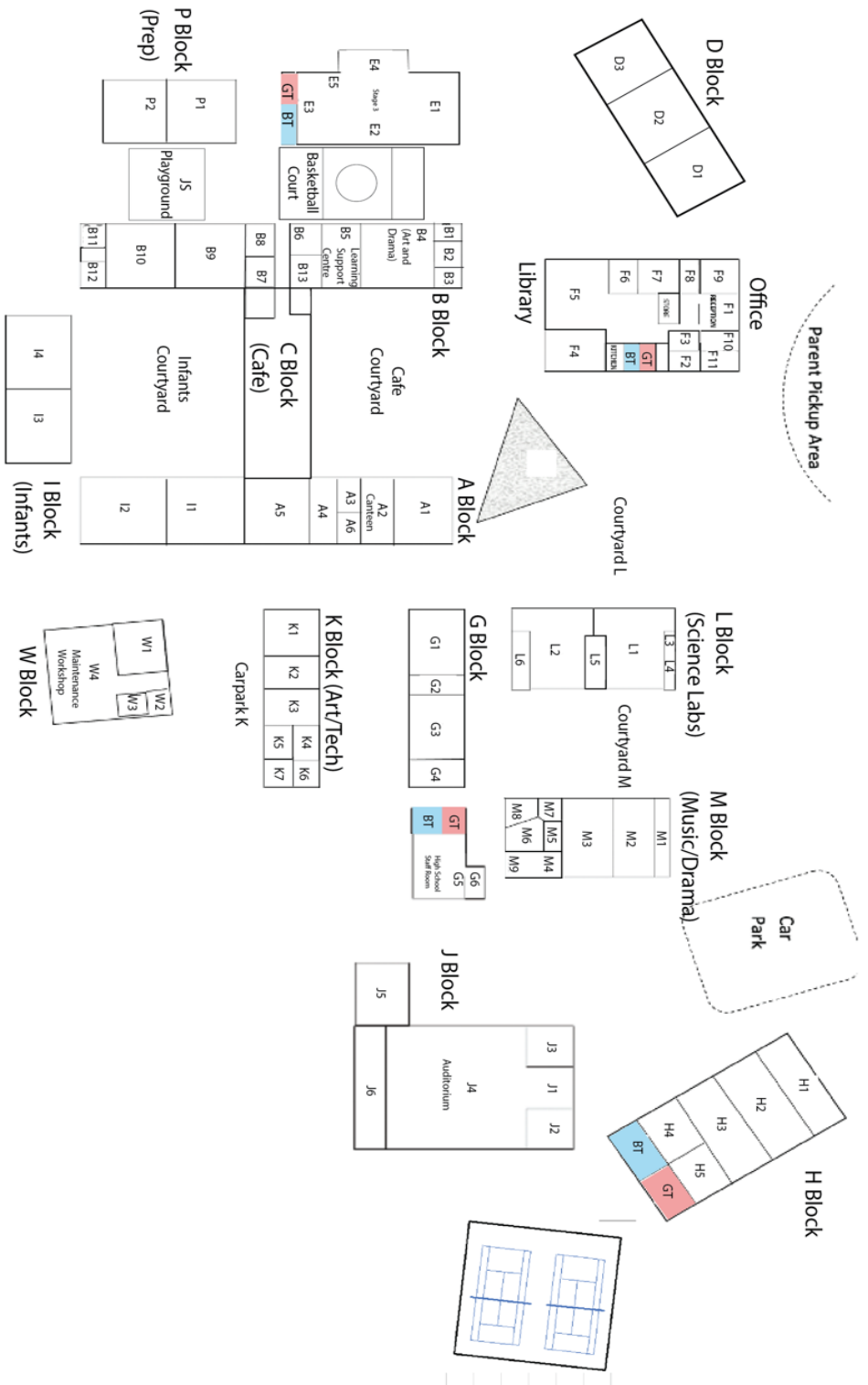
- Windows - i7, 16gb Ram, at least 256gb SSD
- Apple – M1 or better 16gb Ram and 256gb SSD
- Windows 10 or Higher
- MacOS 13 or Higher
- 802.11n wireless running on the 5Ghz spectrum (note that devices which do not meet this specification MAY not be able to connect to our network).
- Ideally, a screen size between 28 and 33cm (11 and 13 inches), measured diagonally.
- 8 hours advertised battery life
- Ideally, a screen size between 28 and 33cm (11 and 13 inches), measured diagonally.

Purchasing

The purchase of this device is the responsibility of the family. We recommend ensuring that any device purchased includes a 3 year, on-site, next business day warranty.

We're excited that you're a part of our community. Please know that we're here to assist and help you and your family have an enriching experience and education as we partner together in Knowing God and Serving Him.

SHCS CAMPUS MAP



**SOUTHERN HIGHLANDS
CHRISTIAN SCHOOL**



“Do not be conformed to this world,
but be transformed by the renewal of your mind ...”
Romans 12:2a