



SHCS HANDBOOK

2026 (updated Dec 2025)



Welcome to 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 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 Reception.

This handbook is current as of December 2025 and is subject to change. Please always check ARK for the most up to date version.

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1. TERM DATES 2026

TERM 1	
Whole School Commence	Monday, 2 February
Last day of Term One	Thursday 2 April
TERM 2	
Whole School Commence	Tuesday, 21 April
Last day of Term Two	Friday, 3 July
TERM 3	
Whole School Commence	Monday, 27 July
Last day of Term Three	Friday, 25 September
TERM 4	
Whole School Commence	Tuesday, 13 October
Last day of Term Four	Wednesday, 9 December
Pupil free day & Thanksgiving Service (Compulsory)	Thursday, 10 December

Preschool Term Dates

TERM 1	
Monday - Wednesday Program	Thursday/Friday Program
2 February – 31 March	29 January - 2 April
TERM 2	
21 April – 30 June	23 April – 3 July
TERM 3	
27 July – 22 September	30 July – 25 September
TERM 4	
13 October – 9 December	15 October – 4 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:

Board Chair	Luke Geradts
Board Directors	Carol Unwin Sam Smith Andrew Maskiell Naomi Pearce Coates

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 Reception at reception@shcs.nsw.edu.au or visit the website at www.shcs.nsw.edu.au/at-the-heart-of-shcs.

3.2 SHCS Staff

3.2.1 Organisation

The School Executive consists of the Principal, the Heads of School, IT Manager and the Business Manager.

Principal	Meg Story
Head of High School	Michael Neate
Head of Junior School	Michelle Whary
IT Manager	Shane Negen

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 (or Meet the Teacher) 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. You will find all staff positions and emails on Ark (Reception tile).

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 (NESAs) 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 a chaplain to invest specifically in the pastoral care of our students with additional access to specialists in the wider community. In addition to this, trained counsellors are also available. Please contact our Chaplain, Mark Grieve, for more information through 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 2026 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 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 at 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.

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 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, helping in the Library, Canteen, IGNITE days, 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 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 through Service NSW.

3.3.3 Whatsapp Groups

There is an official, school-endorsed WhatsApp Community to support connection and communication among parents and carers. Each year group has its own chat within the community, providing a central space for sharing reminders, updates, and fostering supportive relationships. While the school oversees the community, year

group chats are parent-managed and intended for positive, respectful conversation related to school life. Families with siblings may join multiple year groups, approval is required to join, and all parents are asked to follow the posted guidelines. Please go to the page <https://chat.whatsapp.com/KH96J1n1Dvs1keybplxbuJ> to join.

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:

	Preschool
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.

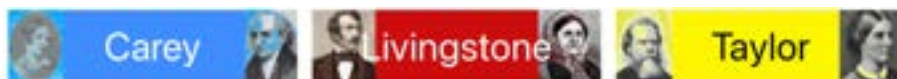
How to Log in as a parent/guardian for the first time:

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 username is the email address that you provided to the School when you enrolled your child.

All students from Year 3 will be allocated a school email address.

If you are unable to log in or have any other questions, feel free to email our IT Manager at shane.n@shcs.nsw.edu.au.

3.4.3 House System



When students are enrolled, they will be allocated to a school ‘House’. These are Carey (Blue), Livingstone (Red) and Taylor (Yellow). At major sporting carnivals, students who compete will earn points for their house as well as when participating on other initiatives. All siblings will be allocated to the same house. You can find which House your child is in by clicking on their profile when you log in to Ark.

3.4.4 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 where teachers are situated to manage a smooth transition (See SHCS Campus Map on the last page of this handbook).

3.4.5 Bell Times (subject to change)

Bell Times	
Monday - Friday	
PC*	8:45 – 9:00
P1	9:00 – 10:15
R1	10:15 – 10:30
P2	10:30 – 11:45
Lunch	11:45 – 12:25
P3	12:25 – 1:40
R2	1:40 – 1:55
P4	1:55 – 3:10

* Mon: All School Assembly
* Thurs: Junior School Chapel/Assembly
* Fri: High School Chapel

3.4.6 The Playground – Junior School

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. We also have a wonderful Bush Play area where students are encouraged to be creative in natural environment.

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 (Week A and B). Students and parents of High School students can access their timetable through Ark.

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 **Mondays** and should be returned to school on **Friday** 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 student’s 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 is ideally done through the Parent Portal (on Ark).

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**, a “Request for Leave of Absence” form must be approved by the Principal well in advance. This form can be found on Ark on the Extended Leave tile.

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 Phone Use

Students are only permitted to use their phones from 3.10pm in the designated **Phone Zone** (carpark side of L Block) and only for contacting someone for pick up purposes. If students fail to adhere to this, the phone will be confiscated for the day and a detention will be issued. Any phones brought to school must remain in student bags at all other times.

3.4.11 Lockers for High School Students

Should High School students require a locker, please contact Reception for details. Students are to provide their own combination (non dial) lock and will be allocated a specific locker. Expectations around the use of these lockers will be sent to out upon enquiry.

3.4.12 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 who arrive after 9.00am, must be signed in by a parent with an explanation given.

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, will need parents to sign them in again at Reception.

All absences whether explained or unexplained will be noted on the end of semester report. This includes full days and partial days absent as well as late for school.

3.4.13 Chapels and Assemblies

Junior School students attend Chapel and Assembly on alternate Thursday mornings in the SHCS Café and High School students will gather for chapel on Thursdays throughout the term with Pastoral Care small groups on Tuesday, Wednesday and Friday. A whole school Assembly takes place every Monday morning in the Courtyard and we warmly welcome our families to join this.

3.4.14 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 sent out at least two weeks prior to an excursion. Approval for excursions is done via the Parent Portal which can be accessed from the main page of Ark after logging in.

Please see the Fee Schedule in section 6 for what excursion costs are included and excluded in school fees.

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: <https://www.service.nsw.gov.au/transaction/apply-for-a-school-travel-pass>. 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 School Drive Subsidy

The School Drive Subsidy is available in areas where there is limited or no public transport. The subsidy is intended to partly offset the cost of using a private vehicle to drive the eligible student all or part of the way to school.

To find out more and to apply, please visit this site:

<https://transportnsw.info/tickets-opal/ticket-eligibility-concessions/school-student-travel/apply-for-school-drive-subsidy>

4.4 Cycle to School

High School students living in close proximity to 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

PRE-SCHOOL: Drop off: 8:15am - 8:45am / Pick up from 3:00pm
Children must be collected before 3:45pm.

KINDERGARTEN – YEAR 12: Start at 8:45am, Finish at 3:10pm. Pick up by 3.30pm

- Drop off from 8.20am
- 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. Staff 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 silver seats outside the Head of Junior School's office. 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 to remain in the under covered areas around the Junior School.

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 to supervise safety. 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

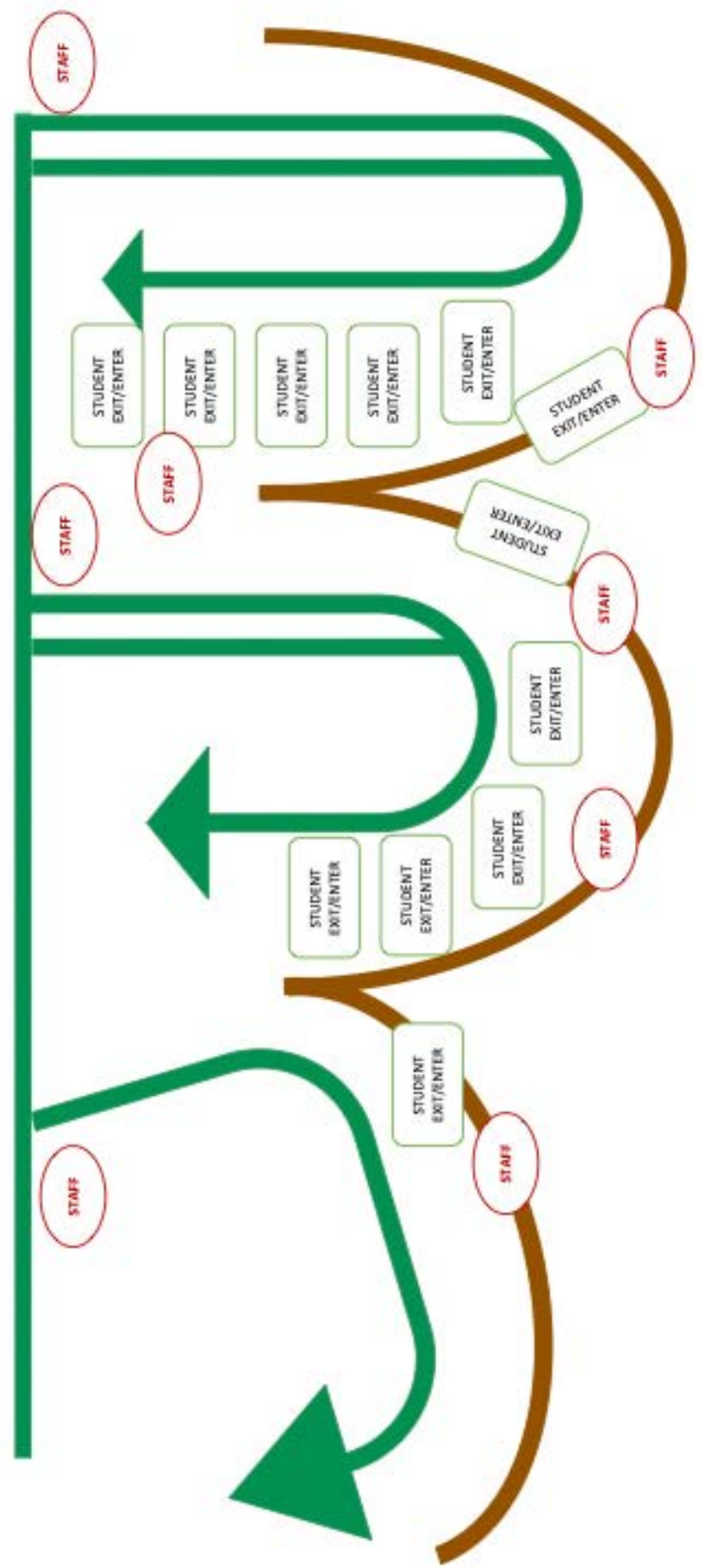
STUDENT
EXIT/ENTER



BUS ZONE

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

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



5. HEALTH

5.1 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 Wednesdays and Fridays.

We use an online ordering system called [MySchoolConnect](#), and these orders need to be received by 8:45am on 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 Zelda McMaster, via canteen@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 and are not administered without parental consent.

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. 2026 TUITION FEE SCHEDULE

Please see the current schedule on *Ark/Fees & Payments*

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)

Voluntary contributions to the Building Fund provide funding for capital projects and improving school facilities.

6.2 Inclusions and Exclusions

- all text books, study guides and workbooks.
- all camps, excursions, incursions, transport and sporting activities
- all primary school stationery (except what is required by families at the beginning of the year – please see section 8)
- access to technology required in the classroom*
 - K-2 - ipad in classroom
 - 3- 6 - Chromebook in classroom
 - 7-10 - Chromebook for use in classroom and home.

***Please note that students in Years 11 & 12 are required to provide their own device.**

Fees charged reflect the costs of education, including salaries, resources, facilities and consumables.

Not included are uniforms, fundraising activities, repair or replacement of damaged, lost or stolen books or technology, external education programs and optional outdoor education trips such as Duke of Edinburgh, Mountain Bike camp, Ski camp, service and missions trips. This list is not intended to be exhaustive.

Every attempt is made to minimise extra costs through fundraising and other initiatives.

6.3 General Terms and Conditions

6.3.1 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.

6.3.2 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 after the first day of each term, unless a regular direct debit payment plan has been agreed with the Business Manger in advance. Annual fees paid in advance by 16 February, 2026, will attract a discount of 5%.

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

6.3.3 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 as per the enrolment agreement.

7. UNIFORM GUIDELINES

7.1 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. The Sport Uniform is worn on Sport and PE days. Junior school wear their sport uniform on Wednesdays and Fridays and High School wear theirs according to the timetable on Ark.

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 Uniform Ordering

Orders can be placed by visiting our website or here for a direct link
<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 Reception on assigned days during school holidays.

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

There is a **second hand Facebook group** where parents can organise to 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 at 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 (navy blue, bottle green or white), 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:** Students 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

PRESCHOOL



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. If girls would like to wear sports briefs or bike shorts underneath their school dress, they must be 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: The length of a girl's dress is to be touching the knee or longer. If girls would like to wear sports briefs or bike shorts underneath their school dress, they must be 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)

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)

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)

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)

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. STATIONERY & EQUIPMENT REQUIREMENTS

8.1 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.

Please supply in the first week of school, all the items below relevant to your child's year. All other stationery is provided

Please label all items individually.

PRESCHOOL

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

K-2

- SHCS multi purpose bag
- 2 large boxes of tissues
- Corded (over the ear) headphones in zip lock bag

YEARS 3-4

- 4 x black whiteboard markers
- SHCS multi purpose bag
- 2 large boxes of tissues
- Corded headphones in zip lock bag
- 1 pencil case to store equipment
- Coloured pencils
- 3 lead pencils
- 2 pencil erasers
- 3 glue sticks
- Scissors
- Ruler
- Self contained Sharpener
- Highlighter

YEARS 5-6

- 4 x black whiteboard markers
- SHCS multi purpose bag
- 2 large boxes tissues
- Corded headphones in zip lock bag
- 1 pencil case to sort equipment
- 6 coloured pens
- 6 coloured pens (blue, black, red)
- 6 lead pencils (good quality, HB)
- 3 pencil erasers (soft white)
- 3 large glue sticks
- Ruler (cm and mm)
- Scissors
- Textas (can be in separate pencil case)
- Self contained sharpener
- Highlighters (assorted colours)

8.2 High School

All items are to be clearly labelled with student's name and replaced as they are used. Glue sticks should be purchased and not wet glues or roller glue, unless otherwise specified. Liquid 'whiteout' should not be brought to School.

Stage 4: 9 notebooks

Stage 5: 11 notebooks

Stage 6: Students to choose between loose leaf paper and ring binder and/or notebook, subject dependent. 1 set per subject will be required.

Math: 2 x 5mm Math Grid books (240pg is recommended)
1 x A4 lined exercise book per subject. (8mm ruled, 240pg is recommended)

Visual Arts: Visual Arts Process Diary (VAPD) A4

Music: Display Folder

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

Food Tech: 1 set of 10 takeaway containers to take food cooked in class home.

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 K-2

Students in K-2 are provided with an iPad to use at school. Students are not allowed to take the devices home. iPads for students in Years 1-2 include keyboards to aid in developing touch-typing skills. The iPads are centrally managed by the school. Only certain apps are allowed on the devices.

Years 3-6

Students in Years 3-6 are provided with a Chromebook which they will keep for the duration of primary school. The Chromebook stays at school. Chromebooks are centrally managed to monitor and control usage. The school utilises a web monitoring solution called 'Linewize' to control website access and YouTube access.

Years 7-10

Students in Year 7 are provided with a new Chromebook which they keep until the end of Year 10. Students are allowed to take their device home. Students and parents also sign a device usage agreement. These devices are centrally managed to monitor and control usage. The school utilises a web monitoring solution called Go Guardian to control website access and YouTube access.

Selected students in Years 9-10 and some 7-8 art classes have access to Windows based devices to complete certain visual arts and TAS courses. These devices remain at school.

Students in Years 7-10 also have access to iPads which are mainly used in the Creative and Performing Arts subjects such as Music and Art. The iPads are kept at school.

Years 11-12

Students in Years 11-12 are required to provide their own device. Communication about the 'Bring Your Own Device' (BYOD) program is provided to parents of Year 10 students in Term 4 of each year.

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.

Software and Applications

All students have access to both Microsoft and Adobe Products. This includes the full Office 365 set of apps such as Word, Excel, PowerPoint, etc. Students also have access to the full Adobe Creative Suite. This is an exceptional deal as the Creative Cloud suite includes apps like Adobe Photoshop, Adobe Illustrator, Adobe Premiere Pro, and much more.

The school utilises 2 major applications to manage and communicate with the school body.

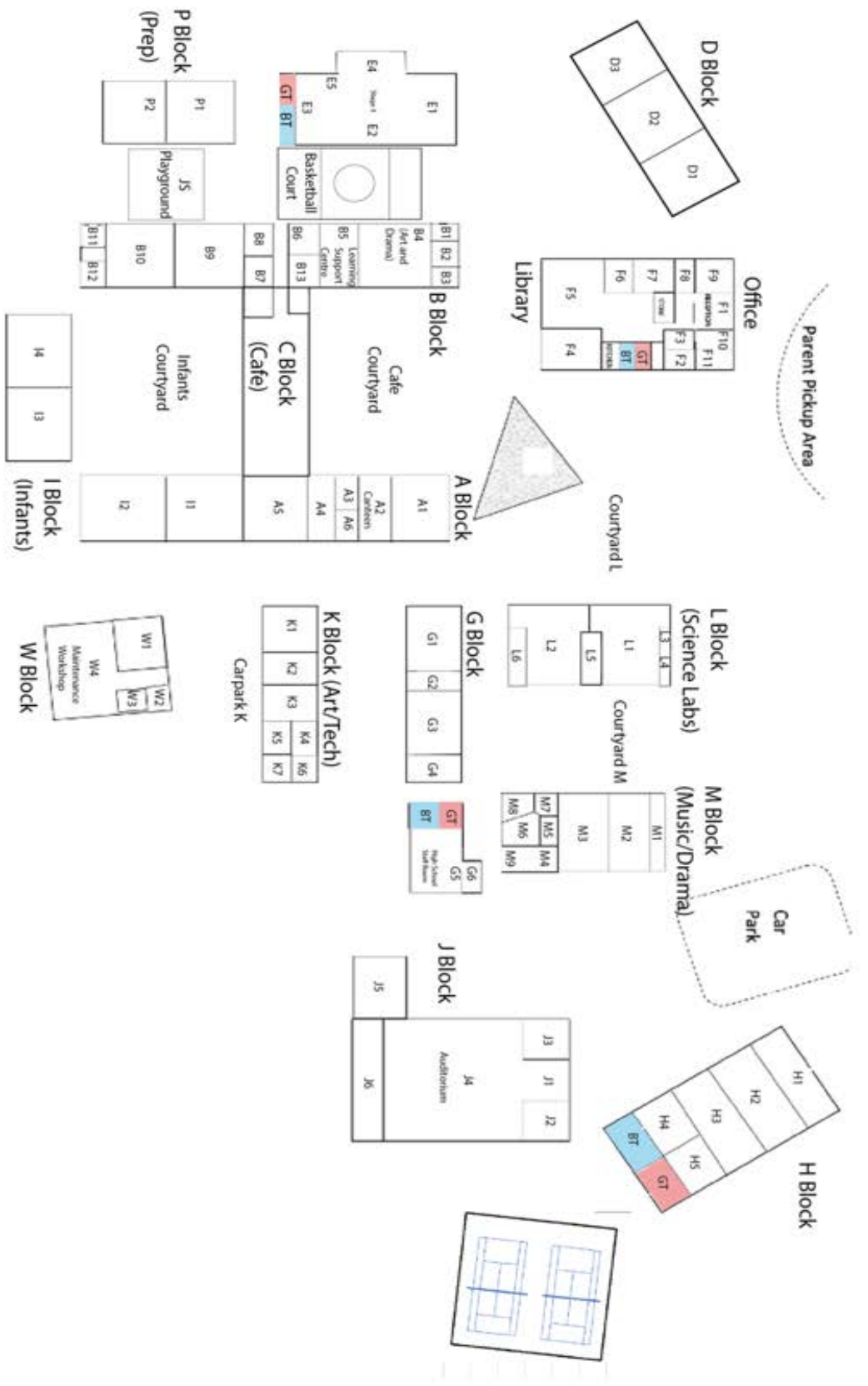
Ark is our main portal for all users. It is called a 'Learning Management System'. Ark is the place to go for calendar events, news, your child's grades, class pages, general information, policies, and so much more. Login information regarding Ark is communicated to new parents shortly after the school year commences.

TASS (The Alpha School System) is the application we use for more 'management' purposes such as attendance, academic reports, etc. TASS provides a 'Parent Portal' where parents can go to approve Excursions, advise the school of absences, view medical information about their children, and download school reports. Access to the parent portal is via the main page of Ark after logging in.

Please feel free to contact the IT Manager, Mr. Shane Negen, if you have questions about student devices, the management of those devices, or applications like Adobe, Ark, and TASS. He can be contacted via the front office or via email at shane.n@shcs.nsw.edu.au.

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*

