



PARENTS' HANDBOOK

2019



Welcome to Southern Highlands Christian School!



We are delighted that your family is a 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. The school motto “Know God and Serve Him” challenges each member of this school community to strive for excellence in every aspect of their life.

Our Handbook is intended for both students and families to use as a reference for general information concerning schooling at SHCS. Additional information is available on www.shcs.nsw.edu.au. Please do not hesitate to contact us at the School Office 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
Fax:	02 4861 1696
Email:	reception@shcs.nsw.edu.au

It is important for SHCS to keep our records of your contact details up to date. If any of your details change, please contact the School Office to update.

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1 TERM DATES 2019

TERM ONE	
Year 1- 12 Commence	Thursday, 31 January 2019
Kindergarten Commence	Friday, 1 February 2019
Prep Commence (Prep dates is dependent upon the days your child attends.)	Tuesday, 5 February 2019
Last day of Term One	Friday, 12 April 2019
TERM TWO	
Whole School Commence	29 April 2019
Last day of Term Two	28 June 2019
TERM THREE	
Whole School Commence	22 July 2019
Last day of Term Three	27 September 2019
TERM FOUR	
Whole School Commence	14 October 2019
Last day of Term Four	7 December 2019

2 SHCS VISION AND MISSION

Our mission is to conduct a School which seeks to:

Offer a biblically-shaped, Christ-centred, parent-governed education, Prep to Year 12.

Cultivate a Christian educational community characterised by thankfulness, prayer, loving relationships and service; a community which lives out the commandment – You shall love the Lord your God with all your heart and with all your soul and with all your strength and with all your mind, and your neighbour as yourself.

Support parents and guardians in the raising of their children.

Reinforce a strong learning culture within the School community, acknowledging that the Lord has given a rich store of very diverse gifts and abilities to its members.

Enable staff to teach from a biblical worldview shaped through the lens of Christ and using best practice pedagogy.

Promote the value of biblically-shaped, Christ-centred, parent-governed education to the community of the Southern Highlands and beyond.

So that:

- The Lord Jesus Christ is seen to have his rightful place at the centre of all aspects of School life.
- His Word is seen to be the final authority for all policies, programs and procedures.
- The hallmarks of Christ-likeness are on display.
- The responsibility of parents and guardians for the education of their children is honoured.
- Learning is characterised by wonder and awe, enthusiasm, diligence and purposeful endeavour, in line with the gifts and abilities of each member.
- Teaching is characterised by wonder and awe, enthusiasm, diligence and purposeful endeavour in order that students are robustly prepared to impact the prevailing culture as servants of Christ.
- Southern Highlands Christian School is a blessing to the community of the Southern Highlands and beyond.

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 over 35 years to become the leader in education it is today. Our Board Members are:

Board Chair	Carol Unwin
Board Directors	Peter Anderson Chris Barr Ian Pearse Greg Puchert Peter Rusin Carmen Williams
Christian Education Consultant	George Glanville

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 Business Manager, Geoff Stedman, via the School Office 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, the Head of Operations and the Business Manager.

Principal	Andrew Middleton
Head of High School	Peter Lee
Head of Junior School	Catherine Leigh
Head of Operations	Ben Straker
Business Manager	Geoff Stedman

Our staff compliment 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 our Website: www.shcs.nsw.edu.au.

3.2.2 Parent Teacher Interviews

Parent Teacher interviews for students are conducted at the beginning of Term One and Term Three. 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 to arrange a suitable time to call or meet in person.

3.2.3 Reports

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

3.2.4 Chaplaincy

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 Board of Studies 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, 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 specialist in the wider community. Please contact Mrs Jade Barr for more information through the School Office 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 the school's learning support process, a teacher or a parent refers a particular student to the Co-ordinator of Learning Support/Gifted and Talented 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 2019 academic year, families are invited to make an appointment with Mrs Bollom to visit SHCS with their children on Wednesday (30 January 2019) between 1:00pm – 3:00pm to locate their classroom and meet their teacher.

Please contact Mrs Bollom for any further information via the School Office on reception@shcs.nsw.edu.au.

3.2.6 Music

Southern Highlands Christian School aims to foster opportunities for students to develop their musical skills and enjoyment. We offer a range of musical ensembles. If a student has a special interest in an instrument, please fill in a form obtainable from the SHCS Website or the School Office 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 Five students, and forty minutes for students Year Six to Year Twelve. 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 the School Office on reception@shcs.nsw.edu.au.

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: becoming part of the Prayer Group, taking on an organising role as a Class Parent Representative, assisting in the classroom, serving as a Special Event Volunteer, assisting on excursions, supporting our Librarian in the Junior and Senior Libraries, volunteering in the canteen, participating in Working Bees and teaching a specific skill in our weekly Strand groups.

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.

Families and visitors are required to enter via the School Office, 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 people who work or volunteer in child-related work. It involves a national criminal history check and a review of findings of workplace misconduct. The result of a WWCC is either a clearance to work with children for five years, or a bar against working with children. Cleared applicants are subject to ongoing monitoring and relevant new records may lead to the clearance being revoked. The Working with Children Check is fully portable so it can be used for any paid or unpaid child-related work in NSW for as long as the worker remains cleared. Online applications can be done via <http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check>

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

From 2019, information relevant to all aspects of school operation will be disseminated through Ark (ark.shcs.nsw.edu.au).

In Junior School, Ark will be used for:

- Accessing the fortnightly newsletter relevant to your child's class.
- Receiving general news, event invitations and 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 Year 5/6 and High School, Ark will be 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 information.
- Viewing the school calendar.
- Viewing School policies and completing forms.
- Finding updated information on the Uniform Shop and Canteen.

As Parents, you may be added to different Parent Groups for the sharing of news and information relevant to you.

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

1. Go to 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).

Students will be given their log-in details at school.

If you are unable to log in or have any other questions, feel free to email Erica Hoffman at erica.h@shcs.nsw.edu.au

3.4.3 House System

SHCS has three houses that contribute to the delivery of sporting, cultural and performance challenges. The House system is arranged in a vertical structure that means Prep through to Year Twelve have meaningful connections in their House groups named after missions and missionaries significant to SHCS: Watoto (**red**), Pullinger (**purple**) and Pinero (**sky blue**).

3.4.4 Daily organisation

Supervision of students commences at 8.30am each morning. All students are encouraged to leave their bags at their homeroom class, and then proceed to the Courtyard A. At the end of the day, teachers are situated at Parent Pickup Area as well as the Bus Bay (See SHCS Campus Map in Section 9).

3.4.5 Bell times

Homeroom	8:45am
Period 1	9:00am
Period 2	9:50am
Period 3	10:40am
Lunch 1	11:30am
Lunch 2	11:50am
Period 4	12:10pm
Period 5	1:05pm
Recess	2:00pm
Period 6	2:20pm
School Finishes	3:10pm

3.4.6 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.

3.4.7 Diaries

The school diary is a two-way communication tool between home and school. Students from Year 3 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 are encouraged to record any concerns or messages in the diary to be passed on to teachers.

3.4.8 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 Years Seven to Twelve 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.

3.4.9 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.

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 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.

3.4.10 Student Attendance

If a child is absent from school, we request that the parents/guardians inform the School Office. This can be done by completing an Absentee form in the School Office; by sending an Absentee notification via the SHCS App; or by downloading an Absentee form from the School's website to be completed by the parents/guardians and sent with the student upon his/her return to school.

Notes for all absences should be handed in at the School Office. It is not mandatory that the Absentee forms are used, however, they may assist you with the information required when completing your written notes. If writing your own absent notice, please include the student's full name, class/year, parent/s' name/s, reason of their absence and when they will be returning to school.

If a student is predicted to be absent from school for a substantially long time (a week or more), we have an "Application for Exemption from Attendance at School" form available from the School Office which must be completed prior to leave to allow us time to process a "Certificate of Exemption" certificate as required by the Department of Education. This form can be posted to the school, handed in by person or sent as an email attachment to reception@shcs.nsw.edu.au.

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.

3.4.11 Late/Early Leavers

- If a student arrives at School after 8:45am he/she must report to the School Office to obtain a late pass.
- If a student arrives after 9:00am he/she will be marked 'partially absent' and will require a note of explanation from parent/guardian.
- Students needing to leave School for any reason during the day must supply a note from parent/guardian. This will be signed by the Homeroom teacher in the morning. This note is submitted by the student to the Class Teacher upon leaving class and then to the School Office as the parent/guardian signs the student/s out. Students returning the same day, are requested to report back to the School Office to sign back in.

3.4.12 Chapels and Assemblies

Junior and High School students attend Chapel fortnightly in the SHCS Café, and a whole school Assembly takes place every Monday morning in the SHCS Courtyard A.

3.4.13 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. If you do not wish your child/ren to attend a particular incursion/excursion, please notify the School Office in **writing** prior to the excursion. Detailed information regarding incursions and excursions will be disseminated at least two weeks prior to an excursion.

4 TRAVEL

4.1 Parent 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 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: transportnsw.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 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 the School Office 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 Kiss and Drop

We have designed a Kiss and Drop area that allows students to be picked up/dropped off in a timely matter. One section is for the pick-up/drop-off zone where parents/guardians drive by to drop off/pick up students without having to park or leave their car. The other section is designed for parents/guardians to park their car and collect their child.

5 WELL-BEING

5.1 SHCS Canteen

The SHCS Canteen operates on Wednesday and Friday during the term and is committed to providing a great selection of freshly prepared meals using quality ingredients at affordable prices. Please visit the link to www.ouronlinecanteen.com.au to access the service and place your child's order online. If you do not wish to use the online service, you may continue to order lunches by writing your child's name and order on a paper bag and enclosing the money.

Any help by family and friends is greatly valued. Please see or ring our SHCS Nutritionist, Mrs Rowena Geradts, on (02) 4861 1781 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 free' 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 the School Office. 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 strongly advised to provide the 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

The Wingecarribee Council 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 the School Office 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.

6 UNIFORM

Southern Highlands Christian School students are ambassadors for our School. The dress and grooming of our students should project an image to both the public and fellow students befitting the School, its values and Christian ethos.

The SHCS School Uniform Policy requires that all students wear the school uniform on all school days, prescribed school activities and whilst en route to and from school, 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 policy. Parental support is requested and essential in ensuring our students will be well presented. The Homeroom teacher and parents will communicate on all variations to the Uniform Policy.

Students representing the School on excursions or sports carnivals will be required to be in the appropriate School uniform. Students may not be permitted to participate if the correct uniform is not worn.

To assist families in ensuring that their children are well dressed for their schooling, SHCS operates the Uniform Shop as the supplier of approved School uniform. This assures uniformity, cost-effectiveness and quality control. The Uniform Shop also operates a second-hand clothing pool.

6.1 Uniform Shop hours

The Uniform Shop is located on the SHCS Campus next to the Learning Centre. It is marked as B13 on the SHCS Campus Map in Section 8 of this Handbook. The opening times are listed below:

Wednesday	2:00pm – 4:00pm
Thursday	8:30am – 10:00am 2:00pm – 4:00pm

NOTE: Fittings are available by appointment.

Special operating hours in January 2019 include:

Wednesday	23 January 2019	8:30am – 4:00pm
Thursday	24 January 2019	8:30am – 12:30pm
Thursday	24 January 2019	BOOKED APPOINTMENTS (1-4PM)
Tuesday	29 January 2019	BOOKED APPOINTMENTS 8:30am – 11:30am
Tuesday	29 January 2019	12:00pm – 4:00pm
Wednesday	30 January 2019	1:00pm – 4:00pm
Thursday	31 January 2019	8:30am – 10:30am
Thursday	31 January 2019	2:00pm – 4:00pm
Friday	1 February 2019	8:30am – 4:00pm

6.2 Uniform Fittings

Fittings are available by appointment. Appointments go for twenty minutes and the uniform is usually paid and purchased at this time. Other arrangements can be made if needed and can be organised on the day.

6.3 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.

Junior School lost property is placed in the lost property box located in the SHCS Café. Parents/guardians can obtain the key to this box from the School Office. High School lost property is kept in the School Office, and can be accessed by contacting the School Receptionist.

6.4 Important Notes Applicable to all Uniforms

Hair:	<p>Boys – neat, tidy, natural colour (one colour only) and a maximum of collar length. Facial hair is not permitted.</p> <p>Girls – neat, tidy, natural colour (one colour only) and if longer than shoulder, 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. Years 11 and 12 girls are permitted to have their hair out.</p> <p>Exaggerated haircuts and outlandish hairstyles that draw attention to the individual are not permitted.</p>
Hats:	The wearing of hats is recommended. All Prep-Yr6 students must wear an approved SHCS hat when outside.
Sunglasses:	If required, sunglasses are to be of unpretentious style and colour and are only to be worn outside.
Swimmers:	Girls must wear a one-piece swimming costume for water related activities.
Jewellery:	Watches only, are permitted. Medical bracelets or necklaces are permitted on written medical advice from a doctor. Any other jewellery (such as necklaces or anklets) must not be visible.
Earrings:	Girls only, may wear one small (no bigger than 5mm), plain (gold, silver, gem or coloured), simple shaped stud in the lower lobe of each ear. Sleepers are permitted on written medical advice from a doctor. 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:	Clear nail polish is permitted. Years 11 and 12 girls may wear a modest amount of makeup.

6.5 Important Notes Applicable to all 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.

6.6 Important Notes Applicable to all 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.

6.7 Uniform Requirements

The following section outlines the uniform requirements for all the different Stages within SHCS.

JUNIOR SCHOOL (PREP) – BOYS' AND GIRLS' SUMMER AND WINTER UNIFORM



- Polo-shirt – bottle green with school crest
- Shorts – bottle green, SHCS logo
- Fleece Top – bottle green, with school crest
- Fleece Pants – bottle green
- Hat – brimmed, bottle green, school crest
- Socks – white
- Sport Shoes – predominately white, black or navy
- Backpack – green, school crest
- Beanie/Scarf/Gloves (*optional*) – bottle green
- Winter School Sport Jacket (*optional*) – navy

JUNIOR SCHOOL (YEARS K – 6) – SUMMER UNIFORM



Girls' Summer Uniform

Dress – green/navy tartan, white trim
Jumper – bottle green, V-neck, woollen, school crest
Socks – white, above ankle
Shoes – black, leather-type school shoes
Backpack – green, school crest
Hat – brimmed, bottle green, school crest
Hair accessories – navy or bottle green

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 brief in bottle green, navy or blacks.

Boys' Summer Uniform

Shirt – apple green, short sleeved
Shorts – dress (elastic back) grey
Jumper – bottle green, V-neck, woollen, school crest
Socks – grey, above ankle
Shoes – black, leather-type school shoes
Backpack – green, school crest
Hat – brimmed, bottle green, school crest

JUNIOR SCHOOL (YEARS K – 6) – WINTER



Girls' Winter Uniform

Jumper – bottle green, V-neck, woollen, school crest

Pinafore – bottle green, V-neck

Shirt – apple green, long sleeved

Tie – tartan

Tights – bottle green

Shoes – black, leather-type school shoes

Backpack – green, school crest

Hat – bottle green, brimmed, school crest

Beanie/Scarf/Gloves (*optional*) – bottle green

Winter School Sport Jacket (*optional*) – navy

Note: The length of a girl's skirt is to be touching the knee or longer.

Boys' Winter Uniform

Jumper – bottle green, V-neck, woollen, school crest

Shirt – apple green, long sleeved

Tie – tartan

Trousers – dark grey, long

Socks – grey

Shoes – black, leather-type school shoes

Backpack – green, school crest

Hat – bottle green, brimmed, school crest

Beanie/Scarf/Gloves (*optional*) – bottle green

Winter School Sport Jacket (*optional*) - navy

HIGH SCHOOL (JUNIOR: YEARS 7 – 10) – SUMMER



Girls' Summer Uniform

Jumper – green, V-neck, wool, school crest

Dress – green/navy tartan, white trim

Socks – white, above ankle

Shoes – black lace up, traditional leather-type

Backpack – navy, school crest

Hat (*optional*) – cap or wide brim navy, school crest

Note: The length of a girl's dress is to be touching the knee or longer.

Boys' Summer Uniform

Jumper – green, V-neck, wool, school crest

Shorts/Trousers – dress, mid grey (shorts), dark grey (trousers)

Shirt – white, short-sleeved, business collar

Tie – tartan

Socks – grey, above ankle

Shoes – black lace up, traditional leather-type

Backpack – navy, school crest

Hat (*optional*) – cap or wide brim navy, school crest

HIGH SCHOOL (JUNIOR: YEARS 7 – 10) – WINTER



Girls' Winter Uniform

Blazer – green, school crest
Jumper – green, V-neck, wool, school crest
Shirt – white, long-sleeved, business collar
Tie – tartan
Skirt – tartan
Tights – navy
Shoes – black lace up, traditional leather-type
Backpack – navy, school crest
Hat *(optional)* – cap or wide brim, navy, school crest
Beanie/Scarf/Gloves *(optional)* – navy
Winter School Sport Jacket *(optional)* – navy

Note: The length of a girl's skirt is to be touching the knee or longer.

Boys' Winter Uniform

Blazer – green, school crest
Jumper – green, V-neck, wool, school crest
Trousers – dress, long, dark grey
Shirt – white, long-sleeved, business collar
Tie – tartan
Socks – grey
Shoes – black lace up, traditional leather-type
Hat *(optional)* – cap or wide brim, navy, logo
Backpack – navy, school crest
Beanie/Scarf/Gloves *(optional)* – navy
Winter School Sport Jacket *(optional)* – navy

HIGH SCHOOL (SENIOR: YEARS 11 – 12) – SUMMER



Girls' Summer Uniform

Dress – green/navy tartan, white trim
Jumper – blue, V-neck, wool, school crest
Senior Badge (*a gift from the school, worn on collar*)
Socks – white, above ankle
Shoes – black lace up, traditional leather-type
Hat (*optional*) – cap or wide brim, navy, school crest
Backpack – navy, school crest

Note: The length of a girl's skirt is to be touching the knee or longer.

Boys' Summer Uniform

Shorts/Trousers – dress, dark grey
Shirt – white, short sleeved, business collar
Jumper – blue, V-neck, wool, school crest
Tie – tartan, school crest (*a gift from the school*)
Senior Badge (*a gift from the school, worn on tie*)
Socks – grey, above ankle
Shoes – black lace up, traditional leather-type
Hat (*optional*) – cap or wide brim, navy, school crest
Backpack – navy, school crest

HIGH SCHOOL (SENIOR: YEARS 11 – 12) – WINTER



Girls' Winter Uniform

Blazer – green, school crest (the outer garment during winter.)
Jumper – blue, V-neck, wool, crest
Shirt – white, long-sleeved, business collar
Skirt – tartan (*Note: The length of the girls' skirt is to be to the base of the knee or longer.*)
Tie – navy, school crest (*a gift from the school*)
Senior Badge (*a gift from the school, worn on tie*)
Tights – navy
Shoes – black lace up, traditional leather-type
Hat (*optional*) – cap or wide brim, navy, school crest
Backpack – navy, school crest
Beanie/Scarf/Gloves (*optional*) – navy

Boys' Winter Uniform

Blazer – green, school crest (the outer garment during winter.)
Jumper – blue, V-neck, wool, school crest
Trousers – dress, mid grey (shorts) dark grey (trousers)
Shirt – white, long-sleeved, business collar
Tie – navy, school crest (*a gift from the school*)
Seniors Badge (*a gift from the school, worn on tie*)
Socks – grey
Shoes – black lace up, traditional leather-type
Hat – cap or wide brim, navy, school crest (*optional*)
Backpack – navy, school crest
Beanie/Scarf/Gloves (*optional*) – navy

WHOLE SCHOOL (JUNIOR AND SENIOR) – BOYS' AND GIRLS' SPORT UNIFORM



JUNIOR SCHOOL (YEARS K – 6)

Polo-shirt – navy, green and white trim, school crest

Shorts – bottle green, SHCS logo

Track pant – bottle green, SHCS logo

Sport Jersey – green, navy and white, school crest

Winter School Sport Jacket (*optional*) - navy

Socks – white, plain, above ankle

Sport shoes – supportive, predominately white, black or navy

Hat – brimmed, bottle green, school crest

Backpack – bottle green, school crest

Beanie/Scarf/Gloves (*optional*) – navy

Winter School Sport Jacket (*optional*) – navy



HIGH SCHOOL (YEARS 7 – 12)

Polo-shirt – navy, green and white trim, school crest

Shorts – navy, SHCS logo

Track pant – navy, SHCS logo

Sport Jersey – green, navy and white, school crest

Socks – white, plain, above ankle

Sport shoes – supportive, predominately white, black or navy

Hat (*optional*) – cap or wide brim, navy, school crest

Backpack – navy, school crest

Beanie/Scarf/Gloves (*optional*) – navy

Winter School Sport Jacket (*optional*) – navy

6.8 Uniform Price List

An update Uniform Price List and Stationery Requirements list is available on the SHCS Website: www.shcs.nsw.edu.au.

7 SCHOOL EQUIPMENT REQUIREMENTS

7.1 Junior School

All Junior School students will require clear contact or book sleeves for book covering. Many of the items are available from the Uniform Shop. 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 'white-out' should not be brought to School. The SHCS Multi-purpose Bag will be used for Homework and Library Books. The bag is available from the Uniform Shop.

Items should be named and replaced as they are used.

PREP

- SHCS Multi-purpose Bag
- 1 Large boxes of tissues
- Headphones (not earbuds)

(All other stationery is provided for Prep)

KINDERGARTEN TO YEAR 4

- SHCS Multi-purpose Bag
- 2 Large boxes tissues
- Paint Shirt
- Ear Buds/Head Phones

(All other stationery is provided for K – Year 4)

YEAR 5 AND 6

- SHCS multi-purpose bag
- 2 Large boxes tissues
- Ear buds/head phones
- 6 Red ballpoint biros
- 6 Blue ballpoint biros
- 6 Lead pencils (good quality HB)
- 3 Pencil Erasers (soft white)
- 3 Large glue sticks
- Simple Calculator
- 1 Large Pencil case 10x30cm

- 1 Small Pencil case 7x20cm
- Ruler (cm & mm) not metal or flexible
- Scissors
- Textas (in separate pencil case)
- Black Pen – felt tip, fine 0.4
- Self-contained sharpener
- Highlighters – 3 different colours
- Bookmark (laminated/plastic)
- Post-it-notes – 1 pad

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

7.2 High School

There are two options for exercise books for HS students:

OPTION 1

- 1 x 5 Subject Notebook (Marbig colour hide or Spirax for example)
- 2 x Math Grid book (available in the Uniform Shop)
- 1 x A4 lined exercise book (available in the Uniform Shop)

OPTION 2

- 2 x Math Grid book (available in the Uniform Shop)
- 1 x A4 lined exercise book per subject see list below (available in the Uniform Shop)

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 'white-out' should not be brought to School.

Items should be named and replaced as they are used.

OTHER STATIONERY

(Please note that a Starter Pack is available from the Uniform Shop containing most of the listed items required for Year 7.)

- 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
- Non-metal ruler (mm and cm)

- Scissors
- Coloured pencils and textas
- Self-contained sharpener
- Scientific calculator (Year 7 to Year 12) – available at the Uniform Shop - this model only

SUBJECTS PER YEAR GROUP

YEAR 7 AND 8

English
Science
History (no book required)
Geography
Music
Biblical Studies (no book required)
PDH
Mathematics

YEAR 9 AND 10

English
Science
History (no book required)
Geography
PDH
Biblical Studies (no book required)
Mathematics
Elective 1
Elective 2

YEAR 11 AND 12

English
All Electives

YEAR 7 AND 8

Visual Arts Process Diary (VAPD) (can be purchased through Uniform Shop)

ELECTIVES YEAR 9 AND 10

Visual Arts – Visual Arts Process Diary (VAPD)

Drama – Theatre ‘blacks’ (black clothes, eg black pants and black t-shirt)

8 2019 TUITION FEE SCHEDULE

Stage of Schooling	1st Child	2nd Child	3rd Child	4th Child
Prep - Annual 1 Day Rate	1560	1560	1560	1560
Years K-2	4710	4240	2685	330
Years 3-6	6300	4505	3150	440
Years 7-8	7275	5455	3855	1820
Years 9-10	8270	6205	4135	2070
Years 11 & 12	9385	7040	4690	2345

8.1 Voluntary Contributions: SHCS Building Fund (Tax Deductible)

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

8.2 Capital Levy: K-12 (Non-tax deductible)

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

8.3 General Terms and Conditions

8.3.1 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. A copy of this document is available from the School Office.

8.3.2 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 additional charges to cover food and accommodation costs.

The above figures are annual fees. The annual fees above will be charged in four (4) equal instalments at the beginning of each term. Year 12 will be invoiced in three (3) equal instalments. The School does not require payment in advance of a year's tuition fees.

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

8.3.3 Payments and discounts

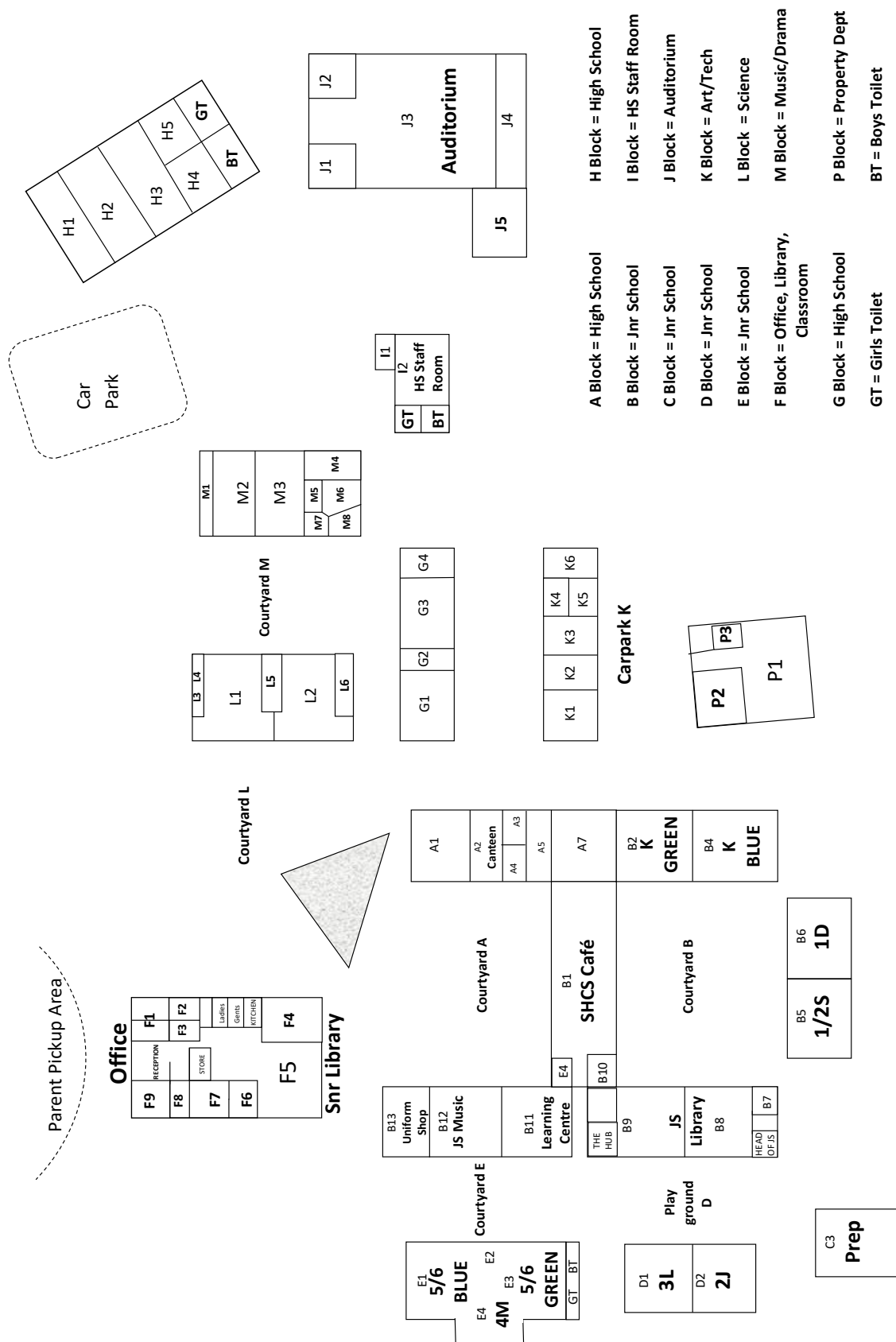
(a) Term fees are due and payable within 2 weeks from the date of invoice, unless a regular direct debit payment plan has been agreed with the Business Manager in advance. Annual fees paid in advance by February 15 2019 will attract a discount of 3%.

(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.

8.3.4 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.

9 SHCS CAMPUS MAP



Southern Highlands Christian School



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