Campus Details

Location: Corner West Bunberra Street and Princes Highway
Bomaderry 2541

Postal Address: Nowra Anglican College
PO Box 2382
Bomaderry 2541

Phone: 4423 5171 (Student Services)
4421 7711 (Administration)

Office Hours: 8.00am-4.00pm

Fax: 4421 7722

Email: admin@nac.nsw.edu.au
enrol@nac.nsw.edu.au

Uniform shop
Location: West Bunberra Street, Bomaderry
Phone: 4423 5477
Fax: 4423 7911
Email: midford.nowra@gazal.com.au
Hours: Mon/Wed/Fri 8:00am to 4:00pm
Welcome

Welcome to Nowra Anglican College’s Junior School. We aim to provide an environment where children are happy and where they can enjoy their learning. Our aim is to help our children to become confident and independent learners, capable of being responsible and generously involved members of the community.

We have a dedicated staff who genuinely care for their students. They work as a team to provide a quality education. Our students are provided with the best opportunities to achieve excellence and to develop a love of learning. Our differentiated lessons and programs provide experiences which challenge learners at their different levels of development.

Our well-rounded curriculum helps children to grow academically, physically, socially and spiritually,

This handbook provides general information for families and is intended as a helpful reference on curriculum and administrative matters. As the year progresses changes of routine may occur and these changes will usually be communicated through the regular newsletter or by email.

As a community we greatly value the partnership that exists between the College and the families whom we serve. We look forward to sharing many wonderful achievements and exciting endeavours in the year that lies ahead.

Mrs Susan Pearson
Head of Junior School
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**Term Dates 2015**

### Term 1
- **Tuesday 27 January**: Years 7, 11 & 12 commence
- **Wednesday 28 January**: Years 8, 9 & 10 & Years 1 – 6 commence
- **Friday 30 January**: Kindergarten commence
- **Thursday 2 April**: Term 1 ends

### Term 2
- **Wednesday 22 April**: Students commence
- **Monday 8 June**: Queen’s Birthday Public Holiday
- **Friday 19 June**: Term 2 ends

### Term 3
- **Monday 13 July**: Students commence
- **Monday 17 August**: Mid Term Break
- **Friday 18 September**: Term 3 ends

### Term 4
- **Wednesday 7 October**: Students commence
- **Monday 7 December**: Presentation Day (Junior School)
- **Tuesday 8 December**: Presentation Night (Senior School)
- **Tuesday 8 December**: End of Term 4

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**Junior School Day**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.45am</td>
<td>Morning Assembly</td>
</tr>
<tr>
<td>11.10am</td>
<td>Eating Time</td>
</tr>
<tr>
<td>11.20am</td>
<td>Lunch Break</td>
</tr>
<tr>
<td>11.50am</td>
<td>Middle session</td>
</tr>
<tr>
<td>1.40pm</td>
<td>Afternoon tea break</td>
</tr>
<tr>
<td>2.10pm</td>
<td>Afternoon session</td>
</tr>
<tr>
<td>3.15pm</td>
<td>Dismissal</td>
</tr>
</tbody>
</table>
Communication

Communication plays an essential role in the Junior School as it facilitates effective partnership between home and the College. We aim to be as accessible to parents as possible. We appreciate the opportunity to share with parents the job of educating their children and we are keen to facilitate good communication between parents and staff. To do this effectively it's important that lines of responsibility and communication are clearly known and understood by all within our College community.

Methods of communication include:
1. Student diaries
2. College newsletter
3. Class letters
4. Parent/teacher interviews
5. Reports
6. Morning Assemblies

1. Student Diaries
The College diary plays an important part in communication between the College and families of students in Years 3-6.

Students are expected to bring their diary to school each day and take it home every afternoon. When students come to school they are to take out their diary and leave it open on their desks throughout the day so that notes can easily be made, either by the student or their teachers.

Students use the diary to reflect on their learning and to help them remember their day when they are recounting the events of the day with their parents.

Teachers use the diary to communicate with parents/caregivers.

Parents use the diary to communicate with teachers and to indicate that homework has been completed. The diary should not be used for communication of a sensitive or confidential nature. The student diary must be kept free of graffiti.

2. Newsletter
The College Newsletter is produced each fortnight and distributed via email. The newsletter may also be downloaded from the College internet site [www.nac.nsw.edu.au](http://www.nac.nsw.edu.au), under Parents/Newsletters. A limited number of newsletters are available in hard copy and may be collected from Student Services.

3. Class Letters
At the beginning of each term, teachers write a letter to parents outlining the term’s structure and curriculum.

4. Parent/Teacher Interviews
Parents are welcome to request an interview with their child’s teacher at any time during the year. We encourage regular communication because of the benefits it provides to you and to your children. It also helps teachers understand your child better, allowing them to cater better for their individual needs.

Formal, structured interviews are also offered during the year. These interview evenings are publicised and organised through the College office.
5. Reports
Two written reports are issued each year. Semester One reports are provided at the end of Term 2. Semester Two reports are distributed at the end of Term 4.

Reports are one means of informing parents and recording information relating to a child’s progress. They are important documents and are written primarily for the parents of students. A more holistic view of the progress of each child can be gained through talking with the class teacher and other staff.

6. Morning Assemblies
Every morning Junior School students line up in classes for the morning assembly. This is an important time of the day, when parents, students and teachers gather to hear the day’s announcements.

Contacting Staff
For both curriculum and welfare concerns, your first point of contact is usually your child’s class teacher.

If your questions or concerns cannot be answered by your child’s teacher, your enquiries can be directed to the relevant Stage Coordinator.

In all cases of special need or urgency, teachers try to contact parents/caregivers, and we ask parents/caregivers to do the same. Appointments may be made through the College office.

Matters of a more serious nature may be taken to the Head of Junior School. Please make appointments through the College Office.
Curriculum

The academic program in the Junior School is based on the six key learning areas in accordance with the NSW Board of Studies requirements. With the introduction of the National Curriculum there will be some changes to the syllabus over the next couple of years. The six key learning areas are:

1. English
2. Mathematics
3. Human Society and its Environment (HSIE)
4. Science and Technology
5. Creative Arts
6. Personal Development Health & Physical Education

1. English
English is a key learning area where students develop knowledge, skills, understandings about English language and literature. The English syllabus is organised into five strands:

- Communicating through speaking, listening, reading, writing, viewing and representing
- Using language to shape and make meaning according to purpose, audience and context
- Thinking in ways that are imaginative, creative, interpretative and critical
- Expressing themselves and their relationships with others and their world
- Learning and reflecting on their learning through their study of English

2. Mathematics
Mathematics is a key learning area where students learn to describe and apply patterns and relationships; reason, predict and solve problems; calculate both mentally and in written form, estimate and measure; and interpret and communicate information presented in numerical, geometrical, graphical, statistical and algebraic forms.

The Mathematics syllabus is organised into one process strand, Working Mathematically, and five content strands:

- Number and Algebra
- Measurement & Geometry
- Statistics & Probability

3. Human Society and its Environment
Human Society and its Environment is a key learning area where students develop knowledge, understandings, skills and values and attitudes about people and their social and physical environments. The HSIE syllabus is organised in four strands:

- Change and Continuity
- Cultures
- Environments
- Social Systems and Structures

4. Science and Technology
At Nowra Anglican College there is a special emphasis on the teaching of Science with students enjoying the advantages of being in a K-12 school. The resources of the Senior School are made available for the Junior School and students in Years 5 & 6 have a proportion of their lessons in a Senior School Science laboratory.
5. Creative Arts
Creative Arts comprises visual arts, music, drama and dance. Creative arts play a significant role in how meaning is made in peoples’ lives. Visual arts, music, drama and dance offer students and people of all ages opportunities for personal expression, enjoyment, creative action, imagination, emotional response, aesthetic pleasure and the creation of shared meanings.

Research shows that creative arts support the development of critical neurobiological systems that enhance improved social, emotional, physical, academic and cultural outcomes. It has a significant impact on the effectiveness of learning in other curriculum areas.

6. Personal Development, Health and Physical Education
Personal Development, Health and Physical Education is directly concerned with the development of the student as a whole person. PDHPE encourages an understanding and valuing of self and others, promotes physical activity and emphasizes informed decision making leading to effective and responsible action. The syllabus is based on a broad notion of health that encompasses all aspects of an individual’s well-being and is organised into eight interrelated strands:

Integrated Curriculum
Our integrated curriculum, crossing traditional subject boundaries, is based on an inquiry approach. From Kindergarten to Year 6 children grow to become critical thinkers, exploring problems together, expressing views, modifying ideas and sharing their understandings. An integrated curriculum is one in which learning occurs across subject areas. For example, students who are studying an HSIE unit on Transport will be talking and listening, writing and reading about transport (English), drawing graphs and interpreting data (Mathematics) and creating a transport mural (visual arts). Such programs facilitate inquiry-based and research-centred learning.

Information Technology
From Kindergarten to Year 6 children learn to use computers for a range of purposes. They use Word to create documents and spreadsheets to read, write and interpret data. They understand the use of a browser and learn how to use websites effectively for research purposes. They learn how to send and receive emails.

Computers are easily accessed in centrally located hubs (Years 3-6) and in classrooms for K-2 children. We also have class sets of laptops and iPads in the Library and in the Enrichment Centre. All computers are networked and have internet access. Interactive whiteboards are used in all classrooms.

From Year 3 upwards, students are provided with their own password. Students and parents are required to sign their acceptance of the Student Computer Use Policy. Students learn about cyber safety and about their responsibilities as cyber citizens.

Where students fail to comply with this policy, computer privileges may be withdrawn for a period of time.
Learning Support and Enrichment

At Nowra Anglican College, learning is differentiated according to children’s needs and abilities. There is a strong emphasis on assessment for learning. Assessment helps teachers to establish prior knowledge and skills and allows them to make determinations about ‘where to next’.

Each year, a great deal of consideration is given to the placement of students. The College values the trust that parents place in the professional judgment of the College as it seeks to best meet the needs of each student in its care. Decisions are based on a large number of factors including gender balance and the academic, social and emotional needs of the students.

Our team approach enables teachers to work closely together to ensure the best possible outcomes for our children. The Learning Support and Learning Enrichment teachers work closely with the class teachers and our school Counsellor (who is a registered psychologist).

In the normal classroom, children work in groups so that they are learning at a level that is commensurate with their level of ability.

Sometimes, the Learning Support teacher will work with the class teacher to create an individualised learning plan for a particular student. Sometimes students are withdrawn from class to work individually or in a group setting with a member of the Learning Support team.

All students in the Junior School benefit from our Learning Enrichment program which has a strong focus on the development of higher order thinking skills. Our Enrichment teacher works in all classrooms and team teaches with the class teacher.

In addition, students, who display particular ability, are withdrawn from their own class each week to work with the Enrichment teacher. The students chosen are typically achieving beyond stage outcomes. The focus of the Enrichment class is on concept-based rather than curriculum-based content.

Years 5 & 6

In Years 5 & 6 students have classes with Senior School teachers once a week in a range of subjects including History, Science, Design and Technology and English.

The purpose of the program is to give students a taste of secondary education and to excite them about learning experiences which lie ahead. The students enjoy having their lessons in the Senior School classrooms and becoming familiar with that environment.

Philosophy

In Years 5 & 6 the students have philosophy lessons in the Enrichment Centre with the Learning Enrichment teacher. Students are taught to think, to question, to listen to each other’s ideas and to discuss. They learn about great philosophers like Plato and Aristotle. The study of philosophy broadens the mind and encourages students to think deeply from a number of different perspectives.
A Typical Junior School Day also includes:

**Christian Studies**
Students have devotions and Christian Studies lessons each week with their class teacher. From Year 3, students are provided with their own Bible to use in lessons.

**Chapel**
Students attend Chapel each week in the Recital Room. These informal services are a highlight of the week and the children enjoy participating actively in singing, prayer and class presentations. Parents and friends are welcome to attend.

**Library**
Library lessons occur once a week. The children borrow books and learn about the Library. Students are encouraged to bring their Library bag to each lesson so that they can change their books. Students may also visit the Library at lunchtimes to read, use the computers or to play chess.

**French**
Learning a language enhances a learner's understanding of, and insight into, their own language. It enriches students’ cognitive development and broadens their cultural perspectives. At Nowra Anglican College French is taught from the very first year in Kindergarten. Students learn French through using it to communicate e.g. in songs and games.

**Music**
Music is an important part of our curriculum. Students attend classes each week in one of the music classrooms with our specialist teacher. Our large range of instruments ensures that children can participate actively in lessons. There is a strong focus on enjoyment.

Students are given the opportunity to learn an instrument through the peripatetic program and to join groups such as Choir, the String Ensemble, Guitar Ensemble or the Junior Band.

**Public Speaking**
Public Speaking teaches students the skill of informing, influencing and entertaining listeners and is an important part of our curriculum. All students (1-6) take part in Public Speaking, usually during Term 3 with class competitions leading up to the finals and then to competitions against other schools in the Southern Schools Public Speaking Competition.

**Lunchtime Activities**
- God Squad (Years 1 - 4 Christian fellowship group)
- Club 56 (Years 5 & 6 Christian fellowship group)
- Library
- Chess club
- Debating
- Green Thumbs Garden Club
- Drama Club

**After School Care**
Camp Australia operates after school care each week day during term time from 3.15pm to 5.30pm. Students going to After School Care assemble on the verandah at the front of the Kindergarten block at 3.15pm. Further information about After School Care is available at Student Services.
Crunch & Sip
Crunch & Sip usually occurs between 9:30am and 10:00am. It is not a separate break and is not intended to interrupt lesson time. The idea of Crunch & Sip is to help bridge the gap between Breakfast and Lunch.

Parents are asked to provide food that is bite-sized and not messy. Only fresh fruit or vegetable pieces are permitted. Suggested foods include: grapes, apple pieces, strawberries, carrot sticks, celery sticks, and capsicum pieces. Children are encouraged to have a bottle of water (not juice or other sugary drinks) on their desks during the day. Juice is permitted at break times.

Lunch and Afternoon Tea
We have two main breaks in the Junior School. The first break is Lunch and children eat their lunch supervised by their class teacher. They then go into the playground for their playtime (30 minutes). The second break is the Afternoon Tea break (30 minutes).

We encourage a healthy diet of fresh food. Sweet, packaged and highly processed foods do not help children to grow well and get through a busy day at school.

Nut Aware
NAC has a ‘nut aware’ policy. Students are not permitted to bring nut products to school. Children should never swap, or share their lunch or snacks.

Canteen
Our healthy canteen operates Monday to Friday at lunch time and the afternoon break. Parent volunteers are most welcome. Lunch orders may be made online at www.fleximeals.com.au. Alternatively, orders can be written on a lunch bag, with the child’s name, class and order for the child to place in the class basket.

Excursions and Camps
Excursions are planned to broaden and enrich units of work as students engage in their learning.

Students in Years 4-6 attend a three day camp at Anglican Youth Works sites. Year 3 students have a one day ‘taste of camp’ experience. The outdoor experience (including a Christian Discovery program) and run by teachers and qualified instructors, is designed to develop qualities of teamwork, confidence, resourcefulness and environmental awareness. Expenses for excursions and camps are covered by the service fee.
Sport

Our sports program aims to achieve a high level of enthusiasm and participation in a wide range of sports. The College’s excellent sporting facilities include the gymnasium, the oval and two basketball courts.

In the Junior School we have a dedicated Sports Coordinator who is not on class and whose complete focus is upon providing the best possible sports program for our students.

Students in Kindergarten, Year 1 and Year 2 have sport with their class teacher. Students in Years 3-6 play a range of sports on a rotational basis including T-ball, cricket, soccer, volleyball, gymnastics, dance and netball. Sports clinics include AFL and tennis. Year 2 attend a swimming school in Term 4.

Sport Days

Years K-2: Thursday  Years 3-6: Friday

Fitness lessons at other times provide aerobic exercise such as jogging, skipping, dancing and minor games. Sports uniforms are not required for these lessons.

The House System

The students are divided into four equal Houses.

The Houses are all named after significant Rectors to the Parish of Nowra:

HARGRAVE (red)  Rev. Joshua Hargrave, rector 1877-1890
PROCTER (yellow)  Rev. Edmund Procter, rector 1855-1856
TRICKETT (green)  Rev. Herbert Trickett, rector 1899-1906

Representative Sport

There are many opportunities for students to participate competitively against students from other schools in a variety of sports. Students who achieve well in the College Swimming, Athletics and Cross Country Carnivals go on to compete in the Southern Anglican Schools Sports Association (SASSA) competitions and then to CIS (Combined Independent Schools).
Homework

Homework is set by teachers in order to:

- Consolidate ‘in-school’ learning
- Promote organisational and study skills and positive work habits
- Communicate to the child that learning also takes place outside school
- Strengthen the link between home and school
- Promote positive attitudes about learning

Homework Guidelines

The amount of time spent on homework should typically not exceed the following guidelines:

<table>
<thead>
<tr>
<th>Kindergarten</th>
<th>10 minutes 4 nights per week</th>
<th>• Home reading</th>
</tr>
</thead>
</table>
| Year 1       | 10-15 minutes 4 nights per week | • Home reading  
|              |                             | • Spelling    |
| Year 2       | 10-15 minutes 4 nights per week | • Home reading  
|              |                             | • Spelling    
|              |                             | • Other homework may include Maths or simple research related to unit work |
| Years 3 & 4  | 15-20 minutes 4 nights per week | • Reading  
|              |                             | • Spelling    
|              |                             | • Mathematics |
| Years 5 & 6  | 25-30 minutes 4 nights per week | • Reading  
|              |                             | • Spelling    
|              |                             | • Mathematics  
|              |                             | • Revision of work for a test  
|              |                             | N.B. There is an additional focus on the development of study skills |
Pastoral Care

Pastoral care encompasses those aspects of a child’s schooling which have to do with the behavioural, emotional, psychological social and spiritual domains. As a caring community, we seek to provide a safe and nurturing environment so that students can flourish. Students are taught and encouraged to be kind and caring towards others in the College community and to demonstrate appropriate behaviour at all times.

These guidelines are taught during Personal Development and Christian Studies lessons. Our Behaviour Support Guidelines are distributed to every family so that all members of our College community understand these principles and expectations.

We value parental support because it encourages our children to have a positive attitude towards the College and staff. We ask parents and carers to reinforce the discipline measures taken at the College by:

- Supporting our uniform and discipline policy
- Discussing any concerns you may have with the staff rather than with your children
- Ensuring your children attend school except in the case of genuine illness
- Ensuring your children attend camps and other special days and/or activities
- Taking opportunities where possible to attend Chapel and other special events to which parents are invited

Uniform
Correct wearing of the College uniform is important in setting high standards of behaviour and helping children to feel pride in their school. Students learn about the importance of personal presentation.

Students are expected to wear the uniform as required. Parents are asked to ensure that all articles of clothing are labeled with the pupil’s name and that they come correctly attired and neatly dressed. The College Uniform Shop stocks all uniform requirements, except shoes.

Bullying
Bullying is a deliberate, conscious, ongoing action to hurt, threaten or frighten someone. It can take many forms including physical, verbal, threatening gestures, using technology and mobile phone messaging.

Bullying is not tolerated at Nowra Anglican College. School should be a safe and happy place. It is important that students and parents work with the College to solve any bullying problem. It is also important that we are informed when bullying occurs so that the matter can be investigated as soon as possible.

If you know or suspect that your child is being bullied, please contact your child’s teacher so that the concern can be investigated as soon as possible and followed through appropriately.
## Uniform

### WINTER UNIFORM (TERMS 2 & 3)

<table>
<thead>
<tr>
<th>ITEM</th>
<th>GIRLS</th>
<th>BOYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAG</td>
<td>The College bag is compulsory for all students.</td>
<td></td>
</tr>
<tr>
<td>BOMBER JACKET</td>
<td>NAC navy gabardine bomber jacket is the compulsory outer garment for winter uniform</td>
<td></td>
</tr>
<tr>
<td>JUMPER</td>
<td>Navy wool (optional)</td>
<td></td>
</tr>
<tr>
<td>DRESS</td>
<td>Red tartan tunic</td>
<td></td>
</tr>
<tr>
<td>BLOUSE/SHIRT</td>
<td>White ‘Peter Pan’ style with long sleeves</td>
<td>White Deluxe long sleeve</td>
</tr>
<tr>
<td>TIE</td>
<td>Navy/ red tab tie on elastic</td>
<td>Navy/ red tartan</td>
</tr>
<tr>
<td>TIGHTS</td>
<td>Navy</td>
<td>Grey</td>
</tr>
<tr>
<td>TROUSERS</td>
<td>Grey serge, College style</td>
<td></td>
</tr>
<tr>
<td>SOCKS</td>
<td>Grey</td>
<td></td>
</tr>
<tr>
<td>HAT</td>
<td>Navy drill cotton slouch with College emblem</td>
<td></td>
</tr>
<tr>
<td>SHOES</td>
<td>Traditional lace-up leather school shoes</td>
<td></td>
</tr>
<tr>
<td>SPORT/P.E.</td>
<td>NAC trackpants &amp; sloppy joe, NAC polo shirt, NAC hat, white ankle length socks, lace-up joggers (predominantly white)</td>
<td></td>
</tr>
</tbody>
</table>

### SUMMER UNIFORM (TERMS 1 & 4)

<table>
<thead>
<tr>
<th>ITEM</th>
<th>GIRLS</th>
<th>BOYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAG</td>
<td>The College bag is compulsory for all students.</td>
<td></td>
</tr>
<tr>
<td>DRESS</td>
<td>Blue &amp; white check with navy tab (mid knee length)</td>
<td></td>
</tr>
<tr>
<td>SHIRT</td>
<td></td>
<td>White Deluxe short sleeve</td>
</tr>
<tr>
<td>TIE</td>
<td></td>
<td>Navy &amp; red tartan</td>
</tr>
<tr>
<td>SHORTS</td>
<td>White ankle with navy stripe</td>
<td>Grey</td>
</tr>
<tr>
<td>SOCKS</td>
<td>White ankle with navy stripe</td>
<td></td>
</tr>
<tr>
<td>HAT</td>
<td>Navy drill cotton slouch with College emblem</td>
<td></td>
</tr>
<tr>
<td>SHOES</td>
<td>Traditional lace-up leather school shoes</td>
<td></td>
</tr>
<tr>
<td>SPORT/P.E.</td>
<td>NAC navy shorts, NAC polo shirt, NAC hat, white ankle length socks, lace-up joggers (predominantly white)</td>
<td></td>
</tr>
</tbody>
</table>
GUIDE TO WEARING THE UNIFORM

<table>
<thead>
<tr>
<th>Section</th>
<th>Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>HAIR</td>
<td>Hair should be neat and tidy. Hair should not be dyed. Hair styles must be conventional (eg. no unkempt hair, shaved sections of hair, mohawks, etc). Boys: hair is to be above the collar, ears and eyebrows. Hair should be off the face and no shorter than a ‘number 2’. Girls: Hair must be neat and off the face. Shoulder length hair longer than the collar must be tied back/ clipped with plain navy, red or white bands/ribbons.</td>
</tr>
<tr>
<td>JEWELLERY</td>
<td>Girls are permitted to wear one set of matching plain sleepers or plain studs, one in each ear lobe. No other visible body piercings are permitted.</td>
</tr>
<tr>
<td>MAKE-UP</td>
<td>Make up is not permitted. Nail polish is not permitted.</td>
</tr>
<tr>
<td>DRESS LENGTH</td>
<td>To be worn at or below the knee.</td>
</tr>
<tr>
<td>SHIRTS</td>
<td>Skivvies are not to be worn. No T-shirt is to be visible. Blouses and shirts are to be tucked in and buttoned to the neck.</td>
</tr>
<tr>
<td>SHORTS/ TROUSERS</td>
<td>Must be worn around the waist, not on the hips.</td>
</tr>
<tr>
<td>TIES</td>
<td>To be worn correctly i.e. Tied up to the neck.</td>
</tr>
<tr>
<td>SCARVES GLOVES</td>
<td>Plain blue or red scarves may be worn in winter. Navy blue gloves are optional</td>
</tr>
<tr>
<td>SPORTS UNIFORM</td>
<td>The sports uniform is only to be worn to school on Sport Day or to sporting events.</td>
</tr>
<tr>
<td>SCHOOL BAGS</td>
<td>Must be free of any graffiti.</td>
</tr>
<tr>
<td>BOMBER JACKET</td>
<td>Must be worn to and from school as part of the winter uniform (Terms 2&amp;3). It may also be worn on colder days in summer with the summer uniform. The bomber jacket is the compulsory outer garment. Jumpers may only be worn under jackets.</td>
</tr>
<tr>
<td>HATS</td>
<td>Hats are to be worn to and from school, between classes and during break times.</td>
</tr>
</tbody>
</table>
# Nowra Anglican College Junior School

## Behaviour Support Guidelines

### A Caring Community

<table>
<thead>
<tr>
<th>We have guidelines so that:</th>
<th>Our Goals</th>
</tr>
</thead>
<tbody>
<tr>
<td>All members of our College community know how we encourage appropriate behaviour in our children</td>
<td>- To acknowledge and encourage appropriate behaviour</td>
</tr>
<tr>
<td>All who work with our students do so in a firm and fair manner</td>
<td>- To provide a safe and nurturing environment so that our students have the opportunity to flourish</td>
</tr>
<tr>
<td>Our students experience consistency when dealing with adults in our College community</td>
<td>- To have a consistent, firm and fair approach to managing behaviour</td>
</tr>
</tbody>
</table>

### “Be kind to one another, tender-hearted, forgiving each other, just as God in Christ has forgiven you.”

_Ephesians 4:32_

<table>
<thead>
<tr>
<th>Our Principles</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Caring, positive and supportive relationships are the key to appropriate behaviour</td>
</tr>
<tr>
<td>- Everyone has the right to feel cared for and safe</td>
</tr>
<tr>
<td>- Everyone should be treated with respect</td>
</tr>
<tr>
<td>- Consideration is given to individual circumstances</td>
</tr>
<tr>
<td>- Some circumstances limit choice but do not diminish responsibility</td>
</tr>
<tr>
<td>- Behaviour policies are simple, specific and clear</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Our Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>We need to:</td>
</tr>
<tr>
<td>- Honour God</td>
</tr>
<tr>
<td>- Show kindness, courtesy and respect for others</td>
</tr>
<tr>
<td>- Respect the name and reputation of our College</td>
</tr>
<tr>
<td>- Do our best at all times</td>
</tr>
<tr>
<td>- Look after our belongings</td>
</tr>
<tr>
<td>- Care for our College environment</td>
</tr>
</tbody>
</table>
### How do we seek to encourage our students?
- verbal praise/ smile/ modelling/ handshake/high five/ applause /free choice activity/
  show work to others/ displaying work around the College/ stickers
- written comment/ merit certificates/ playground trophy
- table points/ class award/ visit to another teacher
- mention in newsletter/ mention on assembly /Presentation Assembly/ Kind and Caring
  award

### What are some examples of behaviour we encourage?
**Honour God:** participating in Chapel and devotions, praying, reading the Bible, supporting charities

**Show kindness, courtesy and respect for others:** encouraging others, allowing others to play in games, using good manners, speaking with a respectful tone, listening attentively, standing when an adult enters the room, allowing passage through doorways and thoroughfares

**Respect and honour the name and reputation of our College:** wearing the uniform properly, keeping hair neat and in line with uniform code, showing respect and consideration to the public while on excursions, behaving sensibly on public transport, being in appropriate areas at all times, moving around the College sensibly

**Do our best at all times:** being punctual, contributing and participating in class, giving maximum effort in bookwork, completing set tasks, completing homework on time

**Look after personal belongings:** labelling all uniform items, having the correct equipment in class, keeping personal belongings in bags, keeping bags closed and placed neatly outside the classroom, keeping shoes clean, leaving toys and valuable items at home

**Look after our environment:** putting rubbish in the bins, caring for the gardens, eating in correct areas

### What happens when children misbehave?
- Misbehaviour will normally fall into one of three levels. Level 1 is for minor problems and level 3 the most serious.
- The staff member will take into account any special considerations which may be affecting the child.
- On the vast majority of occasions the misbehaviour will be a ‘Level 1’ misbehaviour and will be dealt with immediately, usually by the class teacher or teacher on duty.
- When more serious misbehaviour occurs, it may be classified by the staff member as a ‘Level 2’ offence or very occasionally, a ‘Level 3’ offence.
- Consequences are usually dependent on the level of misbehaviour
- Staff are encouraged to be fair, flexible, compassionate and understanding.
## Some Examples of Level 1 Misbehaviours
- Inattention in class, assembly or Chapel
- Answering back
- Lack of appropriate equipment in class e.g. pens or pencils
- Lack of care for an essential item such as a hat, bomber jacket or diary
- Having an untidy desk or tote tray
- Deliberately untidy work
- Unfinished homework without a parent note
- Avoiding when asked to help
- Not greeting an adult appropriately
- Not allowing passage for an adult
- Disturbing the learning of others
- Unkind talk about another person
- Excluding other children
- Touching another person’s property
- Walking on the gardens
- Dropping rubbish in the playground
- Not wearing uniform correctly

## Some Possible Consequences of Level 1 Misbehaviours
- A talk with the teacher
- Miss some playtime
- Lose a table point or other class reward
- Make an apology
- Perform a clean-up duty
- Receive a uniform infringement

A note may be written in the diary. However, minor infractions may not be reported to parents.

## Some Examples of Level 2 Misbehaviours
- Repeated Level 1 offences
- Disobeying a simple and reasonable request or instruction
- Inappropriate behaviour towards a staff member
- Disruptive behaviour in class
- Using someone else’s password on the computer
- Inappropriate language (eg swearing)
- Writing notes about another person
- Repeated unkind talk about another person
- Repeatedly excluding other children
- A minor physical act against another
- Deceit or dishonesty
- Throwing sticks, rocks, bark or similar
- Poor behaviour in public places e.g. on excursions
- Deliberately defacing or damaging the property of others
- Deliberately defacing or damaging part of the College environment.
Some Possible Consequences of Level 2 Misbehaviours
- Referral to the Stage Coordinator
- Any of the consequences for Level 1
- Miss playtime
- Peer mediation
- Time out or isolation for a specified period
- Reflection time and the completion of a reflection sheet under supervision.
- A progress chart to support and monitor the student’s class work or behaviour
- Uniform reflection form
- A letter home about incorrect uniform
- Loss of privileges
- In-school suspension (supervised work in isolation from peers)

Parents will usually be contacted by phone or asked to attend an interview. Sometimes a note will be made in the diary. A record of the behaviour is kept on the database.

Some Examples of Level 3 Misbehaviours
- Repeated Level 2 offences
- Blatent rudeness to a member of staff
- Striking out at another person with the intention of hurting
- Throwing rocks or other objects in order to hurt someone
- Inappropriate body gestures or language directed at another
- Racism
- Bullying (cyber, verbal, physical or relational)
- Targeting a disability or circumstance of another in order to tease or bully
- Stealing
- Vandalism
- Inappropriate use of the computer

Some Possible Consequences of Level 3 Misbehaviours
- Referral to the Head of Junior School or representative
- Any of the consequences from Level 1 & 2
- Restricted play area
- Exclusion from performances, carnivals, excursions, camp
- Loss of position of responsibility where appropriate
- Suspension of computer privileges
- In-school suspension (supervised work in isolation from peers)
- Suspension
- Expulsion

Parents will be usually be contacted by phone or asked to attend an interview. A record of the behaviour is kept on the database. Referral to the College counsellor or a behavioural specialist may be recommended.
Playground

We have a lovely, big playground which allows for a wide variety of games and activities. The Junior School has different break times to the Senior School. Our playground consists of:

- Kindergarten play area (with climbing equipment and sand pit)
- Canteen (covered area)
- Paved area adjacent to the Administration building
- Basketball court
- Grass area adjacent to the canteen
- Apex Park (with slides, swings, climbing frame, sand pit)

For sun safe reasons, children are expected to wear their hats in the playground.

Children are taught and encouraged to be considerate of each other in the playground. They are expected to play safely and sensibly so everyone can enjoy their break time.

Due to the level of traffic entering the College in the mornings and afternoons, ball games are not permitted before or after school. Balls should not be thrown or kicked in a dangerous manner. Care needs to be taken of other people, buildings and cars. The kicking of balls is permitted only in Apex Park and the oval.

Our Playground Rules

Safety
• We play safely
• We wear hats
• We stay in the playground area
• We walk on pathways
• We do not play in toilets
• We stay away from the car park
• We don’t throw rocks or sticks

Courtesy and Caring
• We care for College gardens, equipment and property
• We are kind and considerate to everyone
• We keep our College environment clean

If I have a problem in the playground, I follow the traffic lights:

- STOP - Say clearly and firmly, “Please stop it, I don’t like it”.
- WAIT and let the other person choose how they respond
- GO back to play, or, if there is still a problem, go to find help.
### Award System

The College award program is designed to encourage and promote appropriate behaviour and recognise academic achievement and effort.

<table>
<thead>
<tr>
<th>Step</th>
<th>Type of Award</th>
<th>Criteria (examples)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Merit Certificate</td>
<td>Academic Excellence</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Application</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Improvement</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Participation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Perseverance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Kindness</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Courtesy</td>
</tr>
<tr>
<td>2</td>
<td>Certificate of Excellence</td>
<td>Five merit certificates</td>
</tr>
<tr>
<td>3</td>
<td>Light of the Cross</td>
<td>4 Certificates of Excellence</td>
</tr>
</tbody>
</table>

Merit Certificates are presented by teachers in class.

Certificates of Excellence are generally presented at Chapel.

Light of the Cross Certificates are usually presented at Presentation Assemblies which occur each term.

**Presentation Assemblies** occur each term. These assemblies acknowledge the achievements of students in sport and academic endeavours. ANZAC Day is commemorated with a special ceremony to which representatives from the Navy and the RSL are invited. Special services are held at Easter and at Christmas.

**Presentation Day** at the end of Term 4 is a formal occasion and a wonderful culmination to a fine year. Attendance at Presentation Day is compulsory for all students.
Attendance

Absences

Attendance at school is a legal requirement. Any absence from school during normal hours because of illness or other reasons must be accounted for. Parents are able to explain absences via the Parent Portal (on the College website) or a note to explain an absence is required on the student's return.

For an extended absence during term time (e.g. for a family holiday) permission must be requested in writing and addressed to the Principal. An application for Exemption from Attendance form must be completed.

Punctuality

Students are expected to be at school for the morning assembly at 8.45am. Regular routines are essential for young children and they benefit by having a settled start to their day.

Late arrivals

Students who arrive late (after the morning assembly) are required to sign in at Student Services. They will receive a note which they take to their class teacher.

Departures

Parents picking their children up by car should pre-arrange where the pick-up will occur. Parking is available in the car park near the canteen. Please note that parking is not permitted in the turning circle. The pick-up area in the turning circle is the spot closest to the Administration building. Students in Years 1-4 are taken to pick up areas by their teachers. Students in Years 5-6 are dismissed from classrooms. Students who catch buses are required to wait under the shade shelter under the supervision of the teachers on duty.

Early Departures

Students are not permitted to leave the College grounds unless written parental permission has been provided to the office. Students take their note to Student Services before class in the morning, receive a permission slip to give to their teacher and meet their parent/carer in the office upon signing out. Students are required to report to Student Services when they return to school following an appointment.
Student Services

Student Services is located in the main administration building. Virtually any matters affecting currently enrolled students may be dealt with at Student Services between 8:00am and 4:00pm Monday to Friday.

Call Student Services directly on 4423 5171 for any general inquiries on issues such as sport, excursions, timetable; attendance issues – late arrivals/ early departures; bus information and passes.

Sick Bay

Sick Bay is located at Student Services. The College needs to be notified of any student on medication. The appropriate documentation needs to be completed and submitted to Student Services and may need to be negotiated with the Principal or Head of Junior School. Pain relievers are not administered unless provided to the student by parents/caregivers as described. Students who require asthma inhalers should keep their inhalers with them and self-administer. It is recommended that a second inhaler is provided for the student and kept at Student Services. The student’s name and class should be clearly marked.

Personal Property

Students are expected to take care of their own property. Property should be clearly labelled, particularly hats and jackets. Students are advised not to bring large amounts of money or items of sentimental or monetary value. The College assumes no responsibility for lost or stolen items.

Lost property

Labelled items handed in at Students services will be returned to students at the earliest possibility. Please ensure that all items of uniform and other belongings are clearly labeled with your child’s name (initials are not sufficient identification).

Students are not permitted to bring expensive toys, correction fluid, aerosol cans, digital cameras, iPods or chewing gum. Wooden cricket bats/hockey sticks and hard balls are not permitted in the playground. They must be stored at Student Services if used for after school activities.

Mobile Telephones

Students who have a mobile phone whilst they are at the College are required to have them switched off at all times. Students may ask to make a phone call at Student Services in the event of an emergency e.g. they haven’t been picked up in the afternoon.
Administration

Fees

Invoices for fees are issued directly from the Sydney Anglican Schools Corporation approximately two weeks prior to the commencement of each school term. All payments must be made directly to the Corporation (cheques made out to Nowra Anglican College). Options for fee payment include B-Pay, cheque/money order or direct debit. An application form for direct debit is included in your orientation information pack.

Family Information

Family Information should be kept up to date through the Parent Portal. It is the parent’s responsibility to ensure that this information is maintained and includes important information regarding emergency contacts and medical details for your children.

Please ensure that any changes in home/work/mobile phone numbers, addresses and emergency contact details are updated via the Parent Portal as soon as they occur.

The Federal Government requires the College to collect information regarding the educational background, employment level and ethnicity/language of all parents and students. This is part of a long term study into the correlation between parental backgrounds and student results in NAPLAN.

Banking

Students are able to make deposits into their Commonwealth bank accounts through the College, each Wednesday morning. Bank books are collected in class. The banking is then processed and deposited by a parent volunteer.

Account application forms will be issued to Kindergarten students early in the year. For other year groups, account applications are available from the College office.
Transport

Buses

Please refer to the following list to determine which company will be transporting your child/children.

<table>
<thead>
<tr>
<th>Area</th>
<th>Bus Company</th>
<th>Phone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gerringong</td>
<td>Shoalbus Pty Ltd</td>
<td>4423 2122</td>
</tr>
<tr>
<td>Meroo Meadow</td>
<td>12 Concorde Way Bomaderry</td>
<td></td>
</tr>
<tr>
<td>North Nowra</td>
<td></td>
<td>4423 2142 Fax</td>
</tr>
<tr>
<td>Shoalhaven Heads</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sussex Inlet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Berry</td>
<td></td>
<td></td>
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<tr>
<td>Bangalee</td>
<td></td>
<td></td>
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<tr>
<td>Tapitallee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bolong</td>
<td></td>
<td></td>
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<tr>
<td>Bomaderry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Currarong</td>
<td>Stuart's Coaches Pty Ltd</td>
<td>4421 0332</td>
</tr>
<tr>
<td>Callala Bay</td>
<td>339 Greenwell Point Road</td>
<td></td>
</tr>
<tr>
<td>Callala Beach, past Springbank Road</td>
<td>Worrigee</td>
<td>4421 3533 Fax</td>
</tr>
<tr>
<td>Huskisson</td>
<td>Nowra Coaches Pty Ltd</td>
<td>4423 5244</td>
</tr>
<tr>
<td>Jervis Bay</td>
<td>10 Investigator Street</td>
<td></td>
</tr>
<tr>
<td>Vincentia</td>
<td>Nowra</td>
<td></td>
</tr>
<tr>
<td>St Georges Basin</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sanctuary Point</td>
<td>South Nowra</td>
<td></td>
</tr>
<tr>
<td>Worrigee</td>
<td>West Nowra</td>
<td></td>
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<tr>
<td>Nowra Hill</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Greenwell Point</td>
<td>Kennedy's Bus Service</td>
<td>4421 7596</td>
</tr>
<tr>
<td>Worrigee Road</td>
<td>PO Box 477</td>
<td></td>
</tr>
<tr>
<td>Cambewarra</td>
<td>Nowra</td>
<td></td>
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<tr>
<td>Kangaroo Valley</td>
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<tr>
<td>Culburra</td>
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<tr>
<td>Terara</td>
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<tr>
<td>Orient Point</td>
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Bus Passes

Bus Pass application forms are included with your Letter of Offer and are also available from Student Services. When completed, please return Bus Pass application forms to the College office for processing. We will endorse the form and forward it to the appropriate bus company, who will issue a bus pass for your child. These will be distributed early in the 2015 school year via Student Services.
Parents

Parents’ & Friends’ Association

The P&F serves as both a fundraising committee and a parent forum through which parents and friends can interact positively with the College. Whilst playing an integral role in encouraging a greater spirit of community and service within the College, the P&F has been active in securing additional amenities for all the children of NAC to enjoy and to help them achieve their full potential.

Parent Helpers

We value the support of our parents, grandparents, friends and carers who are welcome to help at the College. Teachers appreciate the help that parents give in the classroom with reading and other activities. Parents who are interested in helping are encouraged to let the class teacher know. The teacher will provide various times that are suitable.

Visitors to the College (e.g. classroom helpers, canteen volunteers) are required to sign the Visitors Book at Administration on arrival and on departure, and collect a Visitors Badge.

Under the terms of child protection legislation, all volunteers helping in the classroom, canteen etc. are required to complete the online Volunteers’ Working with Children Check at www.kidsguardian.nsw.gov.au prior to the first day of duty (if they do not already have a WWC Number). Please advise the College office when you have your number verification.
Student Requirements

Students are required to bring the items listed on their first school day. Packs are sold at the Uniform Shop. Please note: the art smock, the library bag and the USB flash stick are sold separately. Tissues may be purchased elsewhere.

All Year Groups
College backpack (K-6)  Art Smock (K-6)
Library Bag (K-6)  Large box of tissues (K-6)

Kindergarten
6x A4 scrap books
2x A4 plastic display folders
2 x A4 Clear plastic pouches/wallets with button fastener

Years 1 and 2
1 x A3 scrap book
2 x A4 plastic display folders
2 Clear plastic pouches/wallets with zip

Years 3 & 4
1 x A4 display folder  Wooden Ruler
Small pencil case  Scissors
2 boxes lead pencils  Eraser
blue & red biro  Plastic pouch/wallet
Coloured pencils
Sharpener
Glue stick

Years 5 & 6
2x A4 display folders  Glue stick
Plastic pouch/wallet  Wooden ruler
Small pencil case  Scissors
2 boxes lead pencils  Eraser
4 blue pens  Geometry set
4 red pens  Calculator
Coloured pencils
Sharpener
In the case of an evacuation, proceed through Apex Park, past the boundary fence to the assembly point.