Nowra Anglican College

Senior School Handbook

2014
Nowra Anglican College:

Location: Cnr West Bunberra Street & Princes Highway
         Bomaderry 2541

Postal Address: Nowra Anglican College
                PO Box 2382
                Bomaderry 2541

Phone: 4421 7711 (Administration)
        4408 3491 (Student Services)

Office Hours: 8.00am-4.00pm

Fax: 4421 7722

Email: admin@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
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Parents’ & Friends’ Association
Transport
Sport
Driving to school
Reporting to Parents
Lockers

Lockers

Years 9 & 10
Classroom Requirements
Change of Address
Bus Passes
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Sport Choices

Sport

Houses
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Sport Choices

Sport

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Student Services

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Introduction
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Conclusion

Student Welfare

Transport
Buses
Bus Passes
Change of Address
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Lost Bus Passes

Transport

Parking
Visitors

Parking

Parents’ & Friends’ Association
What do I need to purchase before my child commences at NAC?

What do I need to purchase before my child commences at NAC?

Classroom Requirements
Years 7 & 8
Years 9 & 10
Years 11 & 12

Classroom Requirements

Finding your way around NAC

Finding your way around NAC
Day One 2014

Years 7, 11, 12  Tuesday 28th January 2014  8:30am
Years 8, 9, 10  Wednesday 29th January 2014  8:30am

2014 Senior School Lesson Times

<table>
<thead>
<tr>
<th></th>
<th>MONDAY, FRIDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY – Sport, VET, Senior Tutorials</th>
<th>THURSDAY – Long Care Group</th>
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<tr>
<td>Care Group</td>
<td>8.30am</td>
<td>8.30am</td>
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<tr>
<td>Period 1</td>
<td>8.45am</td>
<td>8.45am</td>
<td>Sport</td>
<td>8.30am</td>
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<tr>
<td>Period 2</td>
<td>9.40am</td>
<td>9.32am</td>
<td>Recess</td>
<td>10.35am</td>
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<tr>
<td>Recess</td>
<td>10.35am</td>
<td>10.19am</td>
<td>Care Group</td>
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<tr>
<td>Period 3</td>
<td>10.55am</td>
<td>10.39am</td>
<td>Period 3</td>
<td>11.10am</td>
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</tbody>
</table>

A bell will ring to signify the start and finish of each lesson.

A warning bell will ring five minutes prior to the start of Period 1, the end of Recess and the end of Lunch to notify students that the next lesson will BEGIN IN 5 MINUTES. Students need to use the 5 minutes to get organised and move to their next lesson ready to begin. A short bell will ring halfway through the lunch break to signify the start of Lunch 2.
### 2014 TERM DATES

#### Term 1
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Tuesday 28 January</td>
<td>Years 7, 11 &amp; 12 commence</td>
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<tr>
<td>Wednesday 29 January</td>
<td>Years 8, 9 &amp; 10 &amp; Years 1 - 6 commence</td>
</tr>
<tr>
<td>Thursday 30 January</td>
<td>Kindergarten commence</td>
</tr>
<tr>
<td>Monday 3 March</td>
<td>Mid Term Break (one day)</td>
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<tr>
<td>Friday 11 April</td>
<td>Term 1 ends</td>
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#### Term 2
<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>Wednesday 30 April</td>
<td>Students commence</td>
</tr>
<tr>
<td>Monday 9 June</td>
<td>Queen’s Birthday Public Holiday</td>
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<tr>
<td>Friday 27 June</td>
<td>Term 2 ends</td>
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#### Term 3
<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>Monday 21 July</td>
<td>Students commence</td>
</tr>
<tr>
<td>Monday 18 August</td>
<td>Mid Term Break (one day)</td>
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<tr>
<td>Friday 19 September</td>
<td>Term 3 ends</td>
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</table>

#### Term 4
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Wednesday 8 October</td>
<td>Students commence</td>
</tr>
<tr>
<td>Tuesday 9 December</td>
<td>Presentation Day – Junior School</td>
</tr>
<tr>
<td>Wednesday 10 December</td>
<td>Presentation Night – Senior School</td>
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<tr>
<td></td>
<td>Junior School Picnic Day</td>
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<td></td>
<td>Term 4 ends</td>
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</table>
Administrative Information

Family Information
Family Information must be kept up to date via the Parent Portal. Details such as emergency contacts and medical details for your children can be updated via the Parent Portal. Please ensure that any changes in home/work/mobile phone numbers, addresses and emergency contact details are updated as soon as they occur. The Federal Government now 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 standardised testing (Basic Skills etc). Your cooperation in providing this information on the Family Information Form is most appreciated.

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 BPay, cheque/money order or direct debit. An application form for direct debit is included in your orientation information pack. These forms are also available from Student Services.

Direct debits may be done on a fortnightly (22 fortnights per academic year) or monthly basis (first half of the month, or second half of the month), ten months per academic year. All queries regarding fee invoices and payments should be directed to Transaction Services at Sydney Anglican Schools Corporation, details below.

Contacting the College
Postal Address: Nowra Anglican College
                PO Box 2382
                BOMADERRY NSW 2541
Phone: 4421 7711
        Student Services: 4408 3491
Administration Hours: 8:00am to 4:00pm
Email: admin@nac.nsw.edu.au
Fax: 4421 7722

Sydney Anglican Schools Corporation (Group Office)
Postal Address: Sydney Anglican Schools Corporation
                PO Box 465
                HURSTVILLE BC NSW 1481
Phone: 8567 4010
Email: debtors@sasc.nsw.edu.au
Fax: 9580 3316
Diary

Students in Years 3-12 have a diary which is intended as a tool for communication between home and school. Parents are required to look at this diary regularly and to sign it each week. Interviews can be arranged at any time during the year by writing a request in the diary or by arrangement through Student Services. We strongly recommend open and regular communication so that we can work together to support your child’s best interests.

Mobile Phones and Media Devices

Students are only allowed to use mobile phones or media devices (ipods, itouches, etc) with permission from a teacher. Students wishing to make a private call may only do so in cases of emergency and in this case, students should go to Student Services, give their reasons to the office staff who will give them access to a phone. Unauthorised use of a mobile phone or media device on school premises may result in it being confiscated for the duration of the day.

NAC Website

The College website is constantly being developed as a valuable source of information for the College community. The College Facebook page is also an interesting source of news of different events in and around the College.

Parents and students may also access their Edumate portal page to access information such as assessment task results, upcoming tasks, past reports, timetable, attendance, and welfare entries. Students may access this with their student login and password. Parents may apply for an Edumate password by contacting the College office.

Newsletter

The College Newsletter is produced each fortnight. The newsletter may be downloaded from the College internet site www.nac.nsw.edu.au and follow the intranet link to Parents/Newsletters. A limited number of newsletters are available in hard copy and may be collected from Student Services.

Telephone Use

Students wishing to make a private call may only do so in cases of emergency and in this case, students should go to Student Services, give their reasons to the office staff who will give them access to a phone.

Absences

If a student is absent, their parents/carers will receive an SMS around 11:30am advising that their child has been marked absent and then an email outside school hours advising that their child has been marked absent for the whole day and requesting that the parent enter a leave reason into the Parent Portal. If aware that the student will be absent for a particular reason, the College should be notified in advance.

Should a student not be on site before 8:30am – for the commencement of Care Group – a parent/carer is to accompany their child to Student Services to be signed in. Alternatively an absence note can be completed and signed by the parent/Carer, which the child will provide to Student Services upon signing in. Please note: any late arrivals or early departures must report to Student Services. They will receive a note which needs to be given to the teacher of the class they are late for. Should a student arrive late to school a number of times throughout any term for no explainable reason then further follow up will occur by the Care Group Leader or Pastoral Leader.
Year 12 students in their final calendar year of study are allowed to sign in late and sign out early if they have no classes. Once signed in they are only allowed to sign out once all classes for the day are finished.

**Extended Absences**

Extended leave may only be granted by the Principal and parents should submit a ‘Parental Application for Exemption from Attendance at School’ form well beforehand. This form can be downloaded from the Parent Resources tab on the NAC website.

**Canteen**

The canteen operates Monday to Friday at breakfast, recess and lunch time. New parent volunteers are most welcome (a canteen volunteer form is included in orientation pack). Lunch orders must be written on a lunch bag, clearly stating the child’s name, year group and order, and dropped into the Canteen before 9.00am. Alternatively, online canteen orders can be made through the NAC website by clicking on ‘Canteen Online’.

**Nut Aware Policy**

The College has students currently enrolled who have severe allergies to peanut/nut products. If exposed to food containing nuts, these children can suffer a potentially life-threatening reaction called anaphylaxis. Anaphylactic reactions vary from itchy eyes and a runny nose to anaphylactic shock that may result in death from circulatory collapse or respiratory failure.

The College has implemented a number of strategies for avoiding the children’s exposure to these allergic ‘triggers’. In the case of peanut/nut products, the College has sought to remove all peanut butter and peanut products from the College canteen.

In order to ensure that NAC is a safe and healthy environment for all of our students, we seek your support in the following ways:

- Please reinforce to your children the importance of washing their hands with soap and water both before, and after eating.
- Children must NEVER swap, or share their lunch or recess snacks
- Please do not provide your children with peanut butter/nut products in their lunches or recesses.

Some children are so allergic that even the smell of peanuts could cause a fatal allergic reaction. We have both a legal and moral responsibility to ensure that the College is safe for all students. Thank you for your cooperation and support of these measures.

**Counselling**

The counsellor at Nowra Anglican College is a registered school psychologist who is employed to apply their psychological and counselling experience to assist students, parents and siblings, teachers and school administrators to achieve the most beneficial outcomes for students.

A broad range of interventions are required to facilitate this process. These include individual and group counselling as well as individual and classroom based assessments and interventions.

The College counsellor consults with others to discuss and decide reasons for an identified problem and plan and evaluate interventions. She provides a pivotal liaison role in the College.

**Counsellor Referral Process**

Students may be referred by teachers via the Year Advisor.

Parents may make a referral via information provided through an interview, either at school or by telephone or email. For psychological testing parents are asked to fill in a permission note available from the counsellor.
Self-referrals – Students are to come to the Administration Office to make appointments through either the administrative assistant or the counsellor directly.

Senior School counselling sessions are confidential unless the student is at risk to themselves or others. If this is the case, parents and relevant senior executive staff are informed as appropriate.

**Extracurricular Activities**

A number of different extracurricular activities are offered at the College, including the following:

**Chess Club**
The Chess Club meets one lunch time each week under the guidance of Mr Denis Smith. Competition is suitable for both beginners and more advanced players.

**Crossroads Christian Fellowship**
A student-led (with the assistance of the Chaplain) Christian fellowship group, Crossroads, meets Friday lunchtimes in the Recital Room for prayer, Bible study, singing, games and lively discussion and encouragement.

**Mathematics Club**
In Mathematics Club students explore a variety of interesting mathematical concepts and plan for and celebrate significant maths days throughout the year. In 2013 we looked at coding theory and sending photos from deep space, card games, analysing pathways and optimization. The club is not just for those who are brilliant at maths but rather for those who are interested in maths.

**Theatre Sports Club**
Theatre Sports is run every Thursday lunch time and all students from Year 7-12 are welcome to attend. The students participate in a number of improvised drama games and later can compete in ImproAustralia's Schools Theatre Sports Challenge and our very own House Theatre Sports Competition.

**Art Club**
Students work on improving their skills in different media and are encouraged to enter different Visual Arts competitions which run throughout the year. Art club runs every Wednesday lunchtime.

**The Duke of Edinburgh Award Scheme**
The Duke of Edinburgh Award Scheme is offered at the College at the following levels:

- Bronze Year 9
- Silver Year 10
- Gold Years 11 & 12

Students have the opportunity to enjoy a variety of different outdoor activities including bushwalking, cross-country skiing and canoeing. Places visited to date include the Budawangs, the Snowy Mountains and Cradle Mountain (Tasmania). The Scheme also has a service component, a physical recreation component and a skill component (i.e. photography, art, etc). These are pitched at the different levels accordingly. A Duke of Edinburgh Award is a much sought-after qualification to have listed in one’s curriculum vitae. Students participating find the Scheme challenging and very rewarding.

**Music**
Music is a vibrant and strong subject at NAC. As well as regular ensemble opportunities, our dedicated staff provides students with a range of co-curricular musical opportunities. Activities include performances at school and community events, Music Tours, regular excursions to local and Sydney concerts (usually at the Opera House), visiting performers and workshops, and participation in the College Musical.
**Concert Band**
2014 will be the twelfth year of the NAC Concert Band. This ensemble is designed for students who would like to be involved in a large ensemble and for those people who are accomplished on their instrument. The Concert Band meets on Monday afternoons after school. Mrs Natalie Guile directs the Concert Band. Entry is by audition.

**Jazz Band**
The Jazz Band is open to students who play saxophone, trumpet or trombone, and occasionally positions become available for piano, drums, bass, voice and guitar. This ensemble rehearses during lunchtimes and has the occasional after hour’s rehearsal when necessary.

**SS Vocal Ensemble**
The senior school vocal ensemble was established in 2010. It rehearses during lunch time and perform a range of different styles. More information regarding this music group will be available from early Term 1, 2014.

*Throughout the year additional ensembles may be established, either with a long-term focus, or developed with special events in mind. Listen carefully during assembly, read the communication sheet and read the newsletter regularly to stay in touch!*

**Peripatetic Music**
The Peripatetic Program provides a way for students to learn instruments or take Speech and Drama lessons. Lessons in a wide range of instruments are offered during the school day. This is a convenient program for parents, given finding instrumental teachers can be difficult, and driving children around the area to their lessons after school can prove an organisational challenge! Please refer to the separate handout on the Peripatetic Program for more details. This is available year round at Student Services.

For more information on any aspect of the musical activities at the College please contact Mrs Sarah Turvey or email sturvey@nac.nsw.edu.au.

**Camps**

**Rationale**
Annual camps are held for students from Year 4 upwards. The camps provide great opportunities to develop cohesion among the students as well as to further explore faith issues. It is compulsory for all students at the College to attend the relevant camp. Camps in Years 7-11 are three days. Attendance and achievement of camp outcomes is detailed on semester student reports.

**Outcomes of camps**
Camp activities seek to develop in students:
- A strong positive social identity
- Self confidence
- Independence and self-reliance
- Social/community interdependence
- Seeing the benefit of challenges
- Personal growth
- Insight
- Teamwork
- Environmental appreciation
- Understanding of the gospel
- Reflection on personal faith
Assemblies

Presentation assemblies generally occur at the beginning of terms 2, 3 and 4. These assemblies are significant because they acknowledge and showcase the achievements of the students over the previous term. Parents are welcome to come to these assemblies (held in the Gymnasium). We commemorate Anzac Day with a special ceremony to which representatives from the Navy and the RSL are invited. We celebrate NAIDOC with a special assembly and other activities. At Easter and Christmas we have a special whole school Chapel. Our final presentation assembly at the end of Term 4, Presentation Evening, is a formal occasion and a fitting culmination to a fine year. Attendance at the Presentation Evening is compulsory for all students.

Assignments

Assignments serve different purposes in a variety of subjects. Assessment schedules are published in the newsletter in early Term 1. Assessment schedules and guidelines are available for download from the NAC Intranet site.

Assignments might be given to:
- Achieve both general and specific objectives and aims, including syllabus, school and subject aims
- Reinforce and practise skills taught in class
- Develop interpretational, organisational, presentation, evaluating, and expressive skills
- Encourage wider reading
- Establish habits of routine, patience, persistence, concentration, responsibility and discipline
- Provide students with an opportunity to further investigate course content
- Oblige students to revise their work
- Develop research skills
- Generate wider interest and enthusiasm
- Extend children’s perspective into more challenging areas

Parents’ role

Our rules with regards to assignment practice are designed to minimise the opportunity for parents to complete assignments on behalf of their children. What role then do parents play in children’s assignments?
- Provide children with access to information sources beyond the school
- Help direct students to appropriate resources
- Be on the lookout for pictures, maps, diagrams etc in periodicals and magazines that may be of assistance
- Provide guidance as requested by the child without actually completing the work

Chapel

Each Senior School student (Year 7-12) at Nowra Anglican College participates in Chapel once a fortnight. Chapel is a meeting of students and staff in the Gymnasium where we read and listen to a talk from the Bible and we pray. Added to this, we sing Christian songs, watch relevant DVDs, play games related to the Bible and share various things from our lives.

Christian Studies

Students take part in Christian Studies lessons each fortnight. In these classes students are encouraged to think about what God says to them in the Bible and how that relates to their everyday life.
Curriculum
Senior School Period Allocations

<table>
<thead>
<tr>
<th>Subject</th>
<th>Year 7</th>
<th>Year 8</th>
<th>Year 9</th>
<th>Year 10</th>
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<tbody>
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<td>English</td>
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<td>Mathematics</td>
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<td>Music</td>
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</table>

Information Technology

Our College has excellent computer resources and they are used in every subject area. Classrooms are grouped around central learning areas where computers are located. Their accessibility within view of each classroom is such that students and teachers can use computers as an integral part of their day.

Computer Log-In
Access to the College’s computer network is gained via a password log-in. Students from Years 3 to 12 are required to complete a Student Application for New Computer Account form, providing a password. If a student is having difficulty accessing the network or has forgotten their password, they should notify the class teacher and then will be referred to Student Services for assistance.

Student Computer Use Policy
All students from Year 3 upwards are required to be aware of the College’s Student Computer Use Policy (SCUP) as detailed. All students and parents from Year 3 upwards are required to sign their acceptance of the SCUP by completing an Acceptance Form (included in orientation package).

Nowra Anglican College provides student access to a comprehensive range of information and communication technologies (ICT). This access is provided as an integral part of the College’s commitment to educational excellence and the student learning experience.

This policy has been developed to ensure optimum student learning opportunities while maintaining network and data integrity, stability and security. This policy outlines the:

- Resources available for student access
- Purpose of providing student access
- Student responsibilities for appropriate access
- College responsibilities in provision of access
This policy establishes a contract between students, parents and the College. Parents may be given information about student computer use where necessary. Breaches of this policy may lead to access privileges being suspended, parents being notified and further disciplinary action.

**Resources Available for Student Access**
Access for students is provided to the following ICT Resources:
- Computer hardware, peripherals and software
- Electronic mail
- Broadband Internet
- Specialist technologies to address specific curriculum and/or learning support requirements.

Access will be provided in class time and supervised at all times by a teacher or librarian.

Students studying subjects such as elective computer studies, which require broader access for specific units, may be provided with special permissions for the duration of these units only, as directed by their teacher. Students with learning support requirements may also be granted permission to broader access where necessary.

**Purpose of Providing Student Access**
Student access to the College computer facilities is provided as a privilege for the educational purposes of:
- Access to educational resources
- Preparation and presentation of information
- Development of ICT literacy skills
- Collaborative work opportunities
- Electronic communication

Students are not to use the network for personal use, E-commerce or communication. Students must not physically or electronically jeopardise College or other student, facilities or data. All electronic files residing on College infrastructure are the property of the College. Students should undertake their work with the knowledge that their activity may be monitored and that they may be held accountable for the content within their files.

**College Responsibilities in Provision of Access**
The College is responsible for discussing this policy and its implications with all students and undertaking disciplinary action where deemed necessary. The College will provide training for students to use ICT resources.

The College will review this policy periodically and, at the discretion of the Principal, may make changes as necessary due to changing technologies and curriculum requirements.

The College cannot be held responsible for any loss of data or storage media, or the accuracy of information obtained from the Internet. Nor can it be held liable for any financial costs resulting from unauthorised use of the Internet.

**Student Responsibilities for Appropriate Access**
Where students fail to comply with this policy, computer privileges may be withdrawn for a period of time. Parents will be informed of the nature of the offence and the length of suspension. Students may apply on the appropriate form to have privileges restored.

Student responsibilities for the appropriate use of the College computer facilities exist in the areas of:
1. Network access and file management
2. Hardware, peripherals and software
3. Printing
4. Internet and email access and security
5. Copyright
Network Access and File Management

Students are supplied with an individual username and password for College network access. K-2 students are provided with class access. Students may also apply for individual electronic mail access.

Students will be provided with server storage space for their files and are responsible for managing their own file storage and backup. File storage quotas may be introduced to assist in the management of network use.

Students may bring in electronic media, for example a floppy or USB disk, however USB disks doubling as audio devices are not permitted. Students may email work to and from their school email account if desired. Lost files are not an excuse for non-assignment submission and the school takes no responsibility for introduced media.

At the end of the school year all student files are backed up and then deleted from the system. Students requiring ongoing access to files should make their own personal backup.

Appropriate behaviour requires that students do:

- Keep their account information private
- Log onto their workstation only when directed
- Log off their workstation when not in use or as directed
- Manage their file storage
- Save and backup their work regularly

Appropriate behaviour requires that students do not:

- Use inappropriate language or filenames
- Produce or display offensive material
- Give other students their user account details
- Obtain or use the account details of another student
- Lock workstations
- Copy files from other students.
- Password protect their files
- Create, modify or delete information on the “Public” drive.
- Introduce viruses onto the network
- Delete, add or modify system configuration files
- Create executable or batch files or similar

Hardware, Peripherals and Software

Students are provided with access to relevant learning technologies for the completion of work supporting different curriculum requirements.

Appropriate behaviour requires that students do:

- Respect College and student property and report any damage
- Only use the hardware and software as directed by the teacher
- Respect other students when using applications requiring sound

Appropriate behaviour requires that students do not:

- Damage or steal hardware devices and peripherals
- Interfere with, disconnect or connect hardware devices
- Attempt to fix hardware problems
- Play computer and Internet games
- Play or download multimedia files such as sound or video
- Introduce software onto the computers including program files (EXE, COM) or compressed files (ZIP, ARJ, LHZ, TAR etc)
Printing

Students are provided with access to black-and-white and colour printers for the hard-copy submission of their work when required. Students should undertake as much work and editing as possible on the computer, print previewing when necessary. Students should submit work in black-and-white unless directed to provide work in colour.

Appropriate behaviour requires that students do:
- Ask for permission to print documents
- Use the printer only for school related material
- Check which printer their documents are directed to
- Only print final version of their documents
- Print in black-and-white unless otherwise directed
- Print only one copy of a document
- Direct all printing problems to the teacher

Appropriate behaviour requires that students do not:
- Print personal files and emails
- Print out their work for other students to copy
- Print in colour unless directed
- Print out Web pages without permission
- Load paper into printers
- Attempt to fix printing problems

The College reserves the right to limit or restrict the amount of printing that students are allowed to do.

Internet and Email Access and Security

Students are provided with access to the Internet and electronic mail for educational purposes only. While much of the information on the Internet is reliable, students should be aware that there is no guarantee of the authenticity or truth of Web content and all research should be cross checked where possible. The Internet must be used in a secure manner as student and College welfare could be jeopardised by inappropriate use.

Students should be aware that their parents may be provided with information about their Internet use.

Electronic mail accounts are available to students upon request and are accessible from outside the school. The email accounts are for educational use only and may be used for sending schoolwork to and from home.

Appropriate behaviour requires that students do:
- Use the Internet and email for educational purposes only
- Use non offensive language
- Report any sites or emails that they think are inappropriate.

Appropriate behaviour requires that students do not:
- Access the Internet without permission
- Access or send information or graphics that are pornographic, profane, obscene, violent, racist or of a terrorist nature.
- Use external email providers such as Hotmail or their home service provider
- Use or subscribe to Internet Relay Chat ("chat rooms"), mailing lists or newsgroups
- Send unsolicited mail to multiple recipients ("spam")
- Use another person’s email account
- Engage in Ecommerce
- Give out personal information about, or images of, themselves, other people or the school
- Meet with any person they have met on the Internet
- Violate copyright laws, which includes plagiarism
- Download applications or music from the Internet
Copyright
Material that is found on a Web site belongs to the person who created the content, this includes text and images. This is called Copyright. If a user wants to use some information found on a Web site they must check the copyright. This is usually found at the top or bottom of the home and/or “last” page of a Web site.

The Copyright owner may allow some copying of their material. If a student uses this information in their school work they must state clearly where they obtain it (this is called citing). If a student is in doubt about using some material from a Web site they must check with the teacher.

Appropriate behaviour requires that students do:
- Cite where they obtained their information from.
- Check with a staff member if they are unsure of the copyright of the information they are using.

Appropriate behaviour requires that students do not:
- Steal or copy another student’s work
- Plagiarise information from Websites

Learning Support
Nowra Anglican College employs a Senior School Learning Support Coordinator to oversee the provision of Learning Support programs and intervention to students in the Senior School who have been identified as requiring Learning Support. A Teacher’s Aide is also employed. Identification of Students with Special Needs occurs through:
- Previous knowledge of students including past levels of support, assessments, class and exam results.
- Ongoing referral process to identify new students through teacher and/or parent concerns expressed to the Learning Support Coordinator. Newly identified students are assessed by the Learning Support Coordinator to determine the specific area of need.

Once identified:
- For all students an individual support plan is discussed and developed to determine the level and type of support required.
- For students with higher needs an individual support plan meeting is held with the student, their parents/caregivers and relevant school personnel to formulate a coordinated plan to meet individual student needs.
- Students may be supported in class but may be withdrawn to provide assistance with assessment tasks or to provide specific instruction on a particular topic.
- Students may be offered the support of a reader and/or writer for in class assessment tasks and exams.
- Students in Years 10 and 12 can apply for Special Provisions for School Certificate and Higher School Certificate.
- Based on need a student may be placed on a priority list for learning support. Staff are kept informed of identified students through the production of a booklet listing the names of students in each year with a brief summary of their needs and suggestions for in class. There are also regular discussions with teachers and Learning Support Staff.
Library

The Library is opened for quiet study and class work on all school days from 8:30am to 4.00pm and is only closed during recess. The library’s collection includes reference and non-fiction books, popular novels and classic literature, comics and graphic novels, foreign language books, study guides, magazines and newspapers, college and career boxes, videos, DVDs, audio books and subscription online databases.

Books
The various book collections in the Library include middle fiction (Yrs 5-8), senior fiction (Yrs 9-12), graphic novels and comics, non-fiction, study guides, biographies, and reference.

Magazines & Newspapers
The library currently subscribes to over 30 magazine titles covering teen life, entertainment, sports, science and nature, the social sciences, news and current affairs, as well as curriculum-related titles. Daily newspapers, including the Sydney Morning Herald, The Financial Review, the Daily Telegraph, the Illawarra Mercury and the South Coast Register, are also available for reading in the library.

Audio Books and DVDs
The DVD and audio book collections currently comprise of over 500 titles. They include materials that supplement the curriculum as well as entertainment titles. Students may borrow DVDs, for 3 days only, with the permission of a teacher. Audio books are borrowed for the standard 2 week period.

Borrowing Procedures
To locate materials in the library, students can search the library catalogue (or OPAC) on dedicated PCs in the library or via NAC’s intranet. Of course, if they cannot find what they are looking for on the OPAC they can always ask a library staff member for assistance.

Students may borrow up to ten items from the library at any one time. This is in addition to their textbooks. Most textbooks are issued through the library. The loan period for books and most library resources is 2 weeks. Current magazines on display are not available for loan. Back issues may be borrowed for 2 weeks. DVDs are available for loan for 3 days. All items should be returned by the due date to the returns chute near the front entrance of the library or placed at the circulation desk. Any lost items incur replacement costs.

Foreign Language Materials
A range of picture books and novels French and German are available for students to browse and borrow.

E Resources
Electronic resources are an integral part of the library’s information services. The library subscribes to several online databases. These are available via the Library OPAC or NAC intranet, and may be accessed at school or from home.
Current subscription databases include:

- Australia New Zealand Reference Centre - full-text newspapers, magazine & journal articles, reference books, images, video clips, biographies.
- Encyclopaedia Britannica - articles, web-links, maps pictures, study guides.

Students are asked to check with library staff about access tuition, including log-in and password details as well as navigation and research tips in using online data bases.
Photocopying and Student Stationery Needs
A photocopier is available in the library for student and staff use. Also, near the photocopier is an
array pens, erasers, rulers, scrap paper, glue, staplers, etc. These stationery items are available for
student use only while in the library. There are no charges for the use of the library photocopy and
stationery services. However, we do ask that students respect the privileged use of these supplies,
ensuring they are kept good order and ready for use by the next student.

Research Assistance
For many students finding and researching information can often be an onerous and overwhelming
task. Should students require research assistance, library staff are available for individual assistance
and instruction during and after school. All students need to do is ask!

Textbooks
Most textbooks at NAC are purchased and issued through the Library. This is usually done at the
beginning of the school year or school term, depending on when the text is studied and needed in
the classroom. Once a student is issued with a textbook, they cannot borrow the same textbook if
they forget to bring it to school on the designated day. However, if they lose a textbook and advise
the library staff, they will be issued a new textbook. The lost textbook will need to be paid for by the
end of term.

Use of the Library
Generally, when a senior school student or class use the library, students are restricted to the 1st
floor section of the library (not the Junior School section). They cannot use the mezzanine unless
they are supervised. However, Collegian Students may use the mezzanine for quiet study. The
mezzanine is an area where teachers can reserve for small and large classroom tuition and
presentations.

Library Contacts
If further assistance is required on library facilities, resources, services and use, please do not
hesitate to contact the College Librarian, Mary Owen: Phone 4421 7711 or mowen@nac.nsw.edu.au

Lockers
Lockers are available to students in Years 7 - 12. At the beginning of the year, lockers are issued and
registered by the respective Pastoral Leader. Students are encouraged to share a locker with a
friend. Individual lockers will only be issued according to availability. It is not compulsory for
students to have a locker. Students must provide a small lock for their locker. Students are only
permitted to access their locker before school, at recess and lunchtime and after school. Students
are not permitted to go to their lockers between periods. At the end of each year lockers must be
emptied and the doors left open. If this is not done locks will be cut off and contents of the locker
emptied.

Students must not:
- Leave perishable items (e.g., food) in lockers.
- Damage the locker
- Write or mark the locker in any way
- Attach any item (e.g., posters) to the inside or outside of the locker.

The Principal reserves the right to cancel any student’s use of a locker at any time.
Reporting to Parents

The teachers, students and their parents share a partnership in relation to the education of the children enrolled at the College. The College has a responsibility to give regular and accurate feedback about each student’s individual performance and attitude at school. This will take the form of:

- Informal feedback to students in relation to set tasks.
- Informal comments passed on in conversation to parents.
- Structured teacher/parent interviews. Formal interviews are held each term. The Term 1 interview is an opportunity for parents to inform teachers of the special needs of their children. Term 2 and 3 interviews give opportunity for teachers to provide feedback on student progress. Parents or teachers can request an interview at any stage of the year to discuss a child’s progress.
- Students in Years 7-9 receive ‘on-time’ reporting throughout the year. As tasks are marked, comments are also attached. These comments outline what the student has shown they can do and what the task shows they need to focus on in order to improve. These details are all found on the Parent Portal. Parents are emailed a weekly reminder to check the Parent Portal for new updates regarding their child’s progress.
- Formal Reports - Semester reports are emailed home at the end of Term 2 and Term 4 for students in Years 7-11 and printed for students in Years 12. These reports give feedback in terms of:
  - An indication of student application to a subject with a ranking from A-E. No student should be given a ‘D’ or ‘E’ application grade unless staff have been in communication with parents through the diary or by phone.
  - Student achievement of knowledge, understandings and skills
  - Outcomes/indicators.
  - An indication of performance in course work in each subject.

An examination average for the year group will also be indicated for each subject. Student achievement of outcomes in the broad area of personal development and work habits; a general comment from the class teacher/Care Leader and a record of student attendance during the semester will also be included in the report.

Subject comments are not included on Year 7-9 reports as comments are attached to tasks. These comments can be found via the Parent Portal.
Dress Requirements

**NOWRA ANGLICAN COLLEGE UNIFORM**
**YEAR 7-10**
The College Uniform Shop stocks all uniform requirements

The College bag is compulsory for all students with Senior School students having the option of a backpack or trolley bag

### SUMMER UNIFORM (TERMS 1 & 4)

<table>
<thead>
<tr>
<th>ITEM</th>
<th>GIRLS</th>
<th>BOYS</th>
</tr>
</thead>
<tbody>
<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></td>
<td>Grey College baggies</td>
</tr>
<tr>
<td>TROUSERS</td>
<td></td>
<td>Grey serge College style</td>
</tr>
<tr>
<td>BELT</td>
<td></td>
<td>Black leather or vinyl with plain buckle</td>
</tr>
<tr>
<td>SOCKS</td>
<td>White ankle with navy stripe</td>
<td>Grey Midford</td>
</tr>
<tr>
<td>HAT</td>
<td>NAC navy broad brimmed floppy hat</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 cap, white socks, predominantly white runners</td>
<td></td>
</tr>
</tbody>
</table>

### WINTER UNIFORM (TERMS 2 & 3)

<table>
<thead>
<tr>
<th>ITEM</th>
<th>GIRLS</th>
<th>BOYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLAZER</td>
<td>NAC blazer is the compulsory outer garment for winter uniform</td>
<td>Navy wool (optional)</td>
</tr>
<tr>
<td>JUMPER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BLOUSE/SHIRT</td>
<td>White pintuck with peak collar and long sleeves</td>
<td>White Deluxe long sleeve</td>
</tr>
<tr>
<td>TIE</td>
<td>Navy &amp; red tartan girl’s tie</td>
<td>Navy &amp; red tartan</td>
</tr>
<tr>
<td>SKIRT</td>
<td>Navy &amp; red tartan with pleats (at or below knee length)</td>
<td></td>
</tr>
<tr>
<td>PANTYHOSE</td>
<td>Opaque navy</td>
<td></td>
</tr>
<tr>
<td>TROUSERS</td>
<td></td>
<td>Grey serge College style</td>
</tr>
<tr>
<td>BELT</td>
<td>Black leather or vinyl with plain buckle</td>
<td></td>
</tr>
<tr>
<td>SOCKS</td>
<td>Grey Midford</td>
<td></td>
</tr>
<tr>
<td>HAT</td>
<td>NAC navy broad brimmed floppy hat</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; jacket, NAC polo shirt, NAC cap, white socks, predominantly white lace-up runners. Canvas or open weave shoes are not permitted.</td>
<td></td>
</tr>
<tr>
<td>ITEM</td>
<td>GIRLS</td>
<td>BOYS</td>
</tr>
<tr>
<td>--------------------</td>
<td>--------------------------------------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td>BLAZER</td>
<td>NAC blazer 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>JERSEY</td>
<td>College jersey may be worn on sports days and during exams</td>
<td></td>
</tr>
<tr>
<td>BLOUSE/SHIRT</td>
<td>White or blue over-blouse</td>
<td>White or blue short sleeve (summer) or long sleeve (winter) shirt</td>
</tr>
<tr>
<td>SHORTS</td>
<td></td>
<td>Grey shorts (summer)</td>
</tr>
<tr>
<td>SCARF/TIE</td>
<td>Collegian navy scarf</td>
<td>Collegian navy tie</td>
</tr>
<tr>
<td>SKIRT</td>
<td>Silver grey (summer)</td>
<td>College kilt (winter)</td>
</tr>
<tr>
<td>PANTYHOSE</td>
<td>Flesh tone or navy (winter)</td>
<td></td>
</tr>
<tr>
<td>SLACKS/TROUSERS</td>
<td>Silver-grey</td>
<td>Silver-grey</td>
</tr>
<tr>
<td>BELT</td>
<td></td>
<td>Black leather or vinyl with plain buckle</td>
</tr>
<tr>
<td>SOCKS</td>
<td>White ankle (summer)</td>
<td>Grey Midford</td>
</tr>
<tr>
<td>HAT</td>
<td>NAC navy broad brimmed floppy hat</td>
<td></td>
</tr>
<tr>
<td>SHOES</td>
<td>Low heeled leather shoes (lace up or open)</td>
<td>Traditional lace-up leather school shoes</td>
</tr>
<tr>
<td>SPORT/P.E.</td>
<td>NAC trackpants &amp; jacket/jersey, NAC polo shirt, NAC cap, white socks, predominantly white lace-up runners. Canvas or open weave shoes are not permitted.</td>
<td></td>
</tr>
</tbody>
</table>
## GUIDE TO WEARING THE UNIFORM (Year 7-12)

| **HAIR** | Hair should be neat and tidy. Hair styles must be conventional (e.g. no unkempt hair, shaved sections of hair, mohawks, etc). Boys: hair is to be above the collar and eyebrows. Hair tucked behind the ears to overcome the length requirement is not a valid hairstyle. Hair should be off the face and no shorter than a ‘number 2’. Face is to be clean-shaven. Sideburns should be no lower than the ear lobe. Girls: Hair longer than the collar must be tied back with plain navy, red or white bands/ribbons in Years 7-10. |
| **HAIR COLOURS** | Hair colour should be natural in tone. Discreet highlights that blend in with the natural hair colour are acceptable. However, unnatural colours, and extreme contrasting colours (e.g. black and blonde) are not in keeping with these guidelines. If students are in doubt about a proposed style or colour change they should consult the Head of Senior School before making any change. |
| **JEWELLERY** | Girls are permitted to wear one set of matching plain sleepers or plain studs, one in each ear lobe. Boys are not to wear earings. No visible body piercings are permitted; including tongue studs – this includes clear studs or stoppers. Collegians may wear one plain ring. |
| **MAKE-UP** | Years 7-10 are not to wear any make-up. Collegian girls may wear modest amounts of make-up. The decision as to what constitutes a modest amount of makeup resides with the Pastoral Leader or Head of School. |
| **FINGER NAILS** | To be kept short, well-groomed and without coloured varnish. |
| **BODY ART** | No visible body art (e.g tattoos) is permitted. |
| **SKIRT/DRESS LENGTH** | To be worn at or below the knee. |
| **SHIRTS** | No skivvies or long sleeve undershirts to be worn. Blouses and shirts are to be tucked in and buttoned to the neck. No T-shirt is to be visible. |
| **SHORTS/ TROUSERS** | Must be worn around the waist, not on the hips. |
| **TIES** | To be worn correctly ie. done up to the neck. |
| **SCARVES** | Plain blue, white or red scarves may be worn in winter. |
| **SPORTS UNIFORM** | Sports uniform is to be worn at all PE classes and sporting events. The sports uniform is only to be worn to school on Sport Day or to sporting events. A student wearing sports uniform to school on days other than these may be excluded from classes and/or sent home. Students are not to wear their jumper with the sports uniform unless it is covered by the sports jacket. |
| **SCHOOL BAGS & DIARIES** | Must be free of any graffiti and kept in good repair. Pages are not to be removed from the diary. |
| **BLAZER** | Must be worn to and from school as part of the winter uniform (Terms 2 & 3). Students must keep their blazer on until they reach their Period 1 class after which it can be removed. The blazer is to be worn again in the afternoon at 3.15pm until they reach home. |
| **HATS** | Hats are to be worn in summer (Terms 1 & 4) to and from school and during break times. |

If a student does not wear the uniform correctly they will receive a uniform infringement in their diary.
Three such infringements result in a Pastoral Leader lunch detention.
Three detentions in a semester results in an afternoon detention with the Pastoral Leader.
If a student comes to school out of uniform they may be excluded from classes and/or sent home.
## NAC STUDENT SHOE POLICY

### School Shoes
At Nowra Anglican College, school shoes are to be all black; the entire foot is to be enclosed by the shoe, including the upper section of the foot; the shoe is to have a stout sole and firm leather uppers; and, the shoe is to have a low heel.

### Sports/PE Shoes
Sport and PE shoes are to be lace-up, predominantly white runners. They are not to be made of cotton, canvas, or open weave materials. These shoes are also worn in the classrooms and school grounds, therefore, are applicable to OHS guidelines. Please keep in mind that wearing the correct sports shoes will enhance your physical activity and provide sound protection for your feet and body.

Occupational Health and Safety Requirements prohibit students participating in practical activities in school if not wearing substantial footwear deemed safe. Unsafe shoes include those with openings; platform or high heels; shoes made from unprotective, open-weave materials such as canvas and cottons or similar; and other materials that do not provide adequate protection.

<table>
<thead>
<tr>
<th>YES to black leather stout soled lace-ups (Year 11 and 12 girls must wear the above type shoes to practical lessons in Science, Art and Technology)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NO to open shoes (Year 11 and 12 girls may wear open black leather shoes to non-practical lessons)</td>
</tr>
<tr>
<td>NO to non leather shoes</td>
</tr>
<tr>
<td>NO to thin soles</td>
</tr>
<tr>
<td>NO to high heel shoes</td>
</tr>
<tr>
<td>YES to predominantly white lace-up joggers</td>
</tr>
<tr>
<td>NO to Dunlop volleys and cotton shoes</td>
</tr>
<tr>
<td>NO to non laced shoes</td>
</tr>
<tr>
<td>NO to canvas and non-white shoes</td>
</tr>
</tbody>
</table>
Uniform Shop
Phone: 4423 5477
Fax: 4423 7911

The on-campus uniform shop is located in the house directly behind B block, facing onto West Bunberra Street and may be accessed by following the path that runs from the Kindergarten block. Operated by Midford Schoolwear, the uniform shop currently opens three days per week.

January Holiday 2014 extra operating hours
The uniform shop will be open during school holidays from 15th – 31st January, except for the Australia Day Holiday on 27th January. Operating hours during holiday time will be 9:00am – 4:00pm.

Normal operating hours (from 1st February 2014)
Monday, Wednesday, Friday
8:00am to 4:00pm

The uniform shop stocks a complete range of NAC uniform requirements, including hats, backpacks, swimwear, school shoes and socks and a variety of accessories. The shop also carries a number of stationery items ranging from book packs for each year group, College diaries and calculators to pens, pencils, library bags and art smocks. EFTPOS facilities are available (cheque payments to be made out to NAC Uniform Shop).

Senior School students may also make purchases at the Uniform Shop via their parents’ credit card. They simply have to go to the shop and make their selection and the shop manager will phone their parents to get the credit card details and to seek authority for the purchase.

Driving to school
Collegians (Years 11 and 12) are able to drive to the College once they have the necessary licence. A permission to drive form (available from Student Services) must be completed before driving to school. The permission to drive form sets out the various rules in relation to this area including rules regarding the where students park and access to cars during the day.

Student Leadership
Opportunities for student leadership in a formal sense occur in each year group. The leadership year runs from the beginning of Term 4 in one year until the end of Term 3 the following year. Year Captains are elected in Years 7 to 9. Year 10/11 provides the College Senior School House Captains whilst Year 11/12 provides the College prefects. The College prefects attend a leadership camp at the beginning of their term of office and choose by consensus from among their number, those who will be College Captains and Vice Captains. Student leaders are expected to perform a number of duties throughout their term of office including serving as student representatives on formal occasions and participating in a student leaders’ forum which is presided over by the College Captains.

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 4408 3491 for any matters relating to general inquiries on issues such as sport, excursions, timetable, etc; attendance issues – late arrivals/ early departures; bus information and passes; book club orders; parent teacher interviews and appointments.
Lost Property
Students must report to Student Services to claim lost items. Please ensure that all items of uniform and other belongings are clearly labelled with your child’s name (initials are not sufficient identification).

Medication
Any students who require medication during the school day must bring their medicine to Student Services, along with a permission note clearly stating the child’s name, dosage and time to be administered. Paracetamol is not administered unless it is provided by parents along with the appropriate permission note.

Sick Bay
Sick bay is situated adjacent to Student Services, in the administration building. Space is limited for accommodating sick children. It is requested that if your child is unwell and/or potentially contagious that you keep them at home. Parents will be contacted to collect ill children presenting at sick bay.

Sport
Houses
There are numerous opportunities for students of Nowra Anglican College to participate in House sport. This includes our three major senior school carnivals – Athletics, Swimming and Cross Country as well as the various sporting competitions which run throughout the year during lunchtimes (e.g., basketball, touch football and soccer). Each House has a male and female House Captain as well as a House Patron, who helped increase the participation levels of students and promote house spirit. Our house groups have been named after Anglican ministers who served in the parish of Nowra since its inception in 1833. They were Rev. Joseph Best, Rev. Joshua Hargrave, Rev. Edmund Procter, and Rev. Herbert Trickett.

The house colours are Best: Blue; Hargrave: Red; Procter: Yellow; Trickett: Green.

Representative Sport
Students are provided with expanding opportunities to compete in a wide range of different sports at the following representative levels:

1. Compete at school level.
2. Compete and represent at a Zone level – competition has increased with the introduction of a new zone called SASSA (Southern Anglican Schools Sports Association). Students also still have the opportunity to compete in CSSA (Christian Schools Sports Association) competitions, both in south coast gala days and at state competitions.
3. Compete and represent at AICES level (Association of Independent Coeducational Schools), this is similar to CSSA state level, and is our chosen pathway to CIS.
4. Compete and represent at a Combined Independent Schools (CIS) State level.
5. Compete and represent at an All Schools state level
6. Compete and represent at a National level.

The above listing does not illustrate all pathways for all sports e.g. in rugby and cricket students can compete in all school state knock & local shield competitions.
College Sport
Students at Nowra Anglican College are able to select from an extensive range of team and recreational sports. One major aim of our sport program is to give every student the opportunity to experience sport as an enjoyable and significant activity in their life. Participation in sport plays a vital part of the student’s school experience and life helping to:

- Foster teamwork;
- Build relationships;
- Boost confidence
- Improve alertness and the ability to concentrate on mental tasks;
- Relieve and reduce stress which is often increases through the senior school years and life in general; and
- Improve and maintain our health status.

Sport is compulsory for every student in Years 7-11 and optional for Year 12 students.

Sport Times
Senior School sport runs on Wednesdays in periods 1 and 2. Accordingly, sport uniform is worn to College each Wednesday.

Sport Choices
Sport outdoor recreation and physical activity are all valuable aspects of an individual’s life and therefore every student in the senior school is given the right and opportunity to participate in the College’s Sport program (optional in HSC years). Nowra Anglican College sport program is arguably the most extensive in the Shoalhaven and Illawarra areas, offering students a wide and varied range (over 30 choices) of recreational activities and team/individual sports both at a competitive and non competitive level. Each year we hope to improve on what we offer.

Below is a list of the sports and recreational activities which are offered to our students in our Wednesday sport program. Sports running are dependant on the number of students interested. The majority of these sports students have the opportunity to compete in and represent our College.

<table>
<thead>
<tr>
<th>Sports</th>
<th>Recreational Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australian Rules Football</td>
<td>Dance</td>
</tr>
<tr>
<td>Basketball</td>
<td>Body Pump/Aerobic Fitness</td>
</tr>
<tr>
<td>Soccer</td>
<td>Rock-climbing</td>
</tr>
<tr>
<td>Netball</td>
<td>Canoeing</td>
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<tr>
<td>Touch football</td>
<td>Fitness</td>
</tr>
<tr>
<td>Volleyball</td>
<td>Bush Walking</td>
</tr>
<tr>
<td>Cricket</td>
<td>Golf</td>
</tr>
<tr>
<td>Rugby Union</td>
<td>Swimming</td>
</tr>
<tr>
<td>Tennis</td>
<td>Ten Pin Bowling</td>
</tr>
<tr>
<td>Hockey</td>
<td>Surfing</td>
</tr>
<tr>
<td>Surfing</td>
<td>Learn to surf</td>
</tr>
<tr>
<td>Water-Polo</td>
<td>Mountain Biking</td>
</tr>
<tr>
<td>Indoor hockey</td>
<td>Weight Training</td>
</tr>
<tr>
<td>Softball</td>
<td>Skateboarding/BMX</td>
</tr>
<tr>
<td>Squash</td>
<td>Tae Kwon Do</td>
</tr>
<tr>
<td>Oz Tag</td>
<td>Table Tennis/ Badminton</td>
</tr>
<tr>
<td></td>
<td>Lawn Bowls</td>
</tr>
</tbody>
</table>
Staff

For most curriculum issues, your first point of contact may well be your child’s teacher for the relevant subject. For more serious concerns, or if for one reason or another you have not been able to resolve the issue, the relevant Faculty Head should be contacted. The Director of Learning and Teacher is also available to discuss curriculum related issues, however, it is generally anticipated that in most cases you will have spoken to other staff in the first and or/second instance.

Similarly, for welfare issues in the Senior School, the first point of contact will most often be your child’s Care Group Leader. After that, the Pastoral Leader can be contacted or the Head of Senior School. Where possible, however, parents make contact with the staff most closely connected to your child’s immediate concerns.

Student Welfare

Welfare – What is it?
Welfare encompasses those aspects of a child’s schooling which have to do with the behavioural, emotional, psychological social and spiritual domains.

Introduction
- Grounded in the broad aim of bringing all things under the Lordship of Christ.
- Broken relationships need to be restored.
- Classrooms are the focal point of student welfare.
- Communicating love to students
  - respect and care
  - affirmation and encouragement
  - prayer
  - time spent
  - understanding
  - patience and forgiveness
  - willingness to apologise
  - modelling Christian behaviour
  - allowing for differences
  - encouraging an atmosphere of safety

Discipline and Reward
- Reflecting the character of Christ.
- Showing respect – God; themselves; others; the environment.
- High standards expected.
- Level system approach to discipline
- “Light of the Cross” Award Program

Conclusion
- Standing “in the light of the cross” affects our relationships
- Not so much what we do but how we do it that should stand out.
- Your help
  - encouraging a positive attitude towards the school and staff
  - reinforcing the discipline measures taken at school
  - discussing any problems you have with the school or staff members with us, rather than with your children
  - ensuring your children attend school unless genuine illness prevails
  - 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
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>Berry</td>
<td></td>
</tr>
<tr>
<td>Meroo Meadow</td>
<td>Bangalee</td>
<td>4423 2122</td>
</tr>
<tr>
<td>North Nowra</td>
<td>Tapitallee</td>
<td>4423 2142 Fax</td>
</tr>
<tr>
<td>Shoalhaven Heads</td>
<td>Bolong</td>
<td></td>
</tr>
<tr>
<td>Sussex Inlet</td>
<td>Bomaderry</td>
<td></td>
</tr>
<tr>
<td>Shoalbus Pty Ltd</td>
<td>12 Concorde Way</td>
<td></td>
</tr>
<tr>
<td>Bomaderry</td>
<td></td>
<td></td>
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<tr>
<td>Curramong</td>
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<tr>
<td>Callala Bay</td>
<td></td>
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<tr>
<td>Callala Beach, past Springbank Road</td>
<td>Stuart’s Coaches Pty Ltd</td>
<td>4421 0332</td>
</tr>
<tr>
<td></td>
<td>339 Greenwell Point Road</td>
<td>4421 3533 Fax</td>
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<tr>
<td></td>
<td>Worrigee</td>
<td></td>
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<tr>
<td>Huskisson</td>
<td>Worrigee</td>
<td></td>
</tr>
<tr>
<td>Jervis Bay</td>
<td>Nowra South Nowra West Nowra Nowra Hill</td>
<td>4423 5244</td>
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<tr>
<td>Vincentia</td>
<td>Nowra</td>
<td></td>
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<tr>
<td>St Georges Basin Sanctuary</td>
<td></td>
<td></td>
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<tr>
<td>Point</td>
<td></td>
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</tr>
<tr>
<td>Nowra Coaches Pty Ltd</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 Investigator Street</td>
<td></td>
<td></td>
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<tr>
<td>Nowra Hill</td>
<td></td>
<td></td>
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<tr>
<td>Kennedy’s Bus Service</td>
<td></td>
<td></td>
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<tr>
<td>PO Box 477</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nowra</td>
<td></td>
<td>4421 7596</td>
</tr>
<tr>
<td>Greenwell Point</td>
<td></td>
<td></td>
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<tr>
<td>Worrigee Road</td>
<td></td>
<td></td>
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<tr>
<td>Cambewarra</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>
<td></td>
<td></td>
</tr>
<tr>
<td>Bus Passes</td>
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</tbody>
</table>
| Application forms are available from Student Services. When completed, please return Bus Pass application forms to Student Services for processing. We will endorse the form and forward it to the appropriate bus company, who will issue a bus pass for your child. If students do not produce their bus pass, they will be required to quote their name and address to the bus driver. The bus companies also have the right to demand that a fare be paid if the pass is not produced. Repeated failure to produce a pass may result in suspension of travel privileges.

Students continuing at the College who are progressing from Year 2 to Year 3, Year 6 to Year 7 must apply for a new bus pass. Please contact the relevant Bus Company to obtain timetable details.

Change of Address
Once your child has a bus pass issued, if you change address, you must complete the appropriate form (available from Student Services) in order for a new pass to be issued. The old pass must be handed in at Student Services.

Shared/Joint Custody
In a joint/dual custody situation, a student is eligible for subsidised travel from both the parents’ addresses, subject to meeting the eligibility criteria. A copy of the Family Law court ruling (or in the absence of such a ruling, a statutory declaration from each parent specifying the time share
arrangements) must be forwarded to the Ministry of Transport office, along with the bus pass application form: Ministry of Transport, PO Box 5215, Wollongong 2500 - Tel: 4224 3333

Lost Bus Passes
To replace a lost/stolen bus pass, a Replacement Form must be completed and a fee of $11 (correct at the time of printing) must be paid. The forms and payment must be forwarded directly to the bus company or via the bus driver. Replacement Forms may be obtained from the bus driver.

Parking
Please park in the designated parking area south of the canteen. There is a designated drop-off zone with a 2 minute parking limit, directly behind the administration block. Parking in the area directly in front of Admin (parallel to the Princes Hwy) is prohibited during the hours of 8.00am – 9.00am and 3.00pm - 4.00pm. Parents are also asked not to use the lower staff car park.

Visitors
Any visitors to the College (i.e. classroom helpers, Canteen volunteers etc) must sign in on arrival, and out on departure, in the Visitors Book at Administration and collect a Visitors Badge. Under the terms of child protection legislation, all volunteers helping in the classroom, canteen etc are required to provide a WWCC (Working with Children Check) number prior to the first day of duty.
Parents’ & Friends’ Association

The NAC Parents’ and Friends’ Association wishes to extend a very warm welcome to all the new families who will be associated with Nowra Anglican College. We trust that your time with the College will be a very positive and rewarding experience for your child and family. We do hope the following information will be of assistance to you, as you become involved in the life of Nowra Anglican College.

The Parents’ and Friends’ Association meet twice a term on a Monday night at 7pm in the staff common room at the College. The Mission Statement of the Parents’ and Friends’ Association is: “To facilitate relationship building in the College community and to raise funds to support the aims of the College”. Our two main purposes, in other words, are to provide opportunities to build a sense of ‘community’ within the College, and to raise funds for the improvement of facilities.

To fulfil our Mission Statement, the Parents’ and Friends’ Association has been involved in the following activities during 2013.

- Mother’s and Father’s Day gift stalls
- Morning Tea for Grandparents Day
- Junior School Disco
- Foundation day
- Bunnings BBQ’S
- Hot Cross Bun sales
- Handing Out Ice blocks to Cross Country Runners
- Operation Christmas Child
- Relay for Life

We are well aware that the College benefits greatly by being financed by the Sydney Anglican Schools Corporation, but realise that there are additional resources that will create “the icing on the cake” in terms of the facilities available to our children. The P&F has sought to raise extra money through our activities to provide for these, at the discretion of the Principal.

Our main focus of fundraising for 2013, has been to contribute to the purchase of a 24 seater mini-bus. This will benefit all students of the College and also facilitate the new curriculum which involves some students travelling between NAC and SAS.

2014 will see the P&F promoting more community building events and also consulting with Parents and Friends to determine the focus for ongoing fundraising.

In recent years, we have contributed towards the cost of the shade shelter south of the Administration building, landscaping and seating in the playground, as well as the installation of high quality adjustable basketball backboards in the Gymnasium, and the beautiful new Junior School playground equipment,

Networking - The Networking Sub-Committee plans events to enhance friendship building within the College community. Fun activities e.g. a Bounce and Slide outing, ten-pin bowling, a games night, disco, gymnastics, water slides etc, have enabled families of each year group to meet one another in a more relaxed, social setting. Often, ‘fundraising’ events are also planned as opportunities for parents to get to know each other, too.

Book Clubs – An Ashton Scholastic and a Christian Book Club are in operation at the College, enabling children to purchase their own books. Bonus points earned when children buy books through the Book Clubs are then used to purchase additional material for our College Library.

School Banking - The Parents’ and Friends’ Association runs a School Banking Day each week as a service to families. Children are welcome to deposit into their Commonwealth Dollarmite or Club Australia accounts each Wednesday.

We do hope this information is helpful, and that you have a most rewarding and happy association with Nowra Anglican College.
What do I need to purchase before my child commences at NAC?

All items listed below are available from the College uniform shop:

- Full uniform including hat & sports cap
- College backpack
- Classroom requirements (listed below)
- Bookpack (Years 7-10)

Classroom Requirements

All stationery items are available from the College Uniform Shop:

Years 7 & 8
- 7 A4 books (English, Geo, Hist, PDHPE, Music, Technology, Christian Studies)
- 2 A4 graph books (Science, Maths)
- 3 display folders (Hist, Technology(2))
- A3 visual arts diary (Art)
- White Apron (Year 8 Technology for Food Technology classes)

Years 9 & 10
- 5 A4 books (English, Geo, Hist, PDHPE, Christian Studies)
- 2 A4 graph books (Science, Maths)
- A4 visual art diary (History for Year 9 only)
  (and other books, display folders, art diary, apron as required by elective teachers)

Years 11 & 12
Collegians may purchase stationery as desired. Given the vast range of subjects covered in these years, there is no prescribed list of items to be purchased. Teachers may advise students of the stationary required for individual subjects.

These items are to be purchased in addition to the Bookpack:

- Coloured pencils
- Ruler (not metal)
- Pens (2 red, 2 black, 2 blue)
- 2 x HB Pencils
- 2 x 2B Pencils
- Highlighter
- Scissors
- Glue stick
- Eraser
- Geometry set
- Scientific calculator (Casio fx-82TL or equivalent)
- 64 page exercise book (English creative writing journal)

- All items should be clearly labelled with your child’s name and class
- No correction fluid/tape, permanent markers, nut products or aerosol cans are allowed at the College.
- Students should not bring items of sentimental or monetary value to the College. The College does not take responsibility for any loss or damage to items students bring to school.
What do I need to return to the College before my child commences at NAC?

Checklist:

☐ Computer Log-on Application & Acceptance of Computer Policy Form (Years 3 to 12)
☐ Bus Pass Application (if applicable)
☐ Canteen Volunteer Form (if applicable)
☐ Peripatetic Music Application (if applicable)

Please return all of the above prior to your child's first day at NAC by dropping into Student Services or post to:

Nowra Anglican College
PO Box 2382
Bomaderry NSW 2541
Finding your way around NAC

Nowra Anglican College Room Map

In the case of an evacuation, proceed through Apex Park, past the boundary fence to the assembly point.

Apex Park & Oval

Kindergarten
Yrs 1 & 2
Yrs 3 & 4
Yrs 5 & 6
Senior School
Staff Room
Common Area

Lower D Block
K Block
Upper D Block

Lower E Block

Library

Lower H Block

Collegian Lawn

Uniform Shop