

# Junior School Handbook



*Christ Holds All Things Together*

## College Details

<b>School Address</b>	206 East Wilchard Road Castlereagh, NSW 2749
<b>Mailing Address</b>	Locked Bag 1001 Cranebrook, NSW 2749
<b>School Phone no.</b>	02 4708 9800
<b>School Email</b>	office@thelakescc.nsw.edu.au
<b>School Web Address</b>	www.thelakescc.nsw.edu.au
<b>Principal</b>	Mr Darren Dick
<b>Deputy Principal – High School</b>	Mr Cameron Bond
<b>Deputy Principal – Junior School</b>	Mrs Tara Waller
<b>Director of Teaching &amp; Learning</b>	Mrs Cherine Spirou
<b>Learning Support Coordinator</b>	Mrs Cherie Huxley
<b>Sports Coordinator</b>	Mrs Maria Keehan
<b>Bus Coordinator</b>	Mr David Lewis
<b>Office Manager</b>	Mrs Cathie Godfrey
<b>Administration</b>	Mrs Lynda Clark Mrs Kerenina Van Der Kley Mrs Jenny Lewis
<b>Finance Officer</b>	Mrs Marianna Dissanayake
<b>Canteen</b>	Mrs Claire Weston
<b>Librarian</b>	Miss Stephanie Kerr

## 2025 Term Dates

<b>Term 1:</b>	Yr1 to Yr12 – 3 February to 11 April Kindy & Prep – 4 February to 11 April
<b>Term 2:</b>	29 April to 4 July
<b>Term 3:</b>	28 July to 26 September
<b>Term 4:</b>	14 October to 10 December

## College Hours

<b>School Hours:</b>	8.30am to 3.05pm	<i>Supervision from 8.00am</i>
<b>Office Hours:</b>	8.00am to 4.00pm	
<b>Term Break Office Hours:</b>	9.00am to 3.00pm	

# General College Information

## Student Personal Information

Please email any information updates (address, contact number, etc.) to the college office as soon as possible.

## Medication

If your child requires medication to be taken during school hours, you will need to complete an Administer Medication Request form. This can be obtained from the College office and will need to be completed at the beginning of each calendar year.

Medication should be delivered to the office and only supplied in the original bottle or pack with a printed pharmacy sticker detailing the student's name and dosage instructions prescribed by your General Practitioner.

Parents and Caregivers of students with Asthma or Anaphylaxis should supply an Action Plan to the College.

Please ensure medication is within its expiry date, as we are unable to administer expired medications.

## Money

Please hand any money for fund-raising, book club orders, etc. to the classroom teacher or to the office. Money should be in a clearly labelled envelope.

## Canteen

Money brought to school for the canteen, or other purposes, should be kept securely in a zip-up purse or wallet in their school bags. Students are responsible for their own money.

## Mobile Phones

There is no need for Junior School students to bring mobile phones to school and it is highly recommended that they be kept at home. If there is a reason that a Parent or Caregiver needs to send a phone to school with their child, it must be handed in at the office on arrival and can be collected at the end of the day.

## Have a Hat, Can Play Policy

All students must have a college hat to participate in outdoor activities all year round. Students are required to wear hats to and from school each day.

## Sports Days

Students are to wear their sports uniform for PE and Sport. The class teacher will advise which days to wear sports uniform.

## Communication

Communication with Parents and Caregivers is valued at the college. There are two main apps used at the College that we encourage you to download and set up:

### The Lakes Christian College – Carer Orbit App



The Carer Orbit App is a great place to stay up to date with College communications, events, and services. You will have access to College newsletters, your child's timetable, reports, calendars, and College contact details. Parents and Caregivers are also able to communicate with the College regarding absences and provide permission for upcoming events.



Once your child is enrolled at The Lakes Christian College, you can download the App by scanning on this QR code and enter the School code "the lakes" if required. Use the email address you have supplied to the College to log in. If you are having issues logging in, please contact the office, and we will happily help you set up the app!



### Class Dojo

Junior School teachers at The Lakes Christian College use Class Dojo to communicate with Parents and Caregivers and share glimpses of the student's class experiences. Your child's teacher will provide you with login details at the beginning of the school year.

## How Can Parents be Involved?

Parents and Friends are very welcome to be involved at the College. Your involvement will contribute to building the College Community and will be appreciated greatly by the College staff. If you would like to volunteer, we ask that you obtain a Volunteers Working with Children Check and email it to the school office. A WWCC is free for voluntary roles and can be applied for at Service NSW centres or the Service NSW website.

### We are currently looking for volunteers in the following areas:

- Canteen
- Class reading groups
- Administration

If you are interested in volunteering in any of these areas, please contact the office to receive a Volunteer Application form.

## Chapel

The College Chapel service is held fortnightly on a Wednesday. Each class has a turn to conduct this service. Classes have the opportunity to present their learning, and awards are presented. Parents and Caregivers are invited to attend.

## Library

Students have access to the College library during library class time and at lunchtime. Library lessons include reading, borrowing books, and research. During lunchtime, students can engage in a variety of activities including access to books and computers.

## Devices

Junior School classes are given opportunities during class time to use school laptops, computers, and iPads to develop their technology skills and complete research tasks. Teachers will provide students with their own personal login and password.

### **Devices for Learning**

Students in Years 5-12 may bring their own device. The College recommends a laptop that is compatible with Office 365. It is recommended that you go for the longest battery life and warranty you can afford. In case of financial hardship, the College has a limited number of devices available for annual loans to High School students. All devices are to be used appropriately and responsibly according to the BYOD guidelines.

### **Mobile Phones**

The use of mobile phones for any form of communication is not permitted at TLCC. It is recommended that mobile phones be left at home, however, if a student is required to bring their mobile phone to school for any reason, it can be dropped off at the office in the morning and picked up at the end of the day.

## Excursions

All classes and students will take part in excursions away from the College as a part of a broad education program suited to the year level. These are designed around topics being taught in class. In the past year, Junior School students have enjoyed visits to the zoo, Pioneer Village, Parliament House, Bathurst, participated in swimming lessons, and competed in a number of sporting events at away venues.

## Parent Interviews and Student Reports

The College reports to Parents and Caregivers regularly on students' progress. Interim reports are sent home at the end of Terms 1 and 3. Detailed school reports are sent home at the end of Semesters 1 and 2. Parent interviews are at the end of each semester or as required.

## School Requirements

A separate note will be sent home outlining specific class requirements for your child. Please label all your child's belongings!

## Homework

It is a requirement that all students complete their homework, as outlined by their teacher.



# Attendance

## Arrival & Departure

### Morning Drop-off

Due to limited parking, Parents and Caregivers are asked to drop their children off at the “Kiss and Drop” zone near the school hall. If Parents need to park for any reason, please walk with your children through the car park to the playground.

### Afternoon Pick-up

Children can be collected from the pick-up zone in the car park (this is the same place as “Kiss and Drop” in the morning). Parents and Caregivers are asked to stay in their cars and the supervising teacher will call the children’s names using the microphone to go to their car. Children are to wait quietly at the hall for their names to be called. Alternatively, Parents and Caregivers can park in the carpark and collect their children from their classrooms after the bell has rung. To limit the number of people walking through the carpark, we ask that you only use this option if necessary.

Children will be supervised after school until 3:20pm. Any children still waiting to be picked up will be directed to the office for pick up.

### Afternoon Bus

Bus travellers assemble on the Junior School quad where their bus driver will conduct a roll call. Students are then directed onto the buses for a safe departure home.

**Please note: it is college policy that no child is to be in the car park unless supervised by an adult at all times. We thank you for your help in keeping our students and families safe!**

## Late Arrivals/Early Departures

Students arriving after 8:30am will need to visit the Office for a Late Note before attending their scheduled class. Parents and caregivers should accompany their child to sign the Late Note.

Students leaving prior to 3:05pm will need to be signed out of the office by a parent or caregiver.

## Absences

### General Absences

All rolls are marked each morning. Absences are recorded on the college database and an automatic notification SMS is sent to parents. Parents are asked to reply to this SMS with the student’s name, year level, and reason for absence – for example, “John Smith, Kindergarten, sick”. Alternatively, parents and caregivers can notify the school of an absence by emailing the office or completing the absence notification form in the college App.

### **Holidays or Planned Absences Longer than 4 Days**

Planned absences for a period longer than 4 days during term time require an Extended Leave Application form. These can be obtained from the office and should be returned to the office ASAP with any relevant travel documentation such as an e-ticket or itinerary. This will then be assessed by the Principal and a Certificate of Extended Leave issued at the Principal's discretion.

### **Visitors to the College**

In the interest of student safety, supervision requirements, and Child Protection Protocols, all visitors to the college (including tradespeople, volunteers, support workers, and parent/carers) are asked to observe the following procedures:

1. Sign in at the office at each visit
2. Sign out when leaving
3. Wear a college provided visitor tag during each visit

The only exception to this is for college assemblies and chapel services, where no sign-in is required.

# Food and Nutrition

## Nutrition Policy

At The Lakes Christian College, we encourage students and families to develop healthy eating habits to support physical health, concentration, and learning.

The College will:

- promote children's understanding of how food affects their bodies and the relationship between healthy eating and good health,
- ensure that food provided at the school, and foods brought from home, will reflect the Australian Dietary Guidelines for children and adolescents,
- support children who have health and cultural needs relating to special diet requirements,
- raise awareness of good nutrition principles.

Please remember the College is a **nut-aware school**. No nut products are to be brought into the school. This includes peanut butter and Nutella products.

## Crunch and Sip

One of the ways the College promotes healthy eating habits is by including a Crunch and Sip break in the morning for students to "refuel" and "rehydrate". Please pack your child a fresh piece of fruit or vegetables that they can enjoy during their break. Students also need to bring a refillable bottle of water with them each day.

## Recess and Lunch Guidelines

Children should bring a balanced healthy recess and lunch to school each day. This may include sandwiches, fruit, salad, vegetables, cheese, yoghurt, etc. Students and families are encouraged not to bring foods that are high in fat, salt, and sugar such as soft drinks, cakes, lollies, chocolates, and foods that could be categorised as "junk food". Students are taught in the curriculum about foods they should eat every day and which foods are "sometimes" foods.

## Birthdays

We know it can be very exciting for your child to celebrate their birthday with their friends at school. If you would like your child to share birthday treats with their class, we ask that they are easy to distribute (i.e. cupcakes or biscuits) and that you are mindful of food allergies that may be present at the College. **Store-bought treats are highly recommended as they include a complete ingredient list**. Remember we are a **nut-aware** College and **no nut products** are to be brought into the school.

## Canteen

Lunch by the Lakes is open every day (unless otherwise communicated by the school). Students can order their lunch over the counter in the morning before school and some items are available for purchase during recess and lunch. Parents and Caregivers are also able to make orders online by using the Flexischools app. This app is not run by the school and parents will need to organise their own accounts.





## Positive Behaviour for Learning: Junior School

At The Lakes Christian College, we encourage students to take increasing responsibility for their own behaviour. Our school expectations are:

### CARE, RESPONSIBILITY and RESPECT

To assist them in developing the necessary skills, we have a reward system with four tiers:

#### Thumbs Up      Bronze      Silver      Gold

Teachers award a **Thumbs Up** to students displaying behaviour that demonstrates care, responsibility, and respect.

Four **Thumbs Up** awards equal a **Bronze Award**.

Four **Bronze Awards** equal a **Silver Award**.

Four **Silver Awards** equal a **Gold Award**.

### Behaviour Management

In order to manage behaviour at The Lakes Christian College, Junior School has three categories of consequences:

1. **Yellow Teacher Response** is for minor misdemeanours and is managed by the classroom teacher.
2. **Orange Slip** is for more serious misbehaviour, managed also by the classroom teacher with Leadership Support.
3. **Red Slip** is for serious misbehaviour. This is referred to Leadership and the Principal. Parents may be requested to attend an interview with the Principal.