



**LANDSDALE**  
CHRISTIAN SCHOOL

# Handbook 2021



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## About Landsdale Christian School

Landsdale Christian School offers quality Christian education for children from Kindergarten to Year 12. Our curriculum is based on Christ-centered learning with the intent of providing an environment whereby the morals and values taught at home may be reinforced at school. For this reason, we consider the home-school relationship to be of great importance. We aim to develop excellence in every area of your child's development and call upon you to help us in achieving this goal. You are invited to take an active part by assisting whenever possible and aiding in the smooth running of the school.

This Handbook will give you the latest information about the school's policies and procedures. Thank you for choosing Landsdale Christian School.

## School Contact Details

Telephone: 08 9309 1830 Fax: 08 9302 2269

Administration: [admin@lcs.wa.edu.au](mailto:admin@lcs.wa.edu.au)

Address: 77 Queensway Road  
LANDSDALE WA 6065

Website: [www.landsdalechristianschool.wa.edu.au](http://www.landsdalechristianschool.wa.edu.au)

ABN: 53 105 583 935



# 1 Our Special Character

## 1.1 Our Foundational Assumptions and Beliefs

All that is planned and happens at Landsdale Christian School is anchored in a Biblical worldview. The following elements are significant:

- **God is the Ultimate Source** – God is infinite and the primary source of life, wisdom, beauty and perfection.
- **God's Creative Activity** – God created and sustains the entire universe. This creative action was intentional, structured and orderly, and a reflection of His personality.
- **Our Human Origin** – God created perfect human beings in His own image with power to think, choose, act, and relate.
- **How We Know** – God has revealed something of Himself to humanity through His creative work, the person of Jesus Christ and the words of the Bible.
- **Our Problem** – By their own choice in Eden, humans rebelled against the Creator, shattering their open relationship with Him, and plunging themselves and the world into a conflict of cosmic proportions between good and evil. As a consequence, the capacity of humanity to reflect the image of God was well-nigh destroyed.
- **God's Response** – God, through Jesus Christ and the Holy Spirit, answered the problem of sin with a plan to restore human beings to God's image and the universe to its original state of perfection, love and harmony.
- **Renewed Relationship** – In accepting God's plan of restoration, we begin a new relationship with God through Jesus and maintain this relationship through the study of the Bible, prayer and worship.
- **Our Hope and Destiny** – God invites us to share these things with the world creatively and responsibly until He intervenes to bring about a restored creation.

### **Landsdale Christian School offers students**

- A climate in which they can understand what is pleasing to God, commit their lives to Him and experience the joy of helping others.
- A balanced programme that supports spiritual, intellectual, social, emotional and physical development.
- A core of knowledge and skills for everyday living appropriate to their age.
- An appreciation and respect for the home, the Church, the school, and the community.

### **By the end of their time at Landsdale Christian School, students will have had the opportunity**

- To respond to God's grace, and demonstrate their commitment to Jesus, helping others, and showing a willingness to do what is pleasing to God in every area of living.
- To develop positive attitudes and values towards God, society and others, the environment, material needs and themselves.
- To demonstrate competence in thinking, reasoning, decision-making, communicating and expressing as a foundation to schooling.
- To demonstrate interpersonal skills and emotional growth necessary for healthy relationships with their peers, family, and community.
- To know and practise basic principles of health and balanced living, including a wise use of time and entertainment media.
- To develop an appreciation for the dignity of work along with a growing awareness of their God-given abilities.

## **1.2 Our School Mission**

Landsdale Christian School aims to:

- Promote an active relationship with God
- Encourage personal excellence in all areas
- Embrace diversity and nurture a sense of belonging
- Develop each student's self-worth and purpose

## **1.3 Our School Vision**

To empower students to reach their potential and contribute positively to society whilst supporting them in the development of meaningful relationships with Christ and others.

## **1.4 Our School Values**

Values are often described as the glue that holds a community together. The values of Landsdale Christian School are based on the overarching values of Love and Service, found in 1 Corinthians 13.

- Excellence – Living for God's glory
- Compassion – Caring at all cost
- Humility – Acknowledging my achievements without boasting
- Respect – Thinking of and behaving well towards others
- Integrity – Living at peace with myself
- Justice – Seeking the right
- Discernment – Making wise choices
- Responsibility – Owning my actions
- Hope – Living with joy because my future is certain in Jesus
- Love – Loving others because God loves me
- Service – Putting the needs of others first

## 2 Administration and Governance

### 2.1 School Administration

Landsdale Christian School is operated by Adventist Christian Schools (WA), a part of the education system of the worldwide Seventh-day Adventist Church. As such, its general policies are consistent with the standards required by the Education Department of Western Australia, in addition to those prescribed by the Adventist Schools Australia of the Seventh-day Adventist Church.

### 2.2 School Council

Landsdale Christian School is governed locally by the Landsdale Christian School Council. The School Council is accountable to and acts on behalf of, Adventist Christian Schools (WA) and is appointed for a term of four years. Its members consist of elected and ex-officio representatives.

### 2.3 Functions of the School Council

- Promote high educational and Christian standards
- Set and operate an effective budget
- Review all enrolments and confirm or deny acceptance
- Plan for the care and development of the school premises
- Oversee the smooth operation of the school

Any concerns about the school can be directed in writing to the Principal as the Secretary of the School Council. Written notice must be received by the Secretary one week before the next scheduled meeting. Meetings dates will be listed on the annual school calendar and advertised in the newsletter.

### 2.4 2020 Staff

#### Administration Team

Principal	Dr Lee Walker
Head of Primary	Mrs Felicity Drinkall
Head of Secondary	Mrs Wendy Seegers
Administrative Assistant	Mrs Ruth Sharp
Bursar/Registrar	Mrs Mandy Walker

#### Early Childhood Team

Teachers	Miss Karen Mason
	Miss Daneka Brooks
Educational Assistants	Mrs Minette Bennett
	Mrs Lee-anne Chambers
	Renee Weinman

## Primary Team

Junior Primary Teachers	Mrs Valerie Oesterheld
	Miss Melissa Preston
Middle Primary Teachers	Mrs Sara Foster
	Mrs Hollie Joyce
Senior Primary Teacher	Mrs Felicity Drinkall
Learning Support Assistant	Mrs Renee Weinman
AUSLAN Language Teacher	Mrs Rebecca Hiscox
Sport Specialist	Mrs Stephanie Adams

## High School Team

Drama, English, Food Science & Technologies, Sport	Miss Bree Aviles
Business Management, HASS, History, Politics & Law, Religion & Life, Encounter	Mr Gavin Bowyer
Food Technologies, Health & PE, Information Technologies	Mrs Jasmin Bristow
Biology, Food Technologies, Psychology, Science,	Mrs Tahlia Hands
Encounter, English, Food Technologies, HASS, Science,	Mrs Jessica Nzolantima
Encounter, Health & PE, Mathematics, Science, Sport	Dr Jared Okiro
Business Management, Encounter, English, HASS	Mr Brendon Quick
Design/Visual Arts, Encounter, Media & Design	Miss Rhona Schulz
Chemistry, Mathematics, STEM	Mrs Wendy Seegers
Manual/Visual Arts	Mr Norrie Taylor
Health & PE, Outdoor Education, Science, Sport	Mr Brad Walker
Mathematics	Dr Lee Walker
Educational Assistant	Mrs Jodie McIntosh
Laboratory Assistant	Mrs Siew Yin Lim

## Pastoral Care

Chaplain	Pr Gys Seegers
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## **2.5 Parents & Friends Committee**

The Landsdale Christian School Parents & Friends Committee (P&F) is made up of interested parents of the school, whose primary role is to foster meaningful relationships between parents, school, and community, and in so doing contribute to the development of students. Interested parents are welcome to join the committee at the beginning of the school year. The process for this will be advertised in the newsletter.

At the beginning of each school year, the Parents & Friends group nominate members to fill the following positions:

- Coordinator
- Secretary
- Treasurer
- At least three other members

These nominations are subject to approval by the School Council. The principal is an ex-officio member.

## **2.6 Functions of the Parents & Friends**

- Organise, in consultation with teachers, parental assistance for school activities
- Help organise and coordinate community events and activities
- Coordinate general education meetings of interest for parents

### **3 Enrolments**

#### **3.1 New Enrolments**

An Enrolment Application package is available on our website at [www.landsdalechristianschool.wa.edu.au](http://www.landsdalechristianschool.wa.edu.au) or on request from the school office. After the forms have been completed, they should be submitted to the school office, accompanied by the \$250 application fee. At this point, an appointment will be scheduled with the principal. The application fee is non-refundable, but \$150 of this fee will be credited to the first term's tuition fees upon commencement at the school.

All applications will be considered by the School Council. A student is considered enrolled when approval is given in writing.

#### **3.2 Re-enrolments/Discontinuing Enrolments**

All student enrolments are considered ongoing unless written advice to the contrary is received from parents/guardians. A term's notice (10 weeks) must be given prior to withdrawing, or a term's fees in lieu of notice may be charged.

## **4 Finance**

### **4.1 School Fees**

The school fee schedule is set by Adventist Christian Schools (WA). The fees are applicable for all Adventist Christian Schools within the state of Western Australia.

There are four options for fee payment.

#### **Option A – Annually**

Fees paid by the end of the second week of first term are entitled to a 5% discount on tuition costs.

#### **Option B – Quarterly**

Fees paid by the end of the second week of each term are entitled to a 2.5% discount on tuition costs.

#### **Option C – Monthly**

Payments need to be made on the 15<sup>th</sup> of each month, February to November.

#### **Option D - Fortnightly**

Payments need to be made on the 14<sup>th</sup> and 28<sup>th</sup> of each calendar month, February to November.

The School Bursar requires notification of preferred payment option at the commencement of each school year or upon initial enrolment.

Fees not received by the specific date are regarded as outstanding. Please note that in the case of unpaid debt, the school will refer the account for further action. Any costs incurred as a result of further action will be charged to the debt owing.

Fee payments can be made by cash, cheque, VISA or Mastercard, direct debit, or EFTPOS. Receipts for payment are issued by the school bursar. If, for some reason, payment cannot be made by the agreed date, an interview with the school bursar will be made to arrange a suitable payment schedule.

School bus fees and other local charges will be included in the same statement as tuition fees.

### **4.2 Bursary**

A bursary scheme provides financial assistance for low-income families. Applications for bursary assistance can be made to the school principal. Bursary assistance is granted for up to twelve months. Recipients need to reapply each year in order to be considered for further bursary benefits. Information required for bursary assistance is held in confidence. Bursary Application Forms are available upon request from the school bursar.

### **4.3 Fee Enquiries**

Where possible, please make any enquiries to the school bursar.

## **5 Student and Parent Responsibilities**

### **5.1 Code of Conduct**

Students of Landsdale Christian School who are identifiable, that is wearing school uniform or promoting the school, they are considered to be representatives of the school and its standards whether at school or in the community. This is the underlying principle that should direct students' conduct.

As such, it is expected that students will:

1. Respect staff members and fellow students, addressing them in a proper manner at all times.
2. Behave courteously in every circumstance.
3. Conduct themselves in an orderly manner while travelling on school buses or other forms of public transport, showing consideration and respect for other people as well as care for the school's and fellow students' property.
4. Obey rules, including those regarding individual and collective safety.
5. Demonstrate responsibility by keeping the school grounds tidy at all times.
6. Refrain from leaving the school grounds without permission.
7. Never use or bring illicit drugs to school; this includes alcohol and tobacco.
8. Leave all personal items at home unless they are to be used for an organised school activity.
9. Always wear the correct uniform in a neat and tidy fashion.

Behaviour management procedures at Landsdale Christian School are built on restorative practice, encouraging students to take responsibility for their choices.

Our school takes a zero-tolerance stand on bullying. Please refer to the school behaviour management policy for further details.

### **5.2 Citizenship**

Landsdale Christian School upholds Christian ideals in matters of dress, moral behaviour and general conduct. The teaching of these ideals is one of the reasons for the school's existence and aims to develop a sense of responsibility to self, community, peers, teachers and God.

The stated purpose of citizenship is to aid the student in growth towards mature adulthood. As a consequence, the school will assist students in making choices about appropriate behaviour.



### **5.3 Student Absence**

Please note that in the case of student absence, an explanation from a parent or guardian outlining the reason for the absence is required by law. Truancy officers inspect school records and respond to attendance concerns. If you know that your child will be away from school for any reason or arriving late, please contact the school ahead of time. If a child is absent without notification to the school, our duty of care requires us to phone the parent/guardian as soon as is practicable. You may notify the school of your child's absence by sending an email, phoning the school, or sending a direct message through SEQTA Engage.

### **5.4 Student Pickup**

Written consent must be given if a person other than the parent or legal guardian is to pick up a student from school. Please address notes to the classroom teacher and include the name of the person who is collecting your child.

### **5.5 Books and Stationery**

Kindergarten and Pre-Primary: A Resource fee is charged to cover the cost of consumable classroom resources. You may also be responsible for purchasing a small list of personal items for your child, as advised by the classroom teacher.

Years 1 – 12: Stationery and/or textbooks are to be purchased from a booklist provided to parents/guardians before the commencement of the school year. Parents/guardians will also be advised of a small list of personal items that will need to be purchased for each student.

### **5.6 Working Bee**

Landsdale Christian School believes in working together as a community. Therefore, parents and guardians are encouraged to play an active role in the care of the school. The school plans regular working bees that are run to help maintain the school grounds. Regular family attendance is appreciated. A Working Bee Levy of \$264/year per family will be applied on your fee account. This levy is credited back when a parent/guardian attends a working bee. If you cannot attend on the actual day, arrangements can be made to help out at a mutually convenient time.

### **5.7 Swimming**

Students from Pre-Primary to Year 6 will engage in a two-week period of swimming lessons. The cost of this will be applied to school fees. Further information will be published in the newsletter as it comes to hand.

### **5.8. Parents & Friends**

A Parents & Friends Levy of \$50 per family per year will be applied on your fee account. The funds raised will be used to provide resources for our students, as chosen by the Parents & Friends to the School Council. Suggestions for expenditure can be forwarded to the Parents & Friends Co-Ordinator or by joining the Parents & Friends Committee (see page 9).

## 6 Grievance Policy

### Parent Comments and Suggestions

Landsdale Christian School welcomes suggestions and comments from parents and takes seriously any complaints or concerns that may be raised. It is expected that parents follow the correct procedure by speaking to the appropriate person at each stage of a complaint. If circumstances arise, please use the following process, commencing at stage one and moving through the levels in order until you are satisfied that the matter is resolved.

1. Discuss the matter with the teacher directly involved in the issue.



2. Contact the principal by calling 9309 1830, to arrange a time to discuss the matter.



3. Contact the School Council chairperson c/- the school, on 9309 1830. A message will be relayed to the chairperson on your behalf so that a meeting can be arranged.



4. Contact the Director of Education for Adventist Christian Schools (WA) on 9398 7222 and request an appointment to discuss your concern.



5. Request that an independent arbitrator be appointed (one that both parties agree to) by contacting Adventist Christian Schools (WA) on 9398 7222.

## **7 School Bus**

### **7.1 School Bus Service**

The Adventist Christian Schools (WA) group offers a dedicated bus service to and from school. If you choose to use this service, a fee will be applied to your account.

Application forms are available from the school reception.

### **7.2 School Bus Rules**

Passengers must obey these rules for all bus travel:

1. Obey the instructions of your bus driver.
2. Do not damage the bus interior or exterior, including seats. The family of the responsible passenger will be financially responsible for any damage.
3. Do not leave your seat while the bus is moving.
4. Do not lean against the doors or place any portion of your body out of the windows.
5. Respect the rights of your driver and other passengers. This includes refraining from verbal and physical bullying and play fighting.
6. Stand away from the bus after getting off, and do not cross the road until it is clear.
7. Do not eat on the bus.
8. Only drink water on the bus. No other drinks are allowed.
9. Do not throw anything out of the windows or around the inside of the bus at any time.
10. Always wear your seatbelt.

## 8 School Programme

### School Hours

#### Primary School

First Session	8.40 am – 10.42 am
Recess	10.42 am – 11.10 am
Second Session	11.10 am – 12.50 pm
Lunch	12.50 pm – 1.30 pm
Afternoon Session	1.30 pm – 3.10 pm

#### High School

Home Room	8.40 am – 8.50 am
Period 1	8.52 am – 9.46 am
Period 2	9.48 am – 10.42 am
Recess	10.42 am – 11.12 am
Period 3	11.12 am – 12.06 pm
Period 4	12.08 pm – 1.02 pm
Lunch	1.02 pm – 1.32 pm
Period 5	1.32 pm – 2.26 pm
Period 6	2.28 pm – 3.22 pm

The playground is supervised from 8.20 am. Students should not arrive at school prior to 8.20 am, except when requested to do so. Students should be picked up promptly at 3.10 pm for Primary school and 3.20 pm for High School, but in the unlikely event that parents have been held up, students will be supervised until 3.45 pm each day.



## **9 Aspects of School Life**

### **9.1 Spiritual**

The Encounter Curriculum allows each student to have a daily encounter with Christ. Each student's personal friendship with Jesus is encouraged whilst respecting their individual personal religious beliefs. The school recognises the importance of cooperating with parents towards the child's individual character formation. The LCS Chaplains actively participate in the school's Encounter program, where students engage in daily worship and Christian faith development lessons.

### **9.2 Pastoral Care and Chaplaincy**

The school is proud to offer a comprehensive chaplaincy programme, jointly funded by the Australian Government Department of Education and Training under the National School Chaplaincy Programme and the Western Australian Conference of the Seventh-day Adventist Church. The chaplaincy programme is aimed at providing pastoral care and support to families, students and staff. Participation in this programme is completely voluntary and can be terminated at any stage of support. The school chaplain and other professionals are available for support within the school as required.

A strong emphasis is given to building resilience, well-being and positive self-esteem in students, thereby fostering healthy relationships and problem-solving abilities. A selection of parenting and lifestyle resources are available for borrowing through the school library upon request.

### **9.3 Academic**

The overarching academic goal of our school is to be a "School of Excellence", with every student progressing and reaching their individual potential. Therefore, Landsdale Christian School offers a holistic curriculum that is designed to help students develop academically, physically, socially and spiritually. Teachers intentionally plan for the individual needs of students to ensure every child engages in a relevant learning programme. In addition, every student engages in daily encounters with God through the Bible-based Encounter Curriculum.

Students are expected to demonstrate responsibility by working diligently, completing their assignments to the best of their ability, and submitting their work on time.

Student progress will be reported on at the end of each semester, at which time parent/teacher interviews will be offered. Interviews can be scheduled at other times at the request of parents or teachers. Parents/guardians can access progressive results electronically through Story Park (Yrs K – 4) and SEQTA Engage (Yrs 5 – 12).

## **9.4 Physical**

The school programme aims to provide each pupil with the opportunity to benefit from the development of an alert mind.

The school promotes that students lead a physically active life. Opportunities for physical activity at school include: regular physical education classes, a structured sports lesson each week, and designated playtimes at recess and lunch. In addition to these activities, students will also have the opportunity to represent the school at combined school athletic carnivals and representative sports.

Students from Years 1 - 6 are given the opportunity to be involved in the government-funded Sporting Schools programme. While this programme is free, students are required to register. Details of how to do so, along with times and dates, will be published in the school newsletter.

## **9.5 Homework**

Your child's teacher will outline the general homework routine and expectations in a note at the beginning of the school year.

A general guideline for the average amount of homework to expect is as follows:

Year 1/2: up to 20 minutes 4 times per week  
Year 3/4: up to 30 minutes 4 times per week  
Year 5/6: up to 45 minutes 4 times per week  
Year 7/8: up to 75 minutes 4 times per week  
Year 9/10: up to 90 minutes 4 times per week  
Years 11 and 12: as necessary

## 10 IT & Technology

### 10.1 Mobile Phones

Landsdale Christian School recognises the importance of students being in contact with parents before and after school. In order to communicate effectively with parents, many students bring mobile phones and electronic devices to school. For the safety of our students and security of devices, please note the following:

1. Students are allowed to bring mobile phones to school to contact parents before and after school.
2. Mobile phones and electronic devices, which have internet access, must be deposited into the Homeroom 'Phone Box' during homeroom at the start of the school day. This also includes earphones and earbuds and any other wearable technology.
3. Mobile phones will be returned to students for emergencies only.
4. Mobile phones and electronic devices will not be allowed on school excursions with the exception of where it is required by the teacher, in which case, the teacher will collect all phones and retain possession until needed to be used.
5. Students arriving after the school day commences are required to hand their phone to administrative office staff. These can be collected at the end of the school day.

### 10.2 Laptop Computer / iPad / Tablet

Information & Communication Technology (ICT) has become of critical importance to schools in facilitating and supporting learning, teaching and other administrative activities for teachers, students, parents, and administrators. Landsdale Christian School respects and values academic freedom, the academic ethos and the rights of students, staff, parents, and guardians who make up the school community. The school must comply with laws and other legal obligations regarding the use of its communications and information technology infrastructure within the jurisdiction in which it operates. ICT resources are supplied in line with the following principles:

- Access to ICT is provided subject to need and availability of resources;
- Privacy, confidentiality and respect of the personal rights of others is maintained;
- The importance of the cost-efficient use of the ICT is recognised;
- Users engage in ethical, legal and responsible use of ICT.

Landsdale Christian School reserves the right to:

- Moderate access to internet and intranet services, including the filtering of websites;
- Monitor and record all usage of its computer networks, including internet services;
- Regularly filter the network for inappropriate / non-education files and, if found, delete these automatically;
- Take disciplinary action when breaches of expected behaviour occur.

LCS operates under a Bring Your Own Device (BYOD) policy. LCS has selected an Apple platform and families are advised to provide Apple devices. Please note that support cannot be guaranteed for non-apple devices. Access for laptop computer / iPad / tablet use in classrooms is granted to those who abide by the guidelines in the Mobile Phone & Electronic Device Policy. The laptop computer / iPad / tablet will be used for up to 50% of the learning programme in each class.

1. Laptop computer / iPad / tablets are to be purchased or leased by the parent/guardian of children in our upper primary classes (Years 5 and 6) as well as all high school year levels.
2. Students and parents are responsible for the overall care of the laptop computer / iPad/ tablet. Any loss, damage or theft should be reported to the school. However LCS accepts no liability to repair and or replace any item irrespective of how the damage/loss has occurred.

- Any repair, replacement or insurance claims need to be made through the personal insurance options taken out by the parent/guardian at the parents' expense.
3. The school respects copyright laws and expects students to do the same.
  4. Playing games, listening to music, watching video, accessing websites not relevant to the lesson will not be tolerated during the school day.
  5. Students are expected to demonstrate safe, lawful, and ethical behaviour when using the schools ICT network as outlined in the Code of Conduct.
  6. Students are to be aware of occupational health and safety issues when using computers and other learning devices.
  7. Parents/guardians are responsible for ensuring students understand the school's ICT access and usage requirements, including the acceptable and unacceptable behaviour requirements.
  8. Students and parents will be required to sign a code of conduct.
  9. Landsdale Christian School reserves the right to restrict student access to network services if access and usage requirements are not met or breached.

#### Release of Liability

- Landsdale Christian School makes no warranties of any kind, whether express or implied, for the service it provides. Landsdale Christian School will not be responsible for any damages a user suffers as a result of their uses of the LCS network or use thereof by any other person. This includes loss of data resulting from delays, no-deliveries, misdeliveries, service interruptions, or Landsdale Christian School's negligence or by the user's error or omission or by the actions of any other user of the LCS network. Use of any information obtained via the internet is at the user's own risk. Landsdale Christian School specifically denies any responsibility for the accuracy or quality of information obtained through its services. All users need to consider the source of any information they obtain and consider how valid that information may be.

### **10.3 Social Media**

Landsdale Christian School is aware of the use of social media forums for students to communicate with others. We are also mindful of the increasing abuse of these forums to denigrate and abuse others. Students with access to these forums will be encouraged to always uphold Christian values.

1. Social media is not permitted to be used during school hours (8:40 am – 3.20 pm)
2. Any time that students engaged in social media involving other students, staff or the school in general, they are expected to use discretion and uphold Christian values.
3. Should teachers receive evidence of inappropriate behaviour between students at LCS on social media forums, appropriate action will be taken by teachers and the Discipline Committee at school.



## 11 Health

### 11.1 General

Your child's personal health and safety is a priority at all times. For health and safety purposes, please ensure long hair is tied back at all times using hair ties in the correct school colours (see Uniform pages 20-23).

### 11.2 Sickness or Accident

All teaching staff members hold a current Senior First Aid or equivalent certificate.

Staff members are not permitted to administer prescribed medications of any kind to students unless written permission from the parent is given. Administration of Medication forms can be obtained from reception. Prescribed medication must come to school **in a pre-measured dose** (staff are not able to measure prescription medication), and first doses will not be given at school. Paracetamol can be dispensed by staff with written or verbal permission from parents or guardians if a student experiences unexpected pain during the school day.

If any student has a medical problem, the class teacher must be informed immediately. Please also ensure that you notify the school if your emergency contact details change.

In the case of a serious accident involving a child at school, an ambulance will be called, and parents will be notified. Parents are encouraged to have adequate health insurance as the cost of this service is payable by the family.

### 11.3 List of Exclusion Times

Should your child be sick, please keep them at home. Should a child arrive at school sick or become sick during the day, the child's parents will be asked to collect them.

Please see below a list of exclusion times.

Chicken Pox	Exclude for at least five days after the rash appears AND until all blisters have dried.
Conjunctivitis	Exclude until discharge from eyes has ceased.
Diarrhoea	Exclude until diarrhoea has ceased for 24 hours.
Gastroenteritis	Exclude until vomiting has ceased for 48 hours.
Head Lice	Exclude until after treatment has commenced and live lice removed.
Impetigo	Exclude until 24 hours after antibiotic treatment has commenced (including the proper use of occlusive dressing).
Influenza	Exclude until symptoms resolved.
Measles	Exclude for at least four days after onset of rash, in consultation with a doctor.
Mumps	Exclude for at least nine days after onset of symptoms.
Whooping Cough	Exclude for 21 days from onset of cough or for five days after start of antibiotic treatment.
Ringworm	Exclude until treatment has been administered for 24 hours.
Rubella (German Measles)	Exclude for four days after the onset of rash.

#### 11.4 Student Accident Insurance

If an accident occurs at school, the school will take action that is deemed necessary, but will not be responsible for any cost incurred. It is recommended that parents ensure that their children are adequately covered by both medical and dental insurance.

Parents are charged a small fee at the beginning of the year for accident insurance. This does not cover medical expenses but allows for claims for specific types of injury. The policy will be sent home at the beginning of each year.

#### 11.5 Sun Safety

To promote sun safety in our school we provide sunscreen for students to apply for outdoor activities. In addition, a “no hat, shade-only play” rule applies. Every child needs to wear a uniform hat every day during all outdoor times. This applies during school terms One and Four or when the UV factor is 3 or higher.

#### 11.6 Food Exclusions

Due to food allergies, Landsdale Christian School is an Allergy Aware site. You are asked to ensure that you avoid sending any of the following items to school.

- Peanuts or peanut shells
- Peanut butter
- Products that contain peanuts listed as an ingredient (this includes some muesli bars, biscuits and spreads)

In addition, if you collect supplies for the ECE construction box please avoid:

- Containers or boxes that have been used for peanut products (for example crunchy nut cornflakes)
- Empty peanut butter jars

Common questions asked:

##### *Why peanuts?*

25% of children experience their first negative reaction to peanut products whilst at school. Reactions to peanut products can range from rashes to a life-threatening attack of Anaphylaxis. Such reactions can be life threatening. To ensure the safety of students, we have put in place a policy based on the practices of all day care centres and many other schools, to remove this trigger food from our school site.

##### *Are products containing the words “may contain traces of nuts” acceptable?*

Yes. We only ask that you avoid foods that list peanuts **as an ingredient**.

##### *How will the school respond if I send along peanut products?*

Your child will be kindly reminded. If children continue to bring peanut products, a reminder note from the principal will be sent to the parents.

We thank you for your help in making our school an Allergy Aware site.

## 12 Uniform

### 12.1 Dress Code

Each student in uniform is representing the school and its standards. Each child is required to wear their uniform in a neat and tidy fashion while attending school, participating in school functions, and traveling to and from school. Landsdale Christian School has both a winter and summer uniform. It also has a sports uniform. It is required that full uniform be worn at all times, unless otherwise directed by the school.

When unforeseen circumstances make it impossible for a student to be in correct uniform, a note of explanation must be sent from the parent to the classroom teacher or home room teacher.

As part of the Landsdale Christian School Uniform Dress Code students are not permitted to wear jewelry with the exception of one pair of plain, round or spherical, metal studs less than 4mm in diameter in the lower lobe of the ear. Chains, bracelets, rings, other piercings, nail polish and makeup are not permitted. Students are permitted to wear a wristwatch. Please refer to our uniform policy for further information.

### 12.2 Art Shirts

All students in Years 1 to 6 require an art shirt to protect their clothing during art and craft lessons. This can be any shirt or apron large enough to cover the uniform. In most instances, the school provides water-based paints and glues. In the event of spillages of paint or glue, affected clothing should be soaked in cold water only.

### 12.3 Kindergarten and Pre-Primary Uniform Requirements

KINDY/PRE-PRIMARY - Summer Uniform (Terms 1 & 4)	
Polo shirt, shorts, Sport Jacket and hat	All items are school-specific and need to be purchased from the school's uniform shop <i>school issue only</i>
Shoes	Sport
Girl's Hair	All accessories – black, white or navy blue

KINDY/PRE-PRIMARY - Winter Uniform (Terms 2 and 3)	
Polo shirt, sport Jacket & pants, dark navy blue long sleeve skivvy and hat	All items are school-specific and need to be purchased from the school's uniform shop <i>school issue only</i>
Shoes	Sport Gumboots – to be stored at school
Girl's Hair	All accessories – black, white or navy blue

## 12.4 Primary School Uniform Requirements

*Please note, ALL students need to have a school issue navy blue hat that is worn all year.*

GIRLS YEAR 1 - 6 Summer (Terms 1 and 4)	
Dress, jumper, hat	These items are school-specific and need to be purchased from the school's uniform shop <i>school issue only</i>
Socks	White ankle height
Shoes	Black polished leather lace-up shoes
Hair	All accessories – black, white or navy blue

GIRLS YEAR 1 – 6 Winter (Terms 2 and 3)	
Blouse, skirt, jumper, tie, scarf	These items are school-specific and need to be purchased from the school's uniform shop <i>school issue only</i>
Socks	White ankle height
Shoes	Black polished leather lace-up shoes
Stockings/Tights	Black (plain)
Hair	All accessories – black, white or navy blue

BOYS YEAR 1 – 6 Summer (Terms 1 and 4)	
Shirt, shorts, jumper	These items are school-specific and need to be purchased from the school's uniform shop <i>school issue only</i>
Socks	Grey ribbed, single fold, ankle height
Shoes	Black polished leather lace-up shoes
Hair	All accessories – black, white or navy blue

BOYS YEAR 1 – 6 Winter (Terms 2 and 3)	
Shirt, trousers, jumper, tie, scarf,	These items are school-specific and need to be purchased from the school's uniform shop <i>school issue only</i>
Socks	Grey ribbed, single fold, ankle height
Shoes	Black polished leather lace-up shoes
Scarf	Navy
Hair	All accessories – black, white or navy blue

## 12.5 High School Uniform Requirements

GIRLS Years 7 – 12 Summer and Winter	
Blouse, skirt, jumper, tie, scarf	These items are school-specific and need to be purchased from the school's uniform shop <i>school issue only</i>
Socks	Grey ribbed, single fold, ankle height
Shoes	Black polished leather lace-up shoes
Tights (T2 & T3)	Black
Tie (T2 & T3)	
Scarf (T2 & T3)	
Hair	All accessories – black, white or navy blue

BOYS YEAR 7 – 12 Summer and Winter	
Shirt, shorts, trousers, jumper, tie, scarf	These items are school-specific and need to be purchased from the school's uniform shop <i>school issue only</i>
Shorts (T1 & T4)	Grey
Trousers (T2 & T3)	Grey
Socks	Grey ribbed, single fold, ankle height
Shoes	Black polished leather lace-up shoes
Tie (T2 & T3)	
Scarf (T2 & T3)	
Hair	All accessories – black, white or navy blue

## 12.6 Whole School Sport Uniform Requirements

GIRLS - Summer Sports Uniform – Whole School	
Polo shirt, shorts, sport jacket	These items are school-specific and need to be purchased from the school's uniform shop <i>school issue only</i>
Socks	Plain white
Shoes	Sport shoes
Hair	All accessories – black, white or navy blue
Sport Bag – High School only	<i>school issue only</i>

GIRLS - Winter Sports Uniform – Whole School	
Polo shirt, track pants, sport jacket, scarf	These items are school-specific and need to be purchased from the school's uniform shop <i>school issue only</i>
Socks	Plain white
Shoes	Sport shoes
Hair	All accessories – black, white or navy blue
Sport Bag – High School only	<i>school issue only</i>

Boys - Summer Sports Uniform – Whole School	
Polo shirt, shorts, sport jacket	These items are school-specific and need to be purchased from the school's uniform shop <i>school issue only</i>
Socks	Plain white
Shoes	Sport shoes
Hair	All accessories – black, white or navy blue
Sport Bag – High School only	<i>school issue only</i>

Boys – Winter Sports Uniform – Whole School	
Polo shirt, track pants, sport jacket, scarf	These items are school-specific and need to be purchased from the school's uniform shop <i>school issue only</i>
Socks	Plain white
Shoes	Sport shoes
Hair	All accessories – black, white or navy blue
Sport Bag – High School only	<i>school issue only</i>

### **12.7 Purchase of School Uniform Items**

Most uniform requirements are available from the school. Items not available from the school include socks, stockings, tights, and shoes.

The school has a limited supply of second-hand uniform items for sale.

The school uniform shop is open Tuesday mornings before class and Wednesday afternoons after class. Urgent uniform requirements can be requested outside of these hours and will be filled when time permits.

## **13 Miscellaneous**

### **13.1 Care of School**

All students are expected to assist in maintaining cleanliness and tidiness of classrooms and grounds at all times.

### **13.2 Property Damage**

If damage occurs when a student plays or works within the rules of the school, the school accepts responsibility for the cost of repairs. However, if a student damages property while breaking the school rules, the family must accept financial responsibility for the damage.

### **13.3 Bikes/Scooters**

On arrival at school, bikes and scooters must be parked in the specified area and are not to be ridden during school. Students need to walk bikes and scooters to and from the car park area.

### **13.4 Valuables**

Students are not permitted to bring valuables to school. The school accepts no responsibility for lost items. Please ensure that only items needed for learning are brought to school. Other personal items are to remain at home, and parents are asked to support the school in this.

### **13.5 Lost Property**

In order to assist in returning items to their rightful owners, parents are requested to place secure name tags on all items of clothing and school equipment. Unclaimed items will be disposed of after a reasonable time. The school cannot accept responsibility for the loss of items by students.

### **13.6 Family Adjustment**

Children can be affected by family circumstances. Their behaviour is often influenced by family stress and concerns. Therefore, if family circumstances change, it is essential that the school is informed, particularly regarding matters of access and Family Court orders.

### **13.7 Canteen**

The Parents and Friends Committee of Landsdale Christian School oversees the school canteen. The days of operation, menu and pricelist will be advertised in the school newsletter.

### **13.8 Newsletter**

Newsletters will be published to keep parents informed about the programme of the school. The newsletter will be emailed to your personal email address, or you can request that a hard copy be sent home with your child.

### **13.9 Boundaries**

Students will be made aware of the school boundaries. They are not to go beyond these limits without the permission of the duty teacher.

### **13.10 Staff Room and Office Areas**

These are accessible only to staff, except by permission.

### **13.11 Use of Classrooms**

Classrooms are out of bounds to students during recess, lunch and after hours, unless accompanied by a staff member.

### **13.12 Recess**

Students are permitted to eat at recess. It is strongly encouraged that students eat only fruit and vegetables at this time. We wish to encourage a healthy lifestyle by developing healthy habits.

### **13.13 Speed Limits**

The speed limit on the school driveway is 20km/h from the front gate to the second pedestrian crossing and then 10km/h. This is a legally enforceable limit and will be taken into account by the relevant authorities in the case of an accident. You are required to adhere to these speed limits at all times whilst on the school property.

### **13.14 Excursions and Incursions**

The cost of excursions and incursions is covered by a levy which is charged with your school fees.

### **13.15 Visitors and Volunteers**

All visitors and volunteers are required to sign in at Reception and wear an identification badge. Volunteers, who wish to work in the school are required to complete the following prior to commencing work at the school:

- Undergo an interview with the Principal
- Provide the names of 3 referees who will be contacted for a reference check
- Undergo a security check (AdSafe)
- A current Working With Children Check

You are welcome to help out in your child's class. If you wish to do this, please plan a time with the classroom teacher in advance.