



2018

Cape Byron Rudolf Steiner School



CBRSS Parent Handbook

CLASS 1-6 2018

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Welcome to our wonderful school

What a long way Cape Byron Rudolf Steiner School has come - from 1987, 13 children and one kindergarten teacher in a pavilion at the Bangalow Showground! Term 2 1988 saw the move onto our present site that then looked so very different: cows grazed on unfenced acreage, 3 lonely trees on 5 acres ... and a magnificent view to Cape Byron Lighthouse. We had found our home.

We now have many mature trees lovingly planted throughout the years, classes from Kindergarten to Year 12, hundreds of students and tens of staff.

Our Mission

To provide a nurturing, creative and academic education inspired by the indications of Rudolf Steiner for a healthy social life and the developing human being.

Our Vision

To enable each individual to realise their potential to be self aware, resourceful and resilient, with the empathy, skills and initiative to make a positive contribution to the world.

A little about the education offered at Cape Byron school

Rudolf Steiner spoke about three aspects of the human soul - thinking, feeling and willing. These he linked to different parts of the physical body: thinking with the brain and nerve sense system, feeling with the heart and lungs, and willing with the limbs and metabolic system. The heart and lungs regulate our bodies through the rhythmic actions of breathing and circulation and the feeling realm balances our thoughts and actions.

When these three aspects are fully mature and working in balance with each other, we are healthy and "well-balanced". We then have the ability to perform thoughtful actions - to form worthy ideals, and to bring these into the world so that others will benefit.

Each and every aspect of education at our school aims to develop a healthy relationship between these three faculties. Each activity, each day, each week, each term, each year endeavours to create a balance between the head, the heart and the hand. Our school develops not only the students' academic learning and intellectual training but it also supports their physical and emotional development.

How we can work together

The Cape Byron Class 1-6 Parent Handbook aims to let you know about the parts of your child's school life that will impact on you and that will help us teach your child in the best possible way bearing in mind the thoughts expressed above. Together with the teaching staff and many other staff members of the school you will help create the best learning environment for all children in our care. You will help us teach your child by ensuring your child is nourished and nurtured physically and emotionally and is ready and able to learn from us.

Communication between school and parents is so very important: from us to you and from you to us. If you have suggestions, proposals, concerns or difficulties this handbook will inform you of the appropriate channels of communication. The Handbook will also inform you of the many possibilities for you to be involved in the school.

Thank you for reading this Handbook and for keeping it handy for ready reference.

The Primary School Faculty

SCHOOL STRUCTURE

Cape Byron Rudolf Steiner School Ltd is a Registered Independent School and operates as a not-for-profit business under the articles of Association.

The School Board holds the legal responsibilities for the ongoing operation of the School.

The Principal is delegated by the School Board to manage the school and attend to the day to day running of the School.

Deputy Principal is delegated by the Principal to manage the day to day running of the High School

Director Primary K6 is delegated by the Principal to manage the day to running of the Primary School (K-6)

The College of Teachers works to deepen understanding of the philosophy underpinning the education offered at the school

The Parents & Friends Association assists the school on a voluntary basis by organising fundraising and cultural events and is a forum for parent issues and ideas.

The Primary School includes Classes Kindergarten to Six.

The High School includes Years Seven to Twelve.

Cape Byron Rudolf Steiner School

The School was established in 1988. The present site was generously donated by the McKeller family. When the founders were shown the site, the first thing they noticed was a view all the way to Cape Byron, hence the name, Cape Byron Rudolf Steiner School.

The School receives funding from the State and Federal Governments in addition to fees from the parents.

We aim to educate the whole child within the principles of Steiner Education and within the requirements of the New Education Standards Authority for NSW (NESA). Our curriculum fulfils our obligations to both. Our school has received the maximum years of registration and is recognised as one of Australia's most established Steiner Schools, delivering Steiner education for up to 370 students from Kindergarten to Year 12.

The School also has a commitment to good environmental practices, including solar power, composting toilets and reed ponds, composting for the school gardens and tree planting, and each room is fitted with equipment to measure daily energy usage. The site itself is therefore an environmental education tool.

The teachers and staff of Cape Byron Rudolf Steiner School welcome you and your children to our School community.

The College

The College is made up of all teachers who commit to collectively working with the educational responsibilities of the School. The College meet regularly working on issues related to the delivery of the curriculum, curriculum development and the education of the students. The College also commits itself to the study of Anthroposophy and its relation to Rudolf Steiner Education.

Primary and High School Faculties

The High School teachers and Primary School teachers meet in Faculties to manage the various aspects of delivering education to the different areas of the School and the care of the students in those areas. The faculties report to the College of Teachers and the School Board via the Principal.

School Board

The School Board is made up of (non staff) Directors elected by the members and Community Directors appointed by the Board. The Board advised by the Principal. The Elected Directors are elected by the members at the Annual General Meeting. The College elects two representatives to provide consultation to the Board. The School Board is responsible for the legal matters of the school and ensures that all the school's policies and guidelines are adequate and adhered to, that the School remains financially viable and that all requirements laid out in the Commonwealth Funding Agreement are complied with. The School Board also secures funding from government agencies and applies for block grants for new buildings in the school. A copy of the Constitution of the Cape Byron Rudolf Steiner School Ltd is available on the school website.

The Parents & Friends Association

The Parents & Friends Association is made up of parent volunteers who assist the school by organising cultural, artistic and fundraising events for the School. The P & F manage The Friday Market, The School Shop and other events as they arise such as catering at School events. Funds raised by the P & F support the school in many ways such as the purchase of books, craft equipment, playground equipment etc. Without the generous donation of time and skills by the Parents of Cape Byron Rudolf Steiner School, we would not have the school we have today. A craft group meets weekly to share skills and produce craft to sell at the markets and Spring Fair. All parents in the school are welcome and encouraged to attend Parents & Friends meetings.

Class Parent Coordinators

At the beginning of each school year the Class Teachers ask for one or two parents to volunteer as Class Parent Coordinators. These coordinators assist the teacher by encouraging the parents of the class to be involved in events and activities related to the class. They also become committee members of the Parents & Friends and attend Parents & Friends meetings. This is particularly important as the Spring Fair approaches.

For more information regarding the Parents & Friends Association and to access the Class co-ordinators handbook please visit the Parents & Friends Association page of our website.

<http://capebyronsteiner.nsw.edu.au/community/parents-friends-association/>

Primary School Timetable

The Primary School timetable is made up of Main Lesson (the thinking or academic part of the day); Middle Lesson (the feeling or artistic part of the day) and the Afternoon Lesson (the willing or doing part of the day). Within these times the children enjoy the benefit of Specialist Teachers in language, Music, Art, Library, and from Class 3, Strings. Class 4 and 5 participate in the String Orchestra, whilst Class 6 participates in the instrument ensemble. Class 3 & 4 combine for a choir as do Class 5 & 6. Class 3 to 6 also have specialist PE classes.

Please ensure children are at school by 9.00am.

Late arrivals must report to Reception before proceeding to class

9.00 - 11.00	Morning Circle and Main Lesson
11.00 - 11.30	Morning Tea and Outside Play
11.30 - 12.45	Middle Lesson
12.45 - 1.30	Lunch and Outside Play
1.30 - 2.45	Afternoon Lesson

SUPPORTING YOUR CHILD, THE TEACHERS AND THE SCHOOL
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Reception

Opening Hours

8:30 am - 3:30 pm Monday to Friday during Term time

10am-3.00pm Monday to Friday during School Holidays when open.

Phones will divert to message service outside these times

Phone: 6639 9300 SMS/Text only: 0416 906 144 (this number is for texts only, please do not use emojis as they do not work with this message service)

Email: reception@capebyronsteiner.nsw.edu.au

Attendance

School begins at 9.00am. The class teacher is on duty from 8.30am. A teacher is rostered on duty each morning from 8.15am to meet the first bus. All students who arrive early wait outside Reception with the teacher on duty until their class teacher arrives.

Important Notice: School finishes at 2.45pm. At the very latest children must be collected by 3.15 pm

At 3pm children still at school will wait at Reception for collection. Parents are to ensure that their child is collected from school by 3.15pm.

It is very important for your child to arrive on time each day and to stay for the whole day. Obviously some appointments necessitate early pick-up, but where possible please arrange appointments for your children after 3pm. This enables your child to be part of their whole class group and feel the full rhythm of the school day. If you do need to pick up your child before 2.45 pm, please ensure you sign your child out at Reception before proceeding to the classroom to collect them.

It is important that parents are committed to their child's regular attendance. It is expected that children attend school except in times of illness.

All activities are important throughout each day. Main Lessons continue for several weeks and if a child is absent for a week or two they would miss a very important Main Lesson. Many culminating activities are held during the final weeks of term. These activities (festivals, plays, camps etc) help bond the children and promote harmonious interaction. It is important that your child attends these events and attends School from the start until the end of term.

If your child has been absent due to illness, please ask the class teacher if there is any assistance you can give your child to catch up on what they have missed. **Note: School work will not be supplied where a child is absent due to holidays or for otherwise avoidable absences.**

Absences from School

Parents by law are required to send their children to school on every school day. The only exceptions to this are illness or exceptional circumstances (which do not include holidays). Any child not attending school and who does not fit the above criteria is recorded as being absent, which appears on their school attendance record. The government is currently trying to reduce the number of student absences as all of the research and evidence clearly indicates that even missing out on a few days of schooling can have a negative effect on a child's learning.

If your child is absent for any reason, NESA requires that you give formal notification to the School giving the reason for the absence. **All absences for either a partial or full day require formal notification.** Reception are required to keep a record of all absences and any late arrivals or early departures.

Where a student will be absent for reasons other than illness and in excess of 3 days parents must apply for exemption from attendance. **Applications must be made PRIOR to the planned absence.**

Application for Exemption for attendance under Section 25 of the Education Act (1990)

Parents wishing to apply for exemption for absence in excess of 3 days will need to complete the Exemption for Attendance Application Form. The form can be collected from Reception or found via our website under forms and downloads.

<http://capebyronsteiner.nsw.edu.au/information/useful-links-and-downloads/>

The Principal will consider each application, using the guidelines provided by the AIS.

When an application is denied, the Principal will notify the parent/guardian in writing of the decision. When an application is approved, the Principal will issue an Exemption Certificate, providing details of the conditions of the exemption.

Please inform Reception by 9.30am if your child will not be attending school that day.

Formal notification can be via SMS, a phone call or email and must include, the child's name, class and the reason for absence. The Receptionist will send a text message to parents who have not notified the school of student absences as follows: *Advising that your child is not at School today. Please reply to CBRSS with child's class, name and reason. In future please notify by 9.30 am on 66399300*

If your child is late for school they must sign in at Reception before proceeding to class. If you will be collecting your child before 2.45 pm, please ensure you sign your child out at Reception before proceeding to the classroom to collect them.

Punctuality

Parents are reminded that at the Cape Byron Rudolf Steiner School, rhythm is one of the cornerstones to the educational philosophy, without it the education lacks the support it needs to be delivered with integrity. The teachers bring continuity to lessons from day to day and from week to week. Children who arrive late may disrupt the flow of a lesson, the concentration and often the harmony of the class. This is often when details of the day's activities are given and when morning circle activities occur they are designed to bring your child to a settled and responsive mood. For this reason Cape Byron Rudolf Steiner School views lateness as a serious matter.

Should a student be habitually late, parents/guardians will be contacted.

Student Code of Conduct

Setting standards for student behaviour is handled through the use of an agreed 'Code of Conduct' in the Primary School. This approach reinforces the sense of responsibility encouraged by the school.

A copy of the Code of Conduct for primary students is included at the end of this handbook. Please read it and go over it with your child. The policy is considered to be an agreement between the parents, the child and the school. The Code of Conduct outlines the behaviour we expect from students in the school. It also identifies possible consequences should the Code not be complied with and the steps taken when there are behavioural difficulties.

The Student Code of Conduct assists with a holistic management of behaviour in an environment where children (and indeed all people on site) are expected to conduct their activities with respect for self and others and with age-appropriate self-responsibility. Two aspects of the school ensure that most problems are caught early and dealt with in a consultative and respectful manner. Firstly Class Teachers develop meaningful long-term relationships with students - there is always an open door and a listening ear. Secondly, a number of programs are conducted throughout the year (such as a 'buddy' reading program and school music programs) enabling students from different age groups to work together, to learn from each other, to socialise and to offer support.

The Behaviour Management policy in our school recognises the stages of development in children, their individuality and the standards of behaviour expected at school.

Good communication between teachers and parents, daily routines and a healthy diet all help children's behaviour at school. Parents can assist teachers by letting them know if there are any changes in the child's home life which may affect their child's behaviour.

For more information please refer to the Behaviour part of the Policies and procedures page on our website.

<http://capebyronsteiner.nsw.edu.au/information/policies-and-procedures/#toggle-id-2>

Dress Code

When you enrol your child at Cape Byron you agree to abide by the school's dress code, as described below, and your continued support in this area is expected.

Primary School Dress Code

- Clothing should suit the season. Please provide spare clothes in rainy weather.
- Shirts must be a *plain single-coloured* short or long-sleeve top or a CBRSS shirt (no patterns, logos, slogans or pictures)
- No black or camouflage clothing or clothing with printed images, messages or slogans.
- Clothing made of natural fibres is recommended.
- Clothing should allow freedom of movement (bike pants, shorts, tights or similar must be worn under dresses and skirts to support this).
- Clothing must cover shoulders and mid-riffs.
- Strong, supportive, flat-soled shoes with socks in winter & autumn/Term 2 & 3 and shoes or sandals with a heel strap in summer & spring/Term 1 & 4.
- Thongs, 'Crocs', Ugg boots and fashion shoes/boots or shoes/boots with high heels are not suitable for school.
- Shoes should be suitable for nature walks and sport.
- Soft-soled slippers from SunShadow Slippers should be provided for indoor use.
- CBRSS Broad-brimmed school hat must be worn for outdoor play.
- Hair longer than shoulder length must be tied back at all times.
- Jewelry must be kept to a minimum, multiple bracelets and necklets are not suitable for school. Earrings to be simple studs or sleepers only.
- Nails are to be kept clean and trimmed short, nail polish is not permitted.
- No make-up.

CBRSS Broad-brimmed school hat

At the commencement of school with CBRSS a school hat will be provided, these are to stay at school and will be clearly labeled with each child's name. If your child loses their hat a new one must be purchased from Reception.

Slippers

Soft indoor slippers by SunShadow Slippers are used by all children K-6. Teachers will require slippers to be worn for all or part of the day while the children are in the classrooms. The reasons for this are:

- To keep the children's feet warm in the cooler weather.
- To allow the children to move their feet more freely and easily while participating in indoor movement activities.
- To promote a separation between inside and outside, where children change footwear and prepare to move inside for different activities.
- To help cultivate an attitude of respect for a calm, peaceful indoor learning environment.
- To help maintain a clean floor space in the classroom.

To purchase SunShadow slippers please visit their website.

<https://www.sunshadowslippers.com.au/>

Clothes for Special Events

Occasionally your child will need special clothes for school for sports days, performances or festivals. Your child's Class Teacher will inform you of this in advance.

Name Tags

Please label everything your child brings to school; footwear, lunchboxes, bags, jumpers, coats, swimmers, hats and anything else that comes to school regularly and may become separated from your child.

Lost Property

Please check the lost property box outside Reception and the classrooms at regular intervals. All unclaimed lost property is given away at the end of each term.

F o o d

Please ensure that your child has a healthy breakfast before coming to school. A nourishing breakfast gives a good start to the school day.

Morning tea and lunch needs to be brought to school each day in a secure lunch box.

The class sits together with the teacher to eat morning tea and lunch. This enhances the social bond of the class as well as keeping a check on what and how much the children are eating and drinking and to ensure that any waste is properly disposed of.

Please minimise packaging (to minimise school rubbish and help the environment) and ensure that your child's lunch is healthy, eg: sandwiches or crispbread, fresh or dried fruit, seeds, carrot or celery sticks, nori rolls and yoghurt. Please also provide an adequate amount of food for your child - growing bodies can get very hungry and developing minds require adequate nourishment.

Sugary foods and drinks and food colouring etc. send a child WILD and are not suitable in a school lunch. Lollies, chocolate and chewing gum are not allowed at school or on the bus.

The classrooms have filtered water for the children to use. The children are encouraged to drink water regularly throughout the day especially in the warmer months. Children also require a filled water bottle from home to keep in their bag.

For more information please refer to our Food policy under *Other Policies and procedures* on our website <http://capebyronsteiner.nsw.edu.au/information/policies-and-procedures/>

Playground Rules

- For the safety of all children games in which children tackle each other are not permitted.
- Bicycles are not to be ridden on the school grounds.
- Skateboarding, roller-blading, roller skating and scooting is not allowed at school. We request that children do not bring associated equipment to school. If any such equipment is brought to school it will be stored by the class teacher.
- Children must stay within the school boundaries at all times when at school.
- Children are to stay within allotted class boundaries except when accompanied by a teacher.
- Children are not to climb trees or the playground equipment before or after school.
- Tree climbing of certain trees during supervised break times is allowed. Climbing height is limited and should be no higher than the highest metal monkey bars nearby. Children may only climb the trees described below under teacher supervision. No other trees in the school are to be climbed.

Top playground:

1. Tree near parallel bars with soft-fall beneath it. Class 2&3 may climb this tree at Morning Tea and Lunch Play and under supervision of Duty Teacher.
2. Mulberry tree at sandpit may only be climbed under direct supervision of the Class Teacher during mulberry fruit season only. **Not at play times.**

Lower Playground:

1. The Mulberry tree at Class 1 with softfall beneath it.
2. The tree behind Class 1 with soft-fall beneath it.
3. Low branching tree to the right of Class 4 steps with soft-fall beneath it.

Children may climb these trees only up to the first branch at Morning Tea and Lunch Play and under supervision of Duty Teacher.

Treehouse Safety Rules

1. The treehouse is for Class 4 & 5 students only
 2. Class 4 students have access in even weeks of the term, i.e weeks 1,3,5,7,9
 3. Class 5 students have access in even weeks of the term, i.e weeks 2, 4, 6, 8, 10
 4. Tree house use during teacher supervised time only, i.e Morning Tea and Lunch play only.
 5. **No before or after school access allowed**
 6. Children are to keep feet in contact with the platform at all times.
 7. Maximum 6 people per platform at any one time.
 8. Only one person at a time on the ladders and climbing wall
 9. Ladders to be kept clear for safe entry and exits
 10. No jumping off platforms
 11. No chase games on the platforms.
- **Stump Playground.** Walking only from stump to stump and no chase games on the stumps.
 - **Ball games** are permitted only on the upper grass area, the oval, cola, basketball courts, under the dome and the bus shelter, against the wall near the front entrance and at the class 4 wall surface and at the amphitheatre. **Kicking ball games are permitted only on the oval and cola. No kicking ball games are permitted on the grass area outside the Reception.**
 - No ball games are permitted after school at bus times.
 - **During Friday Market** children are to remain with parents on the top grassy area and are not permitted in any other areas of the School. Use of play equipment and the climbing of trees are not permitted with the exception of the low parallel bars.

Illness

Children who have experienced an illness need adequate recuperation time. Please keep your children at home until they are fully recovered. See the [Health](#) section for more details.

Money

Children may not bring money to school unless it is in an envelope stating the purpose of such money. The only exception would be the carrying of small change for ordering from the canteen or purchasing from class shops and the Friday Market.

Please do not send cash for fees to school with your child as the School will not take responsibility for money that does not arrive.

Phone use

If a primary school student needs to make contact a parent or carer they may ask their teacher for permission to go to Reception to request this. The school phones are not available for social arrangements, so please settle any after school or weekend social arrangements outside of school time. Children won't be permitted to call parents after school to make social arrangements.

Mobile Phones & Electronics

Mobile phones and other electronic devices are not allowed in the Primary School. If a child is found to have a mobile phone or electronic device it will be taken from them and returned to the parent.

Electronic Media

The negative impact of electronic media and screen time on growing children is now well researched and documented. Parents of children at Cape Byron Steiner School are asked to make a commitment to not allow primary school aged children (K-3) to have any screen time (this includes, televisions, computers, tablet devices and mobile phones). We ask that parents only allow a minimal, judicious use of appropriate media/screen time, directly guided by parents in Classes 4-6. We also ask parents to hold off on allowing children to have access to smart-phones until High School (preferably not before Year 8) ideally, any screen time allowed should be limited to weekends only. Note: Technology experiences are introduced within the curriculum in Classes 5 & 6.

Social Media

Young children do not yet have the faculties to make sound judgements and decisions with relation to Social Media. In line with current research, legislation and Social Media Rules, we ask that parents not allow children younger than 13 years of age to have any access to social media sites and apps. Further information about children's use of Social Media can be found on the E- safety page of our School Website at

<http://capebyronsteiner.nsw.edu.au/information/esafety-guidelines/>

Homework

Homework may be provided to students from class 3-6 and includes regular instrument practice & daily reading. Please check if your child has any homework. Establishing a homework rhythm is essential to connect home and school.

The Reading Programme

The Reading Programme begins in Class Two, Term Two and relies on daily reading. Please make a time in your busy schedule to listen to your child's reading and encourage your children to continue with daily reading when they become independent readers.

Books/Storytelling

It is important that children develop an imagination of their own and not one promoted by popular culture. Storytelling and book reading enables this to happen and reading to and with your child is a wonderful and fulfilling experience. Quiet areas at home for reading, board games, puzzles, cards etc. are essential and it is important to allow the child time to just 'be'. From Class Two please encourage your child to read daily (10 minutes is adequate) for their own pleasure and study. A love for books and stories is a lifetime gift.

Swimming

Primary Classes participate in 2 x 5 day swimming lessons (Terms 1 and 4) each year with qualified swimming instructors. **Class 1 participates in term 4 only.**

Parent involvement in the school

Cape Byron Rudolf Steiner School encourages the involvement of parents in the day to day life of the school. Activities in which parents are expected to be involved include; supporting P & F Events & RC & M days and supporting the teacher by assisting in the classroom with reading, craft etc., providing assistance on class camps, fundraising for class activities and assisting with the organization of class activities when requested by the teacher. We appreciate and value the support of parents. It can greatly add to the children's depth of experience and in the early years they particularly treasure this time.

Repair Care & Maintenance (RC&M)

Please note that all families are asked to give 16 hours of Repair, Care and Maintenance hours to the school each year. If you cannot attend a scheduled RC&M (working bee) day, ask your child's class teacher, the Site Manager, Reception staff or the librarian how you can help to fulfil these hours. For more information regarding RC& M please go to the financial policies and procedures part of our website. <http://capebyronsteiner.nsw.edu.au/information/policies-and-procedures/#toggle-id-6>

When parents are on site to help out in the classroom or for RC&M hours during school time, please sign in and sign out in the visitor's book in the Reception. Non-parent volunteers will need to comply with Government Child-Safe requirements which may include obtaining a Volunteer Working With Children Check prior to coming to the school. For further information about Child-Safe requirements please go to the Office of the Children's Guardian website at <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check> or telephone Reception at the school.

Bulletin and Noticeboards

The School Bulletin is compiled **every fortnight during term time**. The Bulletin is available on the school website. You can also sign up to receive the Bulletin to your email inbox via our website Bulletin link. <http://capebyronsteiner.nsw.edu.au/category/bulletin/>

Please remember - the Bulletin is one of the main means by which we communicate with you - please make sure to read it.

We keep our Bulletin small with a focus on School News only. We do not advertise there. We do however have an online noticeboard that we link to through our Bulletin. If you would like to post something there you can do so by following this link

<http://capebyronsteiner.nsw.edu.au/community/community-notice-board/#tab-id-2>

or you can email news@capebyronsteiner.nsw.edu.au

You may also wish to communicate to the school community using the community noticeboard situated on the wall outside Reception. Office staff will regularly refresh the noticeboard - items older than three weeks, undated items and items not deemed suitable by the school may be removed. The school has sole discretion about what remains on all of our noticeboards.

Please note some contents of the Bulletin or noticeboards may not necessarily reflect the views of the school.

Class communication

Teachers also keep parents informed with regular class notes sent via the Reception email. Please check your emails on a regular basis. Information about tours and excursions and the granting of permission to attend tours and excursions are done through the Parent Lounge. Reception provides new families with details of how to access this information. Please contact Reception if you require assistance with this.

Class Teacher/Parent Meetings

Meetings between the class teacher and parents are an essential part of the school's educational philosophy. They assist with the building of bonds between child, teacher and parent. Your attendance at these meetings is considered vital to understanding and promoting the educational wellbeing of your child. Please let your child's class teacher know if you cannot attend a scheduled teacher/parent meeting.

They also provide a chance for you to:

- learn about the work your child and the class is doing and will be doing during each term;
- observe your child's work
- share ideas about behaviours, expectations and needs of your child;
- understand what you can do to assist with the education of your child;
- become more informed about child development
- discover more about the educational philosophy and teaching methods of the school; and
- keep informed of any planned events involving your child's class.

Each class teacher generally has two meetings each year. They are held in your child's classroom in the afternoon/evening. Class meetings are to inform the class parent body of the progress of the class as a whole and are not a forum to discuss individual children. You will be notified of the dates of these meetings through class notes.

Meeting with your child's class teacher

Occasionally you may like to meet with your child's class teacher to discuss your child or the teacher may ask you to meet to discuss your child. If you would like a meeting with the teacher, leave a message at Reception and a time for the meeting can be arranged. If the teacher wishes to meet with you, you will be contacted to make a meeting time. Please don't expect teachers to be able to discuss your child with you without prior arrangement. Individual parent meetings are typically scheduled in Term 3 to discuss the student's progress in relation to their Semester 1 report.

Solving Problems

Our aim is to work together to provide an education that is creative, nurturing and academic. When problems arise, our aim is always to work together towards finding a positive resolution. You will assist us with this aim by following the steps listed below:

The first step, wherever possible, is to directly contact the person involved.

If the problem involves your child's experiences at the school:

- a.) Contact the teacher involved to discuss the issue.
- b.) Then, if the problem has not been resolved, contact the Deputy Principal (High School) or the Director K6 (Early Childhood and Primary School)
- c.) Then, if the problem has still not been resolved, contact the Principal.
- d.) Then, if you believe that you have been adversely affected by a decision or action because it is unfair and/or unreasonable, lodge a grievance with the Principal in accordance with our Grievance Policy and Procedure.

If the problem involves any part of the administration of the school:

- a.) Contact the person involved to discuss the issue.
- b.) Then, if the problem has not been resolved, contact the Principal.
- c.) Then, if you believe that you have been adversely affected by a decision or action because it is unfair and/or unreasonable, lodge a grievance with the Principal in accordance with our Grievance Policy and Procedure.

If the problem involves the Deputy Principal or the Director K6:

- a.) Contact the person involved to discuss the issue.
- b.) Then, if the problem has not been resolved, contact the Principal.
- c.) Then, if you believe that you have been adversely affected by a decision or action because it is unfair and/or unreasonable, lodge a grievance with the Principal in accordance with our Grievance Policy and Procedure.

If the problem involves the Principal:

- a.) Contact the Principal to discuss the issue.
- b.) Then, if the problem has not been resolved, contact the Chairperson of the Board.
- c.) Then, if you believe that you have been adversely affected by a decision or action because it is unfair and/or unreasonable, lodge a grievance with the Board of Directors in accordance with our Grievance Policy.

If the problem involves a Director of the Board (in their capacity as a Director):

- a.) Contact the person involved to discuss the issue.
- b.) Then, if the problem has not been resolved, contact the Chairperson of the Board.
- c.) Then, if you believe that you have been adversely affected by a decision or action because it is unfair and/or unreasonable, lodge a grievance with the Board of Directors in accordance with our *Grievance Policy and Procedure*.

Please note that if the problem involves an allegation of reportable conduct (including any child protection matters) please contact the Principal directly.

Student Wellbeing Team

In addition to the pastoral care provided by Class Teachers in the Primary School and Class Guardians in the High School, we have two experienced and qualified part-time Wellbeing Services staff members who work closely with teachers - particularly Primary Class Teachers and High School Guardians, Learning Support Staff and Student Behavior Management Coordinators - to support the social and emotional development and wellbeing of students.

Wellbeing workers are involved in a range of activities that support the development of students as a normal part of our educational program and school life.

The wellbeing workers work with, advise and assist teachers and other staff members in matters related to student wellbeing.

They offer one-on-one support and referrals to individual students, who are struggling with the social and emotional demands of schooling or with aspects of their lives and to their families.

This service is available to all students on a voluntary basis, Parents/Guardians can opt out of this service by withdrawing consent in writing for their child/children.

If a student with consent, requires extra support at school, teachers, parents or High School students themselves can refer to wellbeing staff for a session. The sessions provide a safe place to talk through issues and concerns with a qualified counsellor. Further sessions may be advised. If ongoing support is required the wellbeing staff may refer to appropriate external agencies.

Learning Support

If there is an indication that a child may need additional Learning support (as flagged by the class teacher, learning support teacher or parents), the school will notify the parents and may conduct additional assessments to assess the child's needs. The school may require that parents obtain additional assessments from external professionals (Educational Psychologist, Speech Pathologist etc.) in order to better inform how we can properly support the child. Depending on the child's need, the Learning Support Teacher, in collaboration with the Class Teacher and parents, may develop an Individual Education Plan to assist all to support the child's learning.

Immunisation Certificates

The *NSW Public Health Act 1991* states those parents with children starting school in Kindergarten from 1994, must present an Immunisation Certificate at the time of enrolment. This does not mean that you have to immunise your child. However, if there is an outbreak of an infectious disease, such as measles or whooping cough at school, children who are not immunised may be required to stay home during the outbreak. If you would like more information please phone the NSW Health Department on 6621 7231.

Medical Care

Though every care of children will always be taken, accidents sometimes happen. Therefore a set of procedures has been formulated and is included here. All teachers have a basic awareness of how to treat an illness or accident with the remedies and equipment at hand. Our Reception staff are trained in First Aid and have current First Aid Certificates as do many of our teachers.

Sending Children Home

If the First Aid Officer/Administration Staff deem it necessary that a child be sent home, the parent/guardian/caregiver will be contacted to collect the child **as soon as possible**. If the First Aid Officer is unable to contact the parent/guardian for collection, the emergency contact person will be notified.

Procedure for Accidents and Illness:

If a child has an accident or is injured at school or at camp we will administer appropriate emergency first aid treatment. Minor injuries are cared for by staff, usually with homeopathic and natural remedies.

When any injury continues to give pain after a short time, causes a limp (injury to leg, foot, or back) or any other compensation of movement, any abnormal behaviour (such as drowsiness or irritability) or abnormal physical reaction (vomiting or dilation of pupils) or visible signs of shock (trembling or paleness) then we will try, and will continue to try, to reach the parent(s) or a parent-nominated emergency contact person to inform them of the situation. This enables the parents to have an active role in deciding whether medical advice should be sought and in the planning of further first aid treatment. Parents may be asked to collect their child and take him/her to a doctor or hospital.

In the event of a student displaying alarming symptoms due to illness, we will try to contact the parent(s) or nominated emergency contact person immediately to discuss the matter and seek instructions. If, in our perception, a student's health continues to deteriorate due to either injury or illness, we may elect to call for medical transport to take them to the nearest emergency treatment centre. **We will continue to try to contact the parent(s) because the student cannot be admitted for treatment without parental consent.**

The school has taken out Student Accident Insurance for all students on behalf of parents. The small annual fee is included in the table of fees under "Other Fees and Charges". A schedule of accident cost-recovery limitations is available on request from the Reception.

The insurance policy "provides cover for injury only, which is defined as a physical injury caused by violent, external and visible means." It follows from this that ambulance costs are covered within the definition of an injury but are not covered when distress is caused by illness.

The School keeps an Accident Report Record of any accidents deemed to be of a serious nature, for example, a suspected fracture or concussion. The class teacher or the teacher on duty is responsible for completion of the form.

Health related issues point to the importance of keeping contact details up to date. If your contact number is not correct, there could be a delay in reaching you.

Important Notice

If you or your emergency contact(s) change address, telephone number or place of work then you must inform the school as soon as possible so that your child's records can be updated.

Children with Asthma and Allergies

Please let the school know if your child is prone to asthma. All details of medication and treatment need to be given in order to ensure adequate treatment in case of an asthma attack. Also please advise if your child is allergic to bee stings or has any other allergies. If your child has special medical needs, please make sure the Reception and the child's class teacher are aware of your child's special medical needs. Medication: Please ensure a note accompanies any medicine your child brings to school. Children are not to self-administer medication.

Sun Protection

The School recommends appropriate clothing as the best measure for prevention of sunburn. Primary School children must wear the Cape Byron Steiner School hat when playing in the playground. The school hat is generally kept at school and is also used on all camps and excursions

The School provides sunscreen for outdoor excursions. Parents who wish their child to use a particular brand or type of sunscreen, should send this in the child's school bag and notify the teacher. Children who do not wear sunscreen are expected to wear appropriate sun-protective clothing (long sleeve shirts/pants etc.) Children whose Parents do not want them to wear sunscreen must wear a 'rashie' or suitable alternative for water based activities.

Sun protection and safety are included in the health and physical education programs as part of the school's curriculum.

Notifiable Infectious Diseases and Exclusion Periods

The NSW Government Department of Health provides information on infectious diseases of childhood and the appropriate exclusion periods from School. You can find it by following this link <http://www.health.nsw.gov.au/Infectious/factsheets/Pages/childhood.aspx>

If your child has contracted an infectious disease, please inform the school and please follow the guidelines strictly.

If your child is still looking pale or feeling weak we suggest you give him/her plenty of time to get full strength back. Consult with your child's teacher or family practitioner if you have any doubts.

School Procedure - Highly Communicable Infections

Some infections are highly communicable. If it is noticed that your child has such a condition while at school, we will ask you to pick your child up from school and treat this condition before the child returns.

Head Lice

We ask that you check your child's hair each weekend for head lice. Please treat the lice immediately, removing all lice and eggs before the child returns to school. For information on the treatment of head lice please visit this NSW Department of Health website: <http://www.health.nsw.gov.au/environment/headlice/Pages/treatment.aspx>

If a child is found to have head lice while at school, we will contact you and ask you to treat your child's hair before they return to school. From time to time we will run a whole school "Nitzblitz" which will be communicated to you.

LIBRARY

Parents' Borrowing

Parents of children at the school are able to join the school library, as are all staff.

The Library is open to students and staff from 8:30 till 3:30 Monday to Friday.

Parents are most welcome to visit the Library to borrow books **before** or **after** school hours (8:30 to 9:15 and 2:50 to 3:15).

The Library has a constantly developing and growing collection with a carefully chosen selection of books on Steiner Education, child development (early childhood through to adolescence) and anthroposophy, as well as general fiction for primary and high school and non-fiction titles, and of course many beautiful picture books for younger children.

There are multiple copies of '*An Introduction to Steiner Education*' by Francis Edmunds as well as many other new books on Waldorf/Steiner education. Parents are encouraged to borrow and read these to gain a greater understanding of Steiner Education, and what our curriculum and teachers are offering.

There is no cost to join the library, but borrowers are asked to pay for books which are lost or damaged. Failure to respond to overdue notices may result in the replacement cost for those books being added to school fee invoices.

There is a borrowing limit of 5 books, and the lending period is 3 weeks. Books may be renewed or reserved over the phone, or by email to librarian@capebyronsteiner.nsw.edu.au

Children's Borrowing

Children in Classes 3 to 6 are issued with a borrower number, have a library lesson each week and may also borrow books at morning tea and lunch times.

Picture books are taken to the classrooms of Class 1 and 2 and updated several times a term. Parents with young children are welcome to visit the library and borrow for them.

All children in Classes 3 to 6 need a cloth library bag, and are expected to bring their books, in their library bag, to school each week on their Class's library day.

It is requested that parents take responsibility for ensuring their children's books are returned by the due date.

Librarian – **Charlotte Jenkin** librarian@capebyronsteiner.nsw.edu.au

TRAVEL

Traffic Rules

The speed limit for the school access road is 40km/h. The school access road starts at the top of the hill at the end of Balraith Lane and is marked by the school sign. While the road is sufficiently broad for two lanes of traffic, extreme caution should be exercised at all times.

The School asks that everyone drive slowly and carefully on McGettigan's Lane and Balraith Lane for the safety of the residents and the children who walk or ride along the road. The speed limit is 50km/h. Speed reduces to 40 km/h in Balraith Lane marked by RTA *dragon teeth*. The road becomes very busy at school starting and finishing times. Parts of Balraith Lane are quite narrow - please allow buses to pass through these areas ahead of you. The school road is a thoroughfare to the neighbouring property and children need to be reminded some cars may drive, both ways, past the school. The school car park is a one way road.

Let courtesy prevail - be mindful of the comfort and safety of all road users.

School Car Park Safety

All pick-ups and drop-offs must happen from the bottom car park, the top car park is for school buses and staff parking only. (Note that there is a disabled car park near the gate in the top car park.) If you pick up or drop off your child at school please escort them safely through the car park, remembering the school road is a thoroughfare to the neighbouring property. Please note the School car park is a one way area.

Parking in the bottom car park is nose-in only. Please note there is no parallel parking in the bottom car park and parents are asked to park their cars and escort their children into the school grounds. At present there is no 'drop-off' zone in the car park.

As you know we have limited parking space near the school. In the interest of providing safe arrival and departure, from school for the children, it is best to have as few cars as possible arriving at the same time in the bus drop-off and pick-up zone. In general we encourage families wherever possible to make use of one of the school bus services. This is both good for the environment, good for our neighbours, the residents of Ewingsdale, and generally safer for all.

Please think about what you can do to help us manage best the safe access to school for all students. The responsibility for keeping our children safe as they enter and leave the school is one we all share.

Notification of Changes to Your Child's Travel Arrangements

We request that you notify us when there are changes to your child's travel arrangements, preferably in writing as soon as possible before the change is effective. **Please ensure your child knows the changed travel arrangements.**

We understand that sometimes circumstances may dictate a change of arrangements through the course of a day. In an emergency you may phone **6639 9300 option 2** and leave a message in the *Absentee & Afterschool messages* this **must be before 2.00pm**. We cannot guarantee that messages received after this time will be delivered.

TRAVEL BY BUS

Arranging Bus Travel

When you want your child to start catching the bus or when you have a change of address you will need to apply online for a Bus pass. This link will take you to the appropriate website <https://transportnsw.info/tickets-opal/ticket-eligibility-concessions/child-student-concessions/primary-secondary-school>

The bus companies can't accept children for travel without a bus pass. The bus companies will issue your child with a bus pass which your child must have with them to show the bus driver whenever they travel to or from school.

You may like to consider putting a card in your child's school bags which gives all details of their name, address, phone number and contact numbers (including the school's number) with 50c or a phone card. Please go through the steps of what they are to do if they miss their bus or get lost.

Travel and Bus Safety

Most of our children travel to school and from school by bus. The state in which they arrive at school after this journey has a great impact on their day at school. The bus companies have a code of conduct (see below) to ensure children's safety and the comfort of all passengers and the school supports this fully. Any infringements of this code are dealt with by the bus driver, who gives a warning and then may suspend the child from bus use for a certain period of time. The bus company informs the school and the parent of this.

Bus Code of Conduct:

The following Code of Conduct is taken from NSW Transport services and can be found via this link <https://apps.transport.nsw.gov.au/ssts/#/studentCodesOfConduct#scrollTarget1>

Behaviour on buses

- Use appropriate language not offensive or racist language
- Fighting, spitting, feet on seats, throwing things in or from the bus is not permitted
- No eating or drinking (other than water) - unless for medical reasons or the bus operator gives written permission.
- Offer seats to adults including people with a disability, elderly or expectant mothers
- Do not push or shove other people
- Do not bully or harass other passengers or the driver
- Avoid attracting the attention of the driver except in the case of emergency
- Do not play music at such volume that it may distract the bus driver or other passengers.

Safety on and near buses

- Obey reasonable directions from the driver (e.g. where to sit or to remain in the bus)
- Remain in your seat - do not move around the bus unnecessarily
- If standing, remain behind the front passenger seat and keep a secure hand hold at all times
- Keep bags and other items clear of the aisle
- Do not allow any part of your body to protrude out of the bus at any time
- Wait for the bus in a quiet and orderly manner - including at bus interchanges
- Stand away from the roadside until the bus comes to a complete stop
- Allow other passengers to leave the bus before stepping onto the bus in a single line
- Wait until the bus stops before moving to get off the bus at your designated stop
- Cross the road where and when it's safe to do so, use crossings/traffic lights where available.

Legal considerations on buses

- Wear the seat belt properly adjusted and fastened, if one is available
- Obey the law that bans smoking on buses
- Ensure that buses are not vandalised - report any damage, e.g. graffiti and window etching, to the driver
- Do not interfere with bus property, equipment and signage
- Do not leave rubbish on the bus, or at bus stops or interchanges.

Using bus passes:

- Show travel passes or tickets to the driver on boarding and to Authorised Revenue Protection Officers, NSW
- Police Officers or bus company representative when requested
- Use the travel pass only for its intended purpose - do not lend your pass to other students or borrow a pass from them
- Swipe or 'dip' passes in ticket readers if available when boarding

Disobeying these rules may lead to the withdrawal of bus travel passes, banning students from travelling on buses and/or police prosecution and court action.

ADDITIONAL BUS SAFETY GUIDELINES FOR STUDENTS

In addition to the above, or by way of additional explanation, the school also recommends the following practices for students:

- Stand well back from the curb while waiting for the bus (at least 1 metre)
- Smaller children get on and off last.
- No ball games, chasing etc. while waiting for the bus.
- Sit down in the bus and no changing seats while the bus is moving.
- Talk quietly to those close by, loud noises distract the driver.

- Stay seated until bus has stopped, don't rush to get off.
- Walk - do not run, when disembarking from the bus.
- When off the bus, stand well back until bus departs and all approaching cars can be seen.
- When crossing the road, look to the right, left, then right again. Remember cars come closer from the right.

Please go over the above lists with your child to ensure that appropriate bus behaviour is understood.

BUS SAFETY GUIDELINES FOR PARENTS

For Parents and Guardians, we offer the following guidance for safe practice associated with bus travel by your children:

- Go through the code of conduct with your child to ensure they understand what is required of them.
- Never beckon your child from the opposite side of the road. Cross over and get them.
- Wait at the bus stop with your child. A responsible adult can make all the difference.
- Give your child a note for the bus driver if he or she is to set your child down at a place other than their normal bus stop.
- Please encourage your child to be courteous to the bus driver and other passengers. Don't hesitate to speak to the driver or Reception staff if the need arises. The safety of all children is the driver's concern.

The bus companies are bound by their own requirements to provide notification in writing of changes in set down points for children.

Bus Services

For current information on bus operators, their contact details and timetables please visit the website and search for your area <https://transportnsw.info/operators>

Car Travel Subsidy

If the distance between your home and the nearest school bus route is more than 1.6 km then you may be eligible for Private Vehicle Conveyance Subsidy to that bus stop. For further details and forms see Reception.

Seasonal Festivals

Throughout the year the seasons and other festivals are celebrated with the children to focus on the rhythms within nature, within us and in the outer world. The celebration and reverence for the festivals weaves through the children's work. Parents, grandparents and friends are often invited to share in these celebrations.

Spring Fair - a celebration of creativity

The Spring Fair is one of the main community events on the calendar and the year's major P&F fundraiser. It is a joyous, colourful event that provides valuable funds for equipment, resources and school improvement projects. It is usually held on the third Saturday of September. Each year, with the support of the Spring Fair Coordinator, Class Three parents work to bring the Spring Fair to life. Class Three parents will be called on towards the end of Term One to form a committee to begin preparations for this annual event.

We ask you to think about what you can offer to the Spring Fair - handmade items, time and expertise, quality second hand goods and helping out with stalls on the day. You can offer to help with set-up, promotion, raffle-ticket selling, administration and organisational activities. A craft group works together to prepare soft toys and other items. You may like to join this group or offer to make things at home. We welcome new ideas to keep our Fair fresh and interesting. Contact the Spring Fair Committee if you have any suggestions or offers of help. Contact your child's class teacher to offer assistance in setting up the Exhibition of students work (K-12) for the Spring Fair.

Christmas Market

Each year the parents, under the guidance of staff & the Parents & Friends, organise a Christmas Market on the second last Friday of Term 4. The Christmas Market has stalls run by the Parents & Friends as well as other individuals, selling quality gifts and food. The funds raised at the Christmas Market usually go to charity. If you or a friend wish to have a stall at the Christmas Market, you can obtain a Christmas Market Stall Application form from Reception. Applicants will be notified by the Christmas Market Coordinator if their application has been successful.

The Christmas Market is also an opportunity for the community to gather at the end of the school year and to sing Christmas carols together.

Music and Drama Performances

With the school's rich music and drama programs, a variety of performances will unfold throughout the year including Class plays and music performances. Occasionally these events will be complemented by recitals from the Cape Byron Steiner School ensemble and/or community choir.

Class Camps

Class Camps take place each year from Class 3 in the Primary School. These events are *not optional* as they are seen as an important part of the curriculum and main lesson work. They help the individual development of each child as well as enhancing the social fabric of the class. The Class Camps are carefully planned and integrated with the curriculum to promote learning and a greater awareness of each other and the environment.

Starting in Class 3, each year becomes successively more adventurous in terms of distance and time spent away from home. There will be at least one teacher and other supervising adults on camp, depending on the number of children and nature of the camp.

The cost of Class Camps is included in school fees and it is assumed that the whole class will participate. The class teacher will outline the dates and details of the Class Camp well before the event, and may ask for assistance from parents to help prepare the camp and/or to attend the camp.

Excursions

Excursions, like camps are not considered optional and are included in your school fees within the consolidated charge.

Permission for Camps and Excursions

Even though camps and excursions are a compulsory part of the curriculum Parents/Guardians are required to give their permission in order for children to participate. The School provides all families with a log-in to the online Parent Lounge. From here you can update student details, access school reports, pay school fees and give permission for camps and excursions. Upon Enrolment new families are provided with log in details for the parent portal, if you have not received this or require assistance please contact Reception.

CANTEEN AND MARKET

Canteen

Students can enjoy healthy snacks and lunches at school every Tuesday, Wednesday and Thursday. The menu is nutritious and wholesome, featuring lunch box favourites. All the meals are made using fresh local produce where possible. Updated menus are emailed each term to families. A limited menu is available to Class 1-6 students. Hot drinks may not be ordered. Lunch orders are to be written on a paper bag with payment included inside.

The Friday Market

Members of the school community and their friends are invited to be stall holders with the understanding that 10% of all takings at the Friday Market will go to the Parents & Friends Association. We welcome handmade goods, produce and quality food. Anyone interested in having a stall at the markets is invited to fill in a Market Stall Application form which can be obtained from the Reception. You may proceed with your venture when your application has been approved by the Market Coordinator. Don't hesitate to come along to the markets on Friday afternoons from 2.30pm - 3.30pm and enjoy the warmth of community spirit. **Note:** during Friday Market children are to remain with parents on the top grassy area and are not permitted in any other areas of the School. Use of play equipment and the climbing of trees are not permitted with the exception of the low parallel bars.



Please note: this document is subject to regular review and amendment.

To access current Codes of Conduct and Behaviour Management Policies please visit the Policies and Procedures part of our website.

<http://capebyronsteiner.nsw.edu.au/information/policies-and-procedures/>

At Cape Byron Rudolf Steiner School we care for each other.

**We believe that EACH CHILD HAS THE RIGHT
TO LEARN WITHOUT DISRUPTION FROM OTHER CHILDREN**

At our school:

Everyone cares for each other

All creatures are cared for

Everyone takes responsibility for their own behaviour

The following behaviours are not acceptable:

- ❖ swearing
- ❖ teasing
- ❖ stealing
- ❖ lying
- ❖ bullying
- ❖ hurting, physically or emotionally
- ❖ harassment

It follows then that in the areas below, these are the expectations:

TREAT ALL PEOPLE RESPECTFULLY, including teachers, staff and all other people on the school's premises or participating in camps, excursions or events

- ❖ Follow all reasonable requests made by teachers.
- ❖ Work quietly when requested by the teacher
- ❖ Discuss any concerns personally *and privately* with the teacher in a polite manner.
- ❖ Follow class procedures and rules.
- ❖ Abide by School procedures and rules.
- ❖ Speak politely to all adults and other students.

COMPLETION OF SCHOOLWORK

- ❖ Co-operate with all class activities.
- ❖ Make your best efforts with your work and to complete all tasks.
- ❖ Do homework when required and hand it in on time.
- ❖ Arrive at class with the relevant work and materials e.g. library books, projects, sport clothing.
- ❖ Participate and co-operate in all classes to best of ability including P.E., French, Cello, Eurythmy, Library etc

CARE FOR ENVIRONMENT

- ❖ The classroom is for learning, study and work - the classroom is a quiet place.
- ❖ Keep the classroom and your own area tidy.
- ❖ Walk inside the classrooms.
- ❖ Care for class property and the property of others.
- ❖ Use class property appropriately and return borrowed items.
- ❖ Stay within allotted boundaries in the playground.

PERSONAL BELONGINGS

- ❖ In the upper classes each student must have his or her own equipment stipulated by the teacher at the beginning of each year/term e.g. pencils, pens, rulers etc.
- ❖ Books, toys **and other items found to be inappropriate** are to be placed in schoolbags and are not to return to school. If they return they will be confiscated for a period and returned to parents.
- ❖ Electronic games, MP3 players, mobile phones and age-inappropriate objects and literature are not allowed at school.

TRAVELLING TO AND FROM SCHOOL BY BUS

- ❖ Well-mannered orderly conduct on the bus.
- ❖ Remain seated at all times.
- ❖ Comply with bus regulations re food, drink and noise.

IF BEHAVIOUR IS NOT CONSISTENT WITH THE CODE OF CONDUCT
DISCIPLINARY ACTION WILL BE TAKEN.

SUCH ACTION TAKES INTO ACCOUNT THE AGE OF THE STUDENT, THE
NATURE OF THE BREACH AND PREVIOUS RELATED BREACHES

SCHOOL RULES – parents please note

- ❖ **Food** - Ensure that food brought to school is healthy with minimal packaging.
- ❖ **Attendance** – If the child will not be attending school that day please notify the school by 9.30am. All half or full day absences require notification to Reception. Please notify the school prior to any long term absences.
- ❖ **Illness** – please notify school of any infectious diseases and exclude child from school for the appropriate time.
- ❖ **Punctuality** – school begins at 9.00am and finishes at 2.45pm.
- ❖ All children must be **picked up by 3.15 pm**.
- ❖ Abide by the School's **Dress Code**. Comfortable, plain clothing suitable for the weather. Covered shoulders for outside play and covered midriff. See the Parent handbook for details regarding the School's Dress Code.
- ❖ **Hats and shoes** are required. Shoes need to be flat and supportive of the feet (thongs and slippers are not suitable for school); School hats must be worn at all times while outside.
- ❖ **Jewellery** should be minimal.
- ❖ **Hair** needs to be tied back (if long) and regularly checked and treated for lice.

WHAT HAPPENS IF THE CODE OF CONDUCT IS NOT FOLLOWED?

Disciplinary action will be taken. The discipline is related to the nature of the breach, the age of the child and any previous related breaches. For serious or persistent breaches parents will be contacted and may be asked to attend a meeting. The following actions are used within the Primary School for the disciplining of students:

- ❖ **Speaking with the child** about their behaviour, helping the child to seek creative solutions to abide by the school's rules and requesting the child modify their behaviour.
- ❖ **Speaking to the class** about behaviour and expectations of behaviour.
- ❖ **Two warnings** with specific explanation of why the warning has been given.
- ❖ **A third warning from the same teacher will result in a lunch-time detention** – sitting out lunch break or doing jobs for the teacher or the class (related to the breach where possible). The child is requested to complete a 'Responsible Behaviour' form.
- ❖ **First supervised lunchtime** – A note will be sent home with the student for the parent to sight, sign and return to the class teacher the next school day. Parents are asked to speak to their child about this behaviour.
- ❖ **Extreme behaviour** can result in an **instant supervised lunchtime**. In the case of very extreme behaviour or refusal to follow the directions of a teacher (for no apparent reason) **parents will be notified and may be asked to come and get the child from school. The teacher will request a meeting with the parent.**
- ❖ **Second supervised lunch-time** - A note will be sent home with the student for the parent to sight, sign and return to the class teacher the next school day. Parents are asked to speak to their child about this behaviour.
- ❖ **Third supervised lunch-time**. A note will be sent home to the parent to sight, sign and return and to **request an interview**. This is put in the child's file along with a record of the interview. *Supervised lunchtimes stay in place for one whole school term and may have been given by any teacher.*
- ❖ **Agreement**. When a child receives a third supervised lunchtime within a term, the child is put on a **agreement. The parent is asked to attend a meeting with the teacher** to discuss and agree to the terms of the agreement.
- ❖ **Placing the student on an agreement**, requiring parent and child to sign a document agreeing to modify behaviour and to the child undertaking supervised activities during break times for a period of days (3 or 5 days)
- ❖ **A daily communications book** may be used. This is a daily communication arrangement between the parent and the teacher, with the student's knowledge and cooperation. The communication book continues until there is a mutual agreement between the parent and the teacher that is no longer necessary.
- ❖ **Abusive language or actions** may constitute an **immediate need for an agreement**. A note will be sent home for parent to sight, sign and return to the class teacher. The teacher will **request a meeting with the parent** before the child returns to school.
- ❖ The school may also recommend parents **seek professional counselling for the child** in order to ascertain any underlying problems.
- ❖ If the agreement is not effective and a breach of the agreement occurs, **the parent is contacted and may be asked to take the child home** for the remainder of the day. The school will request a meeting with parent before the child returns to school.
- ❖ The School may also choose to **send a student home** who is not on an agreement if for no apparent reason they refuse to take a direction or are out of control or being abusive.
- ❖ **A third agreement in a year will result in the child's suspension** from school for a period. Written notification to parents will be provided. **Return to school will be under the conditions of a agreement, signed by the parents, the student and the Class Teacher.**
- ❖ If none of the above is effective **the child will be asked to leave the school.**