



Pacific Valley
Christian School

Junior School Parent Handbook 2023



Dear Parents/ carers,

On behalf of the Junior School staff, we would like to welcome you all to the 2023 school year. A special welcome to those who are new to Pacific Valley. We hope you and your children settle in well to our school community. I personally am looking forward to building relationships with you and working alongside you to make each child and family know God's love and care for them.

2022 was a great year to begin building our school community again after covid disruptions and many challenges. We have sought to involve families wherever we can to encourage unity and to enrich our learning experiences. Families are an important component of rich and meaningful learning throughout our education, and they begin in Junior School. We are excited to see what experiences God has planned for both students and families here at Pacific Valley in 2023.

Communication between home and school is vital for the learning success of each of our students. Each week, teachers will communicate through Class Dojo, a communication and behaviour management tool. We encourage all our parents and carers to download this as an app and use it to communicate with us. More information is available from the classroom teachers.

Please feel free to speak to myself, or any of the teachers if you have any questions, suggestions or concerns. We want to be open in our communications and work alongside parents in the education of their children.

We look forward to having a great year ahead as we anticipate what God has planned for us to do in our service of Him.

Jasmin Donoghue
Head of Junior School

Table of Contents

PACIFIC VALLEY CHRISTIAN SCHOOL VALUES	5
VISION STATEMENT	6
JUNIOR SCHOOL STAFF - 2023	7
WHOLE SCHOOL STAFF -2023	8
TERM DATES	9
SCHOOL INFORMATION	10
Allergies - Junior School requests NO Peanut Butter/Nut Products	10
Absences	10
Assemblies	10
Assessment	10
Bell Times	11
Bus Behaviour	11
Camps	12
Captains	12
Carnivals	12
Clans	12
Class Dojo	12
Clubs	13
Collection and Drop Off Points and Time	13
Contact Numbers and Address	14
Daily Procedures	14
Duty of Care	14
Edumate	Error! Bookmark not defined.
Emailing Teachers.....	14
Equipment	15
Excursions/ Incursions.....	15
Fruit Break	15
Fundraising	15
Grievances.....	15
Hats.....	15
Homework	15
Infectious Diseases	16
Interviews	16
Ipad	16
Laptops.....	17
Learning Support	17
Lost Property	17
Library	17
Medical	17
Mobile Phones.....	18
National Assessment Program (NAPLAN)	18
Newsletters	18
Pacific Group of Schools	18
Parental Assistance	18
Parent/Teacher Interviews.....	18
PDHPE/ Sport	19
Pets	19
Photos	19
Presentation Night.....	19

Privacy Act	19
Reporting	19
Safety Procedures	20
Sick/Absent Days	20
Sign in/out	20
Standardised Assessments	20
Social Media	21
Toys, Games or Cards	21
Uniform	21
Volunteers	21
JUNIOR SCHOOL POSITIVE BEHAVIOUR PLAN	22
Student Code of Conduct	22
School Values	22
Levels	23
Teaching School Values	23
Behaviour Reflection	23

PACIFIC VALLEY CHRISTIAN SCHOOL VALUES

Pacific Valley Christian School is about bringing **Glory to God** through:

Respect – Respect for all people

Connection - Helping all to belong

Service – Putting others first

Perseverance – Never giving up.



VISION STATEMENT

VISION STATEMENT

The purpose of Pacific Valley Christian School is to provide a Christian educational community as a centre of teaching, learning and serving excellence founded on Biblically-based beliefs, values and behaviour.

To be authentically Christian:

- a) To start and end with knowing God in all endeavours.
- b) To live under the authority of God's Word, and to interpret it thoroughly and reasonably with the guidance of His Holy Spirit.
- c) To staff the school with people committed to live worshipfully under God
- d) To nurture and encourage students into a reconciled relationship with God through Christ.
- e) To work as the Body of Christ comprised by those of faith in the school community.

To provide quality education:

- a) To encourage and train students into a love of learning.
- b) To equip students' minds to understand God's perspective in all areas of learning.
- c) To help each child achieve his or her God given potential, by providing appropriate educational opportunities according to each one's abilities, including those with intellectual deficits, the learning disabled and the gifted and talented, and those from varying ethnic backgrounds.
- d) To fulfil all government requirements to enable us to be an accredited educational institution.
- e) To have the students accept the Biblical principle of stewardship in relation to their gifts.
- f) To encourage and train students in work habits which can produce outstanding results in all school programs – spiritual, academic, cultural, physical.
- g) To encourage and equip staff in developing their understanding of God's perspective on Christian Education.

To practise Christian community:

- a) To create safe relationships through being just and fair according to Biblical principles.
- b) To be compassionate and merciful as God is to us.
- c) To nurture and train members of the community to accept personal responsibility for themselves (self discipline); to act within an ethos of service towards others; and to demonstrate an attitude of care for the environment.
- d) To encourage the involvement of those supportive of the school ethos who can assist in the teaching and learning at PVCS.
- e) To develop curriculum that explicitly addresses relational issues.
- f) To develop community life across all activities of PVCS.
- g) To maintain and promote Prep – Year 12 unity throughout the school.

JUNIOR SCHOOL STAFF - 2023

Mr Brett Sharrock
Mrs Jasmin Donoghue

Principal
Head of Junior School

Prep

Mrs Ailsa Schilling
Miss Kathryn McIntosh
Mrs Rachel Davies

Prep Teacher (Mon- Wed- 3 day program)
Teacher's Aide (Mon- Wed- 3 day program)
Prep Teacher (Thur- Fri- 2 day program)

Kindergarten

Mrs Georgia Baker
Mrs Rachel Davies

Kindergarten Teacher (KB) (M, T, TH, F)
Kindergarten Teacher Wednesday

Stage 1

Mrs Katherine Armstrong

Year 1 and 2 Teacher (1/2A)

Stage 2

Mrs Pauline Montgomery

Year 3 and 4 Teacher (3/4M)

PDHPE

Miss Charmaine Lucock

K-12 Sports Coordinator

Learning Support

Miss Kathryn McIntosh
Ms Sharon Devey
Mrs Allyson Stuttle

Teacher's Aide
Teacher's Aide
Teacher's Aide

Library

Mr Peter Famularo

Library and Bible Teacher

WHOLE SCHOOL STAFF -2023

Administration

Mr Peter Ramsay
Mrs Christine Salerno

Bursar
Finance

Mrs Sarah Robinson
Mrs Jenny Fischer
Mrs Lorna Want
Mrs Lois Kearns

Personal Assistant to the Principal
Registrar
Office Administrator
Office Administrator

Maintenance and Buses

Mr Scott Dransfield
Mr Bob White

Learning Support

Mrs Lee Hackfath

Dean of Special Programs

Curriculum

Mrs Toni Ankersmit

Dean of Curriculum

TERM DATES

Term 1	Commences	Tuesday 1 st February – Kindergarten – Year 12
	Concludes	Wednesday 2 nd February – Prep students Thursday 6 th April
Term 2	Commences	Wednesday 27 th April
	Concludes	Friday 30 th June
Term 3	Commences	Monday 24 th July
	Concludes	Friday 22 nd September
Term 4	Commences	Tuesday 10 th October
	Concludes	Thursday 7 th December

SCHOOL INFORMATION

Allergies - Junior School requests NO Peanut Butter/Nut Products

Pacific Valley Christian School recognises the importance of being allergy aware as we seek to provide a safe and supportive environment for all our students. Please be aware that students in Junior School may suffer from allergies.

Absences

The School requires a written note from parents/carers to satisfy the NSW Department of Education and Communities regulations. To fulfil this obligation, please send a note on the student's return to school or email office@pacificvalley.nsw.edu.au advising the reason for the absence. Parents will receive a text message to notify them of their child's absence from school. Replying to this text with a reason for the absence will satisfy requirements for written notification.

Please note that any student arriving at school after 8.30am will be required to visit the office with a parent/carer to be marked as a late arrival. The student will then be given a note to be taken to their class teacher to indicate that their late arrival has been recorded. If students arrive at the office without a parent/carer or a note explaining why they are late, our office staff will call to notify you of your child's late arrival and request a reason for them being late.

Absences - Extended Leave

If you are considering extended leave of more than 5 school days for personal or family reasons, e.g. holidays, you must apply to the School for permission prior to taking leave. Please contact the office for an 'Application for Exemption from Attendance at School' form. This is a legal requirement.

Assemblies

Junior School Assemblies are held every Friday from 9:40am to approximately 10:20am.

Administration – Week A

Week A assemblies are a time for the students to hear about school activities and procedures. At this time students are reminded of the school rules and other important information. Bronze, Silver and Gold awards are handed out during this time. Your child's teacher will inform you if your child will be receiving an award at an upcoming assembly.

Chapel – Week B

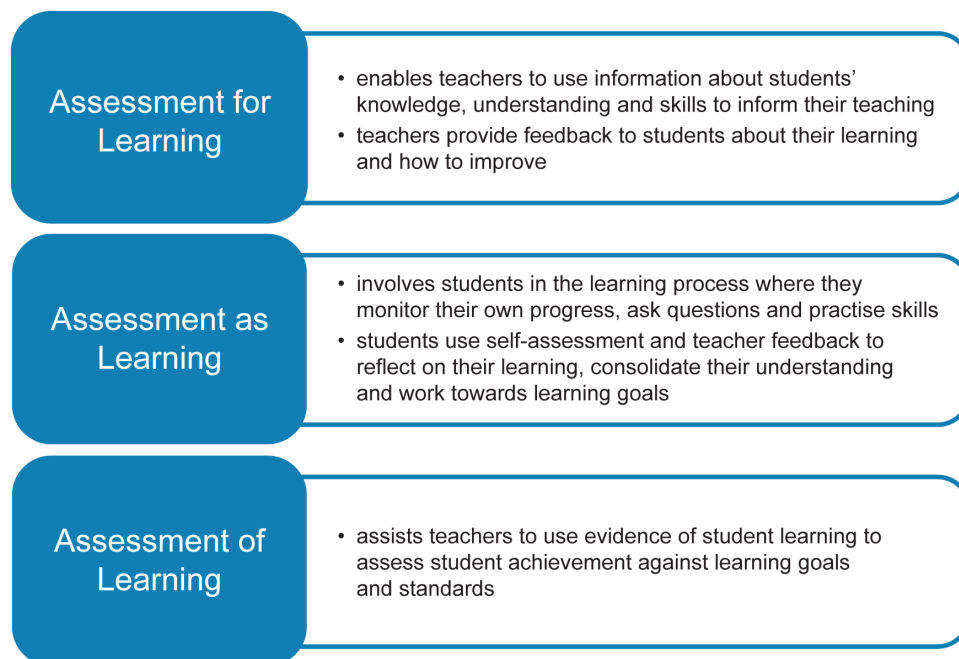
Chapel is a time for all students to gather and worship God, celebrate our successes and to build community.

Special Assemblies

Special assemblies take place throughout the year for a range of reasons e.g. Easter and Christmas, presentation assemblies. Parents/carers will be informed via Dojo and the school newsletter when and where these assemblies will take place.

Assessment

A wide range of assessment strategies will be used in the Junior School. Assessment is not just 'testing'. Assessment in the Junior School consists of Assessment FOR, AS and OF learning.



<https://syllabus.bostes.nsw.edu.au/english/english-k10/syllabus-assessment/>

Bell Times

Students are required to be at school **prior** to the first bell.

Commencement: 8.30am

Recess: 10.22am

Lunch: 12.36pm

End of day: 3:00pm

Please note that any student arriving at school after 8.30am will be required to visit the office to be marked as a late arrival. The student will then be given a note to be taken to their class teacher to indicate that their late arrival has been recorded.

Bus Behaviour

All Junior School students are required to sit while on the bus. All students at PVCS are expected to have exemplary behaviour. Misbehaviour of students on the buses could result in bus passes being confiscated and students being unable to catch the bus for a specified amount of time. Students catching the school buses are required to sign and adhere to a bus code of conduct. Parents/carers will be informed of student misbehaviour on the bus by the bus company (Busways or Wards) and may be issued a formal warning. Those who travel on the PVCS buses are also expected to adhere to a Bus Code of Conduct, and parents/carers will be notified by the Head of School of any misbehaviour as per our Behaviour and Discipline policies.

Camps

Stage 2 (Year 3 and 4) students will be attending camp at the Coffs Coast Adventure Centre. The camp will take place in Term 4.

These camps form an integral part of the curriculum, covering PDHPE, English and Creative Arts outcomes. Camps are considered compulsory for all Stage 2 students.

Captains

JS Captains are elected to office, by the staff and students and approved by the Principal. Students hold this office for the duration of the year. Our Junior School Leaders have been chosen because they have exhibited Christ-like leadership qualities and are eager to serve their school community. They will be given opportunities to learn and practice servant leadership throughout the year. Our Junior School Leaders for 2023 are:

- Jeremiah Brown- Year 4
- Shae Archibald- Year 4
- Madison Kaczorowski – Year 4

Carnivals

Junior School students participate in Swimming, Cross Country and Athletics Carnivals throughout the year. Students in Years 3 - 4 join the Middle and Senior School students for the Swimming with K-2 students having a separate carnival (Term 1). Junior School will have a combined Cross Country Carnival in Term 1 and a combined Athletics Carnival in Term 2.

Students who are 8 years and older can qualify for Zone, State, CIS and CSSA carnivals.

Clans

Students are allocated to one of four clans. Students participate in their clans during carnivals and other activities during the year.

Junior School Clan Chieftains are elected to office, by the staff and approved by the Principal. Students hold this office for the duration of the year, leading their clans at carnivals and other school events. Our Junior School Clan Chieftains have been chosen because they have exhibited Christ-like leadership qualities and are eager to serve their school community in Sporting and Carnival events. They will be given opportunities to learn and practice servant leadership throughout the year. Our Junior School Clans and Chieftains for 2022 are:

CLAN NAME	COLOUR	JS CHIEFTAINS
Elliott Wolves	Blue	Grace Butler
Slessor Eagles	Green	Ochre Foster
Mueller Bears	Red	Alannah McIntosh
Carmichael Lions	Yellow	Zailee Plater

Class Dojo

Class Dojo is a free app that teachers use to communicate with parents/carers. Teachers will use this app to post weekly notices and reminders. They may also send private messages and photos direct to parents/carers. Parents/carers may use the message function to communicate with teachers.

Teachers will send instructions on how to connect to class Dojo and link with your child's class and teacher.

Clubs

Various clubs run during lunch breaks throughout the year. These clubs change from term to term to provide a variety of opportunities for students.

Complaints

If you have any concerns relating to a staff member then you are required, in the first instance, to consult directly with that person. Should you fail to resolve the problem then contact the Head of School who will arrange a meeting with all parties.

If the complaint is in relation to Child Protection please contact the Principal.

Policies in relation to Complaints Handling and Child Protection are found on the Pacific Valley Christian School website.

<http://www.pacificvalley.nsw.edu.au/pvcs/index.php/about/about/policies>

Collection and Drop Off Points and Time

Kiss and Drop

The Kiss and Drop operates in the morning on Edinburgh Drive for Parents and carers who wish to drop their children off without getting out of the car.

Parking in the kiss and drop area is not permitted during the drop off times.

Parents/carers who wish to drop their children off at the classroom or in the playground are required to park in the carpark near the gate entrance and walk children across the crossing to the Junior School area.

Morning Procedures

Students arriving before 8:00am require parental supervision until a teacher is on duty. Teacher supervision commences from 8:00am. Junior School students are required to remain on the Path area outside the Junior School classrooms. This area is for passive play.

8:00am – 8:30am – All students to be on the Path area outside Junior School classrooms.

Afternoon Procedures

Students are brought, by their teachers, to the Junior School fence at 2:55pm.

Pick up: Parents/ carers may pick up students from the fence. The teacher on bus duty will be dismiss students when parents/ carers arrive to pick up students.

Road Pick Up: Students being picked up from the road will be walked over by a teacher. Parents and carers are asked to park their car on the Middle/ Senior School side of the road and wait in the car for their children to allow for the traffic to flow.

Buses: Students will make their way to the bus lines after being dismissed from their class. Teachers will announce when the buses arrive and escort students to the bus. Prep and Kindergarten students will be escorted to the bus area by their teacher or an older sibling. Path Area: Students waiting to be picked up on the path are asked to be sensible and to not be playing running games or ball games.

Children who have not been collected by 3:15pm will be taken to the office.

Students are not permitted to be dropped off in the mornings at the bus stop or at the pedestrian crossing. All children must be dropped off in the Kiss and Drop zone. Parents/carers who want to drop off and pick up from the playground need to park in the carpark near the oval or on the Middle/Senior School side of Edinburgh Drive.

Contact Numbers and Address

The school's telephone, fax numbers and address are listed below. The office will be staffed from 8:00am – 4:00pm.

Telephone No. (02) 6645 5691
Website: www.pacificvalley.nsw.edu.au
Email Office: office@pacificvalley.nsw.edu.au
School Address: 8 Edinburgh Drive, Townsend NSW 2463
Postal Address: PO Box 433, Maclean NSW 2463

If you would like to make an appointment to see the Head of Junior School, Mrs Donoghue please contact her via Class Dojo or email.

All staff emails use a first name initial, followed by surname@pacificvalley.nsw.edu.au For Example – Jasmin Donoghue jdonoghue@pacificvalley.nsw.edu.au

Daily Procedures

The day will begin with class Devotions at 8:30am. English and Mathematics lessons take place every day along with lessons from other Key Learning Areas. Please see your classroom teacher for further details about daily procedures in each class.

Duty of Care

This is a legal requirement. The Staff have been informed of their Duty of Care responsibilities.

Emailing Teachers

Parents/carers may email teachers to request an interview or to provide some information about their child. When emailing about concerns, please keep emails brief and to the point. Lengthy emails are not appropriate and are best communicated through a meeting. Teachers will endeavour to reply to emails within 48 hours. However, this is not always possible. For urgent matters, please phone the office. Please note that emails sent after 4pm may not be viewed until the following day.

- To email a staff member, please use initial of first name followed by full surname @pacificvalley.nsw.edu.au. For example John Smith-
jsmith@pacificvalley.nsw.edu.au

Equipment

Students have been supplied with a stationery pack to commence the year. Any additional or replacement stationery needs to be supplied by parents/ carers. Teachers will inform you if your child requires replacement stationery. Equipment needs to be labelled and books will need to be covered in clear contact. Books will be sent home by class teachers and communicated through Class Dojo.

Excursions/ Incursions

Each class may undertake in-school or out-of-school excursions. Your child is expected to participate in these events. Full school uniform must be worn unless otherwise directed by the teachers. Parents/ carers assistance on these excursions will be advised by the class teachers. Parents/carers are unable to attend the excursions without teacher agreement.

Fruit Break

Fruit Break is a daily activity that takes place within the classrooms. Students are given a short break during the morning session to have a snack of vegetables or fruit and drink of water. There is scientific research linking a healthy food break with a small amount of water can assist children's learning and improve concentration. This takes place during the morning session.

Fundraising

Various fundraising activities are held during the year. The funds raised by students are used for Mission purposes and to raise funds for various school projects.

Grievances

If you have any concerns relating to a staff member then you are required, in the first instance, to consult directly with that person. Should you fail to resolve the problem then contact the Head of Junior School, who will arrange a meeting with all parties.

It is presumed, when dealing with matters of concern, that Christian grace will always be exhibited to others.

Our complaints handling policy can be accessed by following this link.

[Pacific Valley Christian School - Policies](#)

Hats

Students are required to wear their hats for all outdoor activities throughout the year. Students, who fail to bring their school hat, are required to sit in shade areas. Junior School students are required to wear the broadbrim school hat. Students who do not wear the correct school hat must carry a note from a parent/ carer giving details. Please ensure that the name of the owner is clearly marked on the inside of the hat.

Homework

Homework is a valuable part of schooling. It allows for practising, extending and consolidating work done in class. Homework provides training for students in planning

and organising time and establishes habits of study, concentration and self-discipline. Junior School students undertake homework each week. Teacher will outline the specific homework requirements of their class. Parents/carers who have concerns about their children's homework should, in first instance, raise their concerns with the teacher.

Infectious Diseases

Parents/ carers are advised to view the NSW Government website for up to date information regarding Childhood Infectious Diseases. These may include chicken pox, gastroenteritis, mumps, influenza, rubella, whooping cough and head lice.

The following vaccine preventable infectious diseases are reportable. Parents/carers should contact the School as soon as possible when a doctor has made a positive diagnosis. Parents/carers should not allow their child to attend school while they are infectious.

- Diphtheria
- Haemophilus influenzae type b (Hib)
- Measles
- Meningococcal type C
- Mumps
- Rubella (German measles)
- Tetanus
- Pertussis (whooping cough)
- Polio

Interviews

Term One – Meet the Teacher Evening
- Parent Teacher Interviews

Term Two – Formal School Reports/ Parent Teacher Interviews

Term Four – Formal School Reports

At anytime, parents/ carers may request a meeting with a teacher, and this is encouraged.

To ensure that a parent discussion is not interrupted, please make an appointment at the Office to see the teacher. Teachers can only interview parents before school if an appointment has been made. All teachers are required to attend Staff Devotions from 8.00am to 8.30am. Teachers also have regular duties before and after school.

Ipads

Students in Kindergarten to Year 2 will have access to class iPads to enhance their learning.

It is our expectation that students will be wise, caring and skilful users of the iPad and other technologies in the Junior School.

For information about iPads in your child's classroom, please speak to your child's teacher in the first instance.

Laptops

Junior School has sets of laptops that are shared throughout K-4. Students will learn about online safety and digital citizenship and will learn valuable research and presentation skills.

The laptops are managed and maintained by our IT department.

Learning Support

Learning support plays a vital role in the learning and wellbeing of all students. If your child has been identified as having a disability and requires a level of additional support please arrange a time to speak to your child's classroom teacher and the Head of School so that support can be arranged. If you have concerns about your child's development please speak firstly to your child's teacher so that the correct procedure can be followed to assist them in getting the support required.

Students who receive support through private healthcare workers health workers (e.g. speech pathologists, occupational therapists etc.) can arrange to have these appointments at school. Please contact your child's teacher and Head of School to arrange a suitable time and location for these appointments.

Parents and Carers will be required to send written permission to the Office stating that their child is permitted to see their health worker during school hours. The health worker will also need to send their Working with Children number and date of birth for verification prior to commencing sessions at the school.

Lost Property

Please ensure that all clothing is labelled. Lost Property is kept outside the HoJS office. This is checked regularly and items are returned if they are clearly labelled. Please check names regularly as continual washing fades the owner's identity.

Library

Junior School classes will have a weekly lesson in the Library where they will have an opportunity to borrow books to take home. Students will need to have a library bag to protect the books as they travel to and from school. Your child's class teacher will inform you of the day that their library lesson will take place.

Medical

All Junior School staff at Pacific Valley have received first aid training. Playground and classroom accidents and incidents are promptly dealt with through appropriate treatment and/or intervention.

From time to time it may be necessary for medication to be administered to students during school hours, or whilst on excursions, in order to keep them safe. In the event that it is necessary to administer medication to a student parents/carers will be contacted to give authorisation. Parents/ carers of students who require prescribed medication to be administered during school hours must notify the school of this requirement and collaborate with the school in working out arrangements for supply, administration and

storage of prescribed medication. All medications are to be stored and administered in the office unless otherwise arranged as part of their management plan (for example, Asthma). On excursions, medication will be administered by the First Aid Officer.

Mobile Phones

All Junior School students who bring a mobile phone to school must hand it to the Office or their classroom teacher at the beginning of the day and collect them at the end of the day. This includes watches that have cellular capabilities. We strongly recommend a non-data (no internet) phone be used if it is essential that a Junior School student require a phone.

National Assessment Program (NAPLAN)

All Year 3 students sit for the National Assessment Program which will be held between the 15th and 27th March. Mrs Hackfath and Mrs Donoghue will advise parents/ carers of relevant details.

Newsletters

Newsletters are sent via email throughout the term. Newsletters will contain details of events that have occurred throughout the term and details about upcoming events.

Pacific Group of Schools

Pacific Valley exists within a group of school, Pacific Coast and Hope Schools (Tweed Heads), Pacific Hills and New Hope Schools (Dural) and Pacific Brook located in Muswellbrook. Also, Valley Hope School is located within the grounds at Townsend. These 7 schools work closely together and operate in unity. Teachers visit between the schools and work together to build professional relationships that benefit each of the schools involved. For more information about any of the schools, please see the Head of Junior School.

Parental Assistance

We value our parents and the assistance they give to the school. Parents/ carers are welcome and encouraged to assist the students in our reading program. This is held each week in every class. Please consult your child's teacher for class reading times. We appreciate the assistance of parents who are happy to cover new books when they arrive and assist with changing home readers. If you are able to assist at any time, please speak to your child's teacher. In certain circumstances volunteers (including parent volunteers) are required to undergo Working with Children Checks and volunteer induction prior to volunteering in the school. If you would like to volunteer to be a part of our community, please contact our office for further direction as to how you may become involved whilst meeting Child Protection requirements.

Parent/Teacher Interviews

Formal Parent/Teacher interviews are held at the end of Term 1 and Term 2. Parents will book appointments with the class teacher using the PTO app. Informal interviews are also available when required. Please make an appointment with your child's class teacher by emailing them so a mutually convenient time can be arranged.

PDHPE/ Sport

Teachers will inform parents/ carers of the day on which your child's class will participate in PDHPE /Sport. Junior School students wear their sports uniform every day. Hats must also be worn for all of these activities.

Pets

Due to Work Health and Safety we request students not to bring pets to school. Class visits of special friends (e.g for news) must be coordinated with the class teacher and approved by the Head of School. Various risk assessments are required prior to approval.

Photos

School Photos will be taken on two occasions during the year. ID photos will be taken early in the year. School photos including class and family photos will be taken later in the year TBA. Forms will be available for parents to complete if ordering family photos.

Presentation Night

This will be held on the last Tuesday of Term 4. Parents/ carers are notified in writing or via phone call if their child will be receiving an award.

Junior School will have a celebration assembly at the end of the year where students will showcase some of their learning from the year and will receive an award for their achievements. This will be held towards the end of Term 4. Parents/ carers will be notified of a specific date, time and location early in Term 4.

Privacy Act

This Act prevents staff from issuing addresses and telephone numbers of class parents and school families without prior permission by those involved.

Reporting

Parents/ carers will receive two formal reports each year. The half-yearly report will be forwarded in July and the yearly report will be forwarded in December. Parents/ carers are always welcome to discuss their child's progress with the classroom teacher. Please contact your child's teacher so that a mutually convenient time can be arranged.

Teachers' professional judgement is used to grade each student's performance against state wide age appropriate standards. A five-point scale is used to identify levels of achievement as set out below.

Level of Achievement	Description of performance at this level
Outstanding	The student has an extensive knowledge and understanding of the content in this course and can readily apply this knowledge. In addition, the student has achieved a very high level of competence in the processes and skills required and can apply these skills in new situations.
High	The student has a thorough knowledge and understanding of the content in this course and a high level of competence in the processes and skills

	required. In addition, the student is able to apply this knowledge and these skills to most situations.
Sound	The student has a sound knowledge and understanding of the main areas of the content of this course and has achieved an adequate level of competence in the processes and skills required.
Basic	The student has a basic knowledge and understanding of the content of this course and has achieved a basic level of competence in the processes and skills required.
Limited	The student has a minimal knowledge and limited understanding of the content of this course and has achieved a very limited competence in some of the processes and skills required.

Teachers provide a comment at the end of the report outlining areas for further development.

The report also allows each teacher to indicate using a five point scale their assessment of your child's demonstration of desired learning behaviours.

Safety Procedures

- 1 All parents/visitors must sign in at the office between the hours of 8:30am and 3:00pm and wear their visitor's badge unless arriving just prior to the end of school to wait for your children in the passive area.
- 2 Any parent taking a student for an appointment during the hours 8.30am to 3:00pm will need to sign out their child from the office before collecting them from class.
- 3 All visitors must report to the Office to sign in. This includes volunteers, health workers (e.g. speech pathologists, occupational therapists etc.) and parents/ carers who are attending an activity at the school (e.g. assemblies).

Sick/Absent Days

If your child is away at any time, a written note or email is required by the teacher to cover the absence. **This is a legal requirement.** Please send a note to the office or email absence details to: office@pacificvalley.nsw.edu.au. Parents/ carers will receive a text message to notify them of their child's absence from school. Replying to this text with a reason for the absence will satisfy requirements for written notification.

Sign in/out

Any student arriving at school after 8.30am will be required to visit the office with a parent/carer to be marked as a late arrival. The student will then be given a note to be taken to their class teacher to indicate that their late arrival has been recorded. If students arrive at the office without a parent or carer or a note explaining why they are late, our office staff will call to notify you of your child's late arrival and request a reason for them being late.

Parents/ carers who arrive before 3:00pm to sign out their child will need to visit the office. The office staff will give a note to be taken to the class teacher to indicate that your child has been signed out.

Standardised Assessments

Standardised testing occurs at set points throughout the year. This includes assessments in all grades across literacy and numeracy that are graded against expectations for each stage. This type of assessment cannot be studied for and provides valuable information for the School in order to prepare teaching and learning programs needed. These results are not publicised, and assessments occur without notice. If these assessments raise concerns about your child's progress or learning abilities, you will be informed.

Social Media

Pacific Valley has a Facebook page that you can visit to keep you up to date with school events.

Junior School students are not able to access any social media sites such as Facebook, Twitter or Instagram at school. This should not be encouraged at home. The school's social media activities are for the information of parents only.

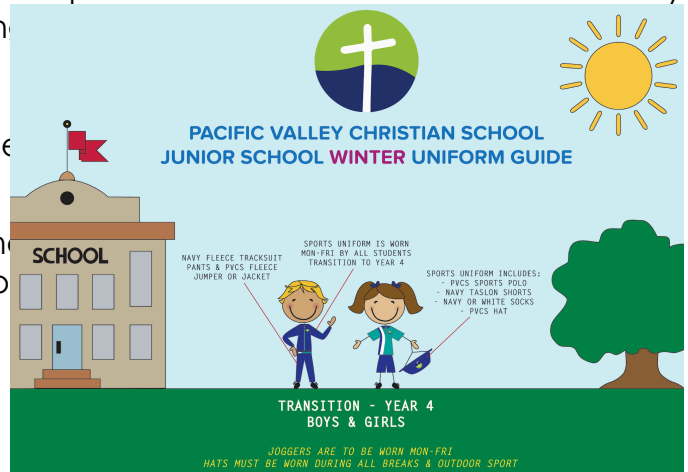
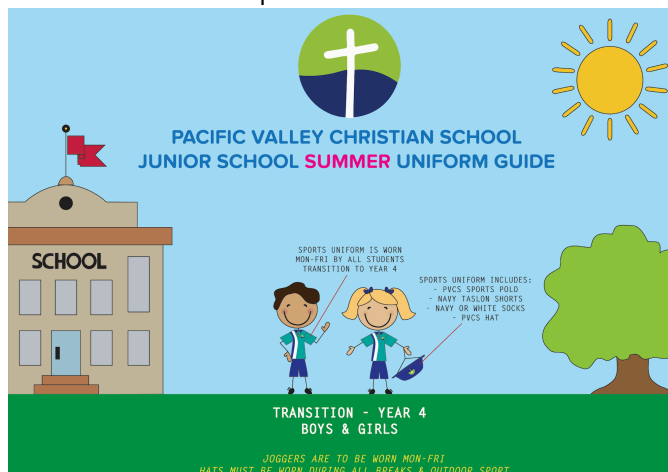
At school events, please do not post photos of other children online.

Toys, Games or Cards

Please do not allow your child to bring any toys to school. We will not take responsibility for their loss. Students are not permitted to trade cards or toys with other students.

Uniform

All items can be purchased from The Uniform Shop @ Maclean. This is located at 4 Stanley



our Volunteer Team. In certain circumstances volunteers (including parent volunteers) are required by law to undergo Working with Children Checks. Volunteers may also be required to undergo volunteer induction. If you would like to volunteer in our community, please contact our Office for further direction as to how you may become involved whilst meeting Child Protection requirements.

JUNIOR SCHOOL POSITIVE BEHAVIOUR PLAN

The Junior School positive behaviour approach is based on PBL (Positive Behaviour for Learning) which is an evidence based approach that:

- Addresses the diverse academic and social needs of every student to support them to be successful.
- Establishes positive social expectations for all members in the school community.
- Provides a framework for the school and its community to collectively support the wellbeing of every student.

When implemented well:

- Students respond positively as they have been taught what is expected of them.
- Staff deliver consistent responses to student learning and behaviour.
- Students feel safe and cared for at school.
- Unproductive and challenging behaviour can be significantly reduced for most students.

Student Code of Conduct

Pacific Valley Christian School recognises that effective learning can only occur in a secure environment where the rights and responsibilities of others are known and respected and where standards and rules are fairly and consistently applied.

The basic code of conduct for all members of the School community is that each will respect the other; that each will act kindly and courteously towards others; that each will not force themselves physically, verbally, or emotionally on others.

School Values

Our school values are an integral part of the Junior School positive behaviour plan.

- **Service – Putting others first**
 - Each of you has been blessed with one of God's many wonderful gifts to be used in the service of others. So, use your gifts well. 1 Peter 4:10
- **Perseverance – Never giving up**
 - I can do all this by the power of Christ. He gives me strength. Philippians 4:13
- **Connection – Helping all to belong**
 - Accept one another, then, for the Glory of God, as Christ has accepted you. Romans 15:7
- **Respect – Respect or all people**
 - Show proper respect to everyone. Love the family of believers. Have respect for God. 1 Peter 2:17
- **Glory to God – Bringing Glory to God in everything we do.**
 - In the same way, let your light shine so others can see it. Then they will see the good things you do. And they will bring glory to the Father who is in Heaven. Matthew 5:16

As we teach our school values to students, we want them to understand that they are an important part of our school community. In this community, we all have a role to ensure people feel **connected, respected** and valued for the unique person that God

created them to be. We build this culture as we **serve** one another and look to the needs of others before ourselves. Each member of the school community is responsible for making our school a safe place where everyone is able to learn and is encouraged to **persevere** in all aspects of school life so that they can grow to their full potential. The ultimate aim of all these things is to bring **Glory to God**.

Levels

Classroom Level

Teachers will have a behaviour management system that operates within their classroom. Many teachers use Class Dojo which allows parents/carers to track how many Dojo points their child has received.

Whole Junior School Level

Students earn 'High Fives' when they demonstrate the target behaviours/ school values. As students earn these, they work towards Bronze, Silver, and Gold awards.

- **Bronze** – 10 High Fives
- **Silver** – 20 High Fives
- **Gold** – 40 High Fives



Bronze, Silver and Gold awards will be handed out during assemblies. Parents/ carers will be informed via Class Dojo if their child will be receiving an award. All students are encouraged to work towards achieving the Gold award and displaying the school values.



Teaching School Values

An important part of implementing this system is ongoing teaching of our school values. From Term 1 Junior School classes have lessons to teach and discuss how they might demonstrate these at school.

Behaviour Reflection

It is recognised that teachers will at times need to correct students, directing them towards appropriate behaviour. This is done in the best interests of the child, teacher and class. In building a positive, working relationship with each child a teacher is able to provide guidance, correction and discipline that is meaningful, unbiased and fair. As a general rule, the teaching and reinforcing of appropriate behaviours is consistent in each classroom. Therefore, students should within a day receive regular feedback about what they are doing well, and how to continue to progress.

When students are repeatedly not demonstrating the school values, they will be asked to reflect on their behaviour and the impact it has on others.

Behaviour reflection can take place in a number of ways. Part of this reflection may include communicating with home to allow parents/carers to follow up this behaviour.

Students are required to have a WARM conversation in order to reflect on their behaviour.

W	What happened? Tell the story
A	Affect. Explore the harm-who do you think has been affected? In what ways?
R	Repair. How are we going to repair what has happened?
M	Move forward. How can we make sure this does not happen again? (monitoring)

Students who have been placed on a **formal behaviour reflection** will come to the Head of Junior School where they will complete a reflection sheet and discuss their behaviour.

Parents/ carers will be emailed if their child has been placed on a formal reflection.

Below is a guideline of behaviours that may require a formal behaviour reflection

Formal behaviour reflection	<ul style="list-style-type: none">o Unsafe behaviour such as pushing, tripping, rough play with another student, deliberately trying to harm another student. (more serious behaviour e.g. punching, kicking another student may lead to more serious consequences such as suspension)o Damage to school property.o Swearing at another person. Not treating teachers or students with respect (arguing, talking back, yelling at a teacher). Not listening or following instructions from staff.o Repeatedly not being responsible for own and school property. Not being prepared for class. Not taking responsibility for their own actions.o Repeatedly disrupting the learning of others. Refusing to complete work.o Truancy from classo Repeated misbehaviour – student not responding to correction and opportunities to reflect on their behaviour.
-----------------------------------	--

In some cases, students' behaviour will require immediate communication with parents/ carers and a more substantial consequence to be determined through communication with parents, teachers and, when necessary, the Assistant Principal or Principal. Aspects of the School's discipline policy may be enacted, including school suspension. Where bullying has occurred, and is clearly identified as such through investigation, the bullying will require such a consequence.

Copies of the Schools Student Discipline Policy can be obtained by speaking to someone in the office or your child class teacher.

Staff:

<https://pacificvalley.cspace.net.au/StudentDisciplinePolicy?searchTerms%5B%5D=discipline>

Bullying

Pacific Valley Christian School recognises its duty to students to provide a safe and positive learning environment where individual differences and diversity within the School is respected and accepted.

Bullying is not tolerated at Pacific Valley Christian School.

Pacific Valley Christian School recognises that the implementation of whole-School prevention strategies is the most effective way of eliminating, or at least minimising incidents of bullying within our community.

A key part of the School's bullying prevention and intervention strategy is to encourage reporting of bullying incidents as well as providing assurance to students who experience bullying.

The detailed Bullying Prevention and Intervention Policy can be found on our website, www.pacificvalley.nsw.edu.au, or ask your child's teacher or the Office for a copy.



Christ the Centre

Pacific Valley Christian School

8 Edinburgh Drive Townsend NSW 2463

Ph: (02) 6645 5691

ABN: 11 001 832 828

www.pacificvalley.nsw.edu.au