NBCS
NORTHERN BEACHES CHRISTIAN SCHOOL

Love Learning

Parent Handbook

PRE-K TO YEAR 12
2027



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LAST UPDATED 28 OCTOBER, 2026

Section 1

Our Vision for Learning



OUR VISION FOR LEARNING

The process of education is to prepare and equip students to face an ever-changing future. It is at the heart of what we do at NBCS, and while it is about the academic realm, it is always about the student as a whole person. We value character and learning equally. Our vision is for our students to love learning. In doing so, they will equip themselves for an ever-changing future. And it is so valuable to start this journey early. We are delighted to be able to offer a coherent and sequential approach to learning from the very start. Our Primary students build firm foundational knowledge as well as wonderful habits and practices as learners. This solid base is wonderful for their sense of who they are as learners in a calm and consistent environment that nurtures their growth through Primary and beyond.

We define learning as the ability to connect the unknown to the known and thereby make sense of it. This is a process that takes time and is done through the accumulation and use of knowledge. Our aim is to help our students understand the underlying structure, the architecture, the bigger picture by which they can connect and make sense of what they know and learn, and how they do it. When we think, we do so with knowledge. Knowledge-rich environments are those that are fertile ground for more and deeper thinking.

Whose success is greater; the person, capable of getting 95, who gets 90, or the person, only realistically able to achieve 70, who gets 75? We know whose achievement is greater, but the question of success remains. Too readily we make judgements of success in comparison with others. I question the extent to which we should do this. The first point of reference that we ought to have in measuring success is ourselves. "Have I done as well as I could? Have I pushed myself beyond the limits of what I thought possible? Could I have done more to improve?" These are all valid points for self-reflection.

We measure success against the individual for each student. It is important for our students to know that they are not competing against each other, they are competing against their former selves. Students need to ask themselves, "Have I done better today than yesterday, and can I do better again tomorrow?" That's what growth is: the slow, daily process of incremental but compounding improvement as we each invest time and energy in learning.

Our desire is to be a school that has the hallmarks of greatness. A great school is one where there is high performance, but low stress; it is a school with lower anxiety, but higher cultural capital. It's a place where students enjoy each other's success. A great school is one that opens up opportunities, that challenges what you think, provides you with knowledge with which to think, teaches you how to think and enables that process of growth and understanding to be worthwhile.

We know that schools are places of formation and transformation. Learning is key to this, but so is character. We are grateful to be a Christian community, a community that seeks to share and model the transformational nature of the sacrificial, servant-hearted Saviour, Jesus Christ. It is our hope that our students will grow in understanding and character through their time at school. We hope, too, that NBCS will provide students with the opportunity to be open to and explore faith, or to grow up in and live out their faith.

We look forward to continuing to share the learning journey with our students and their families, conscious of the African proverb that "if you want to go fast, go alone, but if you want to go far, go together".

Tim Watson
Principal



"A great school is one that opens up opportunities, that challenges what you think, provides you with knowledge with which to think, teaches you how to think and enables that process of growth and understanding to be worthwhile."

SENIOR LEADERSHIP



TIM WATSON
Principal



JULIE SMITH
Head of Primary



DREW DICKSON
Head of Secondary



CRAIG LINFOOT
Deputy Principal



TIM HARDING
Director of Learning



JANN RAMAGE
Director of Teacher Quality



DAMIEN WHITINGTON
Senior Chaplain



PIPPA REEVES
Director of Wellbeing



DAVID ATKINS
Director of Welfare



SANTINO DIMARCO
Business Manager



LISA KNIGHT
Director of HR

WHO TO CONTACT

Primary: Parents/Guardians should first contact their child's class teacher.

Secondary: Parents/Guardians should first contact their child's Mentor, unless it's a simple subject-related query for a subject teacher.

Contact details for Mentors and class teachers are available on the Parent Portal.

See more under 'Communication', in Section 5.

BOARD OF DIRECTORS



ERIC BERNARD
Chair



LESLEY HARBON



KEITH GARNER



KERRY GADSBY



ANDREW SIMPKIN



KERRYN BAIRD

ABOUT THE BOARD

Northern Beaches Christian School is governed by an independent Board of Directors. This Board meets every term, with responsibility for the overarching vision and direction of the school.

The Board of NBCS is a highly collaborative team, bringing together a wealth of professional backgrounds, including education, finance, business and government. NBCS operates as a not-for-profit company, with the Board adopting a corporate governance model that provides strategic direction.

Members bring valuable experience, perspective and expertise to support and grow the NBCS Mission, *Excellence in Education, Christianity in Action*, mediated through our Vision, *Love Learning*.

Section 2

General Information



IMPORTANT INFORMATION



SCHOOL DAY

Primary
8:45am – 3:05pm

Secondary
8:45am – 3:15pm



RECEPTION

Contact
02 9450 1311
reception@nbcs.nsw.edu.au

Opening Hours
8:00am – 4:00pm



CAMPUS

1 Echunga Road
Terrey Hills NSW 2084

Postal
PO Box 230
Terrey Hills NSW 2084



CAFE

Opening Hours
7:30am – 2:30pm

Location
The City at NBCS

Lunch Orders
flexischools.com.au



UNIFORM SHOP

Pickles Schoolwear is the retail service provider for all NBCS school uniforms, located in Brookvale.

Website
picklesschoolwear.com

Contact
info@picklesschoolwear.com
02 9905 2711



WEBSITES

NBCS Website
nbcs.nsw.edu.au

Parent Portal (all parent information)
nbcs.nsw.edu.au/parent-portal/

Compass
nbcs-nsw.compass.education

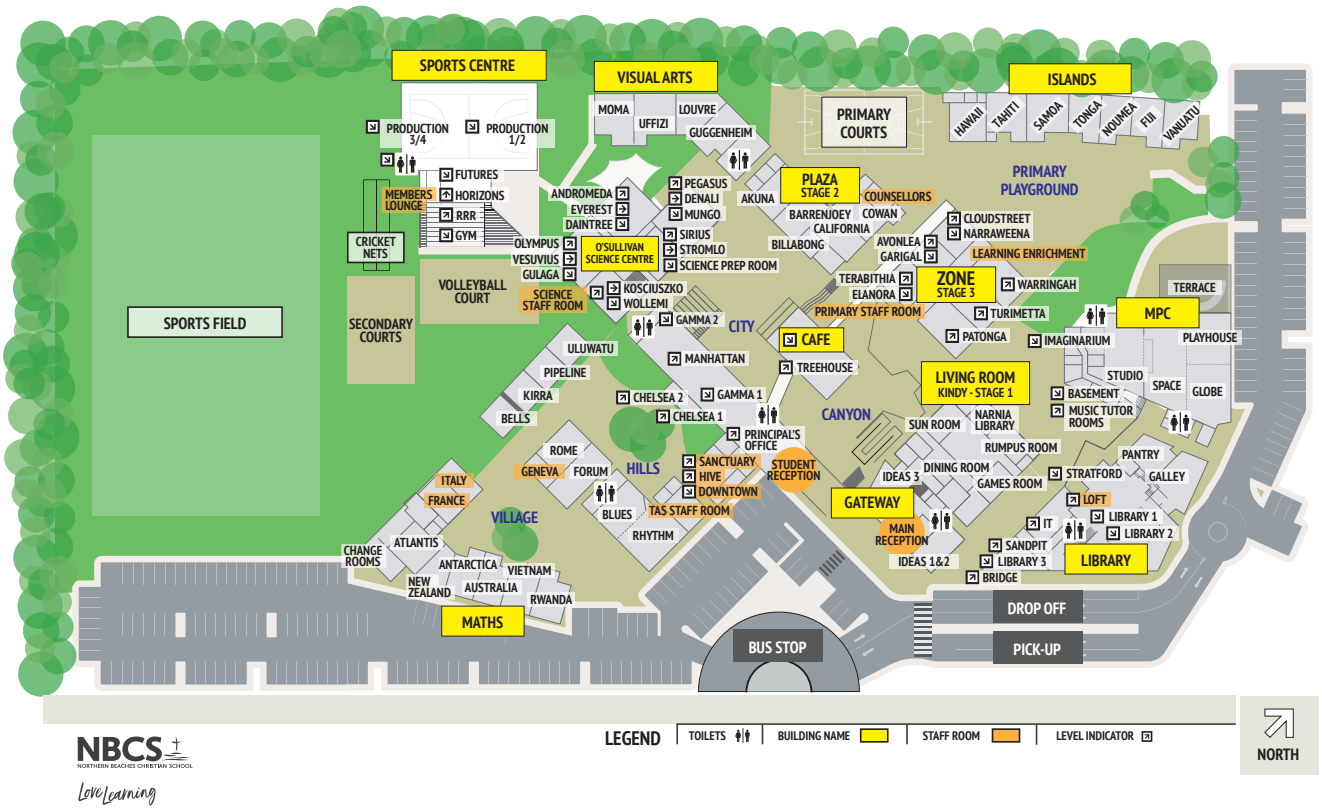
Canvas
canvas.nbcs.nsw.edu.au



LIBRARY

Opening Hours
Mon to Thurs 7:30am – 5:30pm
Fri 7:30am – 4:00pm

CAMPUS MAP



Interactive map can be found in this link: map.nbcs.nsw.edu.au/

LEARNING SPACE DESIGN

Learning spaces at NBCS represent a significant contribution to the learning process. Spaces are created intentionally to embody and enrich learning and to ensure learning is at the heart of our site, inside and out.

Our learning spaces are supported by robust campus-wide Wi-Fi, custom furniture, generous windows with natural light, floor-to-ceiling whiteboard walls, and large screen displays.

GATEWAY BUILDING

Home to Main Reception, the Gateway Building is the first stop for all visitors to NBCS.

THE CITY

The City is the hub of the NBCS community, with the cafe and Treehouse at the centre. The City is used for large group gatherings; the cafe and Treehouse for smaller group gatherings.





CAMPUS OVERVIEW

MARINA PRIOR CENTRE (MPC)

The Marina Prior Centre is the home of Performing Arts at NBCS, and is where our dance, drama and musical productions take place. Our music tutors, bands and ensembles, and co-curricular performing arts also use the spaces here.



O'SULLIVAN SCIENCE CENTRE

The newly-built O'Sullivan Science Centre is home to nine laboratories, classrooms and seminar rooms, as well as staff facilities. An outdoor classroom and greenhouse provide additional learning spaces.



MANHATTAN

Manhattan houses a study space for Year 11 and 12 students. Student Reception and First Aid are on the ground floor.



SPORTS CENTRE

The Sports Centre is the home of Sport at NBCS, featuring an indoor basketball court and Fitness Centre.



LIBRARY

The library allows for a variety of learning opportunities, including quiet reading, classroom lessons, interactive workshops, and group discussions.



PLAYGROUND

Our Primary playground is designed to inspire students to cultivate a genuine passion for learning while nurturing their physical, emotional, and mental wellbeing.



PRIMARY LESSON TIMES

DESCRIPTION	TIME
Learning Session 1	8:45am – 9:45am
Learning Session 2	9:45am – 10:45am
Recess	10:45am – 11:05am
Wellbeing	11:05am – 11:25am
Learning Session 3	11:25am – 12:25pm
Learning Session 4	12:25pm – 1:25pm
Lunch	1:25pm – 2:15pm
Learning Session 5	2:15pm – **3:05pm**

SECONDARY LESSON TIMES

DESCRIPTION	TIME
Learning Session 1	8:45am – 9:45am
Learning Session 2	9:45am – 10:45am
Recess	10:45am – 11:05am
Mentor Group	11:05am – 11:25am
Learning Session 3	11:25am – 12:25pm
Learning Session 4	12:25pm – 1:25pm
Lunch	1:25pm – 2:15pm
Learning Session 5	2:15pm – **3:15pm**

2027 START OF YEAR

KINDERGARTEN INTERVIEWS AND ASSESSMENTS
Wednesday 27 January, Thursday 28 January
YEAR 7 ORIENTATION
Wednesday 27 January, 9:00am – 12:30pm
YEARS 1-6 AND 8-12 MEET THE TEACHER/ MENTOR
Wednesday 27 January

2027 TERM DATES

TERM 1
Start (Years 1-12): Thursday 28 January
Start (Kindergarten): Friday 29 January
Start (Pre-K): Monday 1 February
End: Friday 9 April
TERM 2
Start: Tuesday 27 April
End: Friday 25 June
TERM 3
Start: Tuesday 20 July
End: Friday 24 September
Year 12 Graduation: Wednesday 22 September
TERM 4
Start: Tuesday 12 October
End: Thursday 2 December

STAGES

Each year group is part of a multi-grade, curriculum-based 'Stage', as determined by the NSW Education Standards Authority (NESA).

STAGES
Pre-K and Kindergarten: Early Stage 1
Years 1–2: Stage 1
Years 3–4: Stage 2
Years 5–6: Stage 3
Years 7–8: Stage 4
Years 9–10: Stage 5
Years 11–12: Stage 6

CAFE

GROUNDED @ NBCS

'Grounded' café is at the heart of a central covered outdoor space and is a vibrant meeting place for students, teachers, parents/guardians and visitors. The cafe space creates a unique context, aligning with our core value of being a learning community built on strong, meaningful relationships. Grounded is an independent business, with a vision to provide healthy, delicious food, prepared daily.

OPENING HOURS

Hours: 7:30am – 2:30pm on regular school days.

- **Parents/Guardians:**
  Welcome to enjoy a coffee and chat anytime.
- **Students Years 3–12:**
  May use the café before school, recess and lunch. Year 12 may also use the café during study periods.
  - Coffee service is limited to Years 10–12 only.
- **Pre-K–2**:
  Not permitted to use the café directly.
  - **Pre-K** parents can order lunch on Wednesdays only via the Flexischools app.
  - **K-2** parents can order lunch on Wednesdays only via the Flexischools app.

PURCHASES

ORDERS

Grounded café uses Flexischools for online recess and lunch orders, as well as for over-the-counter sales. Flexischools operates in more than 1650 schools across Australia, enabling cashless ordering and payments for schools. Download the Flexischools app or order food at: flexischools.com.au

PAYMENTS

For over the counter purchases, students scan their NBCS Student ID Card and access the funds on their Flexischools account. Students may not use phones to order at the café due to the NBCS Phone Policy. If students do not have their Student ID Card, they will have to make purchases with a debit card or cash. The cafe has a dedicated Flexischools terminal so students can check their balance by scanning their Student ID Card, separate from the usual ordering lines.

All students in Years 3-12 are issued a Student ID Card. If a student cannot locate their Student ID Card, they will need to speak with Student Reception.

If a student loses their Student ID Card and another needs to be issued, a charge of $11 (including GST) will be billed to your Ancillary Charges.

Parents of students in Pre-K to Year 2 will be required to set up a Flexischools account and use the app to order items for their children.

USING THE FLEXISCHOOLS APP

Download the Flexischools App from the Apple or Google stores and follow the prompts to create an account. You can also sign up through the Flexischools website. If you already have a Flexischools account, you can simply add a new student to your existing account:

flexischools.com.au

Log in to your Flexischools account and enter your child's details.

1. Select the 'Profile' icon on the navigation bar.
2. Under 'Students', click 'Add new'.
3. Enter your child's name, school, year level, and class.
4. Enter the 'Student Username' – this is the first part of the student's email address. Eg 31xyz
5. Click 'submit'.

Flexischools charges a $0.33 order fee on every canteen order placed through the Flexischools App. This fee is in addition to the cost of the canteen items and is charged at the time of online purchase. There is an additional surcharge for purchases or account top-ups made by credit card, debit card or PayPal, which is clearly detailed when you check out or add funds into your wallet. However, parents/guardians can top up their Flexischools Wallet by Bank Transfer, which incurs no surcharge.

Please visit the Flexischools Help and Support section for additional information and tips.

LIBRARY

OPENING HOURS

- 7:30am – 5:30pm Monday to Thursday
- 7:30am – 4:00pm Friday

USE OF LIBRARY

Secondary students

- Before and after school
- By request at recess (Year 11 and 12 students only)
- Daily at lunch

Primary students

- Lunch times each day for Years 3–6

BORROWING IN THE LIBRARY

Students are encouraged to borrow fiction or non-fiction books for reading for pleasure, daily reading after lunch, to help with school work and fortnightly Secondary wide reading in English classes. Students can take advantage of the three-week loan period. If they wish to keep books for a longer time, they can renew the loan with library staff at the circulation desk.

OVERDUE BOOKS

There is a sequential process to notify students and parents/guardians of overdue book/s by student email, hard copy notices and family email. If after this process the book/s are not returned, the replacement cost will be billed to your Ancillary Charges. The aim is to maintain a positive borrowing culture and the library collection.

BEFORE AND AFTER SCHOOL CARE

NBCS partners with an independent provider called TheirCare to deliver Outside School Hours Care services for our school community.

The program provides quality care and a range of fun activities to engage our younger students and provide working parents with peace of mind.

- The Before School Care program operates from 6:30am – 8:30am during the school term.
- The After School Care program operates from 3pm – 6pm during the school term.
- On pupil-free days, the service will operate throughout the day from 7am – 6pm.

Families wishing to use this service can register via the TheirCare website: theircare.com.au/families/

Families are eligible for a Government Rebate called the Child Care Subsidy, which can significantly reduce the cost per session. The level of rebate is dependent upon family income. For more information on the Child Care Subsidy and to find out exactly what rebate you are eligible for, please visit Services Australia.

Discover more about NBCS TheirCare here: theircare.com.au/families/

TheirCare
Where Kids love to be!

VISITORS AND VIDEO SURVEILLANCE

All visitors (including parents/guardians) entering school grounds during the school day must sign in at Main Reception and sign out when leaving.

If a visitor is permitted on site, they will be issued an ID label which must be worn at all times.

Video surveillance is conducted across the campus and recorded 24 hours a day. Parents/Guardians, students and visitors all need to be aware that these security cameras are in constant operation.

PARENT INVOLVEMENT

HELPING IN THE CLASSROOM

There are a number of ways parents/guardians can help in the classroom at school, including reading and literacy programs, excursions and sports events. To volunteer, please contact Main Reception or ask your child's class teacher.

CLASS PARENTS IN PRIMARY

Class Parents play an important role within our school community. New parents/guardians to NBCS are encouraged to make contact with their Class Parent to assist with settling in and getting to know the other families from their child's year group.

Class Parents assist with communication amongst parents/guardians, and coordinate community-building and social events for parents/guardians of their grade or Stage.

Please contact Main Reception if you are interested in becoming involved, or are unsure of your specific Class Parent's details.

PARENT INVOLVEMENT IN SECONDARY

In 2027, we are planning on meeting with a group of parents across all grades in Secondary, once per term, to help build community involvement at NBCS. Stay tuned for more information in 2027.

PARENT INVOLVEMENT BRIEFINGS

Any NBCS Parent/Guardian wishing to help with activities at school must first attend a Parent Involvement Briefing, held regularly throughout each term.

Briefings are 10-15 minutes long, and are generally held at the start of school or just before the end of the school day. An ID photo will be taken at this time. Occasionally a session is added outside of this timing to suit a particular event need.

Parent Involvement Briefings will cover topics such as:

- Working with children
- WHS issues
- Privacy Legislation
- Child Protection issues
- Working with staff

To attend a briefing, please contact Main Reception on 9450 1311.

WORKING WITH CHILDREN CHECK

All parent/guardian volunteers are required to have a Working With Children Check number (volunteer level), which is easy to apply for and is free. Please visit the Working With Children Check NSW website for more information: wwccheck.ocg.nsw.gov.au/Apply

Once you have received your WWCC number, it must be submitted to Main Reception prior to volunteering for the first time, so that a clearance can be obtained.

SOCIAL MEDIA PLATFORMS

If you haven't already, we invite you to 'like' and follow our Facebook and Instagram pages to keep up-to-date with school news and connect with other families:

- Facebook: facebook.com/NorthernBeachesChristianSchool
- Instagram: instagram.com/northernbeacheschristianschool/
- LinkedIn: linkedin.com/school/northern-beaches-christian-school/
- Facebook – Alumni: facebook.com/nbcs.alumni/

We encourage you to share our news and articles with your family and friends.

LEARNING ENRICHMENT

Learning Enrichment is provided in collaboration with the Head of Primary or Head of Secondary, with programs designed to support class teachers in delivering differentiated learning. Learning Enrichment includes both targeted support as required, as well as gifted and talented opportunities.

DISABILITY PROVISIONS

Students with specific needs can apply for Disability Provisions. This may include additional support with reading, writing, rest breaks or extra time. In external examinations (such as NAPLAN and the HSC), this will require an external application supported by appropriate evidence.

STUDENT DIARIES

Primary and Secondary students receive a Student Diary. This is an official record and valuable communication tool. Students are trained in the use of the diary so that they learn effective time management and organisational skills.

YEARS 7-8 OFFICE ASSISTANTS

For one day in the year, students in Years 7 and 8 are required to assist the School Community by being an Office Assistant for the day. Students should bring their books, laptop, pencil case and school work with them to Student Reception. All work and Home Learning given to the class on that day will need to be completed in negotiation with the class teacher. It will be the student's responsibility to obtain this work from the classes missed.

LOCKERS

Lockers are issued to all students in Year 7 at the beginning of each school year. Students in Years 8–12 may request a locker from Student Reception. Padlocks are provided to Year 7 students. Year 8 students are to use the padlock issued to them in Year 7. The student is responsible for this locker and padlock. If they are damaged or the padlock is lost, costs will be incurred. Replacement padlocks are $20.00 each, billed to your Ancillary Charges.

Section 3

Uniform Guide



SCHOOL UNIFORMS: PURPOSE AND EXPECTATIONS

School uniforms create an identity for a school and are an important part of being a student at NBCS. Uniforms demonstrate belonging and foster a sense of pride in appearance, while removing student need to worry about their appearance. Research demonstrates that uniforms reduce peer pressure and increase attendance and participation rates.

School should be a place where students feel free from the pressure to look or dress distinctively or in a certain way. This then provides a nice counterpoint for those occasions out of school when dressing distinctively, dressing up and wearing makeup are something to look forward to.

At NBCS, our uniform reflects who we are and that we are on the Northern Beaches. It is practical and comfortable and should look smart at all times. Students may choose to wear either the summer or winter uniform at any time of the year, as is comfortable and as weather would suggest, provided the uniform is worn in its entirety (eg. all summer, all winter or all sport). Uniform items must be kept in good order. Faded, worn, torn or damaged uniform items will require replacement as requested.

Students who are not wearing the NBCS uniform correctly will receive a Uniform Infringement. The five levels of Uniform Infringement are detailed on page 56 of this handbook and at the end of this Uniform information.

UNIFORM LENGTH

Skirts and dresses must be no shorter than 5cm above the crease at the back of the knee when standing up straight. It might be helpful to bear in mind that when wearing jumpers or carrying backpacks, skirts and dresses can ride up.

Shorts should be worn at the hips and at the intended uniform length. To ensure shorts fit correctly, some students may be required to wear a belt.

TIES AND SHIRTS

For boys, shirts are to be worn with the top button undone. If a student chooses to fasten the top button, an NBCS tie must also be worn.

SPORT UNIFORM

Official Sport Uniform can be worn to and from school only on the specified sport days.

Pre–K:	Every day
Kindy to Year 6:	See class teacher
Years 7–8:	Thursday Week A
Years 9–10:	Thursday Week B

Secondary students need to wear their school uniform to and from school on other days, changing into their sport uniform for their specific practical sport or PDHPE classes as required. If students have practical sport classes twice in one day, separated by just one Learning Session, they may remain in their Sports Uniform for that middle lesson. Students may require black leather school shoes for practical lessons (eg. Food Tech / Industrial Technology) if/when scheduled on sports days.

Primary (K–6) students can wear sport uniform on their PE day as well as their sport day. Sport badges can be sewn onto tracksuit pants.

SCARVES / BEANIES

Students are permitted to wear NBCS navy scarves and beanies.

JACKETS, BLAZERS AND RAINCOATS

The all-purpose jacket can be worn with any uniform option. School blazers must be purchased by Secondary Student Leaders. Blazers are optional for all other students. The NBCS rain jacket can only be worn if it's raining. The rain jacket is not permitted at other times.

BAGS

Students require three bags:

- NBCS Backpack
- NBCS Drawstring Sports Bag OR Sports Bag (cannot be used in place of NBCS Backpack)
- NBCS Tote Bag (for use during excursions, cannot be used in place of NBCS Backpack)

In addition, Pre-K to Year 2 students will require an NBCS Library Bag.

SHOES

School Shoes

Standard black school shoes are the only shoes permitted with the school uniform. Black sneakers (leather or otherwise), and shoes with coloured stitching, are not permitted. Shoes must be:

- Black
- Leather
- Polishable
- Lace-up *(Velcro or buckles are permitted for Stage 1)*
- Heeled
- Black-soled

Clarks, Ascent or Lynx shoes are good examples of approved shoes. (Please find some helpful links here: Clarks example, Ascent example, Lynx example). If your child sees a podiatrist or medical specialist owing to issues with orthotics, please ask them which type of school shoe will be most suitable, as sneakers are not permitted whether students wear orthotics or not.

Sport Shoes

Students are permitted to wear any colour sport shoes. They should be suitable for rigorous activity.

MAKE-UP

Make-up is not part of the NBCS uniform. This includes bronzer, eyeliner, eyeshadow, mascara, eyebrow pencil, lip gloss, tinted moisturiser or foundation. Additionally, false eyelashes, nail polish, false nails, gel, acrylic and shellac are not permitted. Students will be asked to remove any covering on a natural nail.

UNDERCLOTHES

Underclothes must not be visible either under or through the School Uniform. Students are not permitted to wear long sleeve tops under their short sleeve shirts or blouses.

HAIR

Hair must always be well-groomed, all one natural colour, and with no hair extensions. Collar-length hair and longer must be tied up. Extreme styles (as deemed by the School) are not permitted. Hair elastics or clips can match the student's natural hair colour, or be white or navy. Hair accessories are limited to the NBCS scrunchie, plain navy scrunchie, or navy and white ribbons. Students must be clean shaven.

JEWELLERY

Students can wear one earring in the lower lobe of each ear to school, with the following conditions:

- Earrings must be small (4mm max), round, silver, stainless steel or gold plain studs.
- Earrings are only permitted in the lower lobe.
- A clear plastic earring post may be worn to maintain another ear piercing, but no other earrings are permitted.
- No facial piercings, bars or ear spacers are permitted, whether plastic or otherwise.

Students must be able to remove earrings at the request of staff if they are considered a safety hazard or if involved in practical lessons, PDHPE or sport. Students will only be able to have a new piercing arranged during the Christmas break to allow for the healing process, as they need to be able to remove non-uniform piercings for school.

No other jewellery is permitted, aside from a wrist watch. Henna hand art, tattoos and temporary tattoos are not permitted.

HATS

Primary

NBCS has a hat for play policy which operates all year around. Pre-K has a yellow bucket hat which can be reversed to navy and worn in K-2 from 2027 onwards.

NBCS bucket hats are required for Kindy to Year 6 from Monday to Thursday. On Friday, students are to wear their NBCS sports cap.

Secondary

Secondary students are required to wear either an NBCS bucket hat or sports cap during all outdoor activities, Monday to Friday. At recess and lunch, Secondary students must wear their hat unless they are in the shade.

SWIMMING COSTUMES

Girls are able to wear any navy or black plain one-piece swimming costume to the NBCS Swimming Carnival. Boys may wear any navy or black plain swimwear suitable for racing.

LOST PROPERTY

Lost property is taken to Main Reception. Students are able to collect lost items from Main Reception where they are held for a limited time. There will be regular clear outs, where unnamed uniform and non-school uniform items will be sent to 'Preloved' or a local charity.

SMALL ITEMS PURCHASED AT SCHOOL

Small uniform items such as socks, tights and hats are able to be purchased from Student Reception. These items will be billed to your 'Ancillary Charges'.

UNIFORM ITEMS BILLED TO ANCILLARY CHARGES

Students who are not wearing the appropriate uniform (such as incorrect socks, no or incorrect hat, or no apron) will be supplied with the correct uniform items from Student Reception. The cost of these items will be billed to your Ancillary Charges, including items that have been loaned and not returned.

UNIFORM SHOP

PICKLES SCHOOLWEAR

Pickles Schoolwear is the retail service provider for all NBCS school uniforms:

Email: info@picklesschoolwear.com
Phone: 02 9905 2711
Website: picklesschoolwear.com
Address: 43 Carter Road, Brookvale NSW 2100.

ORDERS

You can nominate to have your order picked up at the Pickles Brookvale retail outlet, or delivered to your nominated address. Pickles will also operate a weekly collection point for orders at NBCS Main Reception, on Wednesdays 1:15 - 2:15pm (during term).

NEW STUDENT FITTINGS

We encourage families to order their school uniform as soon as possible. Appointments for new student fittings can be made on the Pickles Schoolwear website. If a fitting is not required, parents/guardians are able to order online through Pickles Schoolwear.

PURCHASING SECOND-HAND UNIFORMS

NBCS does not operate a second-hand uniform shop, however, there are three parent-run options for families to purchase second-hand NBCS uniform items.

NBCS parent Cath Evans runs a business called Preloved, which helps families buy and off-load quality second-hand uniforms and books. Many items are donated by parents keen to recycle or rehome items they no longer use. Preloved for-sale items can be viewed in the Flexischools app.

To contact Cath Evans, please phone 0404 492 284, or email preloved@evans.id.au

There are two private Facebook groups where parents can buy and sell uniform items.

Primary: NBCS Second Hand Uniform Exchange

Secondary: NBCS Second Hand Uniform Exchange

Please note: refer to the Uniform Guide prior to purchasing to ensure you are buying uniform items with the current NBCS logo.

UNIFORM EXPECTATIONS

As part of the NBCS community, students need to remember that they represent not just themselves, but their peers. The one represents all, which is why each of our students needs to get it right, not just for themselves, but because they are part of something bigger.

We want to make it easy for all students to wear their uniform well. The easiest way to do that is to make the consequences for not wearing it well clear and consistent. This makes it easier for students, parents, and staff. A clear five-step uniform infringement process is in place to ensure consistency and encourage students to take responsibility for meeting the school's uniform expectations.

FIVE STEP UNIFORM INFRINGEMENT PROCESS

- **First uniform infringement** – brief lunchtime uniform catch-up on the day of the infringement.
- **Second uniform infringement** – 30-minute lunchtime uniform reflection on the day of or day following the infringement.
- **Third uniform infringement** – one-hour after-school uniform reflection, held on either Tuesday or Thursday afternoon, running from 3:30 – 4:30pm.
- **Fourth uniform infringement** – the student is suspended from school for a school day, noted as a school suspension for failure to comply with uniform policy.
- **Fifth uniform infringement** – meeting with the Principal to discuss ongoing enrolment owing to failure to follow school policy.

Section 4

Transport



TRANSPORT OVERVIEW

STUDENT TRANSPORT DETAILS FORM

To monitor logistics and student safety, please complete the online Student Transport Details form for your child/ren. This will also enable us to notify you of any bus changes e.g. late bus SMS. nbcs.nsw.edu.au/transport-details-form

SPEED LIMIT

The speed limit within the school is 10 km/h. Expect children to be around, and drive with caution at all times.

CONTACT

For all enquiries, concerns or complaints, contact our Bus Liaison Officer through Main Reception. 02 9450 1311 reception@nbcs.nsw.edu.au Alternatively contact the bus company directly.

SCHOOL OPAL CARD

The School Opal Card gives eligible students free travel to and from school between the hours of 6:30am – 7:00pm, using the train, bus, and ferry services nominated in their application.

MOBILE PHONES

Do not use mobile phones at any time whilst driving. Please also exercise caution if connected to a hands-free device.

CUE TRANSPORT APP

Cue is a real-time transport app, which allows users to easily discover where a bus is and whether it's on time. Download free from the Apple Store or Google Play.
Download School Apps

PETS IN CARS

All pets should be restrained in vehicals at all times

BUSES

NBCS is serviced by an extensive bus network. Student travel is subsidised by the Government for travel directly between home and school on some routes. In addition to the CDC and Sydney Buses services, NBCS operates two Private Bus services for a small cost.

Information about bus routes can be found at:
nbcs.nsw.edu.au/general-information/#bus-information

GOVERNMENT SUBSIDISED SERVICES

CDC NSW

CDC NSW is contracted by the NSW Ministry of Transport to operate bus services to and from NBCS. Suburbs serviced include:

- Belrose, Frenchs Forest and Chatswood
- Elanora Heights and Narrabeen
- Mona Vale (connection to Sydney Buses)
- Terrey Hills, St Ives and Gordon Station
- Pymble
- Cremorne and Seaforth
- Hornsby via Wahroonga Station
- Gordon, Killara, Lindfield and Roseville
- Mt Kuring-gai and Berowra Heights
- Turramurra
- West Ryde and Macquarie Park

SYDNEY BUSES

Sydney Buses connect with CDC services for regions outside the locations listed above. Transport hubs include Mona Vale, connecting with services to Newport, Avalon and Palm Beach – and Narrabeen, connecting with services to Collaroy, Dee Why and Manly.

NBCS PRIVATE SCHOOL BUS

NBCS operates two separate Private Bus services:

1. **Palm Beach** route servicing: Newport, Bilgola, Avalon, North Avalon, and Palm Beach
2. **Dee Why** route servicing: Beacon Hill, Narraweena, Dee Why and Collaroy.

Bookings must be made for these services, with priority given to Primary students. A small cost applies. Information and Application Forms for the Private Bus services can be found on the NBCS website:
nbcs.nsw.edu.au/general-information/#bus-information

CUE TRANSPORT TRACKING APP

Cue is a real-time transport app, developed by the NBCS IT Team, which allows users to easily discover where a bus is and whether it's on time.

Cue allows staff, parents and students to easily track the status of morning and afternoon buses. The real-time location and boarding status of each bus can be tracked and sent directly to users via push notifications.

'Cue - NBCS Buses' can be downloaded free from the Apple store or Play store.
Link to download app

BUS PASSES

School Opal Cards

The School Opal Card gives eligible students free travel to and from school between the hours of 6:30am – 7:00pm, Monday to Friday, using the train, bus and ferry services nominated in their application. It is not valid for travel on the NBCS Private Bus Services.

In order to qualify for free travel on government subsidised bus services, students must carry their School Opal Card at all times on the bus, tapping on at the beginning of each trip and tapping off at the end. Bus drivers or company representatives can ask to see a School Opal Card at any time during the travel.

All new students to NBCS are required to complete a School Opal Card Application Form on the Transport NSW website. transportnsw.info/school-travel-apply.

Students who are new to the school, or are waiting for a replacement after losing or damaging their card, may travel without a School Opal Card during a temporary grace period.

APPLYING FOR A SCHOOL OPAL CARD

STEP 1 – APPLICATION FORM

Parents/Guardians complete the online application form: apps.transport.nsw.gov.au/ssts/applyNow

STEP 2 – APPLICATION PROCESSED

The application will be processed and approved online by NBCS via the Opal Transport Portal.

STEP 3 – CARD SENT VIA MAIL

The School Opal Card will be sent directly to the student's home address, approximately 10 business days after approval.

Families that have shared living arrangements will need to complete the Opal form for each household.

For further information regarding these changes, please visit the Transport for NSW website, or phone Main Reception on 9450 1311.

To update student details, please go to: apps.transport.nsw.gov.au/ssts/#/updateDetails

LOST SCHOOL OPAL CARD?

1. Reapply online: apps.transport.nsw.gov.au/ssts/applynow#/reportpass
2. Enter child's name, date of birth and school.
3. Re-ordered pass will be sent to your home within 10 business days.

EXPECTATIONS OF STUDENTS

When seats are available on the bus, students are to remain seated at all times. Primary students have seating priority and should sit as close to the front of the bus as possible. Students need to share their seats and not put bags on seats. If seatbelts are available, students must wear them. Disrespectful language and/or behaviour may lead to a student being excluded from travel by the bus operator or the school. No laptops are to be used on buses to and from school.

School bus providers have a student code of conduct to ensure safety while travelling.

LINK: NSW Transport Student Code of Conduct

Travel on buses to and from school is not supervised by parents or staff. We encourage all students to report any problems to the NBCS Bus Liaison Officer. Parents/Guardians are welcome to contact the Bus Liaison Officer via Main Reception regarding any problems relating to students, or contact the bus company directly.

CDC NSW
(02) 9450 2277
cdcbus.com.au

Sydney Buses
131 500
transportnsw.info/trip#/trip

CAR PARKS

MORNING CARPARK ROUTINES

Gates locked
The western gates are locked from 8:15am. Please use the main entrance to access the staff carpark.

Parents entering the school
Parents needing to park their vehicle should use the visitor spaces or staff carpark.

Follow directions
During peak times, a member of staff will be at the crossing with a stop sign. All students and parents should use the crossing.

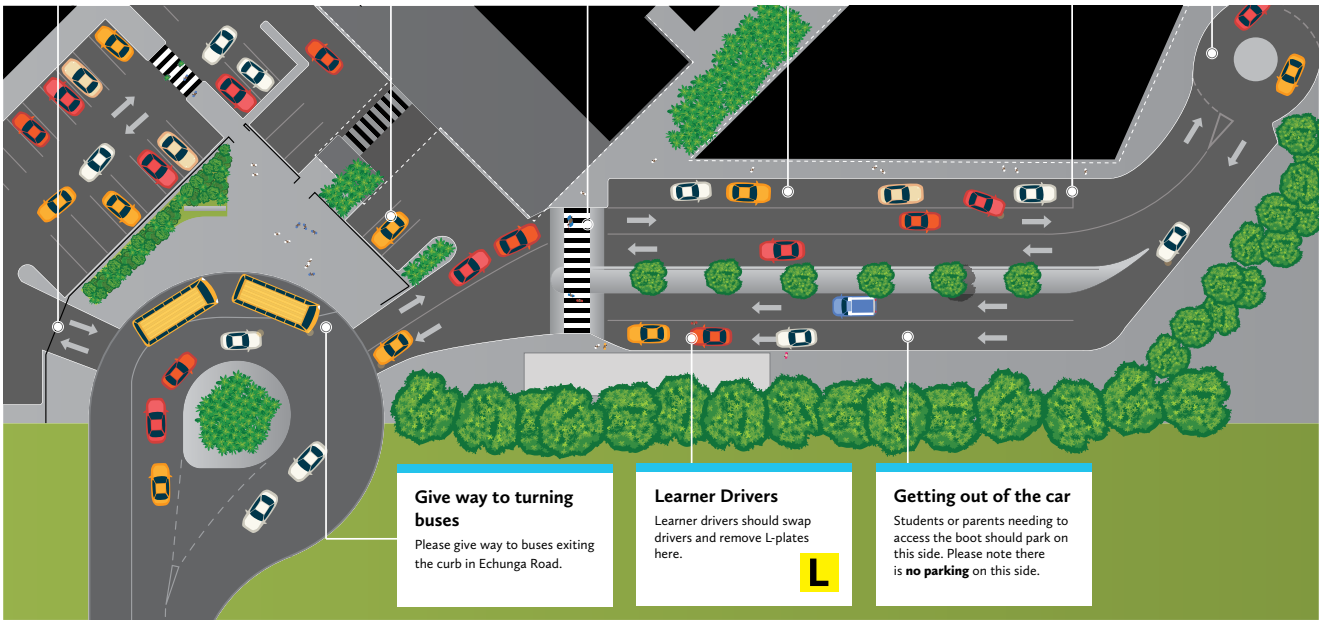
STOP

Drop-off Zone
To be used only when students are exiting through the passenger doors and have their bags with them. Parents should stay in the car.

Be considerate
Pull into the drop-off zone as far along as possible.

Drivers must not reverse whilst in the drop-off zone.

Roundabout
Parents should always use the roundabout before exiting the carpark. Kindergarten and Stage 1 parents can access the MPC carpark from here as well.



Give way to turning buses
Please give way to buses exiting the curb in Echunga Road.

Learner Drivers
Learner drivers should swap drivers and remove L-plates here.

L

Getting out of the car
Students or parents needing to access the boot should park on this side. Please note there is **no parking** on this side.

AFTERNOON CARPARK ROUTINES

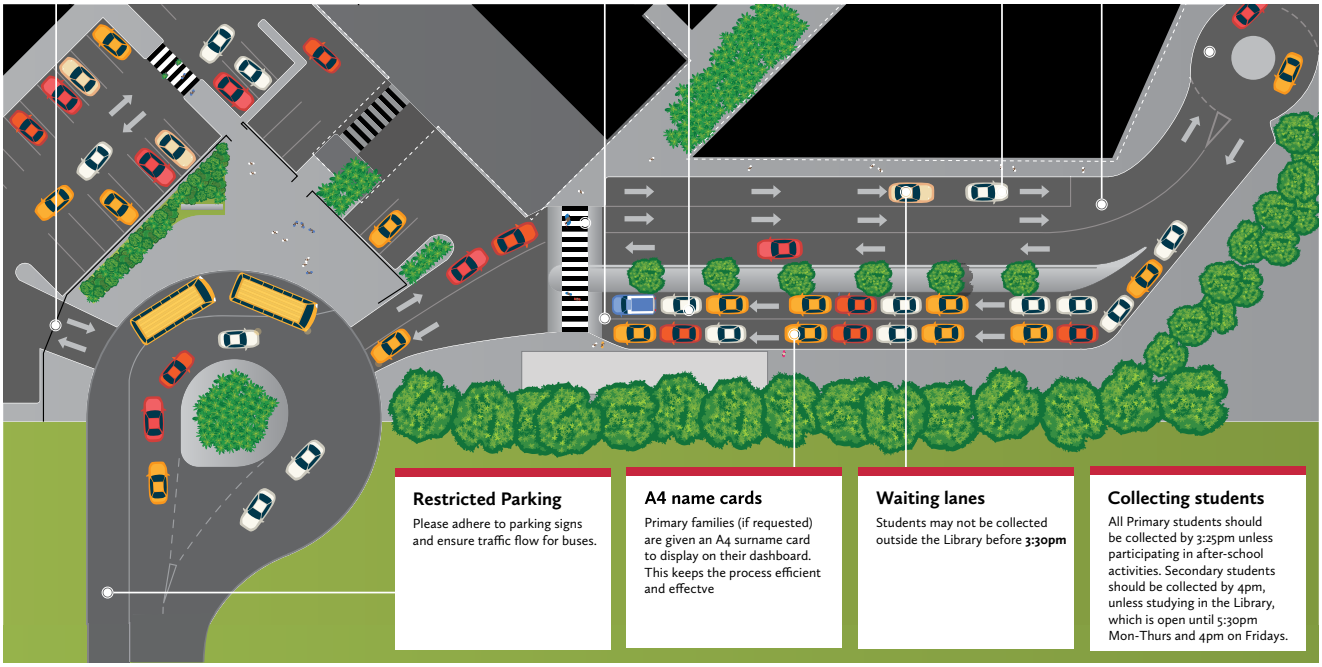
Western gates locked
The western gates are locked **from 3pm.** All traffic should use the main entrance. Please follow staff instructions.

Primary pick up area
from 2:30pm onwards, cars fill the exit lanes to pick up students. Drivers must remain in their cars.

Primary students brought to pick up
From 3pm, Primary students are brought to waiting cars by NBCS staff.

Secondary students pick up from 3:30pm
From 3:30pm, parents may collect Secondary students from outside the Library.

MPC carpark access
Between 3:00pm and 3:15pm this lane may fill with traffic, slowing access to the MPC carpark.



Restricted Parking
Please adhere to parking signs and ensure traffic flow for buses.

A4 name cards
Primary families (if requested) are given an A4 surname card to display on their dashboard. This keeps the process efficient and effectve

Waiting lanes
Students may not be collected outside the Library before **3:30pm**

Collecting students
All Primary students should be collected by 3:25pm unless participating in after-school activities. Secondary students should be collected by 4pm, unless studying in the Library, which is open until 5:30pm Mon-Thurs and 4pm on Fridays.

VISITOR PARKING AND SPORTS FIELD ACCESS MAP



NBCS NORTHERN BEACHES CHRISTIAN SCHOOL

Love Learning

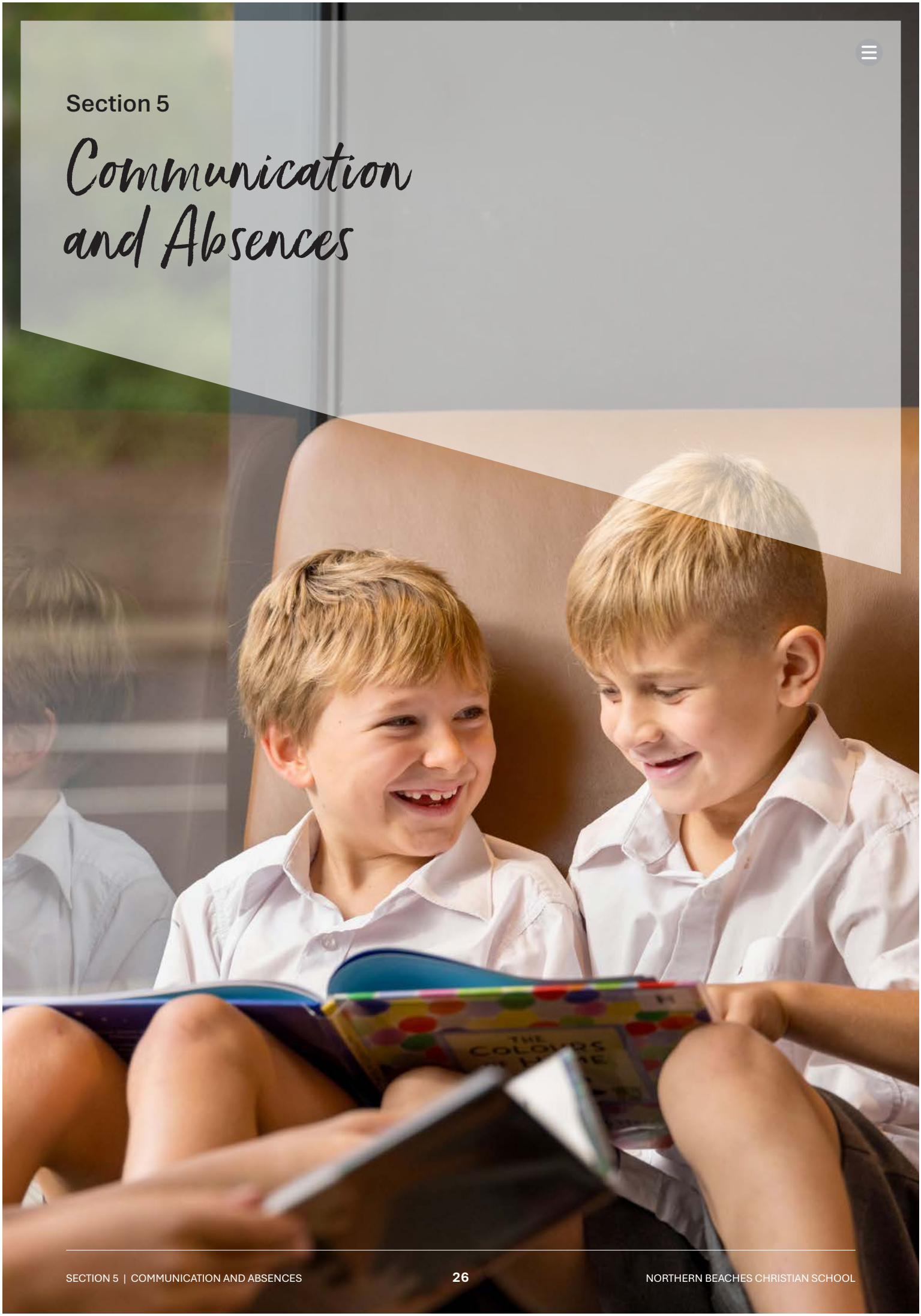
LEGEND

BUS STOP | DISABLED PARKING | VISITOR PARKING | EMERGENCY SERVICES

CHANGE ROOMS & TOILETS | BUS ROUTE | BUS PARKING PRIOR 3:30PM (A) | BUS PARKING AFTER 3:30PM (B) | PEDESTRIAN ACCESS

Section 5

Communication and Absences



FINDING INFORMATION



MAIN RECEPTION

Helps connect you to people and information, and is located in the Gateway building at the front of the School. Phone: (02) 9450 1311



STUDENT RECEPTION

Located near The City under the Manhattan building. Student Services includes day-to-day student logistics, First Aid and the Wellbeing Team.



WAVELENGTH

Weekly email newsletter with information about recent and upcoming events, learning activities and school updates. nbcs.nsw.edu.au/parent-portal/parent-resources/wavelength/



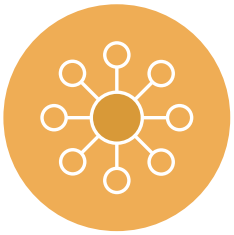
PARENT PORTAL

The Parent Portal contains useful information for parents/guardians and a link to view Secondary student assessment results and learning progress. nbcs.nsw.edu.au/parent-portal/



COMPASS

Compass provides updated timetable information and important news for students. Online school reports are released here. nbcs-nsw.compass.education/



CANVAS

Canvas is the online hub for learning and class content, including assessment information and class activities for Years 5–12. canvas.nbcs.nsw.edu.au



STUDENT REPORTS

Student Reports are delivered via Compass. Ongoing student assessment results can be seen via the 'Secondary Assessment Results' button on the Parent Portal.



CALENDAR DATES

The Parent Calendar on the Parent Portal lists upcoming dates, events, excursions and camps. nbcs-nsw.compass.education/Organise/Calendar/



SPORT

Sports news and events are featured regularly in Wavelength and on the NBCS Parent Portal. nbcs.nsw.edu.au/parent-portal/sports/



CO-CURRICULAR

Co-curricular activities are featured regularly in Wavelength and can be found on the Parent Portal. nbcs.nsw.edu.au/parent-portal/co-curricular/



LOGIN ISSUES?

Contact the IT Help Desk if you have any issues logging in. Email: ithelpdesk@nbcs.nsw.edu.au

REGULAR COMMUNICATION

NBCS EMAILS

The most frequent form of communication between the School and parents is email, sent to all parent email addresses on file via the NBCS Communicate email address: nbcscommunicate@nbcs.nsw.edu.au

Parents are encouraged to add 'NBCS Communicate' as a contact in their email address book. This will let your service provider know that NBCS Communicate is a safe sender, and emails will go through to your inbox rather than your spam/junk folder. If families are not receiving regular emails from the school and expect that they should, please contact Main Reception or email: nbcscommunicate@nbcs.nsw.edu.au

Parent email addresses on file are added to the database at the beginning of each school year and updated as we are notified of changes. Parents may unsubscribe from these emails at any time using the link in the email footer. However, this is not encouraged, as important information relating to events, reports, medical alerts etc. may be missed.

WEEKLY NEWSLETTER 'WAVELENGTH'

Our weekly newsletter is called *Wavelength*, and is sent to all parents/guardians, and all students in Years 5–12. An archive of recent editions can be found on the NBCS website's Parent Portal:

nbcs.nsw.edu.au/parent-portal/parent-resources/wavelength/

CONTACT INFORMATION

UPDATING DETAILS

It is essential that NBCS has accurate contact information for all families. This includes the email address, phone number and home address for all parents/guardians. If contact details or living arrangements change at any point, or are currently not up-to-date, please contact Main Reception on 9450 1311 or email: administration@nbcs.nsw.edu.au

Changes may also be made using the Family Details link on the Parent Portal:

nbcs.nsw.edu.au/parent-portal/

SEPARATED FAMILIES

If your child has parents living in different locations who would both like to receive communication from the School, please contact Main Reception. Australian law provides for both parents to receive information unless the courts have ruled otherwise.

WAYS TO CONTACT STAFF

Parents/Guardians may request information about their child's academic, psychological and social progress at any time, through a variety of means.

- In **Primary**, always contact your child's class teacher in the first instance
- In **Secondary**, always contact your child's Mentor in the first instance, unless contacting a subject teacher for a simple subject-related matter

Contact with staff is best initiated by email or letter. Use one of the following contact methods:

- Email nbcs@nbcs.nsw.edu.au and your email will be forwarded to the appropriate person. If you know the staff member's name you want to email, the email address is: firstname.surname@nbcs.nsw.edu.au
- Letter (in a sealed envelope)
- Note in your child's Student Diary (Kindy to Year 6)
- Appointment with the Class Teacher (Primary) or Mentor (Secondary)
- Phone message via Main Reception on 02 9450 1311 – please note that a return call cannot be guaranteed on a particular day, due to class commitments
- Parents are encouraged to respectfully approach the School with any complaints. NBCS has a 'Complaint Management – Policy' found on the NBCS Website Parent Portal: NBCS Policies

WAYS TO CONTACT YOUR CHILD

Messages will be delivered to on-site students twice daily at 11:15am and 2:30pm. To request a message to be conveyed to your child (e.g. a change to a routine after-school pick-up), contact Main Reception prior to those times on 02 9450 1311.

When your child is on-site, please do not contact them on their mobile phone, as they will not have access to it until the end of the day. If you are collecting your child at a certain time, please arrange a time to meet them at Student Reception.

If your child is off-site (e.g. sport, excursion, camp), every effort will be made to deliver your message. However, because delivery off-site cannot be guaranteed, parents are advised to attempt to contact their off-site child directly.

SCHOOL REPORTING

CONTINUOUS REPORTING THROUGH CANVAS

Students from Years 5–12 use the online learning management system, Canvas.

Canvas provides parents/guardians with continuous reporting throughout the year, ensuring they can stay in touch with their child's progress in each course, and work closely with their child and the school throughout the term. This means any difficulties their child is experiencing before the end of term can be addressed in a timely manner.

Using Canvas, parents/guardians are able to access their child's course curriculum, learning materials, assessments, marking criteria, grades and teacher feedback on all assessable tasks and homework. Parents/Guardians can also contact relevant teachers with any concerns or questions.

We encourage all parents/guardians to familiarise themselves with Canvas and set their preferences regarding opting in or out of alerts and weekly summaries.

Parents/Guardians are also able to access their child's continuous assessment results through the Parent Portal using the 'Secondary Assessment Results' button. www.nbcs.nsw.edu.au/parent-portal/

REPORTS THROUGH COMPASS

Students have two report cycles across the year. Reports are published online for all students via the Compass App/Website. Compass may be accessed directly at nbcs-nsw.compass.education or through the Parent Portal at nbcs.nsw.edu.au/parent-portal/

When your child's year group reports are released you will receive an email with links to access the report, as well as links to the whole year Learning Achievement Distribution and your child's Secondary Assessment Results.

If you need help logging in, please email: ithelpdesk@nbcs.nsw.edu.au

SEESAW

Students in Pre-K to Year 4 use the online learning experience platform Seesaw. This platform also shares class news, updates and child observations. Parents/Guardians will receive an invitation to Seesaw from their child's class teacher.

ATTENDANCE

All students are expected to attend school every day of the NBCS school year, including any carnival, excursion or camp day. Parents/Guardians are required to inform the school as to the reason for any absence. Students who choose to absent themselves without adequate reason for either part of a school day or for a full day, will bring their continued enrolment into question. If it becomes a pattern (that is, a repeated occurrence) then that student may lose their place in the School. Once at School, all students are expected to remain on site at all times. No student has the right to leave school during the day without permission.

WHEN A STUDENT IS ABSENT

On the day of absence (before 9am if possible), parents/guardians should advise NBCS on Compass or alternatively via email or phone:

- Log into Compass: nbcs-nsw.compass.education Under your child's name and photograph, click 'Add Attendance Note (Approved Absence/Late)' and fill in the details.
- Email: absent@nbcs.nsw.edu.au
- Phone: 9450 1311 (choose option 1)

Parents must provide an explanation for the absence including:

- Child's name and grade/class
- Date of absence
- Expected duration
- Reason for the absence.

ABSENCE OTHER THAN ILLNESS

Whilst absences during term time are not encouraged, NBCS recognises that situations do arise where it is known beforehand that a student will be absent at a later date. It is imperative that, prior to the absence, parents/guardians comply with the following procedure.

PROCEDURE TO REQUEST AN ABSENCE FROM SCHOOL

Leave during term time is only granted in exceptional circumstances, which may include participation in an elite sporting event, employment in the entertainment industry or significant family events. The request for leave will be responded to in writing via email, either granting approval or outlining the reasons why the leave cannot be approved.

Leave Application Form

NOTIFYING PARENTS/GUARDIANS

If a reason for absence has not been recorded by the time attendance rolls are marked, a text message will be sent to parents/guardians alerting them of their child's absence.

If you receive an SMS alert and are aware of the absence, please follow the procedure for notifying an absence outlined above. If necessary, the SMS notification will be followed up with a letter reminding parents/guardians to notify the School of the reason their child was absent.

UNEXPLAINED ABSENCES

At the end of each school week, 'Unexplained Absence' letters are emailed to relevant families, indicating any student absences where no notice was given. The letter explains the need for correct student attendance records and should be completed.

It is a requirement under the Education Act 1990 (NSW) and a condition of our registration as a school, that the school keep accurate records of attendances and reasons for absences from school. The Act also requires that students should be at school except where sickness or compassionate reasons apply.

School carnivals, excursions and camps are compulsory as they are regarded as normal school days. Therefore, absences, other than for legitimate reasons, have to be recorded as 'Absent Without Satisfactory Reason'.

ARRIVALS AND DEPARTURES

LATE ARRIVALS

Any student arriving after the school day has begun must be signed in at Student Reception or Main Reception. This is a requirement for all late arrivals, including previously advised late arrivals, or students with transport issues (such as late buses) or medical appointments.

If a student is not accompanied by a parent/guardian, they need to have a parent-signed note explaining the late arrival (unless they were on a late bus).

DEPARTING EARLY

If a student needs to leave early for any reason, parents/guardians should inform Main Reception and sign students out in person from Student Reception or Main Reception.

Primary students: Parents/Guardians should sign the student out from Student Reception or Main Reception before collecting them from class. They will be given a sign out slip to hand to the teacher.

Secondary students: Parents/Guardians should arrange to meet the student at Student Reception or Main Reception, and then sign them out.

YEAR 12 STUDENTS

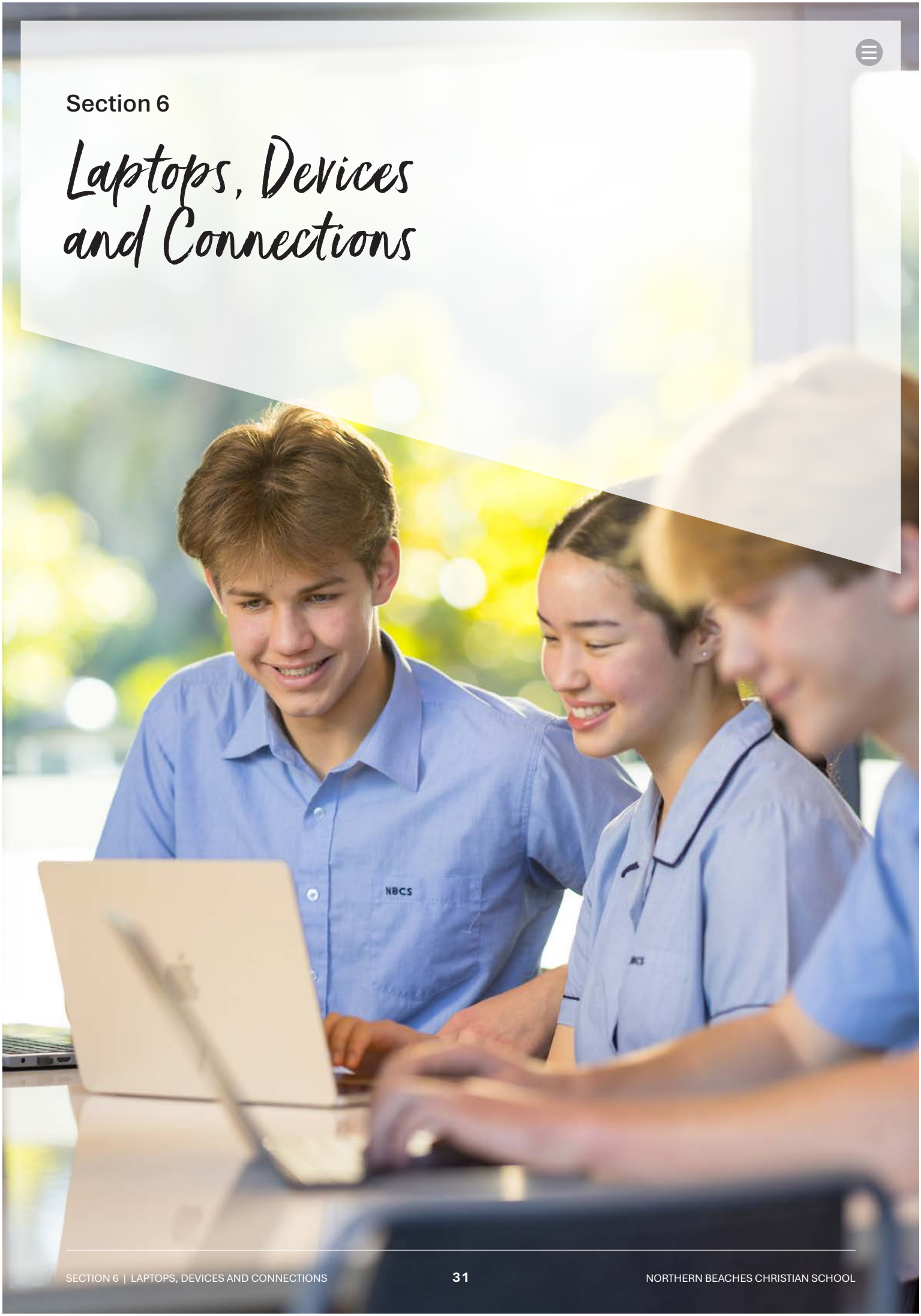
Year 12 students or Year 11 TAFE students arriving late or leaving early (including for external classes) must sign in and out at Student Reception. They may do so themselves providing they have prior parental permission or are over 18 years old. If a student is missing class to attend external classes, pre-approval will be provided by the Director of Learning. Any other missed class requires an explanation to be provided by the parent/guardian, even if the student is 18 years or over.

CHANGES TO NORMAL COLLECTION PROCEDURES

If any normal arrangement for collecting children is to be varied, such as a grandparent or family friend collecting the student, the School must be informed in writing prior to the variation.

Section 6

Laptops, Devices and Connections



BYOD/PDD PROGRAM

BRING YOUR OWN DEVICE

All students in Years 5-12 are required to bring and maintain a Personal Digital Device (PDD) for use at school. This is known as BYOD, or 'Bring Your Own Device'. PDDs have proven to be highly valuable tools for enabling flexibility and collaboration for learning, as well as growing healthy digital citizenship values in students. This section outlines the Minimum System Requirements, but also note that they will change from year to year as technology continues to evolve.

Students in Kindergarten to Year 4 regularly use school-owned iPads in class, and are taught essential digital literacy skills.

NBCS is able to assist students in connecting to:

- the wireless network
- school email accounts
- cloud storage
- onsite printers

NBCS is not able to maintain or repair PDDs. This is the responsibility of the family.

PURCHASING

For the benefit of our community, NBCS can recommend our preferred reseller 'Vital Peripheral Supplies'. They are able to offer special education pricing on many devices, and can also provide expert advice, that is in line with the technical requirements we set for PDDs at NBCS. They are also an authorised Apple reseller and repairer.

Students have many options in what to purchase, however, many students choose a Mac.

GENERAL CONSIDERATIONS

POWER ISSUES AND BATTERY LIFE

Although NBCS provides power points throughout most classrooms, we cannot guarantee these will be available for use at all times. Buying a device with a long battery life is advised. We also recommended investing in two chargers, one for at home and one for school use. Please refer to your manufacturer's recommendations on properly caring for your laptop's battery.

PERIPHERALS

Students are expected to bring any peripherals required, such as headphones, mice, etc.

SIZE AND WEIGHT

As students are expected to carry their devices to and from school each day, we recommend considering what will be a comfortable size and weight of device for your child.

INTERNET CONNECTIVITY

When using the NBCS Wi-Fi at school all students will be protected by the School's internet filtering. If you have purchased a device with 4G capability, NBCS cannot monitor which websites your child visits or manage website access for your child.

ERGONOMICS

A PDD needs to be able to be used comfortably at a height and position that suits each user. You may consider additional peripherals such as a mouse, depending on your own personal usability requirements.

MINIMUM SYSTEM REQUIREMENTS

PC (WINDOWS)

- Operating System: Windows 11
- Intel Core i5 (13th Gen+) or AMD Ryzen 5 (5000 series or newer)
- 8GB of RAM | 16GB recommended (strongly recommended for Years 9 to 12)
- Hard drive: 256GB SSD (or greater)
- Wi-Fi Compatibility: 802.11ax (Wi-Fi 6) or newer
- Display: minimum 1366 x 768 pixels (1920 x 1080 or higher recommended)
- Windows on ARM devices are not supported (eg. Snapdragon-based systems)

APPLE (MAC)

- ARM-based Apple Silicon processor (M-series)
- Operating System: macOS Sequoia (or newer)
- 8GB of RAM (or greater)
- Hard drive: 256GB SSD (or greater)

TABLETS AND CHROMEBOOKS

NBCS does not recommend tablets as an all-purpose device, rather as supplementary to a personal laptop. If you feel your child may benefit from the addition of a tablet, we recommend Apple iPads as the best option.

OTHER CONSIDERATIONS

INSURANCE OF DEVICES

NBCS is not responsibe for a student's personal equipment, including PDDs.

The School's insurance does not cover loss of PDDs or damage, however caused. Families are urged to investigate personal insurance for student PDD items:

- Accidental Damage Protection may be an option (at additional cost) when purchasing a device. Ask your reseller.
- Homeowners may choose to specifically insure devices on their Home Insurance policy.
- Some Insurers also provide portable device insurance.

ANTIVIRUS SOFTWARE

Making sure that your computer is well protected from viruses and malware is now more important than ever. For Windows devices, Microsoft's native 'Windows Defender' is adequate antivirus protection. Apple macOS devices also secure themselves well against most virus threats.

SAFE WEB BROWSING

When at school, all users connected to the NBCS Wi-Fi network pass through the School's web filters, and are protected from inappropriate materials.

Consumer firewall or 'Net Nanny' type software may interfere with the School's Wi-Fi, due to their many restrictions. We will be in contact should such a situation arise.

MAINTENANCE AND DAMAGE

Whilst on campus, and moving to and from school, students need to be responsible for the security of their own personal property. This includes their Personal Digital Devices. Students are expected to maintain and use all items of their property in a manner that is safe and supportive of the welfare of all on campus.

Parents/Guardians are responsible to arrange and pay for repairs associated with a student's accidental loss, or careless damage/breakage of their own property. NBCS cannot assume responsibility for a student's individual equipment, including personal electronic devices, brought to school or held on site. The School community expects that any property or equipment, owned either by the School or another student, should not be interfered with in any way, without the owner's knowledge or consent. This means it must not be intentionally:

- damaged
- stolen
- relocated

Parents/Guardians are responsible to reimburse the school for costs associated with lost or damaged loan laptops.

NBCS has protocols specifically addressing the deliberate damage to another student's property, and the consequences that will follow. Students who wish to alert the School that they believe their property has been deliberately damaged, must report the matter immediately to the nearest staff member, who will alert them to the procedures to follow.

Students who are determined by the School to have deliberately interfered with the property may have their continued enrolment brought into question.

When steps of the NBCS protocol lead to the School's decision that a student caused accidental damage to another student's property, relevant families will be alerted of the final determination. NBCS has no role in mediating further communication between families on the matter of accidental damage by other students.

STUDENT AND PARENT WEBSITES

NBCS has an extensive online presence, with various websites catering to specific functions.

NBCS WEBSITE INCLUDING PARENT PORTAL

nbcs.nsw.edu.au
nbcs.nsw.edu.au/parent-portal

The NBCS website is open to the general public with some areas restricted by login. Your NBCS Parent Account is required in order to access the Parent Portal, which contains your child's continuous reporting, as well as information and forms that are helpful for parents. Here you can find information such as bus timetables, sports permission notes and the calendar. The Parent Portal is dynamic and is continuously updated with relevant information.

BOX OF BOOKS

Digital and hard copy textbooks Years 7–12.

Parent purchase of textbooks: shop.boxofbooks.io

Student access of their digital texts:
nbc-school.boxofbooks.io

SEESAW

web.seesaw.me

The eLearning website for Pre-K to Year 4.

In Pre-K to Year 4 the learning application Seesaw may be used by students for learning and assessment tasks set by their teachers. In younger grades, class news, updates and observations may also be shared with parents on this platform.

CANVAS

canvas.nbcs.nsw.edu.au

The eLearning website for Years 5–12.

Canvas has information on student courses, including class notes, assignments, results, and resources. Students have a personal username and password. Parents will have access to Canvas via their provided individual login. Parents have the option of downloading the Canvas Parent app.

COMPASS

nbcs-nsw.compass.education

The student administration website.

Compass will provide updated timetable information and important news for students. Compass is also where online school reports are released. Parents will have access via their own login and password. If you have access issues, please email ithelpdesk@nbcs.nsw.edu.au

More information can be found in the Compass Parent Guide

ONLINE SAFETY AND CONDUCT

Students are encouraged to develop an appreciation for the effective use of technology. Students must recognise that technology use is a privilege and that access to, and use of, technology is not automatic.

Students must choose to only access sites which are deemed appropriate by any member of staff responsible for that student. Any visited site must have unrestricted public access, conform to Federal or State Government legislation and not have pornographic material, violence or inappropriate language. Staff have authority at any time to intervene in a student's choice of site.

The School uses filtering software to try to ensure that students do not have access to, or accidentally visit inappropriate sites. NBCS has the ability to check the sites that have been visited by each student, even when using personally owned devices.

ONLINE CONDUCT

Students must never type language that is in any way defamatory, discriminatory, obscene, profane or similar. Any computer message should not harm any other person.

Students should not access the private files of another student. Each student will have their own username and password, which they should never disclose to another student. Each student is responsible for the logged activities as recorded against their login and username.

The School has a Computer Use Statement that is in the Student Diaries. Students may lose internet privileges if they fail to conform to these requirements. Parents will be advised directly of serious breaches of these protocols.

EMAIL ADDRESSES

All students in Years 5–12 have access to school email accounts. The convention for student email addresses is their username, followed by @student.nbcs.nsw.edu.au – Parents/Guardians should ask their children to confirm their email address with them, or check the address via Compass.

MOBILE PHONES POLICY

STUDENT MOBILE PHONE USE

Our mobile phone policy ensures that the focus of our students is on learning and relating with others in person.

PHONE USE GUIDELINES

When students arrive at school, either by car or bus, they are to remove their headphones/ear buds and turn off their phones. From this point, students are not able to use their mobile phone until the end of the school day. This includes using smart watches to send and receive text messages and/or calls. At the end of the school day, students will be able to turn on their phone in preparation for the journey home.

From time to time, students may be given permission by their teacher to use their phone for educational purposes, but those times will be relatively rare. We understand that a lot of what students do on their phone can be done on their laptop, and we will be vigilant in monitoring this as relevant.

Laptops are for class use only and may not be used during recess and lunch.

GUIDELINES FOR PRIMARY STUDENTS WAITING FOR THE BUS

Downloaded app games may be played as long as no data or internet is required. No accessing the internet, watching or taking videos or photos. If a student needs to call or SMS a parent, they are to let the teacher know, and the teacher will assist (either at the spot or by directing them to Student Reception if it's too noisy).

INAPPROPRIATE PHONE USE

If inappropriate phone use becomes an issue, then the following procedures will be followed:

a. If a student is found to be using their phone, they will be asked to take their phone to Student Reception for the remainder of the day. This will be logged on Compass and the entry triggers communication with home so that parents/guardians are aware that the phone has been handed in for the day.

b. Repeated incidents will result in students handing their phone into Student Reception at the beginning of each day and collecting it before getting on the bus in the afternoon. This will be enacted by a member of the Wellbeing Team.

PARENT MESSAGES

Parents/Guardians wishing to relay an urgent or important message to their child during the day must contact Student Reception or Main Reception, and the message will be relayed to the student. Students will be able to see any texts or messages sent directly during the day when they turn on their phone at the end of the day.

COMPASS TIMETABLES

All students will be issued a physical copy of their timetable, which should be placed in their Student Diary. For any timetable changes, students will still be able to check changes via Compass the night before, or prior to, arriving at school. Room changes will be displayed on the screens in the City. Students can access Compass on their computers in class if they are using them.

CAFE PURCHASES

No phones are to be used to purchase items. For cafe purchases, students need to bring cards or cash, or set up an online Flexischools account and use their NBCS Student Card. See information for Cafe on page 12.

PHONE FOR MEDICAL USE

Phone use for medical purposes is allowed. Approval for this can be gained through the school office so that teachers are made aware.

SAFECONNECT PROGRAM: KINDY TO YEAR 5

The SafeConnect program applies to students in Kindy to Year 5 and is designed to protect children from the potential harms associated with independent access to social media through smartphones. As part of the program, students in these year groups are not permitted to bring a smartphone or smartwatch to school.

Families may choose for their child to attend school without a device, or purchase a G-mee phone for use before and after school. The G-mee phone is parent-controlled and provides Talk, Text and Tracking functions only, with no camera or social media apps installed. All NBCS general phone use guidelines apply to the G-mee device.

Year 6 families are also welcome to purchase a G-mee phone for their child. However, in 2027, the SafeConnect program applies only to students in Kindy to Year 5, with Year 6 to be included from 2028. Link to G-mee website: au.g-mee.com/

Section 7

Student Opportunities



OUTDOOR EDUCATION

PRIMARY

Camps

Primary has a coordinated and sequential Outdoor Education Program. Students are gradually introduced to outdoor age-appropriate challenges in a positive pastoral context during their schooling at NBCS. These Outdoor Education programs are an integral part of the School's Personal Development, Health and Physical Education curriculum, as well as Christian Studies. Outdoor Education activities are regarded as normal school days and absences, other than for legitimate reasons, will be recorded as Absent Without Satisfactory Reason.

SECONDARY

Student Opportunity Week (SOW)

SOW features a broad range of Outdoor Education and experiential learning programs. Students often have choice in the programs they are involved in, based on their interests and passions. Many programs involve students across multiple grades. See the Parent Portal for more information:

nbcs.nsw.edu.au/parent-portal/co-curricular/sow

THE DUKE OF EDINBURGH'S INTERNATIONAL AWARD

Many NBCS students from Year 9 upwards are actively involved in The Duke of Edinburgh's International Award, either at Bronze, Silver or Gold levels.

NBCS students participate in a range of activities to satisfy the three components of Skill, Physical Recreation and Service. Participants also conduct an Adventurous Journey, such as hiking or kayaking. Gold participants also complete a Residential Project (which may be completed during a Global Opportunities program).

See the Parent Portal for more information:

nbcs.nsw.edu.au/parent-portal/co-curricular/duke-of-edinburgh-2/

PARENT INVOLVEMENT

For certain excursions and programs, additional help from parents/guardians may be requested. Any parent/guardian involved in school-based activities must first attend a Parent Involvement Briefing and have a current Volunteer Working With Children Check (WWCC) approval number. See 'Parent Involvement' on page 14.

GLOBAL OPPORTUNITY PROGRAMS

Each year a range of Global Opportunities are offered to Secondary students. Programs run subject to current DFAT advice.

The goals of the GO Programs are to empower young people to develop life skills and embrace the world beyond their own borders through a combination of adventure, cultural immersion and learning opportunities.

The programs use a model of experiential learning to develop in students their leadership skills, resilience and team work, as well as grow their social and global awareness. Some programs will include components that can be counted towards The Duke of Edinburgh's International Award, typically at Silver or Gold level.

See the Parent Portal for more information:

nbcs.nsw.edu.au/parent-portal/co-curricular/global-opportunities/

SPORT

SCHOOL SPORT

Primary

Primary school sport is held on Fridays for Years 3–6 students. Kindy to Year 2 participate in sport on various days throughout the week. In Term 4 various water programs for K–6 Sport (Learn to Swim, Sailing, Kayaking, Ocean Safety) replace PISA and Sport Choices.

Secondary

In Secondary, students in Years 7–10 participate in Sport each fortnight. Students are given a choice of activities including participation in interschool competitions. We offer many paid and non-paid sports each term. Full Sport Uniform is required. Sport Uniform is to be worn to and from school every Sport day. Sport is on Thursdays in Learning Sessions 3 and 4. Years 7–8 Sport is in Week A, and Years 9–10 Sport is in Week B.

CODE OF CONDUCT

Students must abide by the NBCS Sport Code of Conduct in their sporting endeavours.

Secondary Sport Code of Conduct

nbcs.nsw.edu.au/sport-code-of-conduct

Primary Sport Code of Conduct

nbcs.nsw.edu.au/primary-sport-code-of-conduct

CARNIVALS

All NBCS students participate in three main carnivals during the year.

- Swimming
- Cross Country
- Athletics

If students place at the NBCS Carnivals they qualify for the next level (CSSA, CIS, NSW All Schools, Nationals).

HOUSES

NBCS has four houses for sport, carnivals and other community activities. There are numerous opportunities throughout the year to represent your house in a range of different opportunities. Siblings are generally placed in the same house.

Bennelong: Red

Chisholm: Green

Macquarie: Yellow

Phillip: Blue

SPORTING OPPORTUNITIES

NBCS belongs to a number of different sporting associations to offer sporting pathways for talented students beyond ordinary school based sport.

PISA (Years 3–6)

Peninsula Independent Sports Association coordinates a regional sporting competition among schools in the Peninsula area for Years 3–6 during weekly sport times in Terms 1–3.

Peninsula Cup Competition (Years 7–12)

NBCS enters teams in local Peninsula Cup competitions which take place after school. This competition is open to private and State schools in the Northern Beaches area. Matches are played at NBCS and other local venues.

CSSA (Years 2–12)

Christian Schools Sports Association organises the competition at Zone and State levels for Christian Schools. The CSSA also organises Gala Days in which NBCS teams compete throughout the year.

CIS (Years 2–12)

Combined Independent Schools is the organisation that links all independent schools together at a high level of competition. If students reach qualifying standards, students can participate in a range of sports, including athletics, swimming and cross-country as well as selection trials for team and individual sports.

Co-curricular Sports Academies

NBCS also provides opportunities for students to take part in co-curricular sporting teams and development programs, including Gala Days and Clinics. Click here for more information.

SPORT ON NBCS WEBSITE

For more information about sporting opportunities and upcoming events, visit the NBCS website Sport page:

nbcs.nsw.edu.au/parent-portal/sports

ENSEMBLES, MUSIC TUITION AND MUSICALS

NBCS has a diverse line-up of co-curricular activities available to students, with a particular focus on the creative and performing arts. The programs aim to encourage students to explore interests, learn new skills, and build confidence.

Enrolment in all music ensembles is a full year commitment. Enrolment in most dance and workshop activities is per semester or per term. Co-curricular information can be found on the NBCS website Parent Portal.

nbcs.nsw.edu.au/parent-portal/co-curricular

ENSEMBLES

We offer a variety of performance and development music groups across a range of styles and abilities. Groups currently include concert bands at various levels, vocal ensembles, rock bands, percussion ensembles, a jazz ensemble and a guitar ensemble.

MUSIC TUITION

Specialist tutors are contracted to offer music tuition to students across the week using dedicated rooms at NBCS. Instruments include piano/keyboard, strings, woodwind, brass, drums and percussion, guitar, bass guitar, and vocal training.

SECONDARY MUSICAL

Each year we get to see the benefits of collaboration, the joy of the performing arts, and a reminder that school is about many things, including the opportunity to shine doing what we love.

Our annual Secondary musical is a highlight for many students, with opportunities to:

- take on lead roles
- perform in the ensemble
- play in the orchestra
- assist with set design and production
- assist with backstage management
- assist with lighting and sound
- assist with front of house

WORKSHOPS AND LUNCHTIME CLUBS

PRIMARY LUNCHTIME CLUBS

There are many student-led Primary clubs that run at lunchtime. They provide opportunities to have fun, play organised sport, serve in the community, learn important life skills, and get closer to God.

WORKSHOPS

The workshop program offers Primary and Secondary students weekly after-school lessons in a range of specialist areas, including dance, visual arts, photography, drama, cooking, computer skills and public speaking. More details can be found on the Parent Portal.

nbcs.nsw.edu.au/parent-portal/co-curricular

Section 8

Medical and Emergencies



STUDENT MEDICAL INFORMATION

STUDENT MEDICAL FORM

Parents/Guardians are asked to check student medical information and make appropriate changes via the 'Family Details' button on the Parent Portal by the listed due date. If medical information changes, parents/guardians are required to update the School.

nbcs.nsw.edu.au/parent-portal/

RECORD OF IMMUNISATION

Under the Public Health Act 2010 (NSW), Parents/Guardians are also required to provide documented evidence of their child's immunisation status. This is required so that unimmunised children can be identified and alerted in the event of a disease outbreak. In the event of an outbreak, unimmunised children and children for whom we do not have notice of immunisation may need to be excluded from school.

FIRST AID

The school has facilities in Student Reception for the short term care of students when medical needs arise. NBCS staff hold relevant First Aid Certificates and are rostered to manage the daily first aid needs. Parents/Guardians will be called to collect students who are too unwell to return to class. The school does not have the resources to provide medical supervision for extended periods of time.

Parents/Guardians must:

- Complete all relevant medical information online via the 'Family Details' button on the Parent Portal
- Ensure contact numbers are up-to-date
- Arrange for the care of a sick child at home
- Be able to organise care for a sick child at short notice if they become sick during the day.

FIRST AID ROOM PROCEDURES

Students can only go to the First Aid Room with the permission of their class teacher or during lunch or recess via the teacher on duty. The teacher will complete a first aid note and the student will take it to Student Reception where the First Aid Room is located. Students should go to First Aid first if unwell, not phone their parents/guardians directly.

Students will generally only be allowed to stay for 5 minutes before either being returned to class or parents phoned to come and collect them. Where a student is suspected of having a potentially contagious illness, they will be sent home as soon as possible.

MEDICATION POLICY

Any student who is on regular medication during the school day must leave their medication at Student Reception. Medication is kept in a secure location. The school has a duty of care to ensure prescription medications are secure. They should never be left around the school. Parents/Guardians who wish to seek approval for student self-administration of medications must do so via an interview with the Principal and only commence this procedure after securing written approval. Students with asthma or anaphylaxis can carry their personal medication with them, but this should be in addition to a supply being kept at Student Reception.

Written authority must be received by the School Office for any medications to be given to students.

All medications given to Student Reception must be clearly labelled with the student's name, dose and time to be administered. The School will seek to support parents/guardians in this process, but will also work with students to develop personal responsibility for taking medications at the appropriate time.

AMBULANCES AND INSURANCE

NBCS First Aid staff reserve the right to request an ambulance. If an ambulance needs to be called to the school (or school activity) for your child, parents/guardians are responsible for covering the costs incurred.

If you have ambulance cover as part of your private health insurance package, pass the ambulance bill on to your provider and they will cover the cost. Otherwise, some ambulance costs may be covered through NBCS insurance, and these will be determined on a case by case basis.

INFECTIOUS DISEASES

It is imperative that parents/guardians immediately notify the School when a child is diagnosed with an infectious disease.

Firstly, NBCS needs to be informed, so that in some circumstances, staff, parents and students in your child's year can be alerted to look out for similar symptoms.

Secondly, NBCS needs to know your child's diagnosis, because the school must immediately notify the NSW Health Department if your child has any of the following 'notifiable' infectious diseases: Diphtheria, Mumps, Polio, Haemophilus influenzae Type b (Hib), Meningococcal disease, Rubella (German measles), Measles, Pertussis (Whooping cough) or Tetanus.

Many infectious children's diseases preclude your child from attending school until the Government's exclusion period has passed. A list of infectious diseases, with exclusion times, is found on the NBCS Parent Portal.

nbcs.nsw.edu.au/attendance-infectious-diseases-exclusion-times

SIGNIFICANT INFECTIOUS EPIDEMICS OR PANDEMICS

Any member of the NBCS community (students, parents or staff) who travels to regions listed by the Government to be a health risk may be requested to remain in quarantine for a specified period of time, as recommended by the NSW Department of Health. The NBCS management plan for pandemics is subject to NSW Government policy.

HEAD LICE

If head lice and/or eggs are discovered on your child at school, you will be contacted and asked to take your child home for treatment. Once treated, your child will be able to return to school.

ALLERGIES AND ANAPHYLAXIS

NBCS is concerned about the safety and wellbeing of all our students. Many of you will know someone who is affected by anaphylaxis, a life threatening allergic reaction. Our school does its best to be an allergy aware school. Staff have training in anaphylaxis management and we have implemented strategies to help keep students at risk of anaphylaxis as safe as we can. We have many students who live with the risk of anaphylaxis to foods including: nuts, peanuts, sesame, dairy and eggs. Parents can assist by choosing not to include peanut butter, Nutella, nuts or eggs in your child's lunch boxes.

Not sharing food is also important for students with Coeliac Disease, an autoimmune condition, as well as those with food intolerances and allergies.

Whilst children are being taught to care for themselves at an age-appropriate level, we ask that you help us educate your child on the importance of not sharing food with others, washing hands after eating, and calling an adult if they think their friend with allergies is sick. With increased awareness and understanding of anaphylaxis, we can help protect those around us.

Some students suffer from chemical sensitivities. In such circumstances perfume, deodorants or strong vapours can cause illness and allergic response. Aerosols are a banned item, so students can only bring roll-on deodorant to school.

MEDICATIONS AND EPIPENS

In keeping with 'NSW Health Anaphylaxis Guidelines for Schools' and Sydney Children's Hospital Training Centre, we require all medications to be replaced by the expiry date. If your child has been prescribed an EpiPen, please make sure you replace it by the expiry date.

BUSHFIRES

NBCS has a specific Bush Fire Plan, which has been drawn up with accredited Bush Fire Authorities, and is reviewed annually. Our plan provides responses to several possible contingencies. Closure of the school, and evacuation where required during a school day, would occur under the advice of Fire, Rescue or Police authorities in case of the following events:

CATASTROPHIC FIRE INTENSITY

When official fire warnings forecast catastrophic fire intensity for local areas near the school, an email and SMS notification of school closure will be sent to all parents/guardians directing students be kept at home and not sent to school.

Should the warning be upgraded to catastrophic during the school day, parents/guardians will be notified and a whole school evacuation implemented.

NEARBY BUSHFIRE ACTIVITY

If there is bushfire activity within Garigal or Ku-ring-gai Chase National Parks, in conjunction with severe or extreme fire intensity as a result of predicted fire weather conditions within the local area, the school will follow the advice of Emergency Services.

Should the school be advised that site evacuation is required, Forest Coach Lines has agreed to assist and parents/guardians will be notified by SMS regarding the start of student departures from the school site.

Our evacuation strategy allows for a carefully structured and supervised exit to maximise the personal safety of everyone involved.

EVACUATION

If an evacuation is initiated, parents/guardians must not come to the school site, but should collect students from Wyatt Reserve Oval. Wyatt Reserve is in Wyatt Ave, Belrose, which is 10 minutes (8km) away from NBCS.

To assist a smooth single direction flow for cars and shuttle buses, parents/guardians should use the following route:

1. Enter Wyatt Ave at Forest Way (lights)
2. Collect child
3. Exit via left turn into Cotentin Rd, left turn into Ralston Rd, and back to Forest Way

The school is required to document that the Echunga Rd site is actually cleared, and also ascertain the future whereabouts of all students exiting. Parents/Guardians in cars collecting students from Wyatt Oval should be prepared to 'circle the block' and display any windscreen signage they usually use at NBCS. An NBCS parent/guardian authorised to collect a child who is not their own must be prepared to provide required information, such as the mobile phone number of the child's parents before collecting that child.

ONSITE REFUGE

If the school is alerted that fire has suddenly sprung up, or has quickly advanced to within 5 km of the campus boundary, and thus the danger is judged as 'immediate', authorities will assist us to move all personnel in a pre-planned response, to the designated Onsite Refuge Area, which is within the NBCS Sports Centre. Onsite Emergency Services will also use this building as their Onsite Refuge if required.

Parents/Guardians will be notified as soon as possible by SMS of this response requirement. At such a time it should be anticipated that surrounding roads would be temporarily closed and approach to the Terrey Hills area would be stopped by authorities.

Section 9

Fees and Finance



SCHOOL FEES

FEES

Tuition Fees are levied equally over Terms 1-4 for Pre-K to Year 11, and equally over Terms 1-3 for Year 12. Tuition Fees are billed at the commencement of each term. Families have the choice to pay Tuition Fees by the end of Week 3 of each Term, or pay the whole year's Tuition Fees via the 10-Monthly Instalment Plan. The 10-Monthly Instalment Plan requires 10 equal monthly instalments to be paid by the 17th of each month between February and November inclusive.

There will be additional charges to parents/guardians for activities such as co-curricular programs, excursions, Student Opportunity Week camps and elective subjects, which are billed to 'Ancillary Charges'.

Ancillary Charges are billed at the end of each term. Ancillary Charges are due in accordance with the invoice due date. Note that there is no option to pay Ancillary Charges via the 10-Monthly Instalment Plan.

Overdue Tuition Fees and/or Ancillary Charges will be charged administration fees. Interest may be applied to overdue accounts using the Reserve Bank of Australia Cash Reserve per annum interest rate plus 3%. The school also reserves the right to suspend or terminate a student's enrolment due to overdue Tuition Fees and/or Ancillary Charges. Payment of Tuition Fees and/or Ancillary Charges cannot be refused by reason of any allegation or complaint relating to the services provided by the school, nor by reason of any set-off or cross claim made against the school. The collection process for any outstanding fees and charges may involve placing the matter into the hands of a debt collection agency with associated legal proceedings and costs.

HOW TO PAY

BPAY

Preferred option. Cheque, Savings or Credit Card accounts can be used.
NBCS Biller Code: 555409
REF: (7 digit reference number on Tuition Fee statement or 9 digit reference number on Ancillary Charges statement)

CASH

In person at Main Reception.

CHEQUE

Payable to 'Northern Beaches Christian School'.

NOTICE OF WITHDRAWAL

Parents/Guardians are reminded that one full term's notice using the online Student Withdrawal Form is required for students leaving NBCS. Failure to provide one term's notice will result in one term's fees being levied in lieu of notice. The ONLY form of notification accepted is via the electronic submission of the online Student Withdrawal Form. Note that the date of notification for withdrawal will be the date that the online form is electronically submitted.

Access to the online Student Withdrawal Form is found on the Parent Portal: Withdrawal Form

As required by the NSW Department of Education, parents/guardians must inform the student's current school of the name of the new school the student will be attending.

The refund of any enrolment bonds held by NBCS is subject to all Tuition Fees and Ancillary Charges having being paid in full, and the child having attended the school for at least four school terms.

CHANGE OF DETAILS

Parents/Guardians are required to notify the school of any changes of name or residential address, and to ensure that NBCS has a record of current contact information, including active telephone numbers and email addresses.

NBCS parents/guardians can use their Parent Portal login to enter required information updates directly and securely into the school's database. Secure access via the Parent Portal will allow for the updating of:

- medical, phone, address and emergency contact details for your child(ren);
- phone, address and email contact details for parents/guardians.

In the case of parents/guardians who are not residing at the same address, an individual parent/guardian will only be able to view and update their own details (i.e. they will not be privy to the other parent's/guardian's details). Both parents/guardians will however be able to view and update their child's details.

Update your details using the 'Family Details' button on the Parent Portal.

nbcs.nsw.edu.au/parent-portal

FINANCE AND ACCOUNTS

FINANCIAL AGREEMENT

Upon enrolment, parents/guardians enter into a financial contract with Northern Beaches Christian School. It is the school's desire to work with Parents/Guardians during their time in the NBCS community and to foster a good financial relationship.

Broad expectations of parents/guardians with respect to financial commitments are as follows:

- Parents/Guardians must ensure Tuition Fees and Ancillary Charges are paid in full by the due date on the invoice.
- If an unforeseen, short-term difficulty is experienced, parents/guardians must advise the school by emailing the Accounts Officer via schoolfees@nbcs.nsw.edu.au before the due date of the invoice or as required under the 10 Monthly Instalment Plan (10 MIP) option, and advise how the matter can be resolved. The parties may be required to attend a meeting with the Accounts Officer, Finance Manager and/or the Business Manager to discuss a resolution to the matter.
- Parents/Guardians must give at least one term's written notice of termination of enrolment or pay the equivalent amount of fees in lieu of the required notice. This notice can only be provided using the prescribed online form.
- Parents/Guardians of students commencing enrolment at NBCS in Year 7 must pay a non-refundable commitment deposit of $3,500 upon acceptance of their child's enrolment. This commitment deposit will be applied against Term 1 Tuition Fees for Year 7.

Parents/Guardians are also reminded:

- The school reserves the right to terminate enrolment of any student if Tuition Fees or Ancillary Charges remain outstanding for extended periods.
- Administration fees will be charged to overdue accounts and NBCS reserves the right to apply interest to overdue accounts at the Reserve Bank of Australia per annum Cash Reserve Rate plus 3%.
- NBCS reserves the right to pursue recovery of any outstanding fees through debt collection agencies and/or legal proceedings. Parents will be responsible for all associated debt recovery and legal costs incurred.
- Parents/Guardians will be liable for financial loss incurred by the school due to their child's involvement in any damage to school or associated property, whether willful or unintended.
- If a student is withdrawn as a result of a legitimate request from the school, the parents/guardians are liable for all accounts up to the end of the Term in which enrolment is discontinued. Any enrolment bond held will be forfeited.
- NBCS reserves the right to vary the conditions of enrolment and advise parents/guardians through mechanisms it determines appropriate.

Section 10

Student Wellbeing



STUDENT WELLBEING FRAMEWORK
PRE-K TO YEAR 12

STUDENT WELLBEING - A WHOLE SCHOOL APPROACH

At NBCS, we recognise the vital connection between quality learning and quality relationships. Our approach to wellbeing is intentional and proactive, designed to help students flourish both socially and academically. Our school values, Gratitude, Respect, Courage, Compassion and Commitment, are woven into who we are and what we do. Our goal is to partner with parents to nurture and grow every student, equipping them with the skills and capacities needed for life. By developing the whole person, body, heart, and mind, we aim to ignite a lifelong love of learning across all domains and prepare students to leave NBCS with the skills needed to succeed in the world beyond.



WELLBEING IN PRIMARY

We explicitly teach and promote positive behaviours through comprehensive wellbeing programs grounded in the CASEL competencies: self-awareness, self-management, social awareness, relationship skills and responsible decision-making. This program is delivered during our dedicated classroom wellbeing sessions.

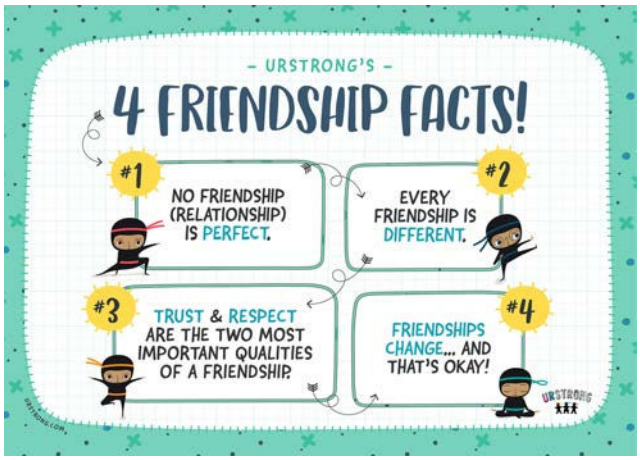
As a designated URSTRONG school, we are committed to fostering a culture of kindness. The program's Friendology curriculum is designed to help children build and sustain healthy friendships, navigate conflicts with kindness and strengthen their resilience. Students are explicitly taught how to resolve conflicts assertively and respectfully and to take active, constructive roles in addressing conflict.

Our Year 6 leaders, known as Friendologists, receive specialised training to provide peer support in the playground, promoting positive interactions among younger students.

Parents/Guardians are invited to a seminar about Friendology and the language used in the program so they can partner with the school in using the important terminology at home. We encourage our parents/guardians to be coaches rather than investigators when there is a friendship issue at school.

Additional initiatives that support and enhance student wellbeing include:

- Social Skills Programs (targeted small groups)
- Resourceful Adolescent Program (for upper Primary students)
- Transition to Secondary Program



WELLBEING IN SECONDARY

Secondary students at NBCS are placed into wellbeing groups known as Mentor Groups. Each student is assigned a member of staff as their Mentor teacher and these small groups meet regularly throughout the week, as well as attending assemblies, chapel and grade meetings. During Mentor time, students engage in a wellbeing curriculum that is anchored in the CASEL competencies of self-awareness, self-management, social awareness, relationship skills and responsible decision-making.

Secondary students also engage in specific incursions across Secondary that support the content taught within the mentor groups and consider identity formation, positive relationships, consent, stress management and study skills, and drug and alcohol education. Mentor teachers play an integral role in supporting students as they journey through Secondary school. The Mentor teacher is the first point of contact for parents/guardians and students. Contact details for your child's Mentor teacher can be found on their Year Group page in the Parent Portal: www.nbcs.nsw.edu.au/parent-portal.

NBCS COUNSELLING SUPPORT

The NBCS Wellbeing Team and School Counsellors endeavour to support students in the best way possible. When required, the NBCS School Counselling Team can provide professional support to our students when they are going through a difficult time. For more information students can speak to their Mentor Teacher, Year Adviser or go to Student Reception. NBCS follows the guidelines within the Australian Psychological Society's framework for Secondary Students. If a student self-refers to the School Counsellor, the school can only disclose this to the parents/guardians if the student provides informed consent.

AVAILABILITY:

Counselling services are available between 8:45am and 3:15pm, Monday to Friday, during term time. We have four School Counsellors who work at the following times:

- Mrs Thompson: Monday – Friday
- Mrs Castle: Monday – Friday
- Ms Burke: Monday – Wednesday
- Ms Brannigan: Thursday and Friday
- Mr Degan: Monday – Tuesday

PRIMARY POSITIVE BEHAVIOUR FOR LEARNING



BE SAFE

- Use equipment as it is designed to be used
- Listen to teacher instructions
- Move safely through the playground and learning spaces
- Behave with safety in mind
- Be sun safe and wear a hat

BE RESPECTFUL

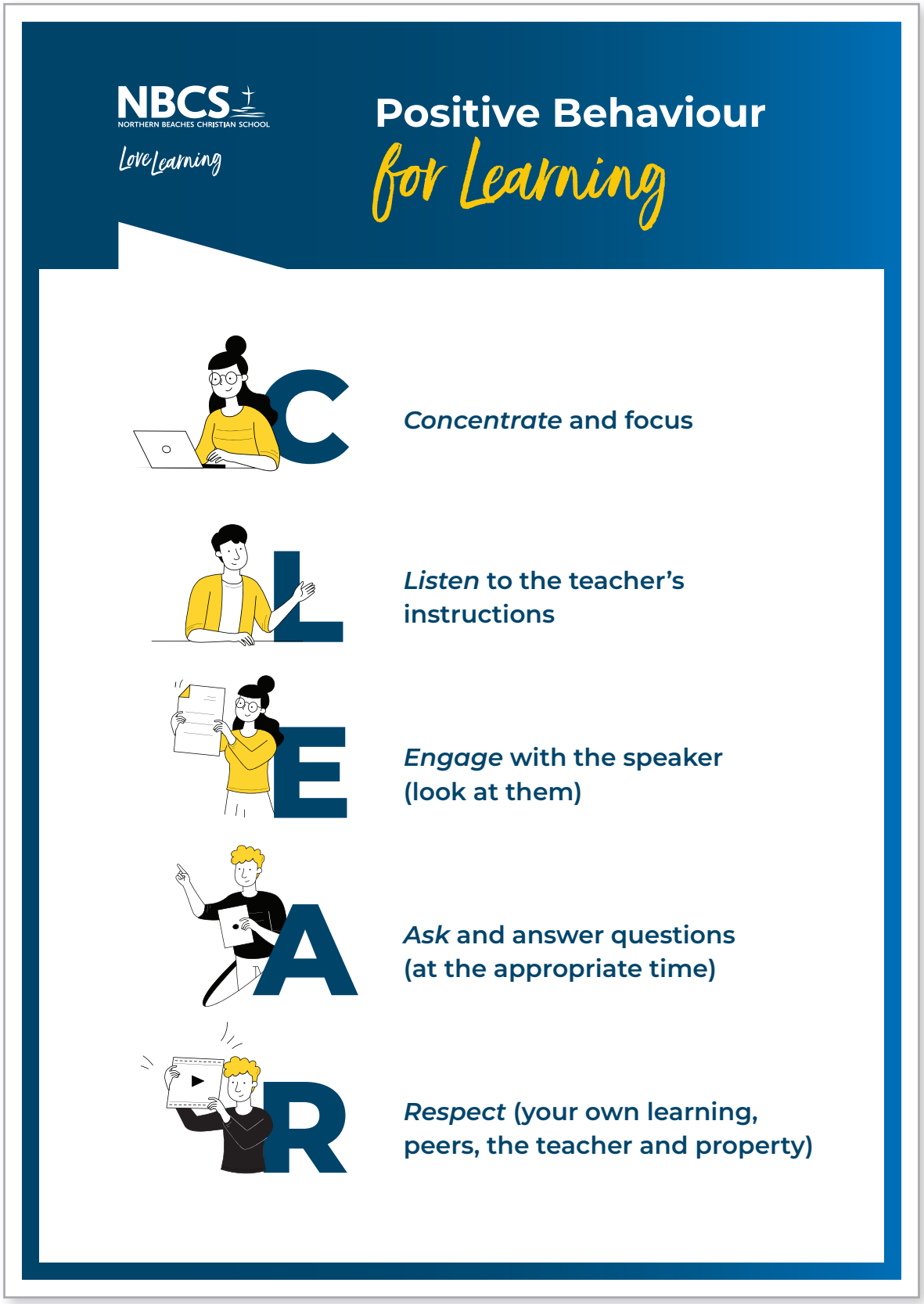
- Feeling safe, comfortable and accepted at school
- Telling the truth
- Speaking to and treating others with respect
- Respecting the differences and opinions of others
- Being inclusive of others
- Taking care of my belongings and things that belong to others
- Wearing the school uniform with pride
- Caring for our school environment

BE A LEARNER

- Participate in and take responsibility for my learning
- Be considerate of the learning needs for others
- Complete learning tasks and projects
- Make connections in my learning
- Be curious and ask questions
- Consider and respond to feedback

CLEAR - POSITIVE BEHAVIOUR FOR LEARNING

We explicitly teach and remind students of what we expect of their behaviour, attitude, and work ethic, and the reasons for these expectations. By clearly outlining behaviour guidelines, we help establish valuable routines and foster a positive school culture. **Students are CLEAR about what is required of them in every lesson.**



SECONDARY STUDENT EXPECTATIONS

WE ALL EXPECT	IT IS MY RESPONSIBILITY TO...
A positive learning culture	• Respect others • Be punctual • Be a positive participant in learning • Take ownership of my own academic growth • Engage with the teacher positively • Ask my teacher for help where required • Work to the best of my ability • Complete all Home Learning • Catch up on learning if away from school or class • Not disrupt the learning of others
A safe, welcoming environment	• Be respectful and take care of all school equipment • Take ownership of my own behaviour • Wait for my teacher before entering the Learning Space • Leave all Learning Spaces tidy and organised • Leave my bag clear of walkways • Make sure all rubbish goes in the bin • Not bring any illegal or banned items to school • Not eat inside unless given permission by staff • Not bring gum to school
Wise use of technology	• Use technology and digital devices appropriately • Use technology to enhance my learning • Display courtesy and respect for others in my use of digital devices • Ensure my digital devices do not disrupt school routines • Engage personally with others rather than use digital devices during break times • Not use my phone in the Learning Space (unless directed otherwise by the teacher) • Not take photos or footage of others unless given permission by staff
Positive communication	• Speak respectfully to everyone • Be organised in my daily routines • Listen to others • Ask questions when I don't understand something • Respond positively when given instruction
A Christian community	• Be honest and cultivate a culture of honesty • Engage positively with others in the school • Care for and actively support others • Look for ways to encourage others • Demonstrate thankfulness • Be willing to consider the views of others • Stop rumour and gossip • Report any bullying behaviour
NBCS to be a school of which we can be proud	• Make the most of opportunities • Participate in and support school events • Wear my uniform correctly • Respect the school and its community • Represent the school positively at all times • Fulfil the NBCS Student Expectations

SAFETY AND WELLBEING

Safety is important at all times. For community help outside school please see information below:

DESCRIPTION	PHONE	EMAIL / DESCRIPTION
Fire, Ambulance or Police Emergency Services	000	**For critical or life-threatening emergencies.**
Kids Helpline	1800 55 1800	**www.kidshelpline.com.au** Australia's only free, private and confidential, telephone and online counselling service specifically for young people aged between 5 and 25.
Cybersmart	1800 880 176	**www.esafety.gov.au/** (eSafety Commissioner) Australian Government service to empower young people to be safe online.
Bullying No Way		**www.bullyingnoway.gov.au** Designed specifically to give assistance to young people.
Child Protection Helpline	132 111	24 hours/7 days a week phone line. (Was known as 'DoCS'.)
Beyond Blue	1300 224 636	**www.beyondblue.org.au** A 24/7 service from a reliable organisation that is working to reduce the impact of depression and anxiety in the community.
Lifeline Australia	13 11 14	**www.lifeline.org.au** Provides all Australians experiencing a personal crisis with access to 24 hour crisis phone support and suicide prevention services.
Headspace	8021 3668 *Chatswood Office*	The National Youth Mental Health Foundation is free and confidential and helps young people.
LOCAL POLICE		
For advice	9976 8003	Youth Liaison Officers at Manly
For immediate response because you need assistance	9998 0699 9971 3399 9976 8099	Mona Vale Police Station Front Desk Dee Why Police Station Front Desk Manly Police Station Front Desk

Section 11

Key Policies



RESPECTFUL RELATIONSHIPS

NBCS recognises the importance of a positive and supportive community. All students are expected to be respectful and tolerate individual differences in others. NBCS seeks to provide a safe environment, with clear guidelines for behaviour and a clear commitment from families.

Respect for everyone in the community is expected and where disrespect or conflict occurs, there are appropriate ways to resolve matters.

Bullying, harassment, discrimination and violence are unacceptable at NBCS and there are procedures for dealing with such behaviours and resolving conflicts.

It is important to note that there are specific definitions for these behaviours and clarity is needed when reporting concerns.

NBCS uses definitions from the 'Bullying No Way' government website:
bullyingnoway.gov.au/resource/fact-sheets/familyfactsheets/bnw-factsheet-1-bullying-definitions.pdf

Any concerns related to bullying, harassment, discrimination or violence should be reported immediately to the appropriate staff; to your child's Class Teacher or the Head of Primary for Primary students, or to the Mentor Teacher, Year Adviser, or the Head of Secondary for Secondary students. See also the 'Complaint Management Procedure for the NBCS Community': nbcs.nsw.edu.au/nbcs-policies/

In response to notification, appropriate staff will undertake an investigation in a way that is procedurally fair to all involved. The outcome of the investigation and a resolution plan will be communicated to parents/guardians.

The following Four Step Plan is a guideline to actions that will be taken by the school when an investigation identifies that a student has been responsible for acting towards others in a way that is deemed to be bullying, harassing, discriminatory or violent.

DISCIPLINARY STEPS

In all matters of conflict, it is our desire to work towards reconciliation of relationship and restored boundaries of community respect.

STEP 1 – PRELIMINARY WARNING

- Investigation has determined that some level of discrimination, bullying or harassment has occurred but specific responsibilities in the incident are uncertain
- Student involved in an act of violence that is considered minor
- The matter is being dealt with in an informal manner and a low-level warning is needed
- Resolution plan put in place, including clear boundaries and confidentiality

STEP 2 – FORMAL WARNING

- Investigation has substantiated that a student has clearly engaged in actions or attitudes that are deemed as bullying, harassment or discrimination
- Student involved in an act of violence that is not considered minor or has become a part of a pattern of physical response to conflict
- This step may include a suspension if considered appropriate
- Resolution plan put in place, including clear boundaries and confidentiality

STEP 3 – HIGH LEVEL FORMAL WARNING

- Investigation has substantiated that a student has been involved in an incident of bullying, harassment, discrimination or violence that is considered highly significant or a repeat offence
- Student has broken the clear boundaries put in place at Step 2
- This step may include a long suspension if considered appropriate and will place ongoing enrolment in question
- Interview with Principal or delegate
- Resolution plan put in place, including clear boundaries and confidentiality

STEP 4 – LONG SUSPENSION AND/OR ENROLMENT TERMINATION

- Investigation has substantiated that a student has been involved in repeated incidents of bullying, harassment, discrimination or violence and has already been issued with a Step 3 High Level Warning
- Student is responsible for an act of violence that is malicious and purposeful and has caused significant injury or harm to another student
- Interview with Principal or delegate.

UNIFORM INFRINGEMENT

We want to make it easy for all students to wear their uniform well and to feel free from the pressure to look or dress in a certain way.

FIVE STEP UNIFORM INFRINGEMENT PROCESS

Uniform non-compliance has a clear five step process that will apply to all students in each calendar year.

- **First uniform infringement** – brief lunchtime uniform catch-up on the day of the infringement.
- **Second uniform infringement** – 30-minute lunchtime uniform reflection on the day of or day following the infringement.
- **Third uniform infringement** – a one-hour after-school uniform reflection, held on either Tuesday or Thursday afternoon, running from 3:30 – 4:30pm.
- **Fourth uniform infringement** – the student is suspended from school for a school day, noted as a school suspension for failure to comply with uniform policy.
- **Fifth uniform infringement** – meeting with the Principal to discuss ongoing enrolment owing to failure to follow school policy.

Uniform Infringements will roll over into a new year, but will be scaled back by two each year. That is, if a student has had four uniform infringements, then in a new school year, their fifth infringement will be treated as their third rather than their fifth.

CONDITIONS OF ENROLMENT

It is the school's clear expectation that all students understand that every student has the right to learn and enjoy a positive, secure environment at school. All students share the responsibility to ensure that the education and security of others is not impeded by their actions.

NBCS responds to disruptive and unproductive behaviour by working in partnership with parents/guardians to identify and address the cause of unhelpful behaviour. It is our expectation that parents/guardians will support NBCS procedures and processes as we seek to grow students. An unwillingness to work constructively with school processes will bring enrolment into question.

NBCS reserves the right to discontinue the enrolment of any student (without the refund of any fees or bond money) if a student enrolled at the school contravenes School Policy, in and including any of the following areas:

- respecting others: strategies relating to bullying, harassment and violence
- illegal or prohibited items
- mobile phones and other devices
- production and/or distribution of inappropriate digital media
- uniform
- personal property
- learning
- disruptive or dangerous behaviour
- computer use
- Student Diaries
- attendance
- discipline and conduct

DAMAGE TO SCHOOL PROPERTY

Parents/Guardians of any student will be liable for any payment created by damage to school or associated property, whether willful or unintended. Graffiti on desks, chairs, walls or any other part of NBCS property is prohibited.

BANNED ITEMS AND ACTIVITIES

Students must not bring, use or carry prohibited or banned items whilst at school, or to and from school. Prohibited and banned items include any items deemed as dangerous or illegal. This includes marijuana, alcohol, cigarettes, vaping devices or e-cigarettes, and any other illicit substances, and weapons, including knives.

Banned items also include markers that could be used for graffiti, liquid correction fluid, metal rulers, water pistols and water bombs, aerosol cans of any kind, fireworks, matches and lighters, any flammable liquids, dangerous chemicals, blades and sharps (including compasses and pins), dangerous toys, prescription drugs without informing the school and chewing/bubble gum which is not permitted to be consumed at, or brought to school.

Students will also refrain from holding informal conversations that convey the impression of personal use of illicit substances and will refrain from writing, drawing pictures or displaying digital media that suggest personal use of illicit substances, or actively promote the personal use of illicit substances.

The school retains the right to suspend or expel students in relation to activities that contravene this policy; this includes discussing personal drug related issues at school and thereby fostering the interest of others. The school retains the right to inform police of any incident involving illicit substances.

Our commitment is to maintain a drug-free environment at school where students are free from the cultural pressures that suggest that using illicit substances should be viewed as the norm.

FOOD DELIVERIES

Students must not organise for any food to be delivered to school e.g. Uber Eats, Menulog, Home Delivery, Pizza or similar.

LEGISLATION

CHILD PROTECTION

The ***Child Protection (Working With Children) Act 2012 (NSW)*** and ***Children and Young Persons (Care and Protection) Act 1998 (NSW)*** including ***Children Legislation Amendment (Wood Enquiry Recommendation) Act 2009 (NSW),*** the ***Ombudsman Act 1974 (NSW)*** and ***Ombudsman Amendment Act 1998 (NSW),*** the ***Commission for Children and Young People Act 1998 (NSW),*** and ***Keep Them Safe: A shared approach to Child Wellbeing (NSW),*** all have bearing on the protocols of a school.

These include:

- disclosure in relation to previous criminal history
- non-employment of prohibited persons
- screening of employed or volunteer persons working with children, including staff, contractors, volunteers (including parents), student teachers, work experience students and ministers of religion and members of religious organisations
- mandatory reporting of risk of significant harm (perceived or actual)
- notification regarding allegations of reportable conduct

One implication of these different pieces of legislation is the requirement for visitors to sign in, as per School Policy, when on site. Visitors should not necessarily assume that they will be allowed on school property.

The ***Children and Young Persons (Care and Protection) Act 1998 (NSW)*** requires teachers to pass on information to the Department of Community and Justice if a child or young person is at risk of harm or if there are current concerns for the safety, welfare or wellbeing of the child.

DISCIPLINE AND CONDUCT

NBCS has an extensive Student Wellbeing Policy. Parents/ Guardians are welcome to request a copy of this policy and procedure statement.

The provisions of the ***Education Reform Amendment (School Discipline) Act 1995*** (NSW) state that corporal punishment is not to be used in NSW Schools. Northern Beaches Christian School complies with this Act. NBCS expressly prohibits corporal punishment and in no way explicitly or implicitly sanctions the administering of corporal punishment by NBCS employees or any person, including parents, to enforce discipline at School.

WORK, HEALTH AND SAFETY

The ***Work, Health and Safety Act 2011 (NSW)*** is particularly significant to schools. Workplace hazards require specific control measures. The operation of the car parks is just one example of an area where the legislation has relevance. The identification of workplace hazards is one responsibility of a Principal.

GOVERNMENT DATA COLLECTION

MCEETYA - Ministerial Council on Education, Employment, Training and Youth Affairs

From 2005, the Commonwealth Government has required all schools to collect information on student background characteristics. This includes information about parental school education, parental non-school education, languages spoken at home and parental occupations. Any data collected will be maintained in accordance with the provisions of any relevant privacy legislation.

Please be advised that for funding and grants, from time to time we are required to supply government bodies with student addresses and other student information. No student names are attached to this information.

MENTAL HEALTH

The ***Mental Health Act 2007 (NSW)*** gives authority to a person, such as the School Principal, to make decisions in relation to the care, treatment and control of mentally ill or mentally disordered persons relating to mental health and for other purposes. Under Section 10 of the Act, a person (whether or not the person is suffering from a mental illness) is considered a mentally disordered person if the person's behaviour for the time being is so irrational as to justify a conclusion on reasonable grounds that temporary care, treatment or control of the person is necessary.

DANGEROUS GOODS

The ***Work Health and Safety Act 2011 (NSW)*** regulates the supply, transport and storage of over 2000 chemicals whether as a single chemical or constituent mixtures. NBCS has policies and protocols managing the use of dangerous goods on site.

FOOD SAFETY

The Food Act 2003 (NSW) covers the provision of safe and suitable food. Food handling procedures are relevant to this legislation. This has implications for a range of situations relevant to a school.

ANIMALS ON SITE

Any activity involving animals on a school site or at associated school events is subject to the provisions of the ***Animal Research Act 1985 (NSW)***. No animal should be brought onto the school site without the permission of the Principal. This includes parents bringing pets onto the school property when delivering or collecting students. Occasionally, when linked to direct curriculum delivery or with prior approval, conditional approval may be granted. Animals in cars must be secured in the vehicle at all times.

PRIVACY

PRIVACY INFORMATION

The school collects personal information, including sensitive information about students and parents/guardians before and during the course of a student's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide education for the students.

Some of the information we collect is to satisfy the school's legal obligations, particularly to enable the School to discharge its duty of care. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.

Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. Parents/Guardians are asked to update the medical records of their children each year.

The school occasionally discloses personal and sensitive information to others for administrative and educational purposes. This includes disclosure to other schools, government departments, medical practitioners, and people providing services to the School, including specialist visiting teachers, coaches and volunteers. This also includes anyone to whom NBCS is required to disclose the information by law.

If parents/guardians do not supply the information referred to above, the school may not be able to enrol or continue the enrolment of their children.

Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions, information such as academic and sporting achievements, pupil activities and other news is published in school newsletters, magazines and on our social media accounts and website.

Parents may seek access to personal information collected about them and their children by contacting the school. Students may also seek access to personal information about themselves. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the student, or where students have provided information in confidence.

If parents/guardians provide the school with the personal information of others, such as doctors or emergency contacts, parents/guardians are encouraged to inform them that you are disclosing that information to the school and the reason for that disclosure. The school does not disclose information to third parties.

Full details can be found in the NBCS 'Privacy Policy' on the website:

nbcs.nsw.edu.au/privacy-policy

PHOTOGRAPHY PERMISSION

NBCS takes photographs and videos to document key school activities and learning throughout the year. Images may be used in school publications, school newsletters, the NBCS website and NBCS social media posts that showcase these activities, student participation and excellence. Please note that images/video will not generally identify students by name except in instances where their name is already publicly associated with an award or achievement, eg. sports results or external award.

If parents/guardians have any concerns regarding their child being included in school photography or videos, please send an email to admin@nbcs.nsw.edu.au, specifying your photography preferences.

ONLINE PRIVACY

The School's policy 'Student Use of Information Technology and IT Devices' outlines how students should:

- demonstrate respect for others and the school
- respect the privacy of individuals associated with the school
- respect the name of the school
- be responsible for all content in social networking sites they create or maintain

The Enhancing Online Safety Act 2015 established the Office of the Children's eSafety Commissioner. All schools are required to respond to notifications received from that Office.

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NBCS
NORTHERN BEACHES CHRISTIAN SCHOOL

Love Learning