St Bishoy
Coptic Orthodox College

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Primary School Handbook
A guide for parents, students and teachers
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Vision Statement

Saint Bishoy Coptic Orthodox College is a parish based Christian Community School that aims to work in partnership with teachers, parents and students to create an atmosphere where Christian values and Coptic Orthodox tradition are the foundation of the school's practices. St. Bishoy Coptic Orthodox College is a school where students and staff feel secure and supported by all members of the school community.

The distinctive, sincere and continuous practices of Christian love, service and humility provides students with the opportunity to develop and display high spiritual and moral standards.

Our students are challenged to strive for excellence and success in all areas of the curriculum and school life by working to their full potential, gaining confidence in the person that God created them to be and becoming willing and active participants in the Church and the Australian community.

St Bishoy Coptic Orthodox College is a school that will encourage and endorse a positive atmosphere where students will desire a love for learning and a love for God. With this, students will develop into mature young adults, who will have the responsibility of carrying our Christian faith to the future generations.

At St Bishoy Coptic Orthodox College, we are able to achieve all things through Christ who strengthens us (Philippians 4:13).
School Song

Saint Bishoy is our school, it’s our strength
And our pride
We will learn, we will strive, we’ll succeed.
We will take what we know, build it up and grow.
We can do all things through Him.

Let it shine, let it shine
Shine the light of Christ in our time.
Spread the news of all we know,
Let the light shine brighter and grow.

Saint Bishoy is our school filled with love, joy and peace.
Our God is our strength
and our shield.
We will sing, we will praise, lift His name on high.
We can do all things through Him.

Let it shine, let it shine
Shine the light of Christ in our time.
Spread the news of all we know,
Let the light shine brighter and grow.

Saint Bishoy is our school, it’s our gift,
It’s our life.
Our hearts united in Him.
Our God is our hope, our pillar and pride.
We can do all things through Him.

Repeat Chorus

We will shine, we will shine
Shine the light of Christ in our time.
Spread the news of all we know,
Let the light shine brighter and grow.
Belief Statements (The Church)

*We believe that St Bishoy Coptic Orthodox College is a learning community where the Church:*

**Inspires the College:**
- by providing the context for the College’s existence.
- through the application of church mission.
- through the provision of governance.
- through the work of the clergy.

**Is actively involved in the College:**
- through the role of the Director.
- through the involvement of the clergy.
- through the development of College policy.

**Supervises the work of the College:**
- through the role of the Director.
- through the role of the College Committee.
- through the process of review and appraisal.
- through effective management.
- through strategic planning.

**Sets values and expectations:**
- through the modelling of the clergy.
- through the role of the Director in guiding and overseeing the development of College policy.
- by encouraging and supporting staff to see their role as part of church mission.

**Supports the College:**
- through prayers.
- through moral support and encouragement.
- through encouraging unity with the Coptic community.
• by encouraging financial support.
• by encouraging the faithful to send their children to the College.

Encourages the development and nurturing of the next generation of church and community leaders:
• through the active involvement of the clergy in the College.
• by visits of the church hierarchy.
• by providing role models.
• by appreciation and utilisation of students’ enthusiasm.

Models Christian life:
• through sacraments.
• through Religious Education.
• through ministry.
• through evangelism.
• through mentorship.
Belief Statements (College Organisation and Administration)

We believe that St Bishoy Coptic Orthodox College is a learning community where College organisation and administration:

Develops and implements clearly defined College policy:

- through appropriate decision-making processes.
- by the appropriate allocation of roles and responsibilities to staff.

Displays a Christian image to all people:

- by providing a friendly and welcoming first point of contact.
- by implementing processes that enhance the College vision in the day-to-day operation of the College.

Exercises stewardship:

- by ensuring the provision of adequate facilities and resources.
- by implementing effective processes for the care and maintenance of facilities.

Provides effective staff support services:

- by establishing and implementing staff guidelines.
- by implementing effective staff monitoring and appraisal procedures.
- by applying efficient human resource management and training processes.

Manages information:

- by developing and maintaining efficient records of student achievement.
- by maintaining efficient staff records.
- by ensuring security and confidentiality of student, family and personal information.
- through regular and effective reporting to parents.

Provides effective curriculum development and supervision:

- through the application of Board of Studies syllabus expectations.
- by effectively monitoring teaching practice.
- by effectively monitoring student achievement.
Provides sound financial management:

- through efficient cash management processes.
- through effective fee-collection procedures.
- through effective budgeting and resource planning.
- through effective ordering and expenditure accountability procedures.

Ensures effective communication with parents and the wider community:

- through effective verbal and written communication with parents.
- through College publications.

Ensures that staff selection processes are fair and transparent:

- by ensuring equal opportunity for all.
- by ensuring all staff support the College vision.
- by developing and applying staff policy and guidelines.

Ensuring orderly and safe operation of the College:

- by applying appropriate Occupational Health and Safety (OH & S) and Child Protection guidelines.
- by applying efficient student management procedures.
- by ensuring appropriate security measures are in place.
Belief Statements (Curriculum)

We believe that St Bishoy Coptic Orthodox College is a learning community where the curriculum:

Is focused on Coptic Orthodox beliefs:

- by giving prominence to the study of religion, faith practice and liturgy.
- by integrating Gospel values and Coptic beliefs and traditions in all subjects and classroom practices.

Meets the NSW Board of Studies requirements:

- by providing students with the correct programs and activities.
- by applying authentic assessment and recording procedures.
- by implementing the outcomes specified in syllabus documents.
- by applying an outcomes-based approach to teaching and learning.

Is relevant to the students’ needs and stage of development:

- by being focused on outcomes.
- by catering for the interests and backgrounds of the students.
- by being based on effective diagnostic procedures.
- by setting clear expectations.

Caters for individual needs:

- by providing a wide range of resources.
- by providing for a wide range of learning opportunities and experiences.
- by providing programs that enable all students to nurture their talents.
- by providing additional support for students with special needs.

Prepares students to be independent and actively-involved citizens on local, national and global levels:

- by encouraging the development of responsibility.
- by developing independent learning and thinking skills.
- by inter-relating with other schools.
• by being involved in independent community service organisations.

Aims for excellence in all students:

• by providing quality programs.
• by ensuring quality teaching and learning.
• by providing academic rigour in all activities.
• by continued training and development of teachers.
• by challenging students to achieve their best.
• by developing study techniques and skills through the practice of appropriate classroom techniques.

Encourages the personal development of students:

• through a holistic approach.
• by setting personal goals with the guidance of a mentor.
• by catering for individual needs.
• by encouraging students to participate in extra-curricular activities.
Belief Statements (Parents)

We believe that St Bishoy Coptic Orthodox College is a learning community where parents:

Are involved in their children’s schoolwork:

- through regular communication with teachers.
- by supervising their children’s work at home.
- by monitoring achievement and behaviour.

Work in partnership with the college:

- by engaging in College activities.
- through active membership of the Parents & Friends committe.
- through participation in educational assistance programs.
- by sharing in the decision-making of the College.
- by contributing to College fundraising.

Are supportive of the College:

- by providing a positive point of view.
- by showing an understanding of the College
- by volunteering their time, energy, expertise and enthusiasm to support the College programs.
- by sharing their goodwill and entrusting their children to the College.

Encourage their children to embrace College ethos:

- by explaining the importance of College rules.
- by supporting the consequences of breaking the rules.
- by taking the College’s point of view.

Support the teachers:

- by not talking negatively about teachers or the College in front of the children.
- by encouraging students to express concerns through the appropriate College procedures.
- by discussing issues of concern with the teacher or the College leaders.
Support their children’s learning:

- by understanding school procedures.
- by being interested and involved with the College.
- by addressing students’ complaints with the College leaders.

Encourage their children to be closer to God:

- by praying and studying the Bible together.
- by going to church together.
- by encouraging their child’s participation in the College spiritual program.
- by instilling and modelling Christian values.

Provide their children with a good study environment:

- by providing adequate resource materials in the home.
- by encouraging a habit of study.
- by modelling god practices.

Feel a sense of pride:

- through their children’s achievements.
- by seeing the College develop and grow.
We believe that St Bishoy Coptic Orthodox College is a learning community where students:

Experience God:

- by engaging in the Coptic culture, prayer, liturgy, rites, singing and fasting.
- through interactions within the College Community.

Achieve their optimal results:

- through the healthy development of their self-esteem.
- by seeking and receiving assistance.
- through dedicated effort, perseverance, support and recognition.

Work co-operatively:

- through teamwork, class discussions, caring for one another and being part of the College Community.
- with the staff valuing and respecting them.

Expect quality teaching:

- from qualified, motivated and committed teachers.

Learn respect for others:

- through the application of Christian values.
- by learning about other cultures and religions from a Coptic Orthodox point of view.
- by being involved in outreach programs.

Are respected:

- by other students, teachers and parents.

Enjoy College life:

- through a friendly, safe and welcoming environment.
- through a curriculum that is challenging and stimulating.

Appreciate their culture/heritage:

- through the study of history.
• through church liturgy and Coptic Orthodox spiritual life.
• through Coptic Orthodox Studies.
• by sharing their culture, heritage and faith with others.

Learn to make choices:
• through exercising personal responsibility.
• through co-operative learning classrooms.

Have opportunities to succeed:
• by exposure to a range of subjects, learning experiences and activities.

Learn to take care for God’s creation:
• through their studies.
• by applying Christian values.
• by caring for College property/grounds.

Become active members of the community:
• by taking part in voluntary programs.
• through involvement in church.
• by being prepared to witness the faith in the wider community.
We believe that St Bishoy Coptic Orthodox College is a learning community where teachers:

Are well-planned and organised:
- through knowledge of the subject matter.
- through commitment to motivating students.

Are good communicators:
- through the rapport developed with students.
- by working to ensure students have “learned” and have not just been “taught”.
- by being able to get their message across to meet the needs of individual students.

Are committed to their own education:
- by engaging in professional development.
- by embracing and passing on appropriate new initiatives in teaching practice.

Ensure that students’ programs are up-to-date:
- through in-services.
- through Board of Studies information.

Are fair and just with students:
- by exercising effective student management.
- by giving every student a chance.
- by showing patience and tolerance.
- by being culturally sensitive.

Earn the respect of students:
- by modelling Christian values.
- by acting professionally at all times.
- by demonstrating good teaching.
- by caring for student welfare and learning.
- by dressing modestly to suit College culture.
Show care and concern for students:

- by developing an atmosphere of trust.
- by providing encouragement and hope.
- by demonstrating an interest in students.
- by managing conflict appropriately.

Build the self-esteem of students:

- through well-deserved praise.
- through positive reinforcement.
- by providing opportunities for students to take responsibility for their own behaviour and learning.

Communicate effectively with parents:

- through the reporting process.
- by informing them quickly about issues of behaviour and learning difficulties.

Engage in ongoing professional evaluation:

- through ongoing supervision of classroom practice.
- through ongoing mentoring and mentorship of teaching performance.
- by the implementation of a personal professional development plan.

Are good managers:

- by planning, prioritising, leading and controlling.

Accept direction and guidance:

- by being willing to work with the College authority.
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<th>Parents have the right to:</th>
<th>Parents have the responsibility to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have the school communicate information about their child and the College in general</td>
<td>Constantly keep in contact with the teachers and the College in general</td>
</tr>
<tr>
<td>Be informed of their child’s progress</td>
<td>Support the education of their child and make every effort to be kept informed if there is a need. Parents have the responsibility to be involved in the activities of the College and ensure that time taken to be informed does not take teachers away from teaching duties</td>
</tr>
<tr>
<td>Be treated with respect and have their opinions valued</td>
<td>Respect the staff of the College and value their professional opinions</td>
</tr>
<tr>
<td>Be part of the decision-making process of the education of their children</td>
<td>Support the college in relation to decisions made and promote actively to their children and the community the school policies and rules</td>
</tr>
<tr>
<td>Receive positive feedback about their child’s education</td>
<td>Talk positively about the College, their children and the community in general</td>
</tr>
<tr>
<td>Have their children learn to their potential</td>
<td>Work in partnership with the college to help their children learn to their potential</td>
</tr>
<tr>
<td>Expect that their children work in a clean, safe and orderly environment</td>
<td>Assist in keeping the school environment clean, safe and orderly</td>
</tr>
<tr>
<td>Understand that their children are going to a school whereby pride in the school, including work and dress, is valued and promoted</td>
<td>Ensure their children are well-dressed, in correct school uniform and are well-prepared for school</td>
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## Rights and Responsibilities of Students

*Students have the right to:*  
*Students have the responsibility to:*

<table>
<thead>
<tr>
<th>Rights</th>
<th>Responsibilities</th>
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<tbody>
<tr>
<td>Learn</td>
<td>Help others learn</td>
</tr>
<tr>
<td>Feel safe, happy and secure</td>
<td>Make others feel happy, safe and secure</td>
</tr>
<tr>
<td>Be treated with respect and politeness</td>
<td>Treat others with respect and politeness</td>
</tr>
<tr>
<td>Express their own opinion in an appropriate manner, time and place</td>
<td>Respect the opinions of others</td>
</tr>
<tr>
<td>Know that their property is safe</td>
<td>Respect and care for the property of others</td>
</tr>
<tr>
<td>Work in a clean, tidy and safe school</td>
<td>Help to keep their school clean, tidy and safe</td>
</tr>
<tr>
<td>Attend a school that has a good reputation</td>
<td>Contribute towards the enhancement of the school’s good reputation</td>
</tr>
<tr>
<td>Be healthy</td>
<td>Make choices that will assist the maintenance of good healthy</td>
</tr>
<tr>
<td>Privacy</td>
<td>Respect the privacy of others</td>
</tr>
<tr>
<td>Make their own decisions within the framework of the school rules</td>
<td>Making decisions that are appropriately aligned to the school ethos</td>
</tr>
<tr>
<td>Safe transport to and from school</td>
<td>Behave sensibly to and from school</td>
</tr>
</tbody>
</table>
RESPECT FOR GOD

Students have the responsibility to:

- Be respectful and participate during times of prayer.
- Be attentive and participate in liturgies.
- Respect the beliefs of others.
- Be reverent in the places of prayer.
- Enter whole-heartedly into the Religious Education programme.
- Be obedient and respectful to all teachers.
- Be punctual to morning prayer.

RESPECT FOR SELF

Students have the responsibility to:

- Speak politely and with respect.
- Always do your best with pride.
- Be clean, well-groomed and presentable.
- Act in a way that shows respect to yourself, your family, your College and God.
- Wear your uniform correctly and with pride.
- Participate in extra & co-curricular activities enthusiastically and encourage others to do the same.
- Be organised and bring required equipment to class and other activities.
- Complete assigned work punctually.
- Be punctual.
- Act fairly at all times.
- Work with the attitude of constant improvement and growth.
- Respect and maintain school equipment, including diaries, books and school bags.

RESPECT FOR OTHERS

Students have the responsibility to:

- Act in a way that contributes to a positive learning environment.
- Be ready to help others with their work at the appropriate time.
- Acknowledge the effort that others contribute to our community.
- Be encouraging and supporting of the achievements of others.
- Make a fair contribution to any group activity that you are a part of.
- Listen and respect the views and opinions of others.
- Encourage others to express their opinions and use their talents.
- Accept the differences in background, values and personality.
- Respect the belongings of others.
- Respect the rights of and be sensitive to the needs of others in public places, including the elderly, parents with prams and the disabled.
Welcome and assist visitors in the school.
Co-operate with student leaders.
Respond to requests for assistance when appropriate.
Respect teachers and other adults in the school community.
Be proud to be part of our school community and reflect this in your behaviour.

RESPECT FOR ENVIRONMENT

Students have the responsibility to:

- Participate in caring for the school environment.
- Take pride in caring for your classrooms, your library, your playground and all other areas of your school.
- Act appropriately and follow rules regarding safe travel to and from school.
- Follow the instructions given by bus drivers or other supervisors when travelling.
- Contribute to maintaining a healthy, clean and attractive environment.
- Stay within the stated set boundaries.
- Use the toilets and bubblers, and then return immediately to the playground.
- Follow the no hat no play rule.
- Travel between school and home with no stops along the way.
The College implements a levelling system for behaviour that ranges from Level 7 to Level 1. All students enter the system on Level 4 and are given merits or de-merits depending on their behaviour. The aim is to reach Level 7 by abiding with the school rules. Students who remain on Level 7 until the end of the year are invited to a special day of celebration.

This system is designed and adopted by St Bishoy Coptic Orthodox College to provide an effective system for the management of students. It is intended to be developmental and preventative in nature, and to promote self-discipline and responsibility upon the individual student. When a student fails to obey College rules or disregards the Student’s Rights and Responsibilities, the student descends in the System. In circumstances where a student fails to respond to the programs, strategies or resources, this system provides the school with the comprehensive documentation necessary for the student management process.

The following tables and diagrams outline how the College’s Behaviour System works is applied, although the College reserves the right to vary consequences as is deemed necessary.

<table>
<thead>
<tr>
<th>Behaviour</th>
<th>Consequences</th>
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<tbody>
<tr>
<td>Swearing</td>
<td>Copy James Ch.3 on the power of the tongue and demerit</td>
</tr>
<tr>
<td>Bullying</td>
<td>Counselling and/or demerit, after school detention, or suspension</td>
</tr>
<tr>
<td>Violence</td>
<td>Counselling and/or demerit, after school detention, or suspension</td>
</tr>
<tr>
<td>Not bringing a diary to school</td>
<td>One warning per term, demerit and then after school detention</td>
</tr>
<tr>
<td>Disrespectful behaviour to teachers</td>
<td>Counselling and/or demerit, after school detention, or suspension</td>
</tr>
<tr>
<td>Littering or minor vandalism</td>
<td>Playground or class room clean-up and demerit</td>
</tr>
<tr>
<td>Disruptive behaviour in class</td>
<td>Please refer to disruptive behaviour chart</td>
</tr>
<tr>
<td>Being in an out of bounds area</td>
<td>Playground clean-up and demerit</td>
</tr>
<tr>
<td>Truancy</td>
<td>Demerit and after school detention</td>
</tr>
<tr>
<td>Late to class</td>
<td>Lunch detention and demerit and after school detention for repeat offences</td>
</tr>
<tr>
<td>Consuming banned substances</td>
<td>After school detention or suspension</td>
</tr>
<tr>
<td>Late to school</td>
<td>Lunch detention and demerit and after school detention for repeat offences</td>
</tr>
</tbody>
</table>

Disruptive Behaviour Chart

<table>
<thead>
<tr>
<th>What to do:</th>
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<tbody>
<tr>
<td>General Warning</td>
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<tr>
<td>Specific Warning</td>
</tr>
<tr>
<td>Movement</td>
</tr>
<tr>
<td>Diary Entry</td>
</tr>
<tr>
<td>Demerit</td>
</tr>
</tbody>
</table>

Steps can be skipped if the behaviour is of a serious nature or if the behaviour is repeated on more than one occasion.

Parents will be able to find information about their child’s merit/demerit level by referring to the record sheet in their child’s diary.
LEVEL 7
GOLD
To get here you need 3 Achievement Awards
3 merits = 1 Achievement Award

LEVEL 6
SILVER
To get here you need 3 Achievement Awards
3 merits = 1 Achievement Award

LEVEL 5
BRONZE
To get here you need 3 Achievement Awards
3 merits = 1 Achievement Award

LEVEL 4
START HERE

LEVEL 3
To move up to level 4 you need 3 merits
Consequences- Parents informed

LEVEL 2
To move up to level 3 you need 3 merits
Consequences- Parents informed
Behaviour monitored
Parent/ teacher meeting (with Asst. Principal)

LEVEL 1
To move up to level 2 you need 3 merits
Consequences- Parents informed
Behaviour monitored
Parent/ teacher meeting (with Principal)
Emergencies & Evacuations

In the event of an emergency, students must:

1. Be calm and quiet so they can listen to instructions given by teachers.

2. Follow the teacher's instructions quickly and calmly to leave the building according to the appropriate exit.

3. Do not bring bags to the assembly areas. Leave all materials behind.

Note:

In the event of an emergency:

1. Notify a teacher.

2. Be familiar with the basic school layout, exit routes, assembly areas, warning signals and any other relevant emergency procedure guidelines.

3. No student should attempt to use fire extinguishers or involve themselves in any other emergency activity.

Staff and students are to move to the car park during an evacuation and assemble. Teachers must take the roll to the evacuation area. No belongings are to be taken to this area and all doors and windows are to be closed and all electrical devices are to be turned off.
Absences and Leave Applications

All students must bring a note from a parent/guardian on the day of their return to school to explain any absence, be it a full day or a late arrival. Absences for three days or longer warrant the presentation of a medical certificate upon the student’s return to school.

Any student who arrives late to school must register in the late book at the front office. Students without an acceptable reason (presented in writing, such as a medical certificate) may be issued with a lunchtime detention. Justifications of lateness should be presented on the student’s immediate arrival on school grounds. Repeated infringements will result in afternoon detentions.

Parents wishing to take students on an overseas holiday must notify the Head of College in writing to request approval. This same procedure must be followed if a student is to leave school early on any given school day. All students who are leaving early should sign out at the school office.

It is a requirement of NSW government that all children aged between six years and fifteen years of age must attend school for an acceptable portion of the school year. In NSW attendance is “acceptable” where absences do not exceed 3 full days or 6 half days in any three-month period. Parents are legally responsible for their child’s attendance and it is not acceptable to keep a child at home to look after a sick relative, younger siblings, to help with the housework or to help run a family business.

Acceptable reasons for non-attendance may include:

- Illness
- Injury
- Infectious diseases
- Accompanying the parents or guardians on a vacation (schoolwork should be supplied).

Parents should, at all times, notify the school in writing.

It is the student’s responsibility to catch up on all work missed upon his/her return.

Parents must ensure that their children are in a fit state to attend class.
Assemblies

The primary school will assemble every morning in the church. Each day begins with a prayer and a hymn. Students are also advised of events that will take place during the day or that week. On Monday mornings, the Australian National Anthem is also sung. Assemblies commence promptly at 8:30am. **Students are required to be at school before 8:30am each morning.**

In addition to primary school assemblies, students may be asked to attend whole school assemblies from time to time.

Before & After-school Supervision

The College provides supervision of students between 8:15am and 3:30pm on school days. The college accepts no responsibility for students who are on school grounds outside of the afore-stated times.

Bell Times

The bell times for each school day are as follows:

1. Morning bell: 8:30am
2. Period 1: 9:00am
3. Period 2: 9:50am
4. Recess: 10:40am
5. Period 3: 11:00am
6. Period 4: 11:50am
7. Lunch 1: 12:40pm
8. Lunch 2: 1:00pm
9. Period 5: 1:20pm
10. Period 6: 2:10pm
11. End of Day: 3:00pm
Bullying Policy

The College has a ‘Zero Tolerance’ policy on bullying. Any child found using aggression as a form of communication and inflicting harm on another child will be issued with consequences in accordance to the College’s ‘Behaviour System’.

Bullying is any behaviour deliberately calculated to make another feel threatened, unsafe or uncomfortable. It includes any behaviour that interferes with the property of another or deprives them of their rights. It is totally unacceptable:

- to tamper with or take another’s bag, books or possessions with any purpose without permission.
- to demand money or favours or possessions from another.
- to “put down”, mock or ridicule another individual or group.
- to intimidate another by physical assault or by threat of physical assault.

Classroom (Entry)

A child is not permitted to be in a classroom at any time without a teacher being in the room. At the beginning of a class, students are expected to unpack, stand behind their seats, settle and greet their teacher. The student will sit only when directed.

Classroom Expectations

We expect that students:

- will arrive at their classroom neatly dressed and on time.
- will be prepared with all the necessary books and materials required to make the lesson successful.
- have completed their homework and that it is ready for checking.
- will not eat, drink or chew in class.
- will not interfere with the right of other students to learn in any way.
- will not leave your seat except with the permission of the teacher.
- will follow the individual classroom rules set by each teacher.
All students are expected to wear the uniform correctly and with pride. Any student who is not in regulation uniform on any day may be sent home immediately. Attending in sports uniform as an alternative is also unacceptable. To avoid this issue from occurring, a second set of clothing should be bought.

**Please note:** The school hat must be worn all year round as it is part of the school uniform. The hat must be worn during recess, lunch, sporting events as well as the winter months.

**Girls’ Summer Uniform**

The girls’ summer uniform consists of the school Summer dress. White socks are to be worn with black leather lace-up shoes. No anklets, boots, straps or heels are permitted. All hair accessories are to be navy-blue or maroon. Dress length should cover the knees.

**Boys’ Summer Uniform**

The boys’ summer uniform consists of a short-sleeve blue shirt and navy-blue shorts/pants. They are also required to wear a school tie. The school socks are to be worn with black leather lace up shoes. No boots are permitted.

**Girls’ Winter Uniform**

The girls’ winter uniform consists of the school winter skirt and a sky blue long-sleeve school blouse. A singlet or vest can be worn underneath the uniform, but this must not be visible. Girls are also required to wear a school tie/tag and the school maroon jumper. Navy tights must be worn with black leather lace-up shoes. No boots, straps or heels are permitted. All hair accessories are to be navy-blue or maroon. Dress length should cover the knees.

**Boys’ Winter Uniform**

The boys’ winter uniform consists of a long-sleeve blue school shirt. A singlet or vest can be worn underneath the uniform, but this must not be visible. Navy-blue school pants and the school tie must also be worn. School socks and black leather lace-up shoes are also required. Boots are not allowed.

**Girls and Boys’ Summer Sport Uniform**

The Summer sport uniform is the same for girls and boys. Students are required to wear the school sport shirt and school sport navy shorts. White socks need to be worn with white sport shoes. Anklets and/or studs are not allowed.
**Girls’ and Boys’ Winter Sport Uniform**

The winter sport uniform is the same for girls and boys. Students are required to wear the school sport shirt with the school navy tracksuit pants and school tracksuit jacket. White socks must be worn with white sport shoes. Anklets and/or studs are not allowed. **The sport uniform should also be worn on the day that students have PE.**

Students must wear their uniforms correctly. Staff will not accept any modifications or excuses. When students wear the school uniform correctly, it demonstrates that they are proud to be members of our school. Students are asked not to mix and match the school uniform. Each uniform is to be worn its entirety throughout the season. We also ask that uniforms are cleaned and pressed and that shoes are polished on a weekly basis. A school cap must also be purchased and worn to school, during and from school.

### Competitions

The College enters its students for a variety of tests and competitions:

- Australasian UNSW English Competition
- Australasian UNSW Writing Competition
- Westpac Mathematics Competition
- Australasian UNSW Science Competition
- NAPLAN Testing.

Some of these tests may be optional for some students. The resulting information is regarded as a useful tool for improving the performance of students.

### Complaints/Grievance Process

Should a complaint or grievance need to be brought to the attention of the school, parents and guardians should follow the following process:

1. Contact the classroom teacher via the student diary or by phoning the teacher.
2. Should the situation need further clarification then the parent is to document concerns in a letter and arrange an appointment with the Leading Teacher.
3. Meeting to be arranged with the Principal.

All meetings are documented in order for teachers to action concerns appropriately, efficiently and professionally.

### Diaries

The school diary must be brought to school each day. The diary is the central means of regular communication between parents/guardians and teachers.
Excursions & Camps

Students must attend excursions as part of their learning in various Key Learning Areas. Please note that permission notes and the correct money must be in a clearly marked envelope and brought to school no later than the specified date. Students who do not bring their money or note to school on the due date may not be able to attend the excursion.

Food and Drinks

It is the parents’ responsibility to provide their children with adequate, healthy and appropriate food and drinks for their children for recess and lunch times. The school is not responsible for providing students with foods or drinks of any kind. Students may order “treat” on the specified days. Information on menus can be obtained from the front office. Students are expected to have the exact money in order to buy “treat”.

Please do not provide your child with peanut butter sandwiches, Nutella, hazelnut spreads or nut bars for your children at recess or lunch as allergies towards nuts are common amongst children.

Students are not to be provided with soft drinks of any kind. Glass drink bottles are also not permitted.

Grooming, Hair-styles and Jewellery

Part of the conditions of enrolment at St Bishoy Coptic Orthodox College is that students follow the rules in relation to grooming, hair-styles and jewellery.

Hair

Girls should wear long hair neatly tied back off the face. Braids, gel or loose hairstyles are not permitted.

Boys must have acceptable hairstyles. The following are not permitted:

- Undercuts;
- Shaved sides;
- Patterns;
- Steps or designs;
- Extremely short hair; and
- Hair-styles that have passed collar length.

Students found to have “Number 1” or “Number 2” haircuts or any other hair-style deemed to be unacceptable will be asked to remain at home until they obtain an acceptable hair-style. Boys are not permitted to use gel.
Hair colouring for girls or boys is not allowed. Hair colour must be returned to the student’s natural colour before he/she returns to school.

**Jewellery**

Watches should be plain and simple. Earrings (allowed for girls only) should be of the small sleeper or stud variety. Girls are allowed only one piercing in each ear. No rings, bracelets or anklets are to be worn. A small cross may be worn around the neck, but must be concealed inside the uniform.

**Grooming**

Uniforms must be clean, ironed and worn with pride in order for students to present a good public image of the school. By wearing a uniform of this nature, students can maintain a healthy self-respect. Make-up, lip gloss/balm and nail polish are not allowed. Chewing gum is also not permitted at any time during the school day.

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**Hands Off!**

No student is permitted to touch another student’s person or property in class, in the playground or while travelling to and from school. All games played during breaks must be non-contact in nature.

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**Homework**

Homework is an integral part of school life. It is given to reinforce and develop concepts taught in class and to improve reading, writing, numeracy and organisational skills. It may also include completion of lengthy project work over a number of weeks. Better students will always plan their approach to these projects and never leave everything to the “last minute”. Parents should be suspicious if any student claims that they have “no homework”.

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**Information Nights**

Information nights are held at various times throughout the academic year. On these nights, teachers are able to explain to parents their expectations of their children in the classroom and for the year. Other seminars are also held as required. Notes advising dates will be sent home prior to the event.
Items To Be Left At Home

Knives, walkmans, MP3/CD players, electronic games, mobile phones, goods to swap/sell and chewing gum must not be brought to school. Where a mobile phone is deemed necessary by a parent it is not to be used in school hours and should be stored securely throughout the day. Parents need to keep in mind that there are privacy regulations that pertain to the appropriate use of mobile phones. The college must abide by this legislation at all times.

Inappropriate items will be confiscated and the student will receive appropriate consequences.

Key Learning Areas

All students are mandated to undertake classes in the following subjects:

- Coptic Orthodox Studies (Religious Education)
- English
- Mathematics
- Science and Technology
- Human Society and Its Environment (HSIE)
- Personal Development, Health & Physical Education (PDHPE)
- Music
- Creative and Practical Arts (CAPA)
- Coptic Language Studies
- Arabic Language Studies (Years 3-6)

Masses & Liturgies

College Masses are conducted at least once each term of the school year. Attendance at these Masses and Liturgies is compulsory. These events are usually held in the school church. Parents and students will be notified about venue changes.
Medication

No medication of any kind may be brought to school unless accompanied by a signed note from parents stating the purpose of the medication and the times it should be taken. Medication and the accompanying note should be handed in at the office at the beginning of the school day. Medication must only be taken under the supervision of the office staff. Office staff are not able to administer medication prescribed by a medical practitioner.

There is a first-aid kit in the office. Teachers on playground duty are also required to carry the duty bag containing a mini first-aid kit.

Merit Certificates

All students should strive as many merit certificates as possible in participation with the College’s various merit schemes. Merit certificates earned, together with all of the various competition certificates should be kept in a student portfolio.

Money

All excursion/event money must be paid to either the classroom teacher or the school office. It must be in a sealed envelope clearly marked with the student’s name, purpose and amount enclosed. Money for “Treat” will also be handled in accordance to the fore-stated guidelines.

Newsletters

The school newsletter will be distributed on a fortnightly basis to inform parents and teachers about school events, important dates and information about school curriculum and progress. Newsletters will be issued to the youngest child in each family.

“No Hat, No Play” Policy

Children who do not have a hat will not be permitted to play and are required to sit down in the covered area for the duration of lunch and recess.
**Parent/Guardian Access & Visitors**

Parents/guardians must register at the school office in the first instance. According to Child Protection laws, they must not go directly to a classroom. If a parent wishes to see the classroom teacher, an appropriate time for an appointment must be arranged with the classroom teacher.

All visitors must report to the school office to register. Parents who are helping teachers in classrooms must complete a Child Protection Policy form and obtain a visitor’s pass, which is to be worn throughout their stay on the school premises.

**Parties**

Parties and birthday cakes are not permitted at the College as we have several students who suffer from life-threatening food allergies.

**Personal Belongings and Academic Equipment**

Parents should ensure that all items are clearly labelled with their child’s name and class. Teachers will not be responsible to search for missing items. Siblings are required to have their own individual set of equipment. All students are expected to be prepared for each class every day. Teachers are not expected to supply stationery or to photocopy extra pages for students who have left their books at home.

**Prayer**

Prayer is an important part of college life. Students will be encouraged to take part in morning prayer as well as prayers prior to their dismissal at break times.

**Sick Bay Procedures**

A student entering Sick Bay must have a note from their class teacher during class time. If the student is unable to return to class, parents will be contacted and asked to come to the College to collect their child. Students are not permitted to make their own way home at this time.
Wet Weather

In the event of wet weather, all students are expected to comply with instructions and guidelines provided by teachers in regards to changes to their daily routine. These instructions are not negotiable and are made in the best interest of the students, placing their safety and well-being as the first priority.