

CHRISTADELPHIAN HERITAGE COLLEGE SYDNEY

2024 SCHOOL INFORMATION

All events subject to God's will

ABOUT HERITAGE COLLEGE SYDNEY

OUR VISION

Established in 1998 by the Christadelphian community, our vision is to bring glory to God by working together as a community providing quality Christian-based education.

OUR MISSION

Heritage College Sydney strives for:

- **Wisdom**, reflecting Christian values in our organisation, teaching and practices, to provide a caring and safe environment.
- **Knowledge**, developing life skills in children and building strong partnerships with our families.
- **Excellence**, optimising the capacity of each student to achieve his or her potential in academic, spiritual, moral, personal and creative spheres.

COLLEGE TONE

"Do all to the Glory of God" (1 Corinthians 10:31)

The Principles of God's Word, including thankfulness and praise, guide all of the College's operations and are considered on a daily basis.

Those involved in the College will strive to encourage the following principles:

- Demonstration of love for one another, as part of a family that works in harmony
- Godly behaviour
- Responsibility to God and to others
- · Respect for authority, discipline, adults, peers and property
- · Courtesy and manners
- Sportsmanship
- Acceptance of personal responsibility and understanding the consequences for any action.

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OUR HERITAGE TEAM

EXECUTIVE TEAM



Melissa Sharman Principal



James McCann Deputy Principal



John Unwin Business Manager



Rebekah Wetherton Assistant Principal



Martin Russell Primary Coordinator



Fiona Jose Senior Teacher - Secondary



Kim Shead Senior Teacher - Secondary

ADMINISTRATION STAFF



John Unwin Business Manager



Rachael Davies Accountant Lab Technician



Emily Deller Administration Enrolments



Esther Lepherd Finance & Transport Administrator



Cathy Peden Library Management Administration Promotions



Keren Stone Clerical Officer

GROUNDS STAFF



Mel Unwin General Hand



Mark Rysko General Hand



Jenny Xenakis General Hand

OUR HERITAGE TEAM

PRIMARY TEACHING AND SUPPORT STAFF



Rebekah Wetherton



Martin Russell



Janelle Boyd



Rosie Dennes



Francesca Harkins



Nita Lawrie



Rebekah Mannell



Rochelle McCann



Cara McClure



Cecelia Muir



Anna Rossello



Fiona Russel

SECONDARY TEACHING STAFF



James McCann



Fiona Jose



Kim Shead



Alan Dennes



Elena Drago



Carlos Fung



Babita Gupta



Jared Mallitt



David Sayer



Annette Sicard



Liam St Vincent



Deb Unwin





GENERAL INFORMATION



CONTACT INFORMATION

Email: office@hcs.nsw.edu.au

Phone: 02 9826 2116

Web: www.hcs.nsw.edu.au

Office hours: 8:00 am - 4:00 pm during term time

Address: 110 Cross St, Kemps Creek NSW 2178



2024 TERM DATES

** Note, the Office will reopen on Monday 22 January 2024, however, our uniform store will be open by appointment only from Monday 15 January (email Office to book)**

TERM 1: Secondary Monday 29 January - Friday 12 April

Primary Wednesday 31 January - Friday 12 April

TERM 2: Monday 29 April - Thursday 4 July

TERM 3: Monday 22 July - Friday 27 September

TERM 4: Monday 14 October - Thursday 12 December



START AND FINISH TIMES

- Start **8:45 am**
- Finish **3:05 pm**
- Students are to arrive between 8:30 am and 8:45 am. Supervision is provided 8:30 am 3:05 pm.



ATTENDANCE AND ABSENCES

- Email student absences to the Office by 9:00 am, providing details of the absence.
- Late arrivals / early departures require email explanation to the Office.
- Medical absences of 3 days or more require a medical certificate.
- Leave absences of 5 days or more require an Extended Leave Application form. Go to: www.hcs.nsw.edu.au > Parent Portal > Notes & Forms > Parent Application for Extended Leave
- Regular absences will be followed up by the College Welfare team.



DAILY TIMETABLE

The timetable varies slightly from day to day, but a general outline is as follows:

8:45 am Morning assembly - Bible reading, prayer and announcements

8:50 am Bible and Year Advisor groups (Secondary students)

9:15 am Period 1

10:15 am Period 2 (10:00 am is a Crunch and Sip break for Primary students)

11:05 amRecess11:25 amPeriod 312:25 pmPeriod 41:25 pmLunch2:05 pmPeriod 5

3:05 pm School finishes



WEEKLY NEWSLETTERS

- The newsletter contains school updates, important information and news from the classrooms.
- The newsletter is emailed to all parents each Thursday and is also available through the Sentral Parent Portal.
- School community members are also able to subscribe to the newsletter. This is done via the College website as follows: www.hcs.nsw.edu.au Parent Portal > Subscribe to newsletters.



IMPORTANT DATES

• Important events are listed on the front page of the weekly newsletter. Please refer to this for the most up to date information.



YOUR CONTACT DETAILS

• Please email the Office with any change of address, phone number, email address, place of work, family living arrangements or child medical information etc.



TECHNOLOGY

• Digital devices, particularly mobile phones, must be turned off and kept in school bags until the end of the school day. Please refer to the Technology Policy available on our website.



NUT AWARENESS

• Please do not send any nuts, nut products, or foods with nuts in them to school, due to children with severe allergies.



REPORTS

• Digital reports will be issued twice per year, via the Sentral Parent Portal.



PARENT / TEACHER INTERVIEWS

• Once a year in Term 1, we hold face to face interviews with your child's teachers. Once a year we also hold phone interviews to discuss half yearly reports and your child's progress with their class teacher (Primary) or their Year Advisor (Secondary).



SCHOOL PROMOTION

 The College uses social media to showcase the wonderful things being done by the students here and to engage with the HCS community. In order to protect our students, names are not published in any social media posts.



PARENTS AND FRIENDS ASSOCIATION (P&F)

• Our P&F committee are valuable to our College and help to prepare fundraisers and events at the College. The Association would welcome new members, if you would like to be involved please email the Office.





BUSES AND TRANSPORTATION

Our College operates a number of complementary bus services. If you would like your child to travel on a bus, please contact the Office.



DAILY BUS ROLLS

• Students are to have their name marked off by the bus roll supervisor prior to boarding each afternoon.



STUDENT TRAVEL CHANGES

Any changes to your child's daily afternoon travel must be advised by email to the Office before 1:00 pm.

NOTE: There are limited seats on some buses, so please be aware not all changes can be accommodated.



OPAL CARDS

 Students that travel on the U-Go Mobility bus (route S149/S150 servicing the Padstow/Bankstown/Yagoona area) require a school student Opal card: https://www.service.nsw.gov.au/transaction/apply-school-travel-pass. Opal cards are not required for other routes.



BUS TIMETABLES

- Timetables are available for all routes on the Sentral Parent Portal App under: More > Resources > Bus Timetables (please see the 'Parent Portal' section to download the app if you have not already done so).
- If there are any updates to timetables throughout the year, these will be emailed out as well as be on the portal.



OUT OF SCHOOL HOURS (OOSH) TRANSPORT

- Supervision or after school care is not a service offered by the College. There is a local Out of School Hours centre that currently collects students from the College - Jilly's Educational Childcare Centre. This is entirely separate to the College. If you would like your child to attend this centre, please contact them directly.
- If your child does enrol at Jilly's, please advise the Office and your child will be added to that bus.



STUDENTS WITH THEIR P'S

- Students with their provisional driver licence must seek permission from the Principal and have written parental consent to drive to and from the College.
- Please complete the <u>Student Car Use Policy & Permission Note</u> once your child has their licence.
- Students are not permitted to have other students in their car without prior written consent from both parents.
- Student parking is not available on College property.



ROAD SAFETY

The road outside the front of the College services two schools and is very busy during morning and afternoon school zone times. When dropping off and picking up your child, **please walk with them** across the road. For further safety information, please view the following:

- https://www.transport.nsw.gov.au/system/files/media/documents/2023/bus-safety-for-school-students-0.pdf
- https://roadsafety.transport.nsw.gov.au/campaigns/be-bus-aware/index.html

^{**} Please do not park across driveways out the front, or perform u-turns over the double lines. **



OUR DRIVING TEAM



Dave Bridgens



Nelson Carmona



Mal Lepherd



Maree Millen



Jenny Neumann



Natalie Saldaneri



Tim Simmons



Mel Unwin



Keren Walters



Rod Winter



PARENT PORTAL



The Sentral Parent Portal is a tool used by the College to convey important information and notifications such as delays to bus travel. School reports and student attendance are all accessed through the portal.

After enrolment, you will receive an email with your Parent Portal Access Key. If you do not receive this, please contact the Office.



CREATE AN ACCOUNT

- Ensure you have your Access Key from the College first
- Register for the Parent Portal here: <u>https://hcs.sentral.com.au/portal/register</u>
- Enter your details and create a password
- You will receive a verification email. This will take you to the Parent Portal and confirms that you have an account.



CONNECT YOUR CHILD/REN TO THE PORTAL

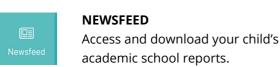
- You can access the Parent Portal through the following link https://hcs.sentral.com.au/portal
 or via the App (Step 3)
- Login and click on 'My Access' and enter your Access Key



DOWNLOAD THE APP

- Ensure you have created an account through the link in Step 1 first.
- Download 'Sentral for parents' from your app store
- Search Heritage College Sydney
- Click allow notifications
- You can access all features of the Portal from the App. From the home screen of the app, press the menu button (three parallel lines) on the top left hand side of your screen. This takes you to the portal.

For further help, please see: https://www.sentral.com.au/portal-app-help.





ABSENCES

Advise us of student absences.



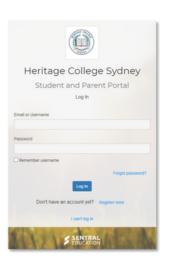
DAILY NOTICES

Receive updates and notifications - eg 'Padstow bus running 15 minutes late'.



PORTAL

Access your child's student information, such as subject choices and timetables.









UNIFORM

PLEASE REFER TO THE HCS WEBSITE FOR OUR FULL UNIFORM POLICY



UNIFORM FITTINGS FOR 2024

- The uniform store will be open prior to Term 1, by appointment only, from Monday 15 January Friday 19 January 2024 for uniform fittings and collection of ordered uniform.
- If you would like to make an appointment during this time, please email office@hcs.nsw.edu.au.



ONLINE UNIFORM STORE

All uniform items (excluding socks, stockings and shoes) are to be purchased from our online store.

- Uniform orders will be processed on Wednesday to Friday each week and sent home with your child.
- For sizing, please refer to the sizing charts provided on the online store. Alternatively, your child can try on uniform items at school.
- Unworn / unwashed uniforms can be exchanged for a different size within 30 days.



HOW TO ORDER:

- Go to www.hcs.nsw.edu.au
- Select 'Online store', then 'Shop Now'
- Browse and add required items to your cart
- Upon checkout, create an account to purchase
- Once your order is processed (Wednesday to Friday) it will be sent home with your child, or alternatively, parents can arrange to collect from the Office.









Primary: Kindy - Year

Secondary: Year 7 - 10

Senior: Year 11 - 12



YEAR 10 - SENIOR BLAZER FITTINGS

- In Term 3 of 2024, Year 10 students continuing on to Year 11 will be fitted for their Senior blazers.
- Blazers are a special order according to size fitted.
- The cost of the blazer is approximately \$165, as of 2023.



LOST PROPERTY

- Please label EVERY item of clothing that your child brings to school. There is a space provided on the tag of each garment for a name. Items cannot be returned if there are no names.
- Please also label all accessories including drink bottles, lunch boxes, containers, books, toys, pencil cases etc
- There is a basket of lost property outside the Office that children can check if they have lost something, please do not request staff to look for your child's missing items.
- The lost property basket is cleared at the end of each term and unclaimed/unlabelled items are put into second hand or given to charity.



NAME LABELS

• We recommend some iron-on clothing labels for your children's clothes and good quality sticky name labels for all other items. Please label all items your child brings to school including drink bottles, books, toys, lunch boxes, food containers, USBs.

Please label **EVERY** item your child brings to school with their name







K-6 PRIMARY GIRLS UNIFORM

NO JEWELLERY IS TO BE WORN EXCEPT A WATCH AND ONE PAIR OF SMALL EARRINGS (GIRLS)

Summer

Check dress - knee length White socks Black polishable shoes Navy knit jumper School hat School bag

Winter

Tartan pinafore - knee length

White shirt - Peter Pan collar, long or short sleeve

Crossover neck tie

Black stockings

Black polishable shoes

Navy knit jumper

School hat

School bag

A College sport tracksuit jacket may be worn **over** jumpers

only (not instead of)





K-6 PRIMARY BOYS UNIFORM

Summer

Short sleeve white shirt with school logo **Grey shorts** Grey socks Black polishable shoes School hat School bag

Winter

Short or long sleeve white shirt with school logo

Grey trousers

School tie

Grey socks

Black polishable shoes

Navy knit jumper

School hat

School bag

A College sport tracksuit jacket may be worn **over** jumpers

only (not instead of)













SPORT UNIFORM - UNISEX / ALL GRADES

Navy polo shirt with school logo Navy shorts School hat White socks Plain running shoes Tracksuit jacket with school logo Tracksuit pants with school logo



7-10 SECONDARY GIRLS UNIFORM

NO JEWELLERY IS TO BE WORN EXCEPT A WATCH AND ONE PAIR OF SMALL EARRINGS (GIRLS)

Summer

Check skirt - knee length White blouse with school logo White socks Black polishable shoes Navy knit jumper School hat School bag



Same as summer uniform, however, black stockings replace socks.

A College sport tracksuit jacket may be worn over jumpers only, not instead of















7-10 SECONDARY BOYS UNIFORM

Summer

Short sleeve white shirt with school logo Grey shorts or trousers Navy knit jumper Grey socks Black polishable shoes School hat School bag

Winter

Short or long sleeve white shirt with school logo Grev trousers School tie Grey socks Black polishable shoes Navy knit jumper

School hat School bag

A College sport tracksuit jacket may be worn over jumpers

only, not instead of





SPORT UNIFORM - UNISEX / ALL GRADES

Navy polo shirt with school logo Navy shorts School hat White socks Plain running shoes Tracksuit jacket with school logo Tracksuit pants with school logo



11-12 SENIOR GIRLS UNIFORM

NO JEWELLERY IS TO BE WORN EXCEPT A WATCH AND ONE PAIR OF SMALL EARRINGS (GIRLS)

Summer

Navy skirt - knee length White blouse with school logo White socks Black polishable shoes Teal knit jumper Senior blazer School hat

Winter

Same as summer uniform, however, black stockings replace socks.















11-12 SENIOR BOYS UNIFORM

Summer

Short sleeve white shirt with school logo Grey trousers Senior tie Teal knit jumper Senior blazer Grey socks Black polishable shoes School hat

Winter

Same as summer uniform, however, a long sleeve white shirt with school logo can replace the short sleeve summer shirt if desired.

















SPORT UNIFORM - UNISEX / ALL AGES

Navy blue polo shirt with school logo Navy shorts School hat White socks Plain running shoes Tracksuit jacket with school logo Tracksuit pants with school logo







FEES

College fees include tuition, weekly sport, Primary swimming, carnival / gala days, textbook hire, Bible, HSC approved calculator (Year 7) and most Primary student stationery needs.

Transport to and from school and to most sports events on College-owned or chartered buses is also usually included in tuition fees.

Fees do not include uniform requirements, excursion costs, camps, private music tuition, hire of a musical instrument (required for all students in Year 5, unless the student provides their own instrument) or other discretionary purchases.

Tuition fees are invoiced to families at the start of each school year, or on enrolment if your child starts part way through a school year;

- You will receive an email via FACTS listing your annual school fees at the beginning of Term 1.
- All fee payments are made via the FACTS online portal.
- A 5% discount will be applied to 2024 fees paid in full by 31 December 2023.
- FACTS allows families to pay in full, by February, or via instalments. If you would prefer to pay in instalments, you will need to sign up to a payment plan in FACTS. The final instalment will be due in October 2024.

One term's notice in writing of the intention to withdraw enrolment is required, or one term's fee is payable in lieu of the written notice.

More information about FACTS is found here: https://factsmgt.com.au/.

For all fee enquiries, please email Esther Lepherd: elepherd@hcs.nsw.edu.au.

All fees and charges are subject to review by the College Board and are likely to change annually. The College Board may alter these conditions at any time by notifying parents/carers in writing. Ongoing enrolment is subject to tuition fees being up to date and may be withdrawn in writing at any time by the Principal or their delegate.





CANTEEN

Kemps Creek Public school (adjacent to HCS) operates a lunch order service on our behalf. Kemps Creek Public School also offer a mini canteen service from the College on Thursdays.

LUNCH ORDERS

Lunch orders are available every day. Orders must be in by 9.00 am on the Flexischools app

To order:

• Download the Flexischools app on your device and create an account. See details to the right.

IMPORTANT THINGS TO NOTE:

- In the instance where the supplier has run out of a particular food item, they will replace it with a similar item.
- If your child forgets their lunch for the day, you are welcome to drop their lunch to the Office (please do not drop off takeaway or fast food items or utilise meal delivery services).



MENU'S



A link to the **lunch order** menu is available on our website as follows: <u>Kemps Creek Canteen Menu</u>
The **Thursday mini canteen** menu is as follows:

- \$1.00 Berri ice blocks / popcorn
- \$1.50 Mini hot dogs / Garlic bread / TNT ice blocks / Frozen juice cups / Dry noodles / Muffins
- \$2.50 Chip packets
- \$3.00 Oak milk (Chocolate / Strawberry)









MUSIC

Music is an important aspect of our College and there are a number of ensembles students can participate in. Our ensembles are given the opportunity to perform at our College Fair, Assemblies, Eisteddfods, Presentation Night and our annual Gala Concert and Solos evening.

HOW IT WORKS

- Students from years 2-12 are invited to learn a musical instrument.
- Instruments include: piano, guitar, violin, viola, cello, double bass, flute, oboe, clarinet, saxophone, trumpet, French horn, trombone, euphonium, tuba, and percussion.
- All ensemble members (excluding Training Strings and Training Band) must attend a weekly private tutorial either at school, or externally.
- Tutors invoice parents directly in advance for half a term's lessons (around 5 weeks).
- Fees for 2024 are \$41 for a 30 minute lesson. Shared and longer lessons are also available.
- Students taking piano or percussion lessons are charged an annual, non-refundable fee of \$50 for use of College instruments.



OUR MUSIC PROGRAMS



TRAINING STRING ENSEMBLE

- Students participate in an aptitude test for strings at the end of Year 2.
- Students are selected based on suitability and begin Training Strings in Year 3.
- 30 minute group lessons are held once a week.



STRING ENSEMBLE

- Students wishing to continue learning a stringed instrument after Training Strings, will progress into our String Ensemble.
- Ensemble rehearsals are held during lunchtimes once a week.



TRAINING BAND

- As part of the Creative Arts Music curriculum, all students in Year 5 learn either a woodwind, brass or percussion instrument.
- Select instruments are available for hire.



TRANSITION BAND

• Students wishing to continue learning an instrument after Training Band, will progress to our Transition Band.



CONCERT / SENIOR BANDS

• Students move up to the Concert and Senior level bands at the appropriate level, based on ability and commitment.



JAZZ ENSEMBLE

- Jazz ensemble is an extension group to the Senior Band and is by invitation.
- Ensemble rehearsals are held during lunchtimes once a week.









2024 SPORT CARNIVALS



CROSS COUNTRY



• Our K-12 swimming carnival will be held on Wednesday 7 February at Blacktown **Aquatic Centre**

SWIMMING

• Our K-12 cross country will be held on Wednesday 1 May at Bill Anderson Reserve.

• Our K-12 Athletics carnival will be held on Tuesday 23 July at Narellan Sports Hub Athletics Centre.



FURTHER SPORT PATHWAYS

Students who qualify at the carnivals are able to progress through the higher sporting levels as follows:

- Primary: ASISSA > CIS > State > National
- Secondary: CDSSA > AICES > CIS > State > National







SECONDARY WEEKLY SPORT

- Held Period 1 on Wednesdays, with PE classes also timetabled throughout the week.
- Students rotate through a variety of recreational sports including basketball, volleyball, oztag, athletics, soccer and more.

EXCEL SPORT

• Students can sign up to our excel sport program for those that want a more focussed approach to skill development and game strategy. This helps in their preparation for sport gala days and competitions.

PRIMARY WEEKLY SPORT

- Primary sport is timetabled on different days for individual grades (some grades may combine together).
- Information about your child's sport days will be emailed to you by your child's teacher at the beginning of Term 1.

SPORT GALA DAYS

• Gala days for a variety of sports are held throughout the year, providing students further opportunity to improve their sporting education. Dates and information with regards to these days will be emailed throughout the year as they become available.











SCHOOL READINESS PROGRAM

Our School Readiness Program for our pre-Kindergarten students is a great way for the children to become familiar with the College. It's an opportunity for students to get to know their peers and begin to form friendships, learn important school routines and spend time with their Kindergarten teacher.

Children are taught by specialist early childhood teachers and support staff.

Classes are held during Term 4 each year and run for one day per week, usually on a Tuesday.

If you have a child enrolled into Kindergarten in 2025, you will be invited in Term 3 of 2024 to have your child participate in the Program.







FIRST DAY OF SCHOOL!

A child's first day of school is an exciting time for families. We invite parents and carers into our College to drop off their Kindergarten students.

First Day: Wed 31 Jan

Arrival time: From 8.30 am

DROP OFF PROCESS



- Arrive from 8:30 am and head to the designated sign-in area to sign our Visitors Register book.
- Once checked in, head inside and wait along the verandah outside our Office until the bell at 8.45 am. Your child can play on the basketball court with other students if they are happy to.



• Mrs Peden will be taking photos to help commemorate this day and we invite you to have a family photo with your child!



• Once the bell goes at 8:45 am, Kindy will line up with their classmates on the basketball court. We will then move into our hall for assembly. At this point, it is time for final kisses and goodbyes. If your child becomes upset, don't worry, this is normal and our teachers and support staff will be there to help them.



• Saying goodbye to your Kindy child can be tough, but a coffee with some friends afterwards can help. Why not schedule in a catch-up with some other parents after you drop off your children!



KINDERGARTEN

WELCOME TO KINDERGARTEN!

THIS IS A VERY SPECIAL YEAR FOR BOTH STUDENTS AND FAMILIES AND WE ARE EXCITED TO HAVE OUR NEWEST STUDENTS JOIN US!

MEET YOUR TEACHER

My name is Mrs McClure, but please feel free to call me Mrs Mac! Teaching is my absolute joy and passion. Our classroom is a wonderful place where you will be cared for and valued. You will learn and grow and will fill the room with your own kind of sparkle! I can't wait to teach you and see what you can do!



ABOUT MF

I graduated university with a Masters of Primary Education in 2009. I have had experience teaching across all grades, was a piano and vocal tutor and have worked with children aged 0-5 in Early Childhood Education centres. I've had the pleasure of raising three of my own wonderful children too, raising them with a love of God and His son Jesus. Every step I take always leads me back to teaching and supporting the wellbeing and academic success of children. I can't think of a better place to be than in the classroom!

FUN FACTS & FAVOURITES:

Colour: I love them all but especially magenta

Books: Autobiographies and colourful books about nature

Subject: Art and Science

Hobbies: Singing, painting and writing

Foods: Pizza and a good pumpkin and avocado salad

To further assist the students' transition to school, please read through our Starting School at Heritage College information booklet and watch the "Where is Kindergarten?" video. These documents can be accessed from our website here: https://hcs.nsw.edu.au/transition-class/.

SCHOOL BAG CHECKLIST

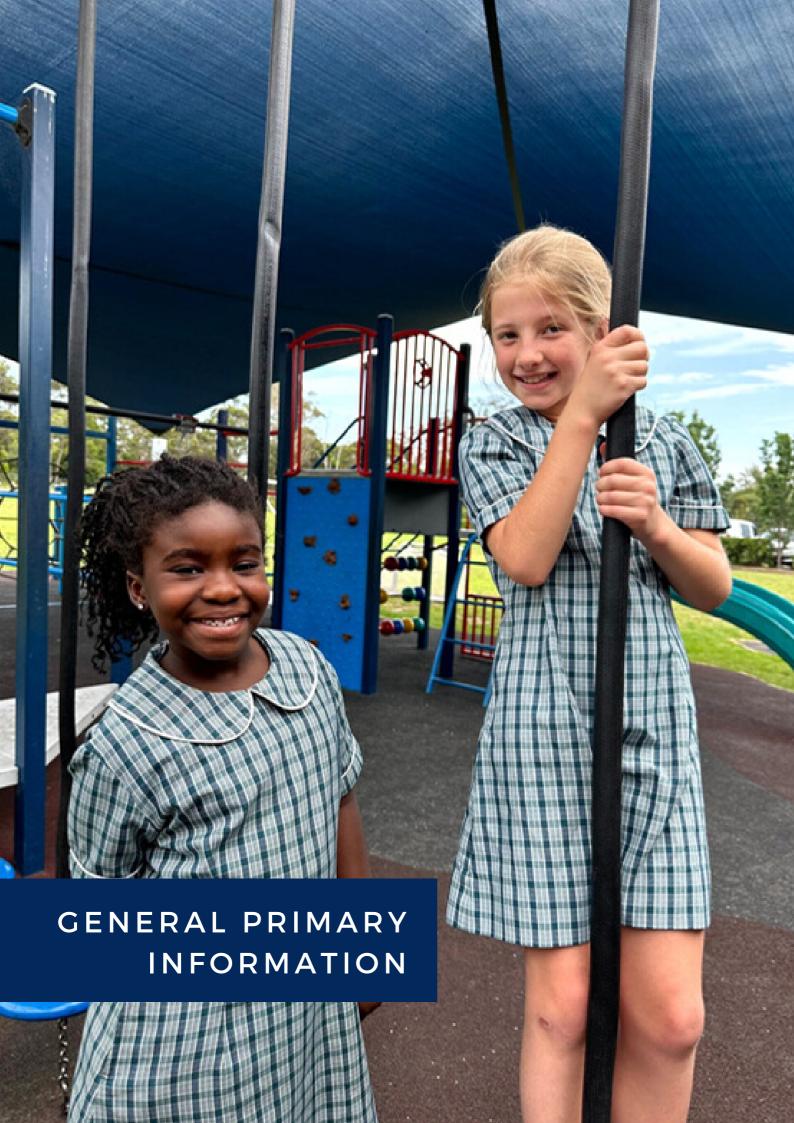
LUNCH BOX CHECKLIST

** Ensure your child's name is on each of these items **

- Water bottle
- Lunch bag pack food for fruit break, recess and lunch
- School hat
- School jumper
- Spare underwear (shorts & socks come in handy too) in case of accidents
- Something to do on the bus



Please do not send nuts, nut products, or foods with nuts in them to school









K-6 CLASS INFORMATION

Individual class information will be emailed to you by your child's teacher at the beginning of each year. This information will include an overview of what is happening in the classroom each term, including:

- Weekly sport / PE days
- Weekly library days
- Support lessons
- Homework information and expectations
- What your child needs to bring to school

For questions or support, please email your child's teacher directly. Face to face appointments can also be arranged.

2024 PRIMARY TEACHING STAFF



Cara McClure Kindergarten cmcclure@hcs.nsw.edu.au rmannell@hcs.nsw.edu.au



Rebekah Mannell Year 1



Fiona Russell Year 2 frussell@hcs.nsw.edu.au



Janelle Boyd Year 3 jboyd@hcs.nsw.edu.au



Cecelia Muir Year 4 cmuir@hcs.nsw.edu.au



Martin Russell Year 5/6 mrussell@hcs.nsw.edu.au



STATIONERY REQUIREMENTS

Kindergarten to Year 2

- □ Material library bag
- ☐ Clear contact paper for covering books (teacher will advise during Week 1 if this is required)

Years 3 - 6

🛮 6 Faber Castel (or similar quality) lead pencils HB	 2 different colour highlighters
🛮 Eraser (soft white)	☐ Ruler (cm + mm)
🛮 Enclosed sharpener	☐ 1 thin black marker
🛮 Large glue stick (not liquid glue)	☐ 3 red pens (year 4-6 only)
□ Scissors	🛮 6 blue pens (year 4-6 only)
🛮 12 Faber Castel (or similar quality) colour pencils	🛮 4 black pens (year 4-6 only)
🛮 1 small pencil case	☐ Good quality compass for Maths (year 5-6 only)
□ Material library bag	☐ Protractor (year 5-6 only)

- All other text books and equipment will be supplied to your child.
- Please ensure all equipment is good quality and EACH item is labelled with student's name



LIBRARY

Our library is a great place to pick up some age appropriate reading material for Home Reading, Premier's Reading Challenge or general interest.

- The Library is open for borrowing Monday to Thursday each week.
- Depending on year level, students can borrow 2-6 books at a time for a period of two weeks.
- During lunchtimes, the library is open for homework help, as well as games and quiet reading.



BOOK CLUB

The P&F operates an optional Scholastic Book Club to encourage a love of reading in students.

- Catalogues are issued to students once a term with instructions for ordering and payment.
- Ordered items are delivered to the student's classroom within approximately two weeks.
- Students earn Scholastic rewards by ordering. Rewards can be used for discounts. The school also receives free books based on sales.



CRUNCH AND SIP

At approximately 10:00 am each day, Primary students will have a short crunch and sip break. Please send in fruit or vegetables for your child to eat and water to drink.



SPARE CLOTHES

• For younger Primary students, please provide a spare set of underwear (shorts & socks come in handy too) in case of accidents.



LEARNING SUPPORT

• The College has programs to support student development. These include MiniLlt, MacqLit, Quicksmart Maths and COGMED Working Memory Program.



CLASS DOJO

 We use Class Dojo for positive rewards for students who demonstrate Learning, Character and Teamwork behaviours. After a certain number of points are received, students are rewarded with a Level Card which they can use to get an ice block or ice cream from the Office. At the end of the year, students are awarded Bronze, Silver, Gold, Diamond or Platinum awards, depending on the level they have achieved.



YEAR 5 TRAINING BAND PROGRAM

- Students in Year 5 participate in the Training Band program. Music is an extremely valuable skill for students and assists in all areas of education.
- The Training Band program is timetabled so that students do not miss out on classwork to allow for their full participation in this excellent initiative.



PRIMARY ASSEMBLIES

Assemblies are a great way for kids to be recognised for their achievements and we encourage parents to attend.

- Primary assemblies are held twice a term.
- Dates are decided in Term 1 of each year and will be emailed to parents.



MEET THE TEACHER NIGHT

• Early Term 1, we invite all parents and carers of Primary aged students to come and meet the teachers. The night is an opportunity to run through school-wide information, and for teachers to present what is happening in their respective classrooms through the year. This is a great way to build relationships to benefit student learning.



LEADERSHIP TEAM / PRIMARY CAPTAINS

Students in Year 5 can nominate to become a student leader in Year 6. They can also apply to be a candidate for Primary College Captaincy the following year. All Primary students have the opportunity to vote in this process.



YEAR 6 OUTING

To celebrate the end of their Primary schooling, our Year 6 cohort attends a day activity towards the end of Term 4. As an example, the 2023 day outing involved a day at Flip Out and Timezone, followed by a takeaway lunch. The cost of this was around \$42



5/6 CANBERRA EXCURSION

- Every two years, Year 5 and Year 6 students attend an overnight excursion to Canberra. This is to assist in curriculum areas such as government, history, arts and science.
- Venues visited may include the Australian Parliament House, Australian War Memorial, National Electoral Education Centre, the High Court of Australia and Questacon.
- Our next camp will be in 2025. As an idea of price, the 2023 camp cost around \$450 and went for two nights.



YEAR 7 ORIENTATION

- In Term 4 of each year, we invite our Year 6 students to attend a Year 7 orientation evening in preparation for their first year of Secondary.
- The orientation evening will cover expectations, subjects studied, class teachers and what the path ahead looks like for students through high school.

















YEAR 7 ORIENTATION

- In Term 4 of each year, we invite our Year 6 students heading into Year 7, to attend an orientation evening in preparation for their first year of Secondary.
- The orientation evening will cover expectations, subjects studied, class teachers and what the path ahead looks like for students through high school.



YEAR ADVISORS

- Years 7-12 each have a designated year advisor for their entire Secondary schooling.
- Year advisors are mentors for the students and are a familiar face with whom to discuss any school related matters.
- Our year advisors are the primary contact for any matters related to your child.

2024 Year Advisors



Year 7 Mr St Vincent Istvincent@hcs.nsw.edu.au



Year 8 Mr Sayer dsayer@hcs.nsw.edu.au



Year 9 Mrs Unwin dunwin@hcs.nsw.edu.au



Year 10 Miss Jose fjose@hcs.nsw.edu.au



Year 11 Mrs Drago edrago@hcs.nsw.edu.au



Year 12 Mr Shead kshead@hcs.nsw.edu.au



TEXTBOOKS

- Textbooks for Years 7-12 are loaned out to the students with costs included as part of the College annual fees. Students are to maintain books in good condition.
- At the end of each year, students must return loaned textbooks to the librarian.
- If any textbook is lost, or returned in poor condition, parents/carers will be asked to pay the replacement cost for them.



STATIONERY REQUIREMENTS

• A list of stationery requirements for Secondary students will be emailed out to Parents/Carers.



CALCULATORS - YEAR 7 STUDENTS

• All Year 7 students will be issued with a HSC approved scientific calculator at the beginning of the year and the cost is included in their fees.



HOMEWORK AND ASSESSMENTS

Students will have regular homework that may include revising class work, further research & assessment tasks.

- Assessment schedules are provided to students early in the year outlining tasks and due dates.
- The Assessment Policy is found on the Heritage website. Go to www.hcs.nsw.edu.au > About
 Policies
- Homework help with an assigned teacher is available in the Library at lunch times.

Late Submissions

- There is a formal process of application for submission of work after the due date. This is outlined in the Assessment Policy.
- The student must complete the Assessment Task Extension/Misadventure/Leave form which
 is available on the College website. This must be completed with the subject teacher prior to
 the due date, or within 24 hours of the deadline. Extension will only be considered for illness
 or serious problems beyond the student's control. Forms must be submitted with supporting
 evidence (eg medical certificate), signed by a parent/carer and approved by the Deputy
 Principal.
- For every day that work is submitted late without an extension being granted, 10% will be deducted from the mark (including weekends). 25% will be deducted for oral or in class presentations.
- After five days, if the work is not completed, 0% will be allocated. The student will still be required to submit the task, even if 0% has been allocated due to lateness. This ensures the student will fulfill the requirements set by the NSW Education Standards Authority (NESA).



YEAR 9/10 ELECTIVES



- A Subject Selection information evening is held for Year 8 in Term 3, to showcase the electives available for Years 9 and 10.
- Students are given time to make a decision, then return a note with their subject selections, signed by parents/carers.



YEAR 7 & 10 IMMUNISATIONS

- Each year, NSW Health provides immunisations for Year 7 and 10 students. The nurses perform these vaccinations on site at the College for our students.
- **Year 7** receive one dose of the Diphtheria-Tetanus-Pertussis (dTpa) vaccine and a dose of the Human Papillomavirus (HPV) vaccine.
- Year 10 receive one dose of the Meningococal ACWY vaccine.
- For your child to receive a vaccine, a NSW Health immunisation online consent form must be completed. This is done through Service NSW app. Information will be provided closer to the time.



YEAR 10 WORK EXPERIENCE

- In Term 3, our Year 10 students have the opportunity to participate in work experience at a company of their choice.
- Work experience helps students get a feel for the workplace, further their learning, and helps students to make a decision regarding their choice of electives for their Senior years.
- Work experience is unpaid and usually lasts around a week. Placement arrangements are made in conjunction with our College careers advisor, Mrs Unwin.
- Parents are encouraged to work with your child to secure a placement. Early investigation is advisable and is necessary to ensure placement in some positions.







STATIONERY LIST

** PLEASE ENSURE EQUIPMENT IS GOOD QUALITY AND ITEMS ARE LABELLED WITH STUDENT'S NAME **

1 2B Pencils White hat & apron (available from Uniform Store) A Blue, 4 Black, 2 Red Pens A Folder & 4 Dividers Data Starpener Ingredients/Materials as requested A Blue, 4 Black, 2 Red Pens A Folder & 4 Dividers Data Store Data Stor	SECONDARY		
1 2B Pencils White hat & apron (available from Uniform Store) A Blue, 4 Black, 2 Red Pens A Folder & 4 Dividers Data Starpener Ingredients/Materials as requested A Blue, 4 Black, 2 Red Pens A Folder & 4 Dividers Data Store Data Stor	SENIORS – Years 11-12		
□ 1 x 64pg exercise book (Design & Technology – Year 7) □ 1 x extra A4 128pg Exercise Book (Design & Technology Year 8) GEOGR	SENIORS – Years 11-12 Senior courses, students can choose se either: A 128 page exercise or binder book for each subject or An individual ring binder for each subject. Punched writing sheet inserts & plastic sleeves or A single large ring binder with dividers. Punched writing sheet inserts & plastic sleeves THEMATICS STANDARD (Yr 11, 12) hoice 1,2 or 3 above THEMATICS (Yr 11,12) hoice 1,2 or 3 above THEMATICS EXT 1 (Yr 11,12) hoice 1,2 or 3 above LOGY (Yr 11,12) hoice 1,2 or 3 above AL STUDIES (Yr 11,12) hoice 1,2 or 3 above DIES OF RELIGION (Yr 11,12) hoice 1,2 or 3 above IGN & TECHNOLOGY (Yr 11, 12) 4 3 Ring Binder & Sheet Protectors 4 128pg Exercise book by materials for projects as required USTRIAL TECHNOLOGY (Yr 11, 12) 4 128pg Exercise Book GRAPHY (Yr 11, 12) 4 128pg Exercise Book		







7/10 CAMP 2024

TEEN RANCH

Each year, our 7 and 10 students attend a school camp. The camp aims to provide children with opportunities to engage in activities and experiences that will develop characteristics in them that are valued at the College, such as teamwork and leadership. It is also a good opportunity to develop and strengthen friendships both within their peer group and with those of another year.

In 2024, Years 7 and 10 will be attending a camp at Teen Ranch, Cobbitty. This venue is has been selected as it is an exciting and safe recreational experience for students.

ACTIVITIES

Students have the opportunity to participate in various activities at the camp which provide both challenges and a lot of fun. They may at times be pushed outside of their comfort zone, as this is often where the most authentic learning, teamwork and confidence building takes place. This is achieved through a variety of activities including archery, canoeing, a giant swing, high ropes course, horse riding, orienteering and more.

DETAILS FOR 2024

Dates: Wednesday 31 January - Friday 3 February 2024

Cost: \$465 first child / \$380 second child





YFAR 10 TO YFAR 11

- In Week 6 of Term 4, our Year 10 students transition into their Senior years and commence their Preliminary courses.
- All students doing their HSC must thoroughly complete NESA's 'HSC: All My Own Work' program. This is done at Heritage during the induction period just before the Preliminary courses begin.
- 'All My Own Work is a program designed to help HSC students follow the principles and
 practices of good scholarship. This includes understanding, valuing and using ethical
 practices when locating and using information as part of their HSC studies. Students who
 have completed the program will also know about penalties for cheating and how to avoid
 malpractice when preparing their work for assessment.



HSC COMPRESSED MODEL

- Heritage adopts the Compressed or Pathways model for our Year 11 and 12 students.
- Year 11 and 12 join as one Senior cohort and complete three subjects (both Preliminary and HSC Courses) in their first senior year (Year 11), and a separate three subjects (both Preliminary and HSC Courses) in their second senior year (Year 12). This is an alternative to the Standard model where students complete their six courses simultaneously, completing the Preliminary Course for 6 subjects in Year 11, and their HSC Courses for 6 subjects in Year 12.
- The advantage of the Compressed model is that it allows a greater choice of subjects to be
 offered, spreads out the load and reduces stress by allowing students to focus on and complete
 just three HSC subjects and exams per year. Major works can be spread over two different
 years, it provides greater competition by combining classes, allows Year 12 to mentor the new
 Year 11 students and is similar to the way universities teach courses, better equipping them for
 the future.



TVET / SBAT COURSES

- Senior students may wish to undertake an external course through an approved provider or a varied pathway into Tertiary study. This could be a Vocational Education and Training Course (TVET) through TAFE or a SBAT (School Based Apprenticeships and Traineeships).
- The cost for these courses varies and are additional to normal school fees. Parents are responsible for this cost and they need to be able to pay both and not have arrears in College fees.
- Parents need to organise transport for their child to attend these external courses if physical attendance is necessary.
- These options must be organised early as cut-off dates apply.
- Students must have shown aptitude for self-motivated study and determination to complete the work independently.
- To discuss these options, please contact the College careers advisor, Mrs Unwin dunwin@hcs.nsw.edu.au.
- NOTE: not all courses contribute towards an ATAR, so this will need careful consideration.



YEAR 12 ROOM

 Our Year 12 students have the privilege of their own room, where they can spend time at lunch together as well as make use of kitchen items such as a microwave and coffee/tea facilities. This is for Year 12 students only and is not to be shared by any other students.



COLLEGE CAPTAINS

- Two captains are elected from the Year 12 cohort to lead the school. The captains will run school assemblies and be present at school special events such as Gala Concerts,
 Presentation night and any other official school events where they may be required to be the Master of Ceremonies at those events.
- In order to be elected to the role of captain, each Year 11 student wishing to apply will submit their name to the Principal & Deputy Principal during Term 3, with their reflection on the school values and any examples of these qualities given.
- The Principal and Deputy Principal will devise a list of applicants for interview.
- Those who are selected from the interview process must write a speech to present to the whole school.
- Students' names will be placed on a preference ballot form for election by staff and students from Years 3-12.



YEAR 12 EVENTS

Year 12 dinner

At the end of Term 3, our Year 12 students are invited to a graduation dinner to celebrate their achievements. This is organised by the Year 11 students and parents and staff are invited to attend. The cost for this is generally around \$40 per adult. Year 12 students are free of charge.

Last day activities

On the last day of Term 3, the Year 12 students have a day of activities including lunch, a graduation ceremony in their graduation gowns, cap and stoles, and an activity. This will be organised by their year advisor and executive staff. The cost of the stole and tassels are approximately \$35. The day activity varies, however, as an example, the 2023 cohort went go karting at a cost of around \$50, plus lunch at McDonalds afterwards.

Year 12 formal

The students will hold a formal after the conclusion of HSC exams as their last major school event. This is an opportunity to celebrate the end of their schooling life and students are invited to bring a partner to join them for the evening. Formals are held at an external function centre, with the cost of dinner ranging from \$80-\$100 per head.





MEDICAL CONDITIONS / MEDICATION

- All staff must be made aware of allergies and any medical needs relating to students.
- Student medication required to be administered at school must be: clearly marked with name and dosage instructions from a doctor and given to the Office staff for storing and administering
- Please update the Office with any new conditions your child may develop
- It is the responsibility of parents to ensure they keep a record of medication and action plan expiry dates and supply the College with new ones as needed.



ANAPHYLAXIS / ALLERGIES / NUT AWARENESS

Please do not send nuts, nut products or foods with nut products in them with your child to school.

If your child has allergies, you must supply:

- An up to date Anaphylaxis or Allergy Action Plan from your GP
- EpiPen as per action plan
- Antihistamine as per action plan

It is the responsibility of parents to ensure they keep a record of medication/EpiPen expiry dates and supply the College with new ones as needed.



ASTHMA

Ventolin is stored in the Office for children that have asthma.

If your child has asthma, you must supply:

- An up to date Asthma Action Plan
- A spacer

It is the parents responsibility to ensure action plans are up to date.



SCHOOL COUNSELLOR

A school counsellor from Anglicare visits our school each week. If you would like your child to see our counsellor, please contact our Welfare Team - welfare@hcs.nsw.edu.au.



HERITAGE COMMUNITY

PARENTS AND FRIENDS ASSOCIATION (P&F)

- Our P&F committee are valuable to our College and help to prepare fundraisers and events at the College.
- The Association would welcome new members, if you would like to be involved, please email the Office.



2024 SCHOOL FAIR

Our annual fair is the College's biggest fundraiser. It's also a great opportunity to catch up with friends and for children to enjoy a day of fun, food and rides.

Date: Saturday 25 May 2024 (fair is always the last Saturday in May each year)

Time: 10:00 am - 4:00 pm



\$2 TUESDAY

Each Tuesday, we hold a collection to support Agape in Action, a charity run by a community of Christadelphian volunteers committed to supporting the physical and spiritual needs of children and families living in extreme poverty. It currently supports over 2,700 children in its child sponsorship program and runs over 40 projects in Africa, Asia and the Pacific. For more information on Agape in Action, please visit www.agapeinaction.com.



PLAYGROUP

Our free, community playgroup is a great place for kids to have fun and develop friendships. Playgroup also provides an opportunity to become familiar with the College.

- Children aged 0-5 and their parents/carers are welcome to join
- Full details on each activity are emailed prior to the date, to join the distribution list for these updates, please email – playgroupsydney@gmail.com.



OZTAG

Children have the opportunity to be involved in a community sport Oztag team. Opportunities are available for the summer competition held at Australis Park Wattle Grove on Tuesdays. The autumn/winter competition runs on Monday subject to numbers. Game times vary. Look out for advertising in the school newsletter or contact Peta Gilham on 0410 429 438.





COLLEGE POLICIES

The following policies can be found on our website under About > Policies. This is not an exhaustive list. For more available policies, please email the Office (office@hcs.nsw.edu.au).

ANTI-BULLYING POLICY & PROCEDURE

Bullying is not tolerated at the College. This policy outlines how the College prevents and responds to bullying.

PRIVACY POLICY & PROCEDURE

The purpose of this policy and procedure is to set out the steps that the College will take to protect and manage personal information it acquires and retains.

CHILD PROTECTION POLICY

The safety, protection and well being of all students are of fundamental importance to the College. This policy outlines procedures and reporting in matters relating to child protection.

COMPLAINTS AND ALLEGATIONS POLICY

The College is committed to resolving complaints, grievances and allegations in a way which complies with relevant legislation, reflects Godly principles, respects the dignity of each individual and promotes harmonious relationships with all members of the community.

UNIFORM POLICY

Uniform is compulsory at the College and the guidelines for uniform and defaults are set out in this policy.

STUDENT WELFARE POLICY

At CHCS, student welfare is incorporated into every area of school life, to provide for the academic, mental, physical, social, spiritual and emotional wellbeing of all students.

ASSESSMENT POLICY

This policy provides important information for students and parents with regards to assessment expectations.

STUDENT TECHNOLOGY POLICY

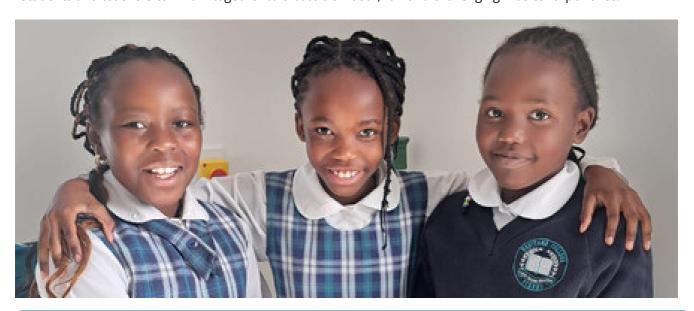
This procedure outlines expectations of students and their responsibilities concerning the use of personal devices and technology.

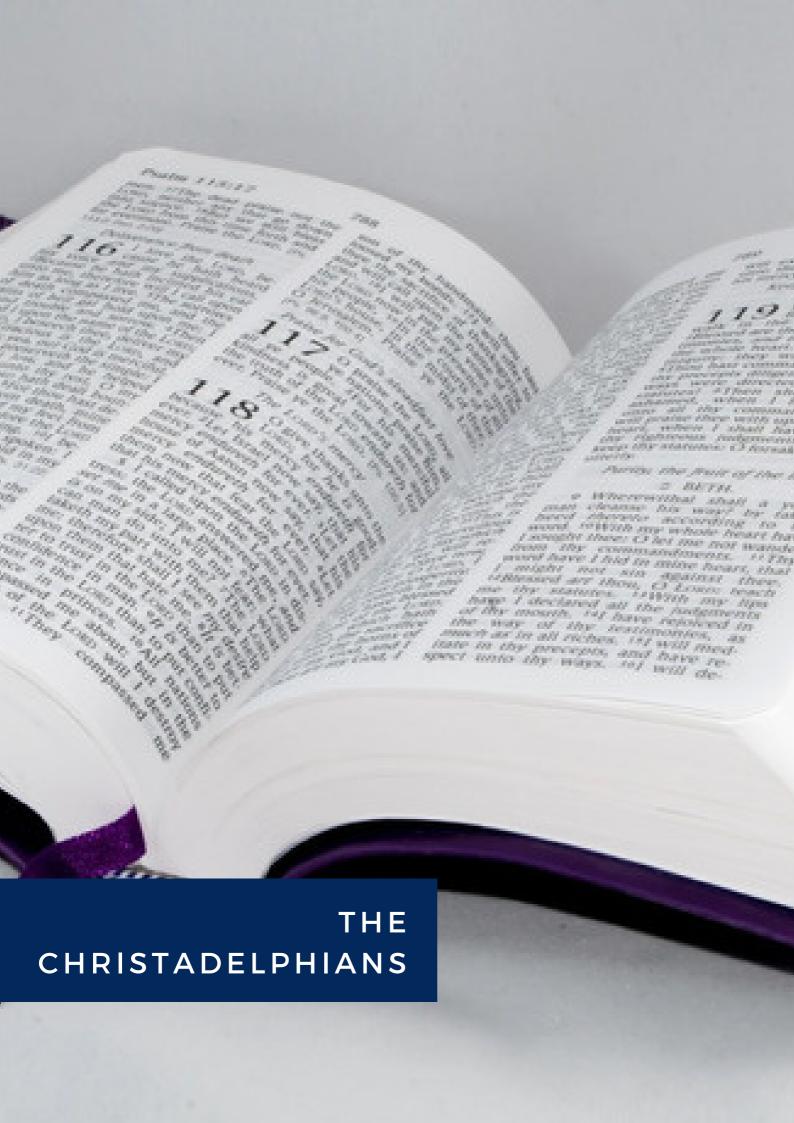
CHCS PARENTAL CODE OF CONDUCT

This Code has been developed so parents and those with parental responsibilities are aware of and meet the expectations of the College, with regard to their interaction with the College, its teachers, other parents & students.

MUSIC POLICY

This handbook provides information and outlines expectations of the College's Music Program so that parents, students and teachers can work together to create a smooth, fun and challenging musical experience.





THE BIBLE

The Bible and its principles form the basis of life at the College and is the foundation of the Christadelphian faith.

At the College, we aim to reflect biblical principles in all aspects of the College. These include values such as kindness, honesty, integrity and more. These are studied on a rotating fortnightly theme.

The Christadelphians are a worldwide affiliation of people who base their religious beliefs entirely on the original Christianity taught by Jesus Christ and his followers, which are outlined in the Bible.



OUR BELIEFS

Christadelphians believe that:

- There is one God, the Father of the Lord Jesus Christ. He is the creator of all things and has a wonderful purpose with us.
- God has made promises in the Bible that show how He will bring peace and righteousness to the whole world when Jesus Christ returns to establish God's everlasting kingdom on earth
- It is because of God's love and desire to save people that He extends His grace to us through His son Jesus Christ.
- People need saving from death; when a person dies, there is no life after death except by resurrection from the dead at Christ's second coming.
- Jesus Christ showed the world the character of God and what is true justice, goodness and love.
- Believers show a new life in Christ by following Jesus, being baptised and striving to live as Jesus did, free
 from values of personal selfishness, political partisanship and violence, a life based upon the principles of
 love for God and for their neighbour.
- Belief is reinforced by seeing events that were foretold in the Bible coming to pass, all pointing forward to the time when Christ would return. This includes global issues like the lack of moral direction, rise in escalating disease, ecological destruction, political unrest and armed conflict. The Bible gives hope as these are the signs of the promised return of Jesus Christ to the earth. So, believers have hope and do not live in fear, confident that God's purpose is to "fill the earth with the knowledge of the glory of God".

The website below is produced by Australian Christadelphians and outlines our beliefs and way of life:

https://christadelphian.org.au/



Christadelphian Heritage College Sydney 110 Cross St Kemps Creek NSW 2178 Ph: 9826 2116 E: Office@hcs.nsw.edu.au www.hcs.nsw.edu.au