



Cape Byron Rudolf Steiner School

*HIGH SCHOOL PARENT
HANDBOOK 2007*

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The front page shows an artwork by Priya Cox, a year 12 graduate of
2006

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High School – stepping out of childhood

What started in 1988 with 13 children and one kindergarten teacher in a pavilion at the Bangalow Showground reached its completion in 2000 with the first 8 students graduating with their HSC. In 2006 we had our seventh HSC with 10 students completing the HSC.

The step from primary to secondary education was not always an easy one. We had to learn and adjust over the years. Now we have a firm ground under our feet. Academic results are usually above average and exceptional results are becoming common in the upper High School. Each year we observe with satisfaction and wonderment how these teenagers turn into mature young adults step by step and class by class.

HS Education – what is the difference?

Rudolf Steiner pointed out that the growing human being asks different questions at different times of growth.

After wanting to know “if the world is a moral place?” during preschool years, and questioning in primary school years “if the world is a beautiful place?” the question during HS years is: “is the world a truthful place?”

And teenagers want to know the truth – the truth of their own feelings and the truth in answers adults are giving them. They are very sensitive to any attempt to replace honesty and truth with just authority, or rules for rules sake.

We all know that our world is not exactly a very transparent and truthful place. Advertising, media hype and claims of instant gratification are relentless in their attempt to transform our children into cynical, and at times, desperate and insecure consumers. As a school we can give an example of human truthfulness. To start with, in our High School all subjects are taught by teachers who are experienced in their subject, are passionate about it and are willing to engage in honest discussions about issues that stir and affect our students.

Discipline issues have to be solved not only with authority, but also with the constant reminder to our students that they are the ultimate source of moral and appropriate action. Rules are necessary, but ideally they are formulated or at least accepted by students in a process that reflects their attempt to understand their own willing and feeling – and that of others as well.

High School years are emotional years; the inner workings of puberty, peer group dynamics, conflicts with parents and other adults can cause disruption and at times students withdraw from a learning situation. Our teachers have considerable experience

in dealing with such situations and if one of us is not the right person, the teacher in the next lesson might be.

High school students normally have lessons with up to 10 different teachers in a week. The variety of personalities they encounter is a lesson in itself. We teachers often discuss situations that have occurred in classes among ourselves to make sure that no student is left out, that so called difficult students get an appropriate response and that developments are noticed.

Parents involvement with school issues appears to change significantly in the High School. Students are often not very forthcoming with information about their day in school. It is a more and more personal experience and much harder to share than it was in the primary school. It is often not easy to find the right person to talk to, given that many HS teachers can teach a student in any given week. As a result parents can sometimes be unnecessarily concerned. One purpose of this handbook is to fill in gaps in information and to encourage parents to contact the school (Class Guardian, HS Administrative Team [HAT] or Principal) when they questions arise.

Class parent meetings are held for each class twice a year. Additionally parents are invited to discuss student reports twice a year. And there is always the phone to ring a Class Guardian or the Principal.

Steiner schools work with the three main faculties of humans - thinking, feeling and willing - in a conscious and organised fashion. In the HS these three aspects are noticeably present and if they work in balance with each other, the students are healthy and "well-balanced". Then they have the ability to perform thoughtful actions - to form worthy ideas, and to bring these into the world creatively so that others will benefit. Each and every act of education at our school aims to develop a healthy relationship between these three faculties. Each activity, each day, each week, each term, each year endeavours to create a balance between the head, the heart and the hand. Our school develops not only the students' academic learning and intellectual training but it also takes care of their physical and emotional maturing.

High School Timetable and Subjects [years 7 to 12]

Changes to previous schedules are in italics.

As in the Primary School the timetable is made up of Main Lesson (the thinking part of the day); Period Lessons (the feeling and rhythmical part of the day) and an Afternoon Lesson (the willing part of the day).

9:00 – 10:30	Main Lesson [includes roll call]
10:30 – 10:50	Recess
10:50 – 11:35	Period 1
11:40 – 12:25	Period 2
12:30 – 1:15	Period 3
1:15 – 1: 45	Lunch Break
1:45 – 2:45	Afternoon Lesson

The year 11 and 12 timetable requires some lessons to be scheduled after regular school hours. About 2/3 of the content – not the delivery – of lessons for years 7 to 10 is prescribed by the syllabus documents for each subject, written by the NSW Board of Studies. This 'prescribed' content occupies roughly the Main Lesson and Period time of each day. The remaining third of this time – mostly the Afternoon Lesson – is filled with our unique Elective Program, where students from different classes join to follow one of their passions or learn skills that do not come into play during the rest of the day.

Main Lessons in our HS are delivered for 5 days a week in years 7, 8 and 9 and 4 days a week in year 10 in blocks of 3 or 4 weeks, depending on the length of term. There are 12 Main lessons per year – 11 in year 10 plus a block of work experience. There are 3 Main lessons per term. The core Main lesson subjects are English, Mathematics, Science, History and Geography. Additionally there are Main lessons in Technics [year 9 and 10], Art History, History of Music and Religion. The Monday morning Main Lesson time slot in year 10 is dedicated to Australian History for the whole of the year.

The 3 Periods are dedicated to the practice of the subjects learned in Main lessons and other subjects: Personal Development and Physical Education [PDHPE], Music, French and Visual Art. Details of possible subjects can be found on the following 2 pages. *English and Mathematics practice periods are scheduled for each week of the year.*

The Electives in the afternoon time slot allow students a choice - sometimes limited by educational considerations - to be either creative or physically active. Details of subjects for 2007 are listed on the following pages. The number of Electives offered depends on the overall number of students in years 7 to 10, but is not less than 20 for the week or 4 for each afternoon. Some subjects are offered on several afternoons with 'different flavours'.

While the Elective program changes slightly every year, there are some 'perennials' such as Drama, Photography, Design and Technology, Music and Music Technology, Painting and Drawing, Sculpture and Ceramics, Sport and Indonesian. For the last 3 years a surfing course delivered by professionals from a Byron Bay surfing school has been very popular. Other courses may not be offered each year but possibly over the period of the 4 years a student stays in 7 to 10 are: Yoga, Naturopathy or Dance.

While each student has to select one elective for an afternoon – some such as Drama come in pairs – they have to commit to their choices for a full semester. This way each student has the experience of up to 10 electives per year. Some electives such as photography are graded according to experience.

In the first semester of year 7 the choices are restricted to allow this class to grow together as a homogeneous group and to settle into the different environment. Class 10 has limited choices in the second semester due to the increased need to timetable more lessons for School Certificate subjects and to facilitate career advice and proper course selection for year 11. *Additionally Board of Studies demands may restrict the choices in years 8 or 9 to 4 afternoons per week.*

Year 11 and 12 do not have Main lessons, periods and afternoons as such. Instead their week is divided according to course lesson in their chosen subjects which stay the same for these 2 years. Courses offered to year 11/2007 are listed below.

Subjects taught in Years 7 to 10 - 2007

Year 7	Subject	Taught in Main Lessons	In Periods	As Elective
	English	◆	◆	
	History	◆		
	Mathematics	◆	◆	
	Chemistry	◆	◆	
	Physics	◆	◆	
	Astronomy	◆		
	Biology		◆	
	Geography	◆	◆	
	Music		◆	◆
	Technics (D & T)		◆	◆
	Visual Art		◆	◆
	French		◆	
	Physical Education and Personal Development		◆	◆
	Drama			◆
	Photography			◆
	Ceramics			◆
	Sculpture			◆
	Surfing			◆

Year 8	Subject	Taught in Main Lessons	In Periods	As Elective
	English	◆	◆	
	History [including <i>History of Religions</i>]	◆	◆	
	Mathematics	◆	◆	
	Chemistry	◆	◆	
	Physics	◆	◆	
	Biology	◆	◆	
	Geography	◆	◆	
	Music including computer applications, choir, orchestra		◆	◆
	Technics		◆	◆
	Visual Art (various)		◆	◆
	French		◆	
	Physical Education and Personal Development		◆	◆
	Drama			◆
	Photography			◆
	Ceramics			◆
	Sculpture			◆
	Surfing			◆

Year 9	Subject	Taught in Main Lessons	In Periods	As Elective
	English	◆	◆	
	History [including <i>History of Music</i>]	◆	◆	
	Mathematics	◆	◆	
	Chemistry	◆	◆	
	Physics	◆	◆	
	Biology	◆	◆	
	Geography	◆	◆	
	Music including computer applications, choir, orchestra		◆	◆
	Technics	◆	◆	◆
	Visual Art (various)	◆	◆	◆
	French		◆	
	Physical Education and Personal Development		◆	◆
	Drama			◆
	Photography			◆
	Ceramics			◆
	Sculpture			◆
	Surfing			◆
	New elective			◆

Year 10	Subject	Taught in Main Lessons	In Periods	As Elective
	English	◆	◆	
	History	◆	◆	
	Mathematics	◆	◆	
	Chemistry	◆	◆	
	Physics	◆	◆	
	Biology	◆	◆	
	Geography	◆	◆	
	Music including computer applications, singing, orchestra		◆	◆
	Technics	◆	◆	◆
	Visual Art (various)	◆	◆	◆
	Physical Education and Personal Development		◆	◆
	Drama			◆
	Photography			◆
	Sculpture			◆
	Surfing			◆
	Costume making			◆
	New elective			◆

Preliminary Courses [year 11] offered in 2007

Courses for 2007. The minimum number of students is generally 4, but will be decided for each case individually. Minimum number of units for HSC: 12 in year 11, 10 in year 12

	COURSES TITLES
1	English standard [2 U] <i>alternative to</i>
2	English advanced [2 U]
3	English extension [1 U] [this choice only for those who have English advanced]
4	General Mathematics [2 U]
6	Physics [2 U]
7	Biology [2 U]
8	Modern History [2 U]
9	Business Study [2 U]
10	Design and Technology [2 U]
11	Music 1 [2 U]
12	Drama [2 U]
13	Visual Art [2 U]
14	<i>Computer Application [2 U]</i>
15	<i>Photography and Digital Imaging [2 U]</i>
Distance Education	<i>Any subject from the list of distance education subjects [popular for languages], school provides supervision for each subject</i> <i>E.g.: Italian, Spanish, German, Software Development and Early Childhood Studies</i>
Tafe	e.g. Hospitality Operation [2 U], Construction [2 U] either as UAI course or as non UAI course

Courses in Italics are non-UAI courses; all other courses are UAI courses.

High School Teachers and Class Guardians

A current list of HS teachers and their subjects follows. Please refer as well to our separate publication, where you will find short biographies of our teachers and descriptions of their subjects.

Name	<i>Teaching Subjects</i>	Other duties
Katie Biggin	English	Class 10 Co-Guardian <i>College member</i> Member of the High School Administration Team
Christo Brett	Mathematics, Geography	Class 7 Co-Guardian Career adviser <i>College member</i>
Cathy Brophy	Physical Education	
Delaney Crawley	Drama, English, History	Class 11 Co- Guardian
Mark Fuller	Humanities, Photography	
Lindel Gass	Mathematics, Naturopathy	
Yvonna Schlawe	Student support teacher	
Peter Harris	Music, Media, Computer Application	Class 9 Co-Guardian
Sam Hemphill	Science, Mathematics	<i>On leave</i>
Denis Hopking	Visual Art, Sculpture, Ceramics, History	
Gary Ivison	Technics (D&T)	Class 12 Guardian, Student Manager, Member of the High School Administration Team
Rachel Knight	Geography, Business Studies	Class 8 Co-Guardian
Loani McRae	Choir, Orchestra	
Eleni Mann	Drawing, Art	
Praba Manning	Science, Mathematics	Class 9 Co-Guardian
Elisabeth Noakes	Visual Art, Visual Design Modern History	Class 11 Co-Guardian Member of the High School Administration Team
Francoise Pirondeau	French	
Peter Schirrmeister	Science	Class 10 Co-Guardian Member of the High School Administration Team <i>College Member</i>
Emily Stubbs	English, History, Personal Development, Indonesian	Class 7 Co-Guardian
Tom Whitaker	Music	Class 8 Co-Guardian

Class Guardians have a similar function to Class Teachers in the Primary School. The main difference is that they do not necessarily teach their own class every week. We try to timetable a guardian in their own class as often as possible, but there are limits given our preference for teachers teaching the subjects they know best. To make sure that students always have access to a guardian we have introduced dual guardianship for all years in 2006; one class guardian is always on campus and available.

In Class 7 to 10 Class Guardians have a time tabled guardian period each week with their own class. In 2006 we introduced a time slot for roll calls every day. Usually one of the Guardians meets the class during this time and becomes aware of changing dynamics in their class. It is not only up to the guardians to exercise pastoral care; every teacher in the HS is asked to keep a watchful eye on our students.

Class Guardians call parent meetings and conduct interviews with prospective parents. They are usually the first port of call if you want to ask questions and share concerns or observations with us.

It is obvious that Class Guardians work closely together with the Student Manager in all matters involving students experiencing problems adhering to our Code of Conduct.

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SCHOOL STRUCTURE

Cape Byron Rudolf Steiner School is a Registered Independent School and operates as a not-for-profit business under the articles of an Association. A copy of the Constitution of the Cape Byron Rudolf Steiner School Association is available from the Front Office on request. All parents are members of this Association after enrolment of one child.

The School Council holds the legal and financial responsibilities of the School.

The College of Teachers holds the educational responsibilities of the School.

The Parents & Friends Committee assists the school on a voluntary basis by organising fundraising and cultural events.

Cape Byron Rudolf Steiner School was established in 1988. The present site was generously donated by the McKellar family.

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

The School's structure is non-hierarchical, with the various bodies working together in the common aim of delivering quality Rudolf Steiner Education.

We aim to educate within the principles of Steiner Education and within the requirements of the New South Wales Board of Studies. Our curriculum fulfils our obligations to both. Our school has received the maximum years of accreditation and registration and is recognised as one of Australia's most established Steiner Schools, delivering Steiner education to nearly 300 students from Kindergarten to Year 12.

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

The College of Teachers

The College of Teachers consists of experienced teachers who commit themselves (for no less than one year) to collectively holding the educational responsibilities of the School. Additionally the Principal attends meetings of the College.

The College meets weekly on Thursday after school, working on all education and philosophical issues of the school. As well, it plans school events and teacher development days. The College of Teachers is the body responsible for teacher development and review, student management and enrolment.

The College of Teachers also commits itself to the study of Anthroposophy and its relation to Rudolf Steiner Education.

The College is advised by the Primary and High School Faculties, the Business Manager, the Principal and the School Council. The College meets with the School Council usually once per term.

The College delegates – at the moment 3 – members into the School Council.

The Whole School Staff Meeting

All staff members (teachers and administration) meet fortnightly on Wednesdays to share relevant information.

Primary and High School Faculties

The High School teachers and Primary School teachers meet in Faculties after the Whole Staff Meeting and on every other Wednesday to manage the various aspects in delivering education to the different areas of the School and the care of the students in those areas. The faculties report to the College of Teachers and the School Council.

School Council

The School Council is made up of an equal amount of Parent representatives and College representatives and is advised by the Principal and the Business Manager. The Parent Representatives are elected by the members of the Association at the AGM which is held in April of each calendar year. The College members are appointed by the College at the beginning of each school year. The School Council is responsible for legal matters of the school and ensures that all the school's policies and guidelines are adequate, that the School remains financially viable and that all requirements laid out in the Commonwealth Funding Agreement (2004) are complied with. The School Council also secures funding from government agencies and applies for block grants for new buildings in the school.

The Parents & Friends Committee

The Parents & Friends Committee is made up of parents who assist the school by organising cultural, artistic and fundraising events for the School. The Parents & Friends manage The Friday Market, The School Shop, The Spring Fair, The Art Show, School Calendar and other events as they arise such as catering at School events. Funds raised by the Parents & Friends support the school in many ways. Without the generous donation of time and skills by the Parents of Cape Byron Rudolf Steiner School we would not be the school we are today. The Parents & Friends represent a collective body of you, the parents.

Class Parent Coordinators

At the beginning of each school year Class Guardians ask for parents to volunteer as Class Parent Coordinators. These coordinators act to keep in collaboration with teachers the parents of the class informed and involved in events and activities related to the class.

Whole School Meetings

These occur from time to time to allow for consultation and parent input into current concerns or into future direction of the school. Your attendance is encouraged and feedback appreciated.

Learning needs rules - *at least some*

Removal of Hindrances (Rudolf Steiner)

"Our rightful place as educators is to be removers of hindrances each child in every age brings something new into the world from divine regions, and it is our task as educators to remove objects out of the child's way; to remove hindrances so that the child's spirit may enter, in full freedom, into life."

Our school has more than 200 policies and guidelines. We want to point out here the essence of some of them as far as they concern High School students. If you want to know more, please ask and policies will be explained in detail.

You may also receive copies from the Front Office Staff.

Attendance

Attendance can be a big issue in schools. Students must attend school and any non-attendance must be explained by parents in a written and signed note, stating the date and the reason for the absence. These notes have to be handed in as soon as possible, but not later than on the first day after an absence. Phone calls and emails to the office are appropriate too.

In the interests of safety we ask that you please inform the Front Office by 9.15am if a student will not be attending school that day. Formal notification can be a phone call, a signed note, email or Fax and has to include the reason for absence. If you have not informed the School by that time the Front Office may phone you to ask for formal notification. Students coming late or leaving early must report to the Front Office to sign in or out.

It is important that lessons can start on time and be conducted till 2:45 each day. Obviously some appointments necessitate early pick-up, but where possible please arrange appointments after 3pm.

All lessons are important throughout each day. Main Lessons continue for 3 or 4 weeks and irregular attendance interrupts a student's education. There is little time to review and repeat topics. Additionally there are Board of Studies requirements specific for High Schools that stipulate mandatory teaching hours for most subjects, e.g. 400 hours for English, Mathematics and Science in years 7 to 10. If students miss too many of these hours, the award of a School Certificate at the end of year 10 is in jeopardy.

In year 10, 11 and 12 special attendance rules are in place as set by the Board of Studies. Absence of more than 2 days requires a Doctor's certificate. Parents of students in these classes receive a special leaflet informing them about this at the beginning of year 10 and 11.

While in our school it is rare that students leave home and do not arrive in school, it does happen. Our Duty of Care Policy requires us to contact parents of absent student if the reason for the absence is not known or clear.

If a student is absent (for any reason) for 3 or more weeks during term time, you will be asked to attend a re entry interview with your child's Class Guardian.

A Legal Guide for Schools(¹) informs us that the law imposes upon parents a duty to educate their children. If parents do not ensure attendance at school and fail to provide the school with a reason for any absence within a set number of days, the school is required to report non-attendance to the Education Department. Board of Studies inspectors inspect our attendance registers.

¹ The Hands On Guide © 2002 CCH Australia Ltd

New Enrolments - Trial Period

The school policy states that all students enrolled at the school are initially accepted for one term. This gives parents and teachers the opportunity to see how the student will settle in and whether or not this school meets the educational and other needs of the student. If in this term serious problems arise with that student the enrolment may be cancelled.

Code of Conduct

Student behaviour in the High School is guided by a 'Code of Conduct'. The text is printed below. The approach is to reinforce a sense of responsibility in the students, responsibility for them selves and their environment.

If a student has problems putting this code into practice, the High School teachers will remind the student of what is appropriate and what is not. Inappropriate behaviour leads to warnings, detention and finally to contracts. These are formulated with the help of the student, detailing the behaviour that is appropriate and expected in future and signed by him/her, parents and Class Guardian.



CAPE BYRON RUDOLF STEINER SCHOOL

CODE OF CONDUCT - HIGH SCHOOL

**At Cape Byron Rudolf Steiner School we care for each other.
We believe that each student has the right to learn.**

By the time a student reaches high school age, we believe he or she is old enough to take responsibility for their own behaviour.

It follows then that these are the expectations of the High School:

TREAT ALL PEOPLE RESPECTFULLY

This includes teachers, staff and all other people on the school's premises or participating in camps, excursions or events.

- ❖ Follow all reasonable requests made by teachers.
- ❖ Abide by procedures and rules.
- ❖ Speak politely to all adults and other students.

The following behaviours are not acceptable:

- ❖ swearing
- ❖ stealing
- ❖ lying
- ❖ bullying
- ❖ hurting, physically or emotionally
- ❖ harassing, or unwanted physical contact

COMPLETION OF SCHOOLWORK

All students are here to participate positively in their education. In order for this to happen, all students are expected to:

- ❖ Co-operate with all class activities.
- ❖ Make your best efforts with your work and to complete all tasks.

- ❖ Do homework when required and hand it in on time.
- ❖ Arrive at class with the relevant work and materials e.g. library books, projects, sport clothing, stationery

CARE FOR ENVIRONMENT

We have a beautiful school environment, and in order for all to enjoy it, all students are asked to:

- ❖ Keep the classroom for learning, study and work, not active games.
- ❖ Keep the classroom and your own area tidy.
- ❖ Walk inside the classrooms.
- ❖ Respect the property of others.
- ❖ Leave skateboards, roller blades and bikes in staff room at beginning of day to maintain a safe environment.
- ❖ Have respect for the school grounds, taking care not to litter or damage plants.

PERSONAL BELONGINGS

All students in high school are expected to participate in their own education by:

- ❖ Bringing appropriate equipment stipulated by the teacher at the beginning of each year/term e.g. stationery, exercise books or folders etc.
- ❖ Not bringing items that distract from the learning process into classes, eg. mobile phones, computer games, Discmans and so on.

TRAVELLING TO AND FROM SCHOOL BY BUS

- ❖ Display well-mannered orderly conduct on the bus.
- ❖ Remain seated when bus is in motion.
- ❖ Comply with bus regulations re food, drink and noise.

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

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

ADDITIONAL GUIDELINES – parents please note

- ❖ **Food** - Ensure that food brought to school is healthy with minimal packaging.
- ❖ **Attendance** – If a student will not be attending school that day please notify the school by 9.30am. All half or full day absences require a note on return to school. Please notify the school prior to any long term absences.
- ❖ **Illness** – please notify school of any infectious diseases and exclude student from school for the appropriate time.
- ❖ **Punctuality** – school begins at 9.00a.m. and finishes at 2.45p.m.

WHAT HAPPENS IF THE CODE OF CONDUCT IS NOT FOLLOWED?

Disciplinary action will be taken. The discipline is related to the nature of the breach, the age of the student and any previous related breaches. For serious breaches parents will be contacted immediately and may be asked to attend a meeting.

The following actions are used in the High School for the disciplining of students:

- ❖ **Speaking with the student** about their behaviour; helping the child to seek solutions to abide by the school's rules; asking the child to modify their behaviour.
- ❖ **Speaking to the class** about behaviour and expectations of behaviour.
- ❖ **Two warnings** with explanation.
- ❖ **A third warning will result in a lunch-time detention with the Student Manager.** A note will be sent home with the student for the parents to sign, sign and return to the class teacher. Parents are asked to speak to their son/daughter about this behaviour.
- ❖ The student may also be **removed from class** for the lesson if their behaviour is disrupting the learning of others.

- ❖ Extreme behaviour can result in an **instant lunch time detention**. In the case of very extreme behaviour or refusal to follow the directions of a teacher (for no apparent reason) parents may be asked to come to school and take the student home. The Guardian will then request an interview with parents.
- ❖ **Second detention.**
- ❖ **Third detention.**
- ❖ If after this point **no significant and lasting improvement** is made in the student's behaviour, parents will be asked to come in for an interview with the Student Manager and class teacher.
- ❖ Depending upon the age and nature of the student, and the type of problematic behaviour being displayed, they may be offered a **Progress Report**. This will last for a period of **up to four weeks**, during which time each teacher fills in a report on the student's behaviour in each lesson. If this helps the student improve his/her behaviour, no further action will be required.
- ❖ If the Progress Report is unsuccessful in bringing about change, or else not deemed appropriate for the student, the student will be placed on a **contract**
- ❖ **The 5 Day contract** requires parents and student to agree to and sign a document agreeing to modify behaviour for that period. A significant and lasting improvement must be made to avoid future contracts.
- ❖ A **second or third contract** may be issued if the student reverts to unacceptable behaviour.
- ❖ **Extreme language or actions** may constitute an **immediate contract**. A note will be sent home for parents to sign, sign and return to the class teacher. The teacher will **request an interview** before the student returns to school.
- ❖ The school may also recommend parents **seek professional counselling** for the student in order to ascertain any underlying problems.
- ❖ If the contract is not effective and a breach of the agreement occurs, **the parents may be asked to take the student home** for the remainder of the day. The school will request an interview with parents before the student returns to school.
- ❖ The School may also choose to **send a student home** who is not on a contract if for no apparent reason they refuse to take a direction or are out of control or being abusive.
- ❖ If a student is issued with a **third contract** and after this period shows no **significant and lasting modification** of the unacceptable behaviour, the child will be asked to **leave the school**.

NOTE: This document is subject to regular review and amendment.

Breach of contract can result in the school asking the student to leave. So far this has been a rare event in our High School. Such a process involves the parents in every step. If a student's behaviour is dangerous to others or himself, our Duty of Care requires that we ask the parents to remove this student from school until a satisfactory arrangement has been made.

We know that domestic issues can have an enormous influence on students. We appreciate it, if you inform the Class Guardian or Student Manager in cases where issues arising at home have an effect on a student.

Cape Byron Rudolf Steiner School has a Student Services Coordinator, who is available to help students in need of it. This may be behavioural or learning difficulties. Student support services and referrals to appropriate agencies are available. Low level counselling is provided. Teachers may refer a student to the student services coordinator for an independent assessment when they are concerned about atypical behaviour. Confidentiality is respected at all times, but disclosure to parents and/or other essential parties will occur where a student is perceived to be at significant risk. Parents may request referral as well. For inquiries regarding the service or to make an appointment

please contact the office or leave a message for attention of the Student Services Coordinator.

High School Dress Code

General day to day clothing in the High School should be suitable for the day's activities, be comfortable and of a casual nature. It should also be appropriate on a social level, and not be a distraction to student and staff interaction. Excessive fashion or clothing statements are discouraged. Logos or designs are discouraged and students may be required to turn their T-shirts inside out if deemed inappropriate.

Hats are necessary in the yard due to our excessive levels of UV rays. Shoulder free clothing can not be worn in school. Sensible protection from the sun is expected. Clothing should be weather appropriate. Given our 'sunburned' country and the growing number of skin cancer cases it is obvious that our duty of care demands these rules.

Some lessons and activities require specific clothing. This includes covered shoes in **science, sport and PE** and lessons such as **D&T**. Subject teachers will provide information about such dress requirements. Thongs are **not** in general appropriate shoes for any lesson nor is it appropriate to walk barefoot. Insurance regulations do not allow students to attend lessons in the named subjects without proper shoes. It is possibly a good idea to keep a pair of solid shoes in school for such lessons.

Equipment Restrictions

Cars, scooters, bicycles can not to be used on the school grounds. The same rule applies for skateboards, roller-blades etc.

We request that students do not bring associated equipment to school.

Devices like Walkman and I-pods can not be used between 9 in the morning and bus-time in the afternoon. We generally discourage the use of plugged in earphones. They not only have the potential to damage the sense of hearing but can contribute to social isolation.

Mobile phones can only be used during break times. They have to be switched off during lesson time.

Diaries and Homework

Diaries are provided for years 7 to 10 and have to be used to note events, deadlines for assessment tasks and homework.

Homework is in our High School not typical for all subjects. Often we prefer rather long-term assessment tasks and an individual approach of deeper learning. Students should make sure that all work not completed in class time is finished at home.

Homework is not given for homework's sake or to keep students occupied.

Work at home is ideally done by students because they like to do it, want to research a topic or find the answer to a question.

We realise that in an age of easy distraction by TV and other items like mobile phones this is not easy. Your help is necessary.

Tuition Fees and Other Costs

Cape Byron Rudolf Steiner School relies on timely payment of fees for its financial stability. While every effort is made to keep scheduled fees at an accessible level that level is tied to many factors relating to overall income and expenditure, and naturally the school reserves the right to vary the fees as required. Wherever possible, advance notice will be given.

Fund-raising is also a vital source of income to the school which goes towards buying resources and equipment such as desks and chairs, books, musical instruments, play equipment, landscaping and special projects.

Parents enrolling children are required to enter into a "Conditions of Enrolment and Fee Agreement" with the school to meet their financial commitments by due dates. Penalties apply for late payment of fees.

Fee Tables

Please refer to the Schedule of Fees 2007 [addendum I I] or go to www.capebyronsteiner.nsw.edu.au for fee information.

Fee Policy

Once a place is confirmed the parent(s) or guardian(s) are asked to read and sign a "Conditions of Enrolment and Fee Agreement" form, thereby demonstrating commitment to abide by the terms and conditions of enrolment set by the school.

The school requires the payment of a **security bond**, of \$350 per family. Subject to all debts being fully paid and all school resources returned at the time of cessation of enrolment the bond will be refunded in full. The bond is kept separate from the general funds of the school and will be retained in a separate account.

Annual fees are due for payment at the start of the enrolment period. Fees may also be paid term-by-term, due at the start of each term, or by direct-debit on a more frequent basis (e.g. fortnightly or monthly). Failure to pay by the due date will result in debt collection procedures being implemented in accordance with the school's debtor management guidelines.

Also, a late **payment fee** equal to 10% of the invoiced fee will be applied if payment is not received by the due date unless prior arrangements have been made with the School's administrative staff (for example direct debit arrangements).

The **material/craft levies** may be paid termly or annually. An **insurance levy** is a one-off charge which must be paid in full at the commencement of the school year or period of enrolment.

When a child attends school for longer than five weeks in any one term the entire term fee is payable unless advance notice of withdrawal is received according to the terms of the Fee Agreement.

The school recognises that **financial hardship** may occur from time to time for families. We suggest you make an appointment with a member of our administration team to discuss short-term alternative payment arrangements (for example, using a direct debit facility). A revised "Conditions of Enrolment and Fee Agreement" between the school and the parents and/or guardians may be required.

Fees are payable by personal or bank cheque, money order or cash (Australian dollars only), or on application by direct debit. Credit card facilities (Bankcard, MasterCard, Visa only) are also available; fee payers are advised to use credit cards with discretion.

Fees may be posted to PO Box 736, Byron Bay 2481 or paid at the school office during [Office Hours](#).

Please do not send cash to School with your child. The School will not take responsibility for cash that does not "make it" to the Office.

Fee Description

Registration Fee

This non-refundable fee shall accompany your enrolment registration. By accepting this fee the school makes a commitment to keep you informed of the progress of your enrolment inquiry, and to provide you with other relevant enrolment information.

Enrolment Fee

This fee is due when enrolment is approved. By accepting this fee the school makes a commitment to holding a place for your child and to providing preparatory information for starting at Cape Byron.

Tuition Fee

Payment of this fee contributes toward the total cost of educating your child. Timely payment is essential for the good management of the school's financial resources. Failure to pay will result in cessation of enrolment and late payment fees.

Materials Levy

In the high school the materials levy covers the cost of purchasing materials such as main lesson books, some stationery, equipment and items in subjects like art, photography, science and D&T.

There could be occasional requirements for other class-appropriate supplies. Timely notification of requirements and cost will be advised by the guardian who will also collect payment.

Camps and Excursions Levy

The Camp & Excursion Levy covers all camp costs, admission fees and bus fares for excursions and performance fees throughout the year and is charged per term. In charging a set levy, the school fees are complete and transparent, the class teachers are able to budget with surety and large lump sum payments are avoided. Fundraising activities are still required and encouraged, and have the benefit of keeping the camp and excursion levy at an affordable level and promotes student involvement and awareness of financial matters. When your child's class is going on a camp or an excursion you will receive a note giving the details and asking you to return and sign to acknowledge your child's participation. Please check with your child regularly for any notes from the teacher, and check with the teacher if your child has been absent.

Please note that camps and excursions are not optional.

Repair Care and Maintenance Days

The Site Manager together with the Parents and Friend's Association coordinates whole school Repair, Care and Maintenance (RC&M) days in which parents are asked to participate. There are two RC&M days per year per family, each calling for four hours of committed time. The work includes gardening, painting, tidying the grounds, minor landscaping and other improvement tasks, and usually plenty of fun and social interaction. Lunch is generally shared. The school encourages everyone to attend these community work days, but for parents who are unable to participate, a fee of \$60 per non-attended day applies. Any family not able to comply with this requirement will be charged an annual maintenance fee of \$120 (pro-rata/hours completed) which will be invoiced at the commencement of Term 4 each year.

It is possible to contribute your RC&M hours for work done at times other than on the RC&M days. Please make contact with the Front Office, your child's class teacher or the librarian to find out how to contribute your hours.

Holding Fee

If a circumstance arises whereby you need to withdraw your child from school temporarily and you wish to reserve your child's place in the class, you must apply in writing to the school giving as much notice as possible. Your request will then be considered taking into account the nature of the circumstances resulting in such a request, for example medical or special family reasons.

If the school agrees to the holding of your child's enrolment you will be required to pay a holding fee which is equivalent to the full tuition fee per term per child. If the school decides that a place is unable to be reserved for your child you will be advised. Should you still wish to remove your child from the school, this will be treated as a withdrawal. Re-entry of your child into the school will be subject to the re-enrolment procedures and re-entry interview.

To be eligible for a holding fee, the student's fees must be fully paid up at the time of departure. A child's place cannot be held for longer than two terms. Long absences bring about a separation from both the class community and the sequential work program and are therefore not encouraged.

A pre-requisite for holding a child's place is agreement by the parent(s) not to enrol their child at any other school in Australia without first notifying the school in writing.

Withdrawing Your Child

The school commits substantial resources to the education of each child and toward whole school community development, so when a child leaves for whatever reason, there is a significant impact on the school both financially and communally. Four (4) weeks written term time notice is required to withdraw a child from the school. A fee of \$250 per child will be charged in lieu of notice.

Bank Charges

Where the school incurs costs related to bank transactions the cost will be passed on to parents at the existing bank rates.

Student Accident Insurance

Student Accident Insurance is a requirement for all students and is organised by the school. It is payable once a year during the first term of enrolment regardless of start date.

Building Fund Donations

Donations to the Cape Byron Rudolf Steiner School Building Fund are encouraged and are **fully tax deductible**. Your contributions to the Building Fund are very much appreciated as they greatly assist the school to develop, expand and improve its' grounds and buildings.

Community Fee Assistance Fund

In recognition of the economic diversity in the region from which Cape Byron draws its students, the school has established a Community Fee Assistance Fund (CFAF) to enable continuity of Steiner education for families experiencing short-term hardship. Under the direction of the Business Manager and the School Council the fund can provide an opportunity to receive short-term assistance with tuition fees. Past fee payment will be taken into consideration. Contact the office to obtain a copy of the CFAF policy and application form – support is based on a form of means testing and is subject to an interview.

The fund relies largely on **donations** from parents and the broader community for its income; we welcome one off and regular contributions.

International Students

Cape Byron Rudolf Steiner School enjoys the fellowship and cultural exchange arising out of international relationships and has enrolled many overseas students over the years.

Fee structures differ considerably from those applying to Australian Students. The Australian Government supports all non-government schools through the provision of approximately 75% of enrolled student costs on a per capita basis. No funding whatsoever is provided for international students. The following statement is an extract from Commonwealth Programmes for Schools - Quadrennial Administrative Guidelines - 2001 to 2004, pg 14:

"Overseas students who are responsible for the cost of their own education and dependents of these overseas students do not attract any funding under the *States Grants (Primary and Secondary Education Assistance) Act 2000*. Schools that enrol overseas students or dependents of overseas students must, consequently, collect the full imputed average cost of education (including recurrent and capital costs) from these overseas students"

International Fee Comments:

- The annual fee schedule is in Australian dollars; fees are payable in Australian dollars only.
- Students coming from an overseas Steiner School are eligible for a 20% discount.
- The RC&M fee is not applicable to overseas families. However, participation in community working days is always appreciated.
- A non-refundable enrolment and registration fee is to be paid upon acceptance of the student for enrolment.
- Fees may be paid annually but must be paid in advance. Part-year tuition fee is calculated on a pro rata basis. No credit arrangements will be entered into.
- Any refund of fees will be paid to the person or organisation which originally paid the fees.
- [Other Fees and Charges](#) as listed in the fee schedule may apply.

Where students are entering Australia for full-time study an electronic Confirmation of Enrolment (eCOE) is required for the student to obtain an entry visa. The school is a recognised provider of education for overseas students and undertakes to apply for an eCOE certificate upon receipt of the enrolment deposit. This school will endeavour to receive and educate overseas students in accordance with the requirements of the Education Services for Overseas Students Act 2000 and the National Code of Practice.

The school's CRI COS provider code is 02346B.

The school recognises that **financial hardship** may occur from time to time for families. We suggest you make an appointment with a member of our administration team to discuss short-term alternative payment arrangements (for example, using a direct debit facility). A revised "Conditions of Enrolment and Fee Agreement" between the school and the parents and/or guardians may be required.

Fees are payable by personal or bank cheque, money order or cash (Australian dollars only), or on application by direct debit. Credit card facilities (Bankcard, MasterCard, Visa only) are also available; fee payers are advised to use credit cards with discretion.

Fees may be posted to PO Box 736, Byron Bay 2481 or paid at the school office during [Office Hours](#).

Please do not send cash to School with your child. The School will not take responsibility for cash that does not "make it" to the Office.

Communication and Consultation

Newsletter and Noticeboard

The newsletter is compiled **fortnightly** and is distributed to families via the students. If you do not receive a copy please ask your child to bring one home for you or collect one from the Front Office. Alternatively you may wish to have the newsletter emailed to you by emailing newsletter-subscribe@capebyronsteiner.nsw.edu.au. If you have more than one child in our school usually the youngest one will be given the newsletter to bring home for your family.

Please remember - the newsletter is the main means by which we communicate with you - please make sure you get your fortnightly copy and take the time to read it.

In it you will find all the news and notices relating to classes as well as a "What's On" section keeping you informed about ongoing and one-off events within the school. There may be glimpses into one or two classes in each issue or a thought-provoking article on a relevant topic.

Space permitting, we welcome contributions of parent and community announcements, news or advertisements. Discretion rests with the editor. Please email copy to the school at news@capebyronsteiner.nsw.edu.au. The deadline is noon on Mondays.

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

Please note some contents of the newsletter or noticeboard may not necessarily reflect the views of the school.

Teacher/Parent Meetings

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

They also provide a chance for you to:

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

Each class generally has two meetings each year. Some times a group of classes has a shared meeting when the need arises. Class meetings are held to inform and discuss issues that concern the class as a whole and are not a forum to discuss individual students. You will be notified of the dates of these meetings by letter.

Meeting with your child's class guardian

You may like to meet with the class guardian of your child or the teacher or student manager may ask you to meet to discuss issues in relation to your child. If you would like a meeting with a teacher, leave a message at the School office and a time for a meeting can be agreed on. If a teacher or the student manager wishes to meet with you, you will be contacted to make a meeting time. Discussing a student without prior arrangement is usually not very productive. Teachers need time for preparation, talks with other teachers and review of previous events.

Whole School Meetings

These occur from time to time to allow for consultation and parent input into current concerns or into future direction of the school. Your attendance is encouraged and feedback appreciated.

Parent Information Nights

These evenings are set by teachers in response to parent interest in aspects of Steiner education and the curriculum.

Repair, Care and Maintenance Days

The School organises "All School" RC&M days as part of its Repair, Care and Maintenance program from time to time. The dates are listed under Calendar Dates and starting times will be advertised in the Newsletter. Parents are encouraged to attend these working bees to help clean up around the school.

RC&M Days are recognised as fulfilling the [Repair Care and Maintenance Days](#) requirement referred to in the Fees section of this handbook.

Resolving Difficulties

It is most beneficial if any issue can be focused upon clearly to facilitate resolution expeditiously and to minimise personal pain. It is the desire of all staff at the school to work compatibly with everyone, however we recognise that conflict does occasionally arise and needs to be handled positively. The following guidelines are recommended.

Educational Matters

Please follow these procedures when resolving difficulties you may encounter:

Step 1.

If you have a concern regarding your child's education contact your child's teacher and ask to meet with the teacher. Leave a message at the office for the teacher to contact you to arrange a time.

If the matter is of whole class nature, arrange to meet with the class teacher who may be able to resolve the concern for you or you may like to ask if the matter can be put on the agenda for the next Parent/Teacher meeting to bring it to the other parents of class.

If the matter concerns a specialist teacher, you may make a time to speak directly with that teacher or ask the Class Teacher to facilitate this.

Step 2.

If the matter has not been resolved to your satisfaction, or you do not feel comfortable to meet with the teacher alone, ask the Principal to facilitate a meeting between you and your child's teacher. You can do this by speaking with the Principal or leaving a message the Front office requesting to meet with the Principal. You may also choose to have a Parent Representative from the School Council present to support you, or another adult.

Step 3.

If your difficulty remains unresolved, or you feel the issue needs further exploration please write to the College of Teachers. You will be contacted by a member of the College to help facilitate the next course of action. You may prefer to present your case in person. If this is the case, write the College of Teachers to request this.

Please note that it is always preferable to bring matters directly to the person concerned at the earliest possible convenience. A copy of the School's Grievance Policy and procedures is available on request from the Front Office.

General Matters

The matter may be of a more general or non-educational nature and you may want to bring it to the attention of the Principal, the College of Teachers and the School Council formally. Write to one or all of these bodies which will respond to you at the earliest possible time. The Principal can be contacted on most days at the school. The College meets weekly on a Thursday and is responsible for the educational functions of the School. The Council meets monthly on a Monday and is responsible for the legal and physical aspects of the School. You may like to contact a parent representative on the School Council to present your issue at their next meeting.

Your matter may be of a social, cultural or fundraising nature in which case you may ask the Parents and Friends to consider it. The P&F meets monthly, also on a Monday and may be contacted by leaving message at the Front Office.

Occupational Health and Safety

If you notice anything while you are on the school site which you think is dangerous or potentially dangerous please go to the Office and fill on an Occupational Health and Safety Report. Your vigilance and attention to this could prevent an accident.

See Addendum I I I for School Council Parent Representative, Faculty, College and Parents & Friends lists of members.

Student Services Coordinator

Student support services and referrals to appropriate agencies are available. Low level counselling is provided for any student in need. Teachers may refer a child to the student services coordinator for an independent assessment when they are concerned about atypical behaviour. Confidentiality is respected at all times, but disclosure to parents and/or other essential parties will occur where a student is perceived to be at significant risk. Parents may request referral of their child for Student Services. For inquiries regarding the service or to make an appointment please contact the office or leave a message for attention of the Student Services Coordinator.

F e e P a y m e n t s

If there are difficulties in relation to fee payments, please contact the Business Manager.

Health

Immunisation Certificates

The *NSW Public Health Act 1991* states those parents with children starting school in Kindergarten from 1994, must present an Immunisation Certificate at the time of enrolment.

This does not mean that you have to immunise your child. However, if there is an outbreak of an infectious disease, such as measles or whooping cough at school, children

who are not immunised may be required to stay home during the outbreak. If you would like more information please phone the NSW Health Department on 6621 7231.

Medical Care

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

Procedure for Accidents and Illness:

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

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

In the event of a student displaying alarming symptoms due to illness, we will try to contact the parent(s) or nominated emergency contact person immediately to discuss the matter and seek instructions.

If, in our perception, a student's health continues to deteriorate due to either injury or illness, we may elect to call for medical transport to take them to the nearest emergency treatment centre. We will continue to try to contact the parent(s) because *the student cannot be admitted for treatment without parental consent*.

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

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

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

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

Important Notice

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

Children with Asthma and Allergies

Please let the school know if your child is prone to asthma. All details of medication and treatment need to be given in order to ensure adequate treatment in case of an asthma attack. Also please advise if your child is allergic to bee stings or has any other allergies.

Medication: Please ensure a note accompanies any medicine your child brings to school.

Sun Protection

The School has adopted a document titled "Risk Management – Sun Protection", which incorporates guidelines for sun protection for all people on site. It recommends appropriate clothing as the best measure for prevention of sunburn. The document is available for viewing by request at the Front Office.

The School neither recommends nor disapproves of sunscreen. Parents of children in Primary School may include sunscreen in their children's bags. Written permission is required from the parent for staff to apply the sunscreen.

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

Notifiable Infectious Diseases and Exclusion Periods

The National Health and Medical research Council (NHMRC) provide 'Recommended minimum periods of exclusion from school, pre-school and child care centres for cases and contact with infectious diseases'. If your child has contracted one of the diseases listed below, please inform the school and please do not send him/her to school under any circumstances unless you can satisfy the conditions under 'exclusion of cases'.

Table: Notifiable Infectious Diseases

CONDITION	EXCLUSION OF CASES
Chickenpox	Exclude until fully recovered or at least five days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion.
Conjunctivitis	Exclude from school until discharge from eyes has ceased
Diarrhoea (including Amoebiasis, Campylobacter and Salmonella)	Exclude until diarrhoea has ceased
Diphtheria	Exclude until medical certificate of recovery is received (Exclusion of family/household until cleared to

	return by an appropriate health authority)
German Measles (Rubella)	Exclude at least 4 days from appearance of the rash
Hand, Foot and Mouth disease	Exclude until all blisters have dried
Haemophilus type b (Hib)	Exclude until medical certificate of recovery is received
Hepatitis A	Exclude until medical certificate of recovery is received, but not before seven days after the onset of jaundice or illness. (Note: Exclusion is not necessary for Hepatitis B or Hepatitis C)
Herpes ("cold sores")	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing where possible.
HIV Aids Virus (Human Immun. Deficiency Virus Infection))	Exclusion is not necessary unless the child has a secondary infection.
Impetigo (school sores)	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing
Influenza and influenza-like illnesses	Exclude until well
Leprosy	Exclude until approval to return has been given by an appropriate health authority
Measles	Exclude for 4 days from appearance of rash or until medical certificate is produced (Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case they may return to school.)
Meningitis (bacterial)	Exclude until well
Meningococcal Infection	Exclude until adequate carrier eradication therapy has been completed. (Additional information available from the school office upon request). <i>(Contacts are not excluded if receiving rifampicin)</i>
Mumps	Exclusion for nine days or until swelling goes down (whichever is the sooner)
Pediclosis (lice)	Exclude until all treatment is commenced
Poliomyelitis	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery
Scabies, Ringworm, Trachoma	Re-admit the day after appropriate treatment has been commenced
Scarlet Fever	Exclude 7 days after symptoms subside or until medical certificate is produced
Septic Sores	All sores must be covered by clean bandages
Streptococcal Infection	Exclude until child has received antibiotic treatment for at least 24 hours and the person feels well
Tuberculosis	Exclude until a medical certificate from an appropriate health authority has been received
Typhoid Fever (including Paratyphoid Fever)	Exclude until approval to return has been given by an appropriate health authority

Whooping Cough	Exclude the child for five days after starting antibiotic treatment. (Exclude unimmunised household contacts aged less than seven years for 14 days after the last exposure to infection or until they have taken five days of a 14-day course of antibiotics)
Worms (intestinal)	Exclude if diarrhoea is present

(See NHMRC Recommended Exclusion Periods on-line:

<http://www.health.gov.au/nhmrc/publications/fullhtml/exclusion.htm>)

The above table lists minimum exclusion times. If your child is still looking pale or feeling weak we suggest you give him/her plenty of time to get full strength back. Consult with your child's teacher or family practitioner if you have any doubts. Please note the above information may be changed from time to time by the NHMRC. While the school makes every endeavour to ensure the table remains accurate at the time of printing, it refers parents to the website for the latest version.

School Procedure - Highly Communicable Infections

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

Head Lice

We ask that you check your child's hair regularly for head lice. Please treat the lice immediately, removing all lice and eggs before the child returns to school.

If a child is found to have head lice while at school, we will contact you to ask you to take him/her home or we will send a note home asking that your child's hair is treated before returning to school.

Child and Family Health Nurse

Parents are encouraged to contact the Child and Family Health Nurse or community nurses if there is anything they wish to discuss, including hearing and eyesight tests.

Northern Rivers Health Service -

Byron 6685 6254

Bangalow 6687 0000

Mullumbimby 6684 1677

Oral Health

A free oral health service is offered to children of school age by the Northern Rivers Area Health Service. Every year a mobile dental clinic visits the school and does a dental examination on children in Kindergarten, Year 2, Year 4, Year 6 and Year 8, which means that every second year your child will receive a free dental examination. Prior to the examination a consent form will be sent home with your child and this must be filled out and returned to your child's teacher if you wish your child to be seen by the Dental

Therapist. If there is any work to be done on your child's teeth a note will be sent home stating such. You will then be contacted to make an appointment for your child.

You can arrange for your child to visit the School Dentist for emergency treatment only.

Routine dental care is offered to all school children in K, 2, 4, 6 and 8 through the public dental clinics listed below:

Mullumbimby	6684 3292
Ballina	6620 6171
Goonellabah	6625 0146
Murwillumbah	6672 3195
Tweed Heads	(07) 5506 7580

For further information on the School Dental Assessment program please phone 6620 7653.

Don't forget !

Notifying change of address and phone number is vital.

Library

Parents' Borrowing

Parents of children at the school are eligible to be members of the school library, as is all staff of the school. Parents may borrow at any time the library is 'Open' outside of class times (see current timetable). There is a parents' section with books on parenting, craft, health etc. The Parents and Friends have supplied the parents' library with many books including 15 copies of 'An Introduction to Steiner Education' by Francis Edmunds. It is recommended that you make some time to borrow and read this book to gain a greater understanding of Steiner Education and therefore an understanding of what our school and its teachers are offering in your children's education.

Parents may borrow five books each at a time for a period of four weeks. Books may be renewed or reserved over the phone.

Parents may bring younger children (class 2 and younger) to the library for borrowing or may borrow for them.

Books which become irreparably damaged or lost will need to be replaced or paid for *at replacement cost*.

Failure to respond to overdue notices may result in the cost of the non-returned books being added to school fees.

Books may be returned at any time through the slot in the library door. It is requested that parents take responsibility for ensuring their children's books are also returned or renewed by the due date. Children's borrowing periods are weekly.

Library Timetable

A library timetable is available from the school office and is displayed on the library noticeboard.

Librarians - **Catherine Dunham and Lou Parkes** (library@capebyronsteiner.nsw.edu.au)

Travel Traffic Rules

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

The School asks that everyone drive slowly and carefully on McGettigan's Lane and Balraith Lane for the safety of the residents and the children who walk or ride along the road. The speed limit is 50km/h. We suggest that your speed reduces to 40 kmh from the first speed hump in Balraith Lane all the way to the School as the road becomes very busy at school starting and finishing times. Parts of Balraith Lane are quite narrow - please allow buses to pass through these areas ahead of you.

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

School Car Park Safety

Please do not park in the marked bus areas at any time.

If you pick up or drop off your child at school please escort them safely through the car park.

Please note the School car park is a one way area.

Notification of Changes to Your Child's Travel Arrangements

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

We understand that sometimes circumstances may dictate a change of arrangements through the course of a day. The office will take a verbal message in this instance for passing on to the class teacher before 1.00pm.

Changes to travel plans after 1.00pm should be for emergencies only.

Travel by Bus

Arranging Bus Travel

When you want your child to start catching the bus or when you have a change of address you will have to collect a bus application form from the office. The bus companies can't accept students for travel without these details. The bus companies will issue each student with a bus pass which has to be shown to the bus driver.

Dual Bus Passes

If the parents of a child(ren) are living separately and wish their child(ren) to have a bus pass for both homes it is required by the Department of Transport that you supply them with a Statutory Declaration. A letter explaining this procedure can be obtained from the office along with the bus forms.

Travel and Bus Safety

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

Bus Code of Conduct:

The following Code of Conduct is taken from School Student Transport Scheme – a manual for schools published by Transport NSW in November 2002:

- behave safely at all times
- respect the needs and comfort of other passengers
- behave appropriately at all times (eg no use of offensive language, fighting, spitting, placing feet on seats or throwing things in or from the bus)
- protect bus property and report any vandalism
- show their travel passes or tickets to the driver on boarding and when requested
- only use the travel pass for its intended purpose
- maintain possession of the travel pass at all times
- follow the driver's instructions about safety on the bus (eg instructions on where to sit)
- adhere to the law that bans smoking on buses
- only eat or drink (other than water) on the bus with the written permission of the bus operator
- keep arms, legs and other parts of their bodies inside the bus
- only attract the attention of the driver in the case of an emergency

ADDITIONAL BUS SAFETY GUIDELINES FOR STUDENTS

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

- Stand well back from the curb while waiting for the bus (at least 1 metre)
- Smaller children get on and off last.
- No ball games, chasing etc. while waiting for the bus.
- Sit down in the bus and no changing seats while the bus is moving.
- Talk quietly to those close by, loud noises distract the driver.
- Stay seated until bus has stopped, don't rush to get off.
- Walk - do not run, when disembarking from the bus.
- When off the bus, stand well back until bus departs and all approaching cars can be seen.
- When crossing the road, look to the right, left, then right again. Remember cars come closer from the right.

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

BUS SAFETY GUIDELINES FOR PARENTS

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

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

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

For a more complete understanding of the school bus management protocols you may refer to the document Guidelines for Managing School Students' Behaviour on Buses (A Code of Conduct for students and procedures for bus drivers, operators, school principals and parents/carers) which is available from the School Office.

Bus Services ~ Contact Details

Summerland Coaches

6685 6533

Blanch's

6686 2144

Car Travel Subsidy

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

Events in the School Year

Spring Fair - a celebration of creativity

The Spring Fair is the year's major fundraiser and a joyous colourful event that provides valuable funds for equipment, musical instruments, tools, books etc. It is usually held on the third Saturday of September. Each year Class Three coordinates the Spring Fair. Class Three parents will be called on towards the end of Term One to form a committee to begin preparations for this annual event. The group will then meet regularly and with the assistance of the Class 3 teacher and inspiration of parents, teachers, staff and students from across the school plan and put on the Spring Fair.

The Spring Fair Committee works under the guidance and with the financial assistance of the Parents and Friends.

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

Cape Byron Steiner School Art Exhibition

The Cape Byron Steiner School Art Show was launched in 2003 to accompany the Spring Fair and to exhibit the artistic talents of members of our school community. Pieces are chosen from the exhibition to illustrate our School calendar. Whatever your medium is, keep an eye out for details of this year's event and consider entering your artwork.

Open Day - Exhibition of Student's Work

Our School Open Days are days in which the school and wider community are invited to see the students' work displayed in all its beauty and academic brilliance. It is also a day in which the wider community can witness our curriculum outcomes. Through visual displays of student's work and musical performances, everyone can follow the journey of growth and development of a child (and a class) from Kindergarten to Class 12. Open Day is held in Term 2 of each year during Education Week.

Teachers may need help from parents to set up the classroom displays. The school newsletter will inform you of open day dates and details of how you can help.

Festivals

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

Greek Olympics

Each year class 5 study the Ancient Greeks. Part of the lesson is to put on a mini Greek Olympics. Classes 4, 5 and 6 participate in events over one or two days.

Class Camps

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

Starting in Class 1 where children usually stay overnight at school, each year becomes successively more adventurous in terms of distance and time spent away from home. There will be at least one teacher and three or four parents or other supervising adults on camp, depending on the number of children and nature of the camp.

The cost of Class Camps is included in school fees as a levy and it is assumed that the whole class will participate. The class teacher will outline the dates and details of the Class Camp well before the event, and ask for assistance from parents to help prepare the camp and/or to attend the camp. Sometimes a teacher may like to take the class on a camp which has extra costs. The teacher will present this to the parents as a possibility and discuss with the parents whether extra fundraising can be achieved to cover the extra costs.

Excursions

Excursions, like camps are not considered optional and may occur up to three or four times a term and are covered by your school fees as a levy. Your child's teacher will notify you of these in advance and you will be asked to sign and return a note acknowledging your child's participation in the excursion. This will need to be returned to the class teacher before the event.

End of Term

At the end of each term, parents are usually asked to come and share anything from an afternoon tea prepared by the children to a full concert, play or banquet. These events are most enjoyable, and offer insights into the content of the term's work translated into verse, song, drama or eurythmy. They are also good occasions for parents of a class to enjoy a social get-together.

Workshops, Talks and Artistic Work

Teachers, visiting speakers and members of the community will offer various workshops, discussion groups, craft days and picnics. These events will be advertised in our school newsletter.

Music and Drama Performances

With the school's rich music and drama programs, a variety of performances will unfold throughout the year including monthly Twilight Concerts on Friday evenings, class plays and High School drama performances. Occasionally these events will be complemented by recitals from the Cape Byron Steiner School community choir. If you enjoy singing in your bathroom, that is qualification enough to join.

Christmas Market

Each year the Class 2 parents, under the guidance of the Parents & Friends, organise a Christmas Market on the second last Friday of Term 4. The Christmas Market has stalls run by the Parents & Friends as well as other individuals, selling quality gifts and food. The funds raised at the Christmas Market go to the Music Program and the Strings Program in the Primary School. If you or a friend wish to have a stall at the Christmas Market, obtain an Christmas Market Stall Application form from the Front Office. Applicants will be notified by the Christmas Market Coordinator if their application has been successful.

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

The School Shop & Market

The Friday Market

Members of the school community and their friends are invited to be stall holders with the understanding that 10% of all takings at the Friday Market will go to the Parents & Friends. We welcome handmade goods, produce and quality food. Anyone interested in having a stall at the markets is invited to fill in a Market Stall Application form which can be obtained from the Front Office. You may proceed with your venture when your application has been approved by the Market Coordinator. Don't hesitate to come along to the markets on Friday afternoons from 2.30pm – 3.30pm and enjoy the warmth of community spirit.

The School Shop

The operates as part of the Friday Market. It offers a wide range of crafts and craft materials. We aim to provide the best quality at the lowest prices. The School Shop functions as a co-op, run by volunteers, with any profits going back into more stock and to sponsoring craft workshops and craft sets for the classes. The School Shop also sells any handmade craft remaining from the Spring Fair. There is also a selection of art and craft materials stocked such as pencils, crayons, wool and knitting needles.

The School Shop/Market is located on the paved area in front of the Movement Room.

You will find the School Shop in operation on the last Friday of each month during term time, from 2.30 - 3:30pm. If you would like to volunteer to assist with the School Shop please leave a message at the Front Office.

Addendum I

Calendar 2007

Term I	Term II	Term III	Term IV
Begins on Tuesday 30th January	Begins on Tuesday 26 th April	Begins on Tuesday 24 th July	Begins on Tuesday 16 th October
Ends on Thursday 5 th April	Ends on Friday 29 th June	Ends on Friday 28th September	Ends on Friday 14 th December

Pupil Free Days

Monday 29th January (professional development)
 Monday 25th April (professional development)
 Monday 23rd July (professional development)
 Friday 21st September (prepare Spring Fair)
 Monday 15th October (professional development)
 17th – 19th December (Staff Planning/Reporting/Timetabling)

Easter
 Autumn Festival
 Anzac Day holiday
 School Tours

Friday 5th – Monday 9th (holiday)
 Thursday 5th April
 Wednesday 25th April
 Thursday 15th February
 Thursday 15th March

(in conjunction with Education Week)

Friday 18th May
 Thursday 28th June
 Thursday 16th August
 Thursday 18th October
 Thursday 15th November
 Thursday 6th December

Open Day
 Queen's Birthday holiday
 Winter Festival
 Spring Fair
 Labour Day Public Holiday
 Christmas Market
 Repair, Care & Maintenance Days
 Christmas Market

Saturday 19th May
 Monday 18th June
 Thursday 21st June
 Saturday 22nd September
 Monday 1st October
 Friday 10th December
 Saturday 24th March
 Saturday 18th August
 Friday 7th December

Addendum II
CAPE BYRON RUDOLF STEINER SCHOOL INC.
FEE SCHEDULE 2007

CLASS	1st Child	2nd Child	3rd Child	4th Child	5th Child
Sibling Discount		15%	55%	80%	Free
<i>(The eldest child enrolled is considered to be the first child)</i>					
Kindergarten					
Tuition Fee	695	591	313	139	-
Materials Levy	83	83	83	83	83
Total Per Term	778	674	396	222	83
Class 1					
Tuition Fee	695	591	313	139	-
Materials Levy	83	83	83	83	83
Recorder Fee	16	16	16	16	16
Camp & Excursion Levy	16	16	16	16	16
Total Per Term	809	705	427	253	114
Class 2					
Tuition Fee	695	591	313	139	-
Materials Levy	73	73	73	73	73
Camp & Excursion Levy	23	23	23	23	23
Total Per Term	791	687	409	235	96
Class 3					
Tuition Fee	695	591	313	139	-
Materials Levy	73	73	73	73	73
Music / Strings Program	110	110	110	110	110
Camp & Excursion Levy	73	73	73	73	73
Total Per Term	924	819	541	368	229
Class 4					
Tuition Fee	695	591	313	139	-
Materials Levy	73	73	73	73	73
Music / Strings Program	110	110	110	110	110
Camp & Excursion Levy	83	83	83	83	83
Total Per Term	934	830	552	378	239
Class 5					
Tuition Fee	695	591	313	139	-
Materials Levy	83	83	83	83	83
Music / Strings Program	110	110	110	110	110
Camp & Excursion Levy	94	94	94	94	94
Total Per Term	955	851	573	399	260
Class 6					
Tuition Fee	695	591	313	139	-
Materials Levy	83	83	83	83	83
Music / Strings Program (optional)	110	110	110	110	110
Camp & Excursion Levy	104	104	104	104	104
Total Per Term	965	861	583	409	270
Class 7 - 10					
Tuition Fee	799	679	360	160	-
Course Materials Levy	114	114	114	114	114
Camp & Excursion Levy	114	114	114	114	114
Total Per Term	1,028	908	588	388	229
Class 11					
Tuition Fee	861	732	388	172	-
Course Materials Levy	135	135	135	135	135
Camp & Excursion Levy	125	125	125	125	125
Total Per Term	1,121	992	647	432	260
Class 12					
Tuition Fee	861	732	388	172	-
Course Materials Levy	135	135	135	135	135
Excursion Levy	26	26	26	26	26
Total Per Term	1,022	893	549	333	161

**CAPE BYRON RUDOLF STEINER SCHOOL INC.
OTHER FEES AND CHARGES 2007**

Registration Fee: <i>(Non-refundable)</i>	\$57 First child \$21 Each subsequent child
Enrolment Fee: <i>(Non-refundable)</i>	\$130 First child, or \$200 per family, payable upon acceptance of enrolment
Enrolment Security Bond: <i>(Refundable)</i>	\$350 per family, payable once only upon enrolment
Accident Insurance:	\$12 per child per annum (included on Term 1 invoice)
Voluntary Building Fund Donation	\$20 per family per term - to be sent out with Term 1 Invoice
Withdrawal Fee:	\$250 Unless a minimum four weeks term time notice given in writing.
Holding Fee:	Equivalent to the Tuition Fee per term per child.
Bank Charges:	Dishonoured cheques will be charged at existing bank rates.

Collection of Fees: Fees are invoiced in advance for each Term and are due and payable by the end of week two in each Term. The School is committed to keep fees to a minimum affordable level commensurate with the quality of education provided. Unpaid fees places great pressure on the School's cash flow and it is also an unpleasant task to follow parents up for unpaid fees. Enrolling your child/children at Cape Byron Rudolf Steiner School is a commitment to fee paying education and you are asked to honour this commitment.

INTERNATIONAL STUDENT ANNUAL FEES

	K - 6	7 - 10	11 - 12
Student Full Fee	\$7,445	\$8,536	\$9,235
Weekly*	\$203	\$223	\$240
Steiner (20% discount on full rate)**	\$5,957	\$6,829	\$7,387
Weekly*	\$162	\$179	\$192

* The weekly rate applies to enrolments for a period of less than 1 Term.

** The Steiner rate represents a discount of 20% on the Full Rate.

The International Student Annual Fees table is for tuition fees only, all other fees, charges and levies as per a standard enrolment apply. All fees are payable in Australian dollars only.

Addendum III
Teachers, Staff, School Council and Parents & Friends 2007

Primary School Teachers

Kindergarten	Julie McVeigh
Class 1	Rosina Mihajlovic
Class 2	Sue Hayes
Class 3	Maria Moston
Class 4	Lynne Beclu
Class 5	Lyn McCormick and Simon Ivanac
Class 6	Teera Palmer
Learning Support Teacher	Marlis Griffiths
Primary Faculty Coordinator	Teera Palmer

High School Guardians

Class 7	Emily Stubbs and Christo Brett
Class 8	Rachel Knight and Tom Whitaker
Class 9	Praba Manning and Peter Harris
Class 10	Katie Biggin and Peter Schirrmeister
Class 11	Delaney Crawley and Elisabeth Noakes
Class 12	Gary I vison
High School Student Management	Gary I vison
HAT High School Administration Team	Peter Schirrmeister, Elisabeth Noakes, Gary I vison, Katie Biggin

High School Teachers by Subject

Design and Technology & Technics	Gary I vison
Drama, English, History	Delaney Crawley
English – Classes 11 & 12	Katie Biggin
Geography, Business Studies	Rachel Knight
English, History, Geography, Indonesian, Personal Development – Classes 7&8	Emily Stubbs
Visual Art	Denis Hopking
French	Françoise Pirondeau
History, Visual Art	Elisabeth Noakes
Mathematics, Science	Praba Manning
Mathematics and Geography	Christo Brett
Mathematics, Personal Development	Lindel Gass
Music	Tom Whitaker
Computer Applications, Visual Imaging	Peter Harris
Photography, Humanities	Mark Fuller

Physical Education	Cathy Brophy
Science	Peter Schirrmeister
Student Support Teacher	Yvonna Schlawe

Specialist Teachers and Support Staff

Art electives - High School Painting and Drawing - Primary School	Eleni Mann
Kindergarten Assistant	Anat Harari
Classroom Assistant - Class 1	Judy Ellis
Classroom Assistants	Robyn Frazer, Dominique Cartwright
French	Francoise Pirondeau
Learning Support Teacher	Marlis Griffiths Yvonna Schlawe
Librarian	Catherine Dunham
Library assistant	Lou Parkes
Music/Singing/Ensemble	Loani McRae
Strings Tutor (violin)	I an Bowles
Strings Tutor (violin and viola)	Belinda McKenzie
Strings Tuition (Cello)	Robbie Farrar
Student Services Coordinator	Vivienne Martin

Administration

Business Manager	Mark Stephan
Co- Principals	Catherine Dunham / Lyn McCormick
Front Office /Reception/First Aid	Susan Mothersole
Front Office/Accounts	Annas Nabi
Site Manager	Gavin Colley

College Of Teachers

Lynne Beclu	College member
Katie Biggin	College member
Marlis Griffiths	College member
Julie McVeigh	College member
Maria Moston	College member
Teera Palmer	College member
Christo Brett	College member
Peter Schirrmeister	College member
Catherine Dunham	Principal
Lyn McCormick	Principal

School Council

Parent Representatives:	
Chairperson	Jeremiah O'Toole
Secretary	Brett Jarman
Treasurer	James Dods
Teacher Representatives:	Marlis Griffiths
	Julie McVeigh
	Maria Moston
Ex-officio Members:	
Business Manager	Mark Stephan
Principal	Catherine Dunham / Lyn McCormick

Parents and Friends

Chairperson / Secretary	Trina Minter
Treasurer	Janice Dutton
Class Parent Coordinators	TBA
Spring Fair Coordinator	TBA
School Shop/ Market Coordinator	TBA