



CAPE BYRON RUDOLF
STEINER SCHOOL

PRIMARY SCHOOL

PARENT HANDBOOK

2007

Cape Byron Rudolf Steiner School Balraith Lane, Ewingsdale, Byron Bay 2481
PO Box 736, Byron Bay, NSW 2481 Phone (02) 6684 7400 Fax (02) 6684 7399
Email: info@capebyronsteiner.nsw.edu.au Website: www.capebyronsteiner.nsw.edu.au

Updated May 2007

TABLE OF CONTENTS

| | |
|-----------------------------------------------------------|--------------|
| Welcome to our wonderful school | - 1 - |
| A little about the education offered at our school ... | - 1 - |
| How we can work together... | - 1 - |
| SCHOOL STRUCTURE | - 2 - |
| Cape Byron Rudolf Steiner School | - 2 - |
| The College of Teachers | - 2 - |
| The Whole School Staff | - 3 - |
| Primary and High School Faculties | - 3 - |
| School Council | - 3 - |
| The Parents & Friends Committee | - 3 - |
| Class Parent Coordinators | - 3 - |
| OFFICE HOURS | - 5 - |
| PRIMARY SCHOOL TIMETABLE | - 5 - |
| SUPPORTING YOUR CHILD, THE TEACHERS AND THE SCHOOL | - 6 - |
| Attendance | - 6 - |
| Punctuality | - 6 - |
| Absent Children | - 6 - |
| New Enrolments | - 7 - |
| Code of Conduct | - 8 - |
| Bullying | - 8 - |
| Dress Code | - 9 - |
| Food | - 10 - |
| Playground Rules | - 11 - |
| Playground Duty | - 12 - |
| Illness | - 12 - |
| Money | - 12 - |
| Phone use | - 12 - |
| Mobile Phones | - 12 - |
| Homework | - 13 - |
| TV/Video | - 13 - |
| Books/Storytelling | - 13 - |
| Swimming | - 13 - |
| Parent involvement in the school | - 13 - |
| TUITION FEES AND OTHER COSTS | 15 |
| Fee Tables | - 15 - |
| Fee Policy | - 15 - |
| Fee Description | - 16 - |
| OTHER FEES AND CHARGES | 17 |
| Primary String Program | - 17 - |
| Repair Care and Maintenance Days | - 18 - |
| Holding Fee | - 18 - |
| Withdrawing Your Child | - 19 - |
| Bank Charges | - 19 - |
| Student Accident Insurance | - 19 - |
| Building Fund Donations | - 19 - |
| Community Fee Assistance Fund | - 19 - |
| International Students | - 19 - |
| International Fee Comments | - 20 - |

| | |
|-------------------------------------------------------------|---------------|
| COMMUNICATION AND CONSULTATION | 21 |
| Newsletter and Noticeboard | - 21 - |
| Class newsletters and notes | - 21 - |
| Class Teacher/Parent Meetings | - 22 - |
| Meeting with your child's class teacher | - 22 - |
| Whole School Meetings | - 22 - |
| Parent Information Nights | - 22 - |
| Repair, Care and Maintenance Days | - 23 - |
| Resolving Difficulties | - 23 - |
| Educational Matters | - 23 - |
| General Matters | - 24 - |
| Occupational Health and Safety | - 24 - |
| Student Services Coordinator | - 24 - |
| HEALTH | 25 |
| Immunisation Certificates | - 25 - |
| Medical Care | - 25 - |
| Children with Asthma and Allergies | - 26 - |
| Sun Protection | - 26 - |
| Notifiable Infectious Diseases and Exclusion Periods | - 27 - |
| School Procedure - Highly Communicable Infections | - 28 - |
| Head Lice | - 29 - |
| Child and Family Health Nurse | - 29 - |
| Oral Health | - 29 - |
| LIBRARY | 30 |
| Parents' Borrowing | - 30 - |
| Children's Borrowing | - 30 - |
| Library Timetable | - 30 - |
| TRAVEL | 31 |
| Traffic Rules | - 31 - |
| School Car Park Safety | - 31 - |
| Notification of Changes to Your Child's Travel Arrangements | - 31 - |
| TRAVEL BY BUS | 32 |
| Arranging Bus Travel | - 32 - |
| Dual Bus Passes | - 32 - |
| Travel and Bus Safety | - 32 - |
| Bus Code of Conduct: | - 32 - |
| ADDITIONAL BUS SAFETY GUIDELINES FOR STUDENTS | - 33 - |
| BUS SAFETY GUIDELINES FOR PARENTS | - 33 - |
| Bus Services ~ Contact Details | - 34 - |
| Car Travel Subsidy | - 34 - |
| EVENTS IN THE SCHOOL YEAR | 34 |
| Spring Fair – a celebration of creativity | - 34 - |
| Cape Byron Steiner School Art Exhibition | - 35 - |
| Open Day - Exhibition of Student's Work | - 35 - |
| Festivals | - 35 - |
| Greek Olympics | - 35 - |
| Class Camps | - 35 - |
| Excursions | - 36 - |
| End of Term | - 36 - |
| Workshops, Talks and Artistic Work | - 36 - |
| Music and Drama Performances | - 36 - |
| Christmas Market | - 37 - |

| | |
|------------------------------------------------------------------------|---------------|
| THE SCHOOL SHOP & MARKET | 37 |
| The Friday Market | - 37 - |
| The Craft Stall | - 37 - |
| ADDENDUM I | 38 |
| CALENDAR 2007 | - 38 - |
| ADDENDUM II | 39 |
| CAPE BYRON RUDOLF STEINER SCHOOL INC. | 39 |
| FEE SCHEDULE 2007 | 39 |
| CAPE BYRON RUDOLF STEINER SCHOOL INC. | 41 |
| OTHER FEES & CHARGES 2005 | 41 |
| ADDENDUM III | 42 |
| TEACHERS, STAFF, SCHOOL COUNCIL AND PARENTS & FRIENDS 2005 | 42 |
| Primary Teachers | 42 |
| High School Guardians | 42 |
| High School Teachers | 42 |
| Specialist Teachers and Support Staff | 43 |
| Administration | 43 |
| College Of Teachers | 43 |
| School Council | 44 |
| Parents and Friends | 44 |
| CAPE BYRON RUDOLF STEINER SCHOOL CODE OF CONDUCT PRIMARY SCHOOL | 45 |

Welcome to our wonderful school

What a long way Cape Byron Rudolf Steiner School has come – from 1987, 13 children and one kindergarten teacher in a pavilion at the Bangalow Showground! Term 2 1988 saw the move onto our present land that looked so very different: cows grazed on unfenced acreage, 3 lonely trees on 5 acres ... and a magnificent view to Cape Byron Lighthouse. We had found our home.

We now have many mature trees lovingly planted throughout the years, classes from Kindergarten to Year 12, hundreds of students and tens of staff.

A little about the education offered at our school ...

Rudolf Steiner spoke about three aspects of the human soul – thinking, feeling and willing. These he linked to different parts of the physical body: thinking with the brain and nerve sense system, feeling with the heart and lungs, and willing with the limbs and metabolic system. The heart and lungs regulate our bodies through the rhythmic actions of breathing and circulation and the feeling realm balances our thoughts and actions. When these three aspects are fully mature and working in balance with each other, we are healthy and “well-balanced”. We then have the ability to perform thoughtful actions – to form worthy ideals, and to bring these into the world so that others will benefit. Each and every aspect 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 develops their physical and emotional development.

How we can work together...

The Cape Byron Primary School Parent Handbook aims to let you know about the parts of your child’s school life that will impact on you and that will help us teach your child in the best possible way bearing in mind the thoughts expressed above. Together with the teaching staff and many other staff members of the school you will help create the best learning environment for all children in our care. You will help us teach your child by ensuring your child is nourished and nurtured physically and emotionally and is ready and able to learn from us.

Communication too is so very important: from us to you and from you to us. If you have suggestions, proposals, concerns or difficulties this handbook will inform you of the appropriate channels of communication. The Handbook will also inform you of the many possibilities for you to be involved in the school.

Thank you for reading this Handbook and for keeping it handy for ready reference.
The Primary School Faculty

SCHOOL STRUCTURE

Cape Byron Rudolf Steiner School is a Registered Independent School and operates as a not-for-profit business under the articles of Association.

The School Council holds the legal responsibilities of the School.

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

The Principal attends to the day to day running of the School

The Parents & Friends Committee assists the school on a voluntary basis by organising fundraising and cultural events and is a forum for parent issues and ideas.

The Primary School includes classes kindergarten to six.

The High School includes classes seven to twelve.

Cape Byron Rudolf Steiner School

The School was established in 1988. The present site was generously donated by the McKeller family. When the founders were shown the site, the first thing they noticed was a view all the way to Cape Byron, hence the name, Cape Byron Rudolf Steiner School. 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 the whole child 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 registration and is recognised as one of Australia's most established Steiner Schools, delivering Steiner education to 250 -300 students from Kindergarten to Year 12.

The School also has a commitment to good environmental practices, including solar panels, composting toilets and reed ponds, 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 teachers and staff of Cape Byron Rudolf Steiner School welcome you and your children to our School community.

The College of Teachers

The College of Teachers is made up of teachers who commit (for no less than one year) to collectively holding the educational responsibilities of the School. The College meets weekly on Thursday evenings, working on issues related to the delivery of the curriculum and curriculum development and the education of the students, as well as planning festivals and teacher development days. The College of Teachers is the body responsible for teacher development, 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 of Teachers is advised by the Primary and High School Faculties, the Principal, the Business Manager and the School Council. The College meets with the School Council at least once per term.

The Whole School Staff

The whole staff (teachers and administration) meets fortnightly on Wednesdays to bring reports and notifications and sometimes guest speakers. This is how our staff keeps in touch with each other while remaining informed of day-to-day issues as well as future events.

Primary and High School Faculties

The High School teachers and Primary School teachers meet in Faculties each Wednesday to manage the various aspects of 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 Parent representatives and College of Teachers 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 the first quarter of each calendar year. The College members are appointed by the College of Teachers at the beginning of each school year. The School Council is responsible for the legal matters of the school and ensures that all the school's policies and guidelines are adequate and adhered to, 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. A copy of the Constitution of the Cape Byron Rudolf Steiner School Association is available from the Front Office on request.

The Parents & Friends Committee

The Parents & Friends Committee is made up of parent volunteers 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 such as the purchase of books, craft equipment, playground equipment, computers etc. Without the generous donation of time and skills by the Parents of Cape Byron Rudolf Steiner School we would not have the school we have today. All parents in the school are welcome and encouraged to attend Parents & Friends meetings.

Class Parent Coordinators

At beginning of each school year the Class Teachers ask for one or two parents to volunteer as Class Parent Coordinators. These coordinators act to keep the parents of the class informed and involved in events and activities related to the class and to assist the teacher in this. They also become committee members of the Parents & Friends and

where possible attend Parents & Friends meetings. This is particularly important as the Spring Fair approaches.

SUPPORTING YOUR CHILD, THE TEACHERS AND THE SCHOOL

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.”

A t t e n d a n c e

It is very important for your child to arrive on time each day and not be picked up before 2:50pm. Obviously some appointments necessitate early pick-up, but where possible please arrange appointments for your children after 3pm. This enables your child to be part of their whole class group and feel the full cycle of the school day. All activities are important throughout each day. Main Lessons continue for 3 weeks and if a child were to be absent for a week or two it is possible that he/she would miss a very important Main Lesson in mathematics, English, humanities or science. Many culminating activities are held during the final weeks of term. These activities (festivals, plays, camps etc) help bond the children and promote harmonious interaction. It is important that your child attends these events.

P u n c t u a l i t y

School begins at 9:00 am. Your child needs to be on time to begin class. Children who arrive late may disrupt the flow of a lesson, the concentration and often the harmony of the class. This is often when details of the day's activities are given and when morning circle activities occur, designed to bring your child to a settled and responsive mood.

Parents are to ensure that their child is collected from school by 3:15pm. If there are children still at school after this time it means a teacher is required to remain also. It is essential that parents observe this as it may mean a teacher is held up from attending a scheduled after school event or meeting.

Please advise the Front Office of three nominated people to contact should we be unable to contact you if your child is still at school at 3.15pm or in the case of an emergency. Please update this information with the Front Office when necessary.

A b s e n t C h i l d r e n

In the interests of safety we ask that you please inform the Front Office by 9.15am if your child will not be attending school that day. Formal notification can be a phone call, a signed note, email or Fax and includes the reason for absence. If you have not informed the School by that time the Front Office will phone you to ask for formal notification, including the reason for the absence. ***If your child is late for school please check in with the Front Office before proceeding to class.***

Parents are reminded that at the Cape Byron Rudolf Steiner School, the teachers attempt to bring continuity to lessons from day to day and from week to week. Therefore it is considered a priority that parents are committed to their child's regular attendance. It is expected that children attend school except in times of illness. If your child has been absent due to illness, ask the class teacher if there is any assistance you can give your child to catch up on what they have missed. Similarly, it is expected that children do not begin holidays before the end of the school term. We believe it gives children a sense of completion and of belonging, to experience the end of term celebrations and performances.

If your child 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 teacher. This is to help facilitate your child's return to school and to ascertain any extra support which may be required.

A School Legal Guide⁽ⁱ⁾ informs us that the law imposes upon parents a duty to educate their children. If parents do not ensure their child's 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 relevant education department. Our attendance registers are open to inspection by Board of Studies inspectors.

Therefore, if your child is absent for any reason, the Board of Studies requires that you give formal notification to the School giving the reason for the absence. **All half or full day absences require formal notification.** Teachers are required to keep a record of all absences and any late arrivals or early departures.

New Enrolments

The school policy states that all students enrolled at the school are initially accepted for one term. This gives the parents and teachers the opportunity to see how the child will settle in and whether or not this school can meet the educational and other needs of the child. It allows the school to evaluate whether the child is benefiting from what we have to offer, and is someone with whom we can work cooperatively. You will be asked to meet with your child's teacher at the end of the first term of your child's enrolment.

For the parents the opportunity exists to evaluate whether or not this is the school for their child and to withdraw the child, if necessary, without the financial penalty of a withdrawal fee. In some cases this trial period may be extended. If the situation requires it, either parents or the school may terminate enrolment before the completion of the first term of attendance (see of the *conditions of Enrolment and Fee Agreement* form).

ⁱ The Hands On Guide © 2002 CCH Australia Ltd

Code of Conduct

Setting standards for student behaviour is handled through the use of an agreed 'Code of Conduct' in the Primary School. This approach reinforces the sense of responsibility encouraged by the school.

A copy of the Code of Conduct for primary students is forwarded with enrolment forms and needs to be signed as being understood and accepted by the student, (from Class 5 onwards) and the parents. The policy is then an agreement between the parents, the child and the school. The Code of Conduct outlines the behaviour we expect from students in the school. It also identifies possible consequences should the Code not be complied with and the steps taken when there are behavioural difficulties.

The Behaviour Management policy in our school recognises the stages of development in children, their individuality and the standards of behaviour expected at school.

Good communication between teachers and parents, daily routines and a healthy diet all help children's behaviour at school. Parents can assist teachers by letting them know if there are any changes in the child's home life which may affect their child's behaviour.

You will find a copy of the Code of Conduct at the back of this booklet. If you have not done so already, please go over it with your child and return the signed section to the Front Office.

Bullying

While bullying is regrettably a common factor of educational environments, it shows up most infrequently at Cape Byron. The abovementioned Code assists with an holistic management of such behaviour in an environment where children (and indeed all people on site) are expected to conduct their activities with respect for self and others and with age-appropriate self-responsibility. Two aspects of the school ensure that most problems are caught early and dealt with in a consultative and respectful manner. Firstly Class Teachers develop meaningful long-term relationships with students – there is always an open door and a listening ear. Secondly, a number of programs are conducted throughout the year (such as a 'buddy' reading program and school music programs) enabling students from different age groups to work together, to learn from each other, to socialise and to offer support.

If your child informs you of any bullying at school or on the bus please contact the class teacher immediately. This way the situation can be addressed and remedied quickly.

The student services coordinator is also available to assist with resolving bullying problems and other matters should a need arise. If you would like to speak with the Student Services Coordinator, leave a message at the Front Office.

Parents can also refer to information sources outside of the school for support materials and information, such as www.bullyingnoway.com.au – a website developed by the Ministerial Council on Education, Employment, Training and Youth Affairs (MCEETYA).

Dress Code

By enrolling your child at Cape Byron you have agreed to abide by the school's dress code, as described below, and your continued support in this area will be much appreciated.

Clothing

- ❖ Please dress your child warmly during Autumn and Winter and provide spare clothes in rainy weather.
- ❖ Plain coloured clothing made of natural fibres is recommended. For the Primary School black clothes are considered unsuitable because we understand beautiful colours help to enrich the child's soul life and colour experience.
- ❖ Clothing should promote freedom of movement, but not promote gender stereotypical behaviour. Bike pants or shorts under skirts allow modest freedom movement.
- ❖ Clothing should cover shoulders and midriffs. In hot weather singlets are acceptable but an over shirt which covers the shoulders is required for outside play.
- ❖ Clothing with printed images, messages or slogans are not acceptable. Children may be asked to turn their T-shirt inside out if it is considered to be unsuitable for school.
- ❖ Clothing should be clean and tidy.
- ❖ Clothing is the best form of sun protection.

Shoes

Strong, supportive flat soled shoes in Winter and Autumn and shoes or sandals in Summer and Spring are suitable for school. Thongs and Ugg boots are not acceptable for school. 'Fashion' shoes are not suitable and in fact endanger arches, ankles and knees. Shoes need to be suitable for playing sport and for nature walks. Inadequate or built up shoes limit the capacity of the child to engage in everyday activities, so please ensure your child has suitable shoes for school and socks in the cooler months.

Slippers

Soft indoor slippers are used by all children K-6. They are used for Eurythmy classes once a week throughout the year. Teachers also require slippers to be worn for all or part of the day while the children are in the classrooms. The reasons for this are:

- To keep the children's feet warm in the cooler weather.
- To allow the children to move their feet more freely and easily while participating in indoor movement activities.
- To promote a separation between inside and outside, where children change footwear and prepare to move inside for different activities.
- To help cultivate an attitude of respect for a calm, peaceful indoor learning environment.
- To help maintain a clean floor space in the classroom.

Suitable slippers can be purchased at the Friday Market and locally from Nature's Child in the Byron Industrial Estate and the Byron Market.

Clothes for Special Events

Occasionally your child will need special clothes for school for sports days, performances or festivals. Your child's Class Teacher will inform you of this in advance.

Hats

Every child needs a broad brimmed hat which shades the ears and nose while at school. Caps and sunshades are not acceptable. The children are expected to wear hats whenever they leave the shade of their class veranda. Children who forget to bring their hat must remain on their class veranda or in their classrooms during the breaks. Anthroposopical medical advice supports the view that hats should be worn all year round in Australia even during those cloudy winter days. Protection from the sun's harmful rays ensures that the child's immune system is not damaged.

Hair and nails

Hair is to be kept clean and long hair (below shoulders) needs to be kept tied back as do long fringes. Nails are to be kept clean and trimmed short.

Jewellery

Jewellery should be kept to a minimum. Students may wear a watch, one bracelet, one necklet and earrings should be studs or sleepers. Long dangling or large hoop earrings and multiple bracelets and necklets are not suitable for school. Makeup is not suitable for school.

Name Tags

Please label everything your child brings to school; footwear, lunchboxes, bags, jumpers, coats, swimmers, hats and anything else that comes to school regularly and may become separated from your child. For the older students this includes pens, rubbers, sharpeners etc.

Lost Property

Please check the lost property box outside the front office (under the sunshine mural) and the classrooms at regular intervals. Currently all unclaimed lost property is given away at the end of each term. Valuables are advertised in the newsletter but please contact the office if you know you have lost something. If it is labelled with your child's name, lost property can be easily returned.

F o o d

Please ensure that your child has a healthy breakfast before coming to school. A nourishing breakfast gives a good start to the school day. Morning tea and lunch needs to be brought to school each day in a secure lunch box. The class sits together with the teacher to eat morning tea and lunch. This is to enhance the social bond of the class as well as keeping a check on what and how much the children are eating and drinking and to ensure that any litter is properly disposed of.

Please minimise packaging (to minimise school rubbish and help the environment) and ensure that your child's lunch is healthy, eg: sandwiches or crispbread, fresh or dried fruit, nuts, carrot or celery sticks, nori rolls, rice or pasta and yoghurt. Please also provide an adequate amount of food for your child – growing bodies can get very hungry and developing minds require adequate nourishment.

Sugary foods and drinks and food colouring etc. send a child WILD and are not suitable in a school lunch. Lollies and chewing gum are not allowed at school.

The classrooms have filtered water for the children to use. Please provide a cup with your child's name on it for drinking water. The children are encouraged to drink water regularly throughout the day especially in the warmer months. Of course, your child may also bring water from home.

Playground Rules

- For the safety of all children games in which children tackle each other are not permitted.
- Bicycles are not to be ridden on the school grounds.
- Skateboarding, roller-blading, roller skating and scooting is not allowed at school. We request that children do not bring associated equipment to school. If any such equipment is brought to school it will be stored by the class teacher.
- Children must stay within the school boundaries at all times except when at school.
- Children are to stay within allotted class boundaries except when accompanied by a teacher.
- Children are not to climb trees or the playground equipment before or after school.
- Tree climbing of certain trees (the ice cream bean tree and the mulberry trees which have soft fall under them) during supervised break times is allowed. Climbing height is limited and should be no higher than the highest metal monkey bars nearby.
- Bullying will not be tolerated. Bullying should be reported to the teacher on duty or the class teacher.
- Ball games are permitted only on the oval or the basketball courts, under the dome and the bus shelter and against the wall near the front entrance. ***Kicking ball games are permitted only on the oval.*** No kicking ball games are permitted on the grass area outside the Front Office.
- No ball games are permitted after school at bus times.
- Broad brimmed hats are to be worn at break times. Children without hats need to stay on their class room veranda in the shade. Caps and sunshades are not acceptable.
- Shoes and socks must be worn at break times in the cooler months and shoes or sandals in the warmer months. Children must wear shoes when they arrive at school and when they depart.

Playground Duty

A playground roster for the Primary School is made at the beginning of each term.

Before school a teacher is on duty outside the Front Office from 8.15am – 8.40am to meet early bus arrivals. Class teachers take responsibility for the children of their class when they arrive at 8.30am.

At morning tea and lunch two teachers are on duty in the Primary School – one teacher for the upper playground and one teacher for the lower playground (including the oval).

After School a teacher is rostered on duty from 2.45pm to usher children to the bus lines and to supervise children waiting outside the Front Office to be picked up. This duty extends to 3.15pm by which time parents are expected to have collected their children. After school duty extends until the last child has been picked up, so please ensure your child is picked up by 3.15pm. In the case of an emergency please phone the School to make alternative arrangements.

Illness

Children who have experienced an illness need adequate recuperation time. Please keep your children at home until they are fully recovered. See the [Health](#) section for more details including exclusion times for notifiable infectious diseases.

Money

Children may not bring money to school unless it is in an envelope stating the purpose of such money. The only exception would be the carrying of small change for purchasing from class shops.

Please do not send cash for fees to school with your child as the School will not take responsibility for money that does not arrive.

Phone use

The blue phone outside the office is for adults and high school student use only. Primary school students are not permitted to use this phone. If a primary school student needs to make a call to a parent or carer, the teacher will write a note for the Front Office requesting this. The school phones are not available for social arrangements, so please settle any social arrangements outside of school time.

Mobile Phones

Mobile phones are not allowed in the Primary School. If a child is found to have a mobile phone it will be taken from them and returned to the parent.

H o m e w o r k

Homework is programmed for children in the middle and upper primary classes. Sometimes homework is finishing work which has not been completed in class time. Please check if your child has any homework. Establishing a homework rhythm is essential to connect home and school.

The Reading Programme which begins in Class Two, Term Two relies on daily reading. Please make a time in your busy schedule to listen to your child's reading and encourage your children to continue with daily reading when they become independent readers.

T V / V i d e o

The most attentive time for the child is in the morning and if it is filled with television this busies and dulls their receptive minds. It also fills the child with unwanted images and blocks their own creativity. We ask that you do not allow your child to watch TV in the morning before school and that you limit and monitor viewing at other times. Children take their television and video watching content directly into their sleep life and it manifests outwardly in their games and conversations, interrupting their own imagination and disturbing the child's usual restful sleep patterns.

B o o k s / S t o r y t e l l i n g

It is important that children develop an imagination of their own and not one promoted by popular culture. Storytelling and book reading enables this to happen and reading to and with your child can be a wonderful and fulfilling experience. Quiet areas at home for reading, board games, puzzles, cards etc are essential and it is important to allow the child time to just 'be'.

From Class Three, please encourage your child to read daily (10 minutes is adequate) for their own pleasure and study. A love for books and stories is a lifetime gift.

S w i m m i n g

Primary Classes may participate in a block swimming lesson each year with qualified swimming instructors. AusSwim courses are also advertised from time to time in the local media.

P a r e n t i n v o l v e m e n t i n t h e s c h o o l

Cape Byron Rudolf Steiner School encourages the involvement of parents in the day to day life of the school. Activities in which parents can become involved include; supporting teachers in the classroom with reading, craft etc, the annual Spring Fair, assistance on class camps, fund raising for class activities and assisting with organization of class activities. We appreciate and value the support of parents. It can greatly add to the children's depth of experience and in the early years they particularly treasure this time.

Please note that all families are asked to give 8 hours of Repair, Care and Maintenance hours to the school each year. If you cannot attend a scheduled RC&M (working bee) day, ask your child's class teacher, the office staff or the librarian how you can help, to fulfil these hours.

If you are planning to involve yourself in classroom activities please complete a declaration regarding Child Protection at the Front Office beforehand. This is a government requirement for all people working with children. When parents are on site to help out in the classroom or for RC&M hours during school time, **please sign in and sign out in the visitor's book in the Front Office.**

A FINAL COMMENT

Class discipline and harmony, and the quality of social interaction within each class and within the school depend to a large extent on parenting, diet and lifestyle.

Please help us to teach your child effectively.

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 in Addendum II of this handbook 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). If your child has been at the school for more than one year you may be eligible for short term assistance through the Community Fee Assistance Fund. 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.

F e e D e s c r i p t i o n

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 primary school the materials levy covers the cost of purchasing materials such as crayons, pencils, main lesson books, stationery and craft materials.

There will be occasional requirements for class-appropriate supplies. Timely notification of requirements and cost will be advised by the class teacher or guardian who will also collect payment. Payment can be left in a sealed envelope (named with purpose of payment inscribed) at the school office. Examples of these costs are:

- fountain pens (approximately \$15 - \$20 in class 4/5)
- eurythmy slippers (approximately \$20 as needed)
- extra material for special projects, eg. timber for woodwork etc

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.

OTHER FEES AND CHARGES

Primary String Program

From Class 3, children learn to play the violin, viola or cello and continue their tuition throughout the primary years as an integral part of their education. All children participate in a class orchestra. In addition there is an after-school combined orchestra for children who are interested and able to join in. The cost of music tuition is paid to the school and is in addition to the school fees. The String Program allows for eight 20 minute lessons at a cost of \$110 per term or eight 30 minute lessons at a cost of \$166 per term. All lessons are provided one on one with one of the school's experienced Strings Tutors.

When a student misses a lesson due to absence, the strings tutor will endeavour to provide another time slot to make up the time. Although the primary strings timetable allows little flexibility for this we will do the best we can. In the event of a strings tutor being absent, additional time will be allocated in a form that best suits the program. This may be individual lessons, ensemble work or concert preparation.

The cost of purchasing or hiring an instrument is an additional cost. Parents may be able to purchase a second-hand instrument by inquiring at the school office. Instruments can be hired from the school. Some instruments have already been purchased with the assistance of the Parents and Friends Association and more will be added as time and resources allow. The school newsletter may be used for sourcing or selling instruments.

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"

I n t e r n a t i o n a l F e e C o m m e n t s

- 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 CRICOS provider code is 02346B.

See Addendum II for current fee schedules.

COMMUNICATION AND CONSULTATION

Newsletter and Noticeboard

The newsletter is compiled **fortnightly** and is distributed to families via the children. 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. You may nominate which child in your family brings home the fortnightly newsletter. Please inform the Front Office. If you do not nominate which child, the youngest child 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.

Class newsletters and notes

Teachers also keep parents informed with regular class newsletters and notes which are sent home with the children. Please check with your child on a regular basis if there are any notes from the teacher. Some notes may need to be signed and returned, so it is important that you receive these notes as soon as possible.

Please ask your child to give you any newsletters or notes from school.

Class Teacher/Parent Meetings

Meetings between the class teacher and parents are an essential part of the school's educational philosophy. They assist with the building of bonds between child, teacher and parent. Your attendance at these meetings is considered vital to understanding and promoting the educational wellbeing of your child. Please let your child's class teacher 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 and will be doing during each term;
- observe your child's work
- share ideas about behaviours, expectations and needs of your child;
- understand what you can do to assist with the education of your child;
- become more informed about child development
- 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 teacher generally has two or more meetings each year. They are held in your child's classroom in the evening. Class meetings are to inform the class parent body of the progress of the class as a whole and are not a forum to discuss individual children. You will be notified of the dates of these meetings through class notes (written communication from teachers).

Meeting with your child's class teacher

Occasionally you may like to meet with your child's class teacher to discuss your child or the teacher may ask you to meet to discuss your child. If you would like a meeting with the teacher, leave a message at the School office and a time for the meeting can be agreed on. If the teacher wishes to meet with you, you will be contacted to make a meeting time. Please don't expect teachers to be able to discuss your child with you without prior arrangement. You will be asked to meet with your child's teacher at the end of the first term of your child's enrolment.

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 III 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.

Fee Payments

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

HEALTH

I m m u n i s a t i o n C e r t i f i c a t e s

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.

M e d i c a l C a r e

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.

If your child has special medical needs, please make sure the Front Office and the child's class teacher are aware of your child's special medical needs. 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) |
| Pediculosis (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 9 through the public dental clinics.

For further information on the School Dental Assessment program
please phone 1300 651625

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.

Children's Borrowing

Children in classes 2 to 6 visit the library each week to borrow books, and may also use the library at Morning Tea and Lunchtime on some days (see timetable). Class 1 visits the library weekly from the second semester.

All children in classes 3 to 6 need a cloth library bag to borrow books and are expected bring their books, in their library bags, to school **each week** on their Class's library day (see timetable)

Library Timetable

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

Teacher Librarian - **Catherine Dunham**

Library Technician - **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 children for travel without these details. The bus companies will issue your child with a bus pass which your child must have with them to show the bus driver whenever they travel to or from school.

You may like to consider putting a card in your child's school bags which gives all details of their name, address, phone number and contact numbers (including the school's number) with 50c or a phone card. Go through the steps of what they are to do if they miss their bus or get lost.

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

| | | | |
|--------------------------|-----------|------------|-----------|
| Bangalow Bus Lines | 6684 7444 | Blanch's | 6686 2144 |
| Brunswick Valley Coaches | 6685 1385 | Kirklands | 6622 1499 |
| Bruce Crump | 6687 7179 | Beaumont's | 6684 1318 |
| Parsons' Bus | 6672 2353 | | |

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.

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 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.

SCHOOL SHOP AND 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 Craft Stall

The Craft Stall 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 Craft Stall 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 Craft Stall 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 Craft Stall/Market is located on the paved area in front of the Movement Room.

You will find the Craft Stall 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 Craft Stall please leave a message at the Front Office.

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

| CLASS | 1st Child | 2nd Child | 3rd Child | 4th Child | 5th Child |
|---------------------------------------------------------------------------------------------------|------------------|------------------|------------------|------------------|------------------|
| Sibling Discount <i>(The eldest child enrolled is considered to be the first child)</i> | | 15% | 55% | 80% | Free |
| 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 | 810 | 706 | 428 | 254 | 115 |
| 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 | 951 | 847 | 569 | 395 | 256 |
| 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 | 961 | 857 | 579 | 405 | 266 |

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 | 982 | 878 | 600 | 426 | 287 |
|-----------------------|------------|------------|------------|------------|------------|

Class 6

| | | | | | |
|-------------------------|-----|-----|-----|-----|-----|
| Tuition Fee | 695 | 591 | 313 | 139 | - |
| Materials Levy | 83 | 83 | 83 | 83 | 83 |
| Music / Strings Program | 110 | 110 | 110 | 110 | 110 |
| Camp & Excursion Levy | 104 | 104 | 104 | 104 | 104 |

| | | | | | |
|-----------------------|------------|------------|------------|------------|------------|
| Total Per Term | 992 | 888 | 610 | 436 | 297 |
|-----------------------|------------|------------|------------|------------|------------|

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 | 1,027 | 907 | 588 | 388 | 228 |
|-----------------------|--------------|------------|------------|------------|------------|

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 | 648 | 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 & CHARGES 2005**

| | |
|--------------------------------------------------------|---------------------------------------------------------------------------------|
| 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 Donation: | \$20 Per family per term Sent with T1 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 AND FRIENDS

Primary Teachers

| | |
|-----------------------------|--------------------------------|
| Kindergarten | Julie McVeigh |
| Class 1 | Rosina Mihajlovic |
| Class 2 | Sue Hayes |
| Class 3 | Maria Moston |
| Class 4 | Gregorio Noakes |
| Class 5 | Lyn McCormick and Simon Ivanac |
| Class 6 | Teera Palmer |
| 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 Ivison |
| High School Student Management | Gary Ivison |
| HAT High School Administration Team | Peter Schirrmeister, Katie Biggin, Elisabeth Noakes, Gary Ivison |

High School Teachers

| | |
|---------------------------------------------------------------------------------------------|---------------------|
| Design and Technology & Technics | Gary Ivison |
| Drama, English, History | Delaney Crawley |
| English - Classes 11 & 12 | Katie Biggin |
| English, Geography, Personal Development | Rachel Knight |
| English, History, Geography, Indonesian, Mathematics and Personal Development - Classes 7&8 | Emily Stubbs |
| Fine Art and Sculpture | Denis Hopking |
| French | Françoise Pirondeau |
| History, Visual Art | Elisabeth Noakes |
| Geography, Mathematics, Science | Praba Manning |
| Mathematics and Geography | Christo Brett |
| Mathematics, Personal Development | Lindel Gass |
| Music, Computer Applications, Visual Imaging | Peter Harris |
| Photography, Humanities | Mark Fuller |
| PDHPE | Steven Richards |
| Science | Peter Schirrmeister |

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 | 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 |
| Acting Co- Principals | Catherine Dunham / Lyn McCormick |
| Front Office /Reception/First Aid | Susan Mothersole |
| Front Office /Reception/First Aid | Sharon Curry |
| Front Office support | Marion De Niese |
| Bookkeeper | Annas Nabi |
| Site Manager | Gavin Colley |

College Of Teachers

| | |
|---------------------|-----------------------|
| Katie Biggin | College member |
| Christo Brett | College member |
| Marlis Griffiths | College member |
| Julie McVeigh | College member |
| Maria Moston | College member |
| Teera Palmer | College member |
| Peter Schirrmeister | College member |
| Catherine Dunham | Acting Co - Principal |
| Lyn McCormick | Acting Co - Principal |

School Council

| | |
|----------------------------------|----------------------------------|
| Parent Representatives: | |
| Chairperson | Brett Jarman |
| Treasurer and Deputy Chairperson | Jeremiah O'Toole |
| Secretary | James Dods |
| Teacher Representatives: | Marlis Griffiths |
| | Julie McViegh |
| | Maria Moston |
| Ex-officio Members: | |
| Business Manager | Mark Stephan |
| Acting Co - Principals | Catherine Dunham / Lyn McCormick |

Parents and Friends

| | |
|----------------------------------|-----------------|
| Chairperson | David Hanrahan |
| Secretary | Trina Minter |
| Treasurer | Janice Dutton |
| Spring Fair Coordinator | Julia Monacelli |
| School Shop / Market Coordinator | Lisa Potter |



CAPE BYRON RUDOLF STEINER SCHOOL CODE OF CONDUCT
PRIMARY SCHOOL

*Please note: this document is subject to regular review and amendment.

**At Cape Byron Rudolf Steiner School we care for each other
We believe that EACH CHILD HAS THE RIGHT
TO LEARN WITHOUT DISRUPTION FROM OTHER CHILDREN**

At our school:

Everyone cares for each other

All creatures are cared for

Everyone takes responsibility for their own behaviour

The following behaviours are not acceptable:

- ❖ **swearing**
- ❖ **teasing**
- ❖ **stealing**
- ❖ **lying**
- ❖ **bullying**
- ❖ **hurting, physically or emotionally**
- ❖ **harassment**

It follows then that in the areas below, these are the expectations:

TREAT ALL PEOPLE RESPECTFULLY, including 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.
- ❖ Work quietly when requested by the teacher
- ❖ Discuss any concerns personally *and privately* with the teacher in a polite manner.
- ❖ Follow class procedures and rules.
- ❖ Abide by School procedures and rules.
- ❖ Speak politely to all adults and other students.

COMPLETION OF SCHOOLWORK

- ❖ 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.
- ❖ Participate and co-operate in all classes to best of ability including P.E., French, Cello, Eurythmy, Library etc

CARE FOR ENVIRONMENT

- ❖ The classroom is for learning, study and work - the classroom is a quiet place.
- ❖ Keep the classroom and your own area tidy.
- ❖ Walk inside the classrooms.
- ❖ Care for class property and the property of others.
- ❖ Use class property appropriately and return borrowed items.
- ❖ Stay within allotted boundaries in the playground.

PERSONAL BELONGINGS

- ❖ In the upper classes each student must have his or her own equipment stipulated by the teacher at the beginning of each year/term e.g. pencils, pens, rulers etc.
- ❖ Books, toys **and other items found to be inappropriate** are to be placed in schoolbags and are not to return to school. If they return they will be confiscated for a period and returned to parents.
- ❖ Electronic games, MP3 players, mobile phones and age-inappropriate objects and literature are not allowed at school.

TRAVELLING TO AND FROM SCHOOL BY BUS

- ❖ Well-mannered orderly conduct on the bus.
- ❖ Remain seated at all times.
- ❖ 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

SCHOOL RULES – parents please note

- ❖ **Food** - Ensure that food brought to school is healthy with minimal packaging.
- ❖ **Attendance** – If the child will not be attending school that day please notify the school by 9.15am. 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 child from school for the appropriate time.
- ❖ **Punctuality** – school begins at 9.00a.m. and finishes at 2.50p.m.
- ❖ All children must be **picked up by 3.15 p.m**
- ❖ Abide by the School's **Dress Code**. Comfortable, plain clothing suitable for the weather. Covered shoulders for outside play and covered midriff. See the Parent handbook for details regarding the School's Dress Code.
- ❖ **Hats and shoes** are required. Shoes need to be flat and supportive of the feet (thongs and slip-ons are not suitable for school); hats need to cover the ears and the back of the neck.
- ❖ **Jewellery** should be minimal.
- ❖ **Hair** needs to be tied back (if long) and regularly checked and treated (if necessary) for lice.

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 child and any previous related breaches. For serious or persistent breaches parents will be contacted and may be asked to attend a meeting. The following actions are used within the Primary School for the disciplining of students:

- ❖ **Speaking with the child** about their behaviour, helping the child to seek creative solutions to abide by the school's rules and requesting the child modify their behaviour.
- ❖ **Speaking to the class** about behaviour and expectations of behaviour.
- ❖ **Two warnings** with specific explanation of why the warning has been given.
- ❖ **A third warning from the same teacher will result in a lunch-time detention** – sitting out lunch break or doing jobs for the teacher or the class (related to the breach where possible). The child is requested to complete a 'Responsible Behaviour' form.
- ❖ **First supervised lunchtime** – A note will be sent home with the student for the parent to sight, sign and return to the class teacher the next school day. Parents are asked to speak to their child about this behaviour.
- ❖ **Extreme behaviour** can result in an **instant supervised lunchtime**. In the case of very extreme behaviour or refusal to follow the directions of a teacher (for no apparent reason) **parents will be notified and may be asked to come and get the child from school. The teacher will request a meeting with the parent.**
- ❖ **Second supervised lunch-time** - A note will be sent home with the student for the parent to sight, sign and return to the class teacher the next school day. Parents are asked to speak to their child about this behaviour.
- ❖ **Third supervised lunch-time**. A note will be sent home to the parent to sight, sign and return and to **request an interview**. This is put in the child's file along with a record of the interview. *Supervised lunchtimes stay in place for one whole school term and may have been given by any teacher.*
- ❖ **Agreement**. When a child receives a third supervised lunchtime within a term, the child is put on a **agreement. The parent is asked to attend a meeting with the teacher** to discuss and agree to the terms of the agreement.
- ❖ **Placing the student on an agreement**, requiring parent and child to sign a document agreeing to modify behaviour and to the child undertaking supervised activities during break times for a period of days (3 or 5 days)
- ❖ **A daily communications book** may be used. This is a daily communication arrangement between the parent and the teacher, with the student's knowledge and cooperation. The communication book continues until there is a mutual agreement between the parent and the teacher that is no longer necessary.
- ❖ **Abusive language or actions** may constitute an **immediate need for an agreement**. A note will be sent home for parent to sight, sign and return to the class teacher. The teacher will **request a meeting with the parent** before the child returns to school.
- ❖ The school may also recommend parents **seek professional counselling for the child** in order to ascertain any underlying problems.
- ❖ If the agreement is not effective and a breach of the agreement occurs, **the parent is contacted and may be asked to take the child home** for the remainder of the day. The school will request a meeting with parent before the child returns to school.
- ❖ The School may also choose to **send a student home** who is not on an agreement if for no apparent reason they refuse to take a direction or are out of control or being abusive.
- ❖ **A third agreement in a year will result in the child's suspension** from school for a period. Written notification to parents will be provided. **Return to school will be under the conditions of a agreement, signed by the parents, the student and the Class Teacher.**
- ❖ If none of the above is effective **the child will be asked to leave the school.**

NOTES