



GENERAL SCHOOL PRACTICES & ROUTINES

ABSENCES

When your child is absent from school, you must provide a reason for this absence. **Regular attendance is very important for student learning.** A child should only be absent when they are unwell. The following are acceptable methods for notifying the school:

- Online via the Absences tile on your Schoolbox Portal Dashboard
- Written note handed in the next day your child is at school
- A phone call to the school

If you do not notify the school, an SMS will be sent to you alerting you that your child has been marked as absent, so ensure you let the school know beforehand. If your child has been absent from school for more than 3 days, a medical certificate is required. If you are planning a holiday during the school term, you will need to request leave from the Principal in writing.

ARRIVING LATE

If your child arrives at school after 9am, they will need to enter the school via the entrance on Regent Street to collect a late note from the school office. This note needs to be signed by you and returned to school the next day.

LEAVING EARLY

If you need to pick your child up early from school, please inform the school beforehand by calling 9644 5144 or emailing enquiries@rpcs.nsw.edu.au. You will need to collect your child from the school office on Regent Street.

PARENT/TEACHER COMMUNICATION

Formal student reports are sent home at the end of Term 2 and Term 4. These will give you information about all areas of your child's learning progress and achievements. Individual parent and teacher conferences are scheduled at the beginning of Term 1 and Term 2. If you would like to see a teacher outside of these times you can schedule an appointment by calling 9644 5144 or emailing enquiries@rpcs.nsw.edu.au.

LEARNING SUPPORT

The school has Learning Support teachers and EALD teachers across Primary and Secondary. These staff aim to integrate learning support into classrooms for students requiring additional assistance, particularly in the areas of Literacy and Numeracy. This approach fits closely with the school's academic care program, where pastoral care and academic needs are integrated to ensure each student is able to develop at a rate of learning that is consistent with their identified level of ability. Students are constantly assessed for levels of learning so that when a particular need is identified, students can receive additional support from both classroom teachers and learning support teachers.

PASTORAL CARE

The school endeavours to promote a healthy, supportive and safe environment for all children. It seeks to use Biblical truth and principles to underpin the interactions in our educational community. Children and young people who are happy, confident and able to establish meaningful relationships are better placed to achieve positive learning outcomes. The school seeks to develop policies and practices that increase resilience, reduce vulnerabilities, build connections and develop greater links both within and outside the community.

WELLBEING

In Primary, each student is directly cared for by their classroom teachers. They are the first contact for parents who wish to raise any concerns or provide information about their child. Students across K-12 have access to the services of our school Counsellors. Our qualified educational psychologist is also able to conduct any required learning or behaviour assessments.

AFTER SCHOOL CARE

After School Care is available at Regents Park Christian School. It is run by Camp Australia. Visit their website campaustralia.com.au for more information.

UNIFORM

We take pride in our presentation and seek to present ourselves well to each other and to our community. The Uniform Shop operates as a service to the school community and provides new and second-hand items of school uniform for purchase.

Kindergarten Starter Packs are available to all new Kindergarten students. This pack includes all of the items that Kindergarten students need to start school. You will find this list along with an order form on our school website rpcs.nsw.edu.au.

LIBRARY

The K-2 Library is located inside the Kindergarten classroom. Commencing in the middle of Term 1, students will be able to borrow books everyday. They will need a library bag in order to borrow, so please make sure it is inside their school bag.

CLASS FORMATION

The Kindergarten grade will be divided into two core classes. These decisions will be made in the first week of Kindergarten. Students are placed in these classes by the Head of Primary, in consultation with class teachers, and are made with your child's gifts, talents, social and learning needs in mind. They are not informed by academic ability.

MORNING DROP-OFF AND AFTERNOON PICK-UP

The closest access to the Primary building is via Kingsland Road. These gates open for students in the morning at 8:00am and in the afternoon at 3:00pm.

In the early days of Kindergarten, you will be given a sign with your surname on it. This is for you to display in your car window if you choose to collect your child via Kiss and Drop. This is located along Kingsland road. Please note, the queue is often quite long. It is very important that we do not block the flow of traffic along this road. If your joining of the queue will block the flow of traffic, please drive around the block until you are able to safely join the queue. A teacher will walk your child to the car. Please be patient. Alternatively, you may park your car and collect your child in person.

SCHOOLBOX

We use an online learning platform, Schoolbox, as our hub for learning and communicating with our school community. You have been provided with your own user login. We encourage you to check your Schoolbox notifications regularly as you will receive updates about your child's learning and school activities.

