



Parent Handbook

2025

Contents

Adventist Education	5
Port Macquarie Adventist School.....	7
Our History.....	7
Vision Statement	7
Mission Statement	7
Our Values.....	7
Staff Directory.....	15
General Information	17
Canteen.....	17
Consent2G0.....	17
Court Orders.....	17
Enrolments.....	18
Governing Body	18
Sign in for Visitors to the school	18
Transport to and from School.....	18
Kiss and Drop.....	18
Bus.....	19
Sickness or Accident	19
Uniform.....	20
Attendance	23
School Hours.....	23
Attendance Procedures.....	24
Late Sign in	24
Pupil Free Day.....	25

Curriculum and Learning	25
Curriculum Delivery	25
Assessment and Reporting	25
Inclusive Education.....	25
Homework	26
Fruit Break	26
Sport	26
Assembly	27
Chapel.....	27
Staff and Students.....	28
Behaviour.....	28
Christian Code of Conduct	28
Internet Usage.	29
Mobile Phone Usage.	29
Student Leadership.....	29
Bikes / Scooters / Skateboards.....	30
Community and School.....	30
Communication	30
Social Media	30
Newsletters.....	31
Communication and Grievance Procedures.	31
Financial Information.....	34
Tuition / Fees / Payment	34
Maintenance Levy.....	35
Year 3-6 Scholarships.....	35
Family Discounts.....	35
Fee Payment Options.....	36
Changes in Enrolment Status	37
Methods of Payment.....	37
Important Notes for Payment.	38
Finance Committee	39

Principal's Message

As Principal of Port Macquarie Adventist School, it is my pleasure to welcome you to learn more about our wonderful school. Our goal at Port Macquarie Adventist School is that every member of our community has a sense of belonging and the opportunity to reach their full academic potential while growing in their relationship with Jesus Christ.

Our nurturing environment supports and encourages students right from the Early Years all the way through to our Secondary School. The school's size and structure allow each child to be treated as a unique individual, as they develop physically, mentally, socially, and spiritually.

We believe that this can be achieved through authentic, open, and respectful relationships. Education is not something that happens solely at school, students need the support of many different partners. At Port Macquarie Adventist School, families become part of our community as we partner in seeking a positive well-balanced Christian education for your child.

If students implement our 3-core values Respect, Responsibility, and Integrity, they will flourish at Port Macquarie Adventist School and then make positive contributions to the wider community.

Adventist Education

Port Macquarie Adventist School is part of the Adventist Schools network, the largest Protestant School system in the world that has been operating since the early 1870s. Globally it has more than 9,500 schools, Colleges and Universities, with 69,000 teachers who are for the needs of more than 1.3 million students. In the South Pacific Region there are almost 200 schools.

The Seventh-day Adventist philosophy of education is Christ-centred. We believe that Jesus is the ultimate example of 'love in action' and He wants us to do likewise. As such, Adventist Education is a vital ministry of the Seventh-day Adventist Church and is committed to sharing God's life transforming love.

The Logo Explained

Symbolism and Name

Seventh-day refers to the Adventist belief in the biblical “Sabbath”. It is a time set aside for people to connect with God, family and friends, and to share in both physical and spiritual rest. The “Sabbath” was observed in the Bible on the seventh day of the calendar—Saturday. The weekly “Sabbath” is observed from sunset Friday to sunset Saturday globally in all Seventh-day Adventist Churches.

Adventist is a term that describes someone who believes in the “advent” or return of Jesus Christ.

TOWARD HEAVEN

The lines at the top of the design suggest a continued upward momentum symbolising the resurrection and ascension to heaven at Christ’s second coming, the ultimate focus of our faith.

PERFECT SQUARE

The biblical metaphor of the perfect square represents God’s Most Holy Place and His design for heaven.

THE FLAME

This flame shape is formed by three lines encircling an implied sphere. The lines represent the three angels of Revelation 14 circling the globe and our commission to take the gospel to the entire world. The overall shape forms a flame symbolic of the Holy Spirit.

THE CROSS

The symbol of the cross, representing the gospel of salvation, is positioned in the centre of the design to emphasise Christ’s sacrifice, which is the central theme of our faith. It is also significant that the Bible representing the law and the flame representing the Spirit come together at the cross.



THE OPEN BIBLE

The Bible forms the base of the design and represents the Biblical foundation of our beliefs. It is portrayed in a fully opened position suggesting a full acceptance of God’s word.

Port Macquarie Adventist School

Our History

Port Macquarie Adventist School (PMAS) is a co-educational institution operated by the Seventh-Day Adventist Church, as part of its worldwide system of Christian schools. It is open to any student who wishes to study and learn within a Christian environment.

PMAS was established on its current site in 1992. The school currently offers Pre-Kindergarten to Year 10. PMAS is fully registered with the New South Wales Board of Studies and is a member of the Association of Independent Schools (NSW). Seventh-day Adventist Schools (NNSW) Ltd is responsible for the appointment of permanent staff and supervision of teaching standards. The local School Advisory Council is responsible for the management of the school, student enrolment and for the provision of suitable facilities in which the school can operate efficiently and safely. Responsibility for the day-to-day operation of the school rests with the Principal and staff.

Vision Statement

Nurture for today • Learning for tomorrow • Character for eternity

Mission Statement

Port Macquarie Adventist School is...

A welcoming Christ-centred school community, collectively expressed through mutual trust and respect, nurture and a sense of belonging, where every member has the opportunity to experience a growing relationship with Jesus Christ.

Our Values

- Respect
- Responsibility
- Integrity

Parental Partnership

Introduction

Port Macquarie Adventist School provides quality Christian education through our values of Respect, Responsibility and Integrity. We believe that education works best when the school, parents and students are on the same page and have clear, open and respectful communication.

The School endeavors to make considered decisions that are in the best interests of all students and the entire community, however we acknowledge that there are sometimes concerns or grievances regarding School practices and this code of conduct aims to set some guidelines about the manner in which these should be approached.

The intention of this document is to ensure clarity for parents and guardians of the School's expectations with regard to their interaction with the School, its staff, other parents and students. As a Christian learning environment, we wish to look to biblical principles to resolve conflicts and to manage situations to ensure that every situation is focused on one question.

How can we best work together for the benefit of the students?

This Partnership applies to all Port Macquarie Adventist School parents, guardians and caregivers, (collectively referred to as "Parents") with students enrolled at Port Macquarie Adventist School. It applies across all School environments, both during and outside school hours and within and outside the physical school environments, including online.

All Port Macquarie Adventist School staff are responsible for providing guidance to Parents through positive role modelling and when appropriate, clear and respectful directions. Staff are also expected to sign a code of conduct that incorporates similar principles to those in this document. Parents are responsible for adhering to this Code of Conduct to maintain a safe and respectful and positive learning environment for students and workplace for staff. Parents agree to be bound by this Partnership when they accept an offer of enrolment from the School.

Expectations

1.1 Be a positive role model and support the School

Parents are expected to support the educational ethos and values of the School, model appropriate behaviours for their children to learn from, and work with the School as it educates and provides wellbeing support to all students.

Parents can support the School and be positive role models by:

1. Abiding by the School's policies, procedures and directions, and ensuring their children do the same.
2. Being aware of the School's child protection protocols and, in particular, the Child Safety Policy which aims to ensure the safety and wellbeing of students. This can be found on the School website.
3. Respecting that the School is inclusive and welcomes students from a variety of backgrounds, and with different needs.
4. Encouraging their children to actively participate in the life of the School, including in the many sporting and co-curricular activities available (noting that some will be compulsory).
5. Being responsive to concerns raised by the School about their own child, including by being cooperative, providing information and attending meetings when required.
6. Keeping the School informed about their child's behavioral or educational needs, including by providing updated medical and relevant information as it becomes available or working with the School to ensure we get support for students from experts when required. The School will continue to work with parents on how they might best attempt to accommodate the needs within the restrictions of a school environment.
7. Keeping the School informed about their child's parenting arrangements, including any court orders that may be in place. However, parents should not involve the School in parenting disputes, or expect the School to act as the go-between for estranged parents.
8. Recognising the damage that gossip can do within a School community, and avoiding unconstructive commentary (including criticism, uninformed rumour or speculation) with other parents, including on social media.
9. Understanding that the School endeavours to make considered decisions that are in the best interests of all students and the entire community, and that any concerns or grievances regarding School practices should first be raised via the School's established internal complaints mechanisms as outlined on the School website.
10. Completing forms and providing information and permissions in a timely manner when requested to do so by the School, in order to enable the School to comply with its many regulatory requirements regarding child safety, health and welfare.

1.2 Behave respectfully towards members of our community

Port Macquarie Adventist School expects that parents will always behave respectfully towards School staff (including employees, contractors and volunteers), students and other parents.

The following is a non-exhaustive list of behaviours that are not considered respectful:

- Bullying, intimidation, discrimination, sexual harassment, victimisation and child abuse.
- Actual or threatened aggression or violence. Demanding or Assertive requests to staff.
- Behaviour that causes a risk to a person's health and wellbeing.
- Defamatory comments.
- Gossip, rumour, and innuendo.
- Raising one's voice, or using offensive language, while communicating.
- Age-inappropriate language when communicating with children.

1.3 Appropriate use of technology and social media

The expectations set out in this Code of Conduct also apply to the way a parent uses technology and behaves online.

For example, Parents should:

- 1 Respect a staff member's professional and personal boundaries, by not using their personal online presence to raise School matters (or otherwise engage in disrespectful behaviour).
- 2 Not take photos, videos or other recordings of another student without their parent's consent, and not publish information (including personal details, contact information, images and recordings) concerning a staff member, parent, student or other member of the School community online without express consent.
- 3 Avoid publishing information which may bring the School (or any of its staff, students, Parents and other members of the School community) into disrepute. This includes where an image or recording shows a student in School uniform behaving inappropriately.

- 4 Not communicate with other students outside of the School, including by email or on social media, without prior consent from that student's parent(s).
- 5 Not discuss confidential or sensitive School matters, including any matter relating to grievances about a particular staff member, students or other Parents online.
- 6 Not set up any online website, forum or group which features the School's name in its title, or which may suggest that it is operated or sanctioned by the School.

1.4 When visiting School grounds, or attending School activities and events

Parents must respect the School's risk management procedures when visiting the School. Parents should immediately proceed to Reception upon arrival to sign in and should only enter a classroom or other student environment when invited to do so by a staff member. This requirement does not apply when visiting the School only to:

- attend an activity or event to which all members of the School community have been invited;
- visit the School Uniform Shop; or
- drop off or collect a child from School.

1.5 When visiting the School, or attending School activities and events, Parents should model appropriate and respectful behaviour. This includes:

1. Demonstrating good sporting conduct and fair play when attending the School's art, drama, music and sporting events.
2. Adhering to applicable occupational health and safety and risk management procedures.
3. Following any reasonable directions given by School staff.
4. Showing appropriate care and regard for the property of the School and others. Any damage should be promptly reported to the School.
5. Not being under the influence of drugs or alcohol.

1.6 Drop off / pick up

When dropping off and picking up students from the School, Parents are expected to ensure the health and safety of all members of our School community, as well as the wider community, at all times.

Parents must adhere to all traffic rules and any School traffic management system in place. This includes adhering to applicable speed limits, observing all traffic signs, limiting the use of car horns (unless indicating imminent danger), following directions given by staff on duty and parking appropriately and safely

1.7 Responsibility for others

Parents are expected to ensure that other individuals involved in their child's life, such as other relatives and carers, are also aware of and adhere to this Parent Code of Conduct.

Raising Concerns Appropriately and Productively

The School is committed to the education and wellbeing of each student. It is therefore critical that Parents are able to raise genuine concerns and grievances they may have about such matters in an appropriate, constructive and respectful forum. The School's grievance management procedures are set out in the Complaints and Grievance Policy. This policy sets out how concerns and grievances may be raised with the School and how the School will deal with these in a respectful and timely manner.

Parents with concerns and grievances should consult the Complaints and Grievances Policy. However, in general:

- 1 Parents should not communicate with another student about an issue concerning their own child. Parents must not attempt to discipline a student who is not their child and should not raise their voice or be aggressive or hostile when communicating (verbally or non-verbally) with another family's child.

- 2 Parents should raise their concerns with their child's teacher in the first instance. More serious concerns or grievances, including where a parent is dissatisfied with a teacher's response to a concern, may be raised with the appropriate member of the School leadership (as set out in the Complaints and Grievances Policy).
- 3 Parents should clearly set out their concerns and grievances, and what they would practically like to see happen.
- 4 Parents should respect that the School employs experienced educators and other professionals who are well-trained in making academic, disciplinary, co-curricular and wellbeing decisions every day. While the School will always take into account the interests of the individual child, the School must ultimately make decisions that take into account the interests of all students (and others who may be affected by the School's decisions).
- 5 Parents should recognise that just as the School will seek to respect each student's privacy, the School will also respect the privacy of other members of the School community. This means there are limits to what information the School may share with a parent when issues arise. This does not mean that the School is not taking an issue or situation seriously or hiding information from a parent.

Consequences For Breaching Partnership

Staff and volunteers are empowered to take steps to protect their own health and wellbeing. If they feel that a parent is being inappropriate, they are encouraged to indicate this and ask that it stop. If it does not, or if a staff member feels that a parent's actions are posing a risk to their or someone else's health and wellbeing, they are empowered to remove themselves from the situation. This may include by immediately concluding a meeting or phone call, or by requiring that a parent immediately leave the School grounds (or activity or event).

The Principal will have absolute discretion in deciding how to best respond to concerns about a parent's compliance with this Partnership Agreement. The principal will consult with the executive committee when deemed necessary to ensure appropriate actions are taken.

Where the Principal considers that a parent has breached this Partnership, the Principal may take one or more of the following actions (and not necessarily in any particular order):

- 1 Request that the relevant conduct immediately cease.
- 2 Provide a written warning.
- 3 Exclude a parent (or another relevant person) from the School grounds, either for a particular period or permanently.
- 4 Exclude a parent (or another relevant person) from School activities or events.
- 5 Require that a parent (or another relevant person) only communicate with a nominated School representative.
- 6 Review of the enrolment with possible termination

Parents have the right to respond to and/or appeal a disciplinary decision, this appeal will be to the Port Macquarie Adventist School Advisory Council who will make a recommendation to the Education Director or their delegate for a final decision.

Port Macquarie Adventist School wants to work together with parents for the benefit of the education of the students in our care and this process is to ensure we collaborate together in the best way possible to reach positive outcomes.

Staff Directory

So you can get to know your teachers:

Principal
 Deputy/ Head of Secondary Brayden Morton
 Inclusive Education Coordinator Rochelle Weiss
 Chaplain Bronwyn Mison

TBA
 braydon.morton@pmas.nsw.edu.au
 rochelle.weiss@pmas.nsw.edu.au
 chaplain@pmas.nsw.edu.au



Teaching Staff

Pre Kindy	Vanessa Fisher	vanessa.fisher@pmas.nsw.edu.au
Kindergarten	Kerry Giuliani	kerry.giuliani@pmas.nsw.edu.au
Year 1/2	Ester Gros	ester.gros@pmas.nsw.edu.au
Year 3/4	Adrienne Cheal	adrienne.cheal@pmas.nsw.edu.au
Year 5/6	Damon Lawty	damon.lawty@pmas.nsw.edu.au
Specialist Teachers	Amanda O'Brien Michelle Rosendahl Brittany Hudson	amanda.obrien@pmas.nsw.edu.au michelle.rosendahl@pmas.nsw.edu.au
English, Stage 5 History	Georgie Fuller	georgina.fuller@pmas.nsw.edu.au
Science, Commerce, Stage 4 PDHPE	Laura Curtin	laura.curtin@pmas.nsw.edu.au
Bible, Visual Arts	Janelle Rajasingham	janelle.ragasingham@pmas.nsw.edu.au
Tech, Stage 5 PDHPE	Rod Baum	rod.baum@pmas.nsw.edu.au
Maths	Joey Lesic	joseph.lesic@pmas.nsw.edu.au
Year 8 Music, Year 8 French, Stage 4 History	Emily Bullus Luisianna Morton	emily.bullus@pmas.nsw.edu.au
Stage 5 Food Tech	Naomi vanDijk	naomi.vandijk@pmas.nsw.edu.au

Support Staff

Administration	Gina Button	gina.button@pmas.nsw.edu.au
Reception	Kristy Baum	kristy.baum@pmas.nsw.edu.au

Counsellor

Grounds & Maintenance Adam Rumble

IT Manager

IT Support Josh Shoesmith & Joe Chappell

Teacher Aides Samantha Cliff
Jacinta Fox



General Information

Canteen

Our Canteen is run by a team of fantastic parent volunteers and operates on Monday, Wednesday and Friday. The canteen provides vegetarian food. Orders are made via the canteen order box located in the cola.

Consent2GO

Consent2Go, a digital solution that easily enables you to keep your contact details and child's health records accurate, and provide consent and payment for school events, excursions and camps, in a secure and timely manner. Consent2Go is a direct provider of services to the school and as such is required to comply with our Privacy Policy. Consent2Go is used in many other schools across Australia and New Zealand and is proven to be highly effective.

For student safety it is vital that their information is as up to date as possible and complies with government regulations. The processes we currently use to support this are complex and time consuming for all involved and we have been looking for a superior solution. Consent2Go will replace our current EOTC (Education Outside The Classroom) process and will be the channel that informs you about school incursions, excursions and camps, allows you to provide your consent and be the collection point for student health information. It has an easy-to-use parent interface, including a parent app, and I'm confident you will find it a much easier process for your child/children.

Court

Please ensure if there are any court orders in place (or changes to court orders) regarding your child, that the school is notified, and all the necessary paperwork is given to the office.

Orders

Enrolments

Port Macquarie Adventist School is open to students without regard to their ethnic background, sex, or national origin. While no religious test is applied, all students are expected to live in harmony with the school's standards and regulations, show respect for the Word of God and to attend the regular religious classes and activities of the school. Every effort is made to provide opportunity for both girls and boys to participate in all activities and, as far as possible, the school attempts to accommodate the needs of all students.

Governing

PMAS is governed by the Board of Directors who are appointed by the NSW Conference of the Seventh-Day Adventist Church. The School Advisory Council is appointed by the Board of Directors to oversee the governance of the school in accordance with the policies and directives of the Board and to comply with the NSW Board of Studies requirements.

Body

Sign in for Visitors to the school

Parents or visitors to the school grounds during school times are required to sign in and out at the office. You will be issued with a "visitor" badge so students and staff can easily identify that you have permission to be on the school grounds. In addition, by signing in, the school is in a position to care for your well-being in the event of an emergency.

Transport to and from School

Kiss and Drop

The safety of students arriving and leaving school is paramount. Please ensure you adhere to the school's published process for drop off and pick up.

- Before school drop off is in the lower car park only. Cars are to approach the set down and loading line in single file. Students may then alight the vehicle and enter the safety zone behind the orange safety cones.
- Supervised car pickup will be at the lower car park. Cars will approach the loading line in single file and students will be supervised while getting into their car.

- Parents are asked to remain in cars. If younger children are requiring assistance to be placed in a car seat we request that you park your vehicle in the higher car park and collect them in the carline in person or meet them, across the crossing.
- The crossing at car line will be supervised by a duty teacher each afternoon from 3.00pm – 3.15pm. Please be on the lookout for the sign displayed by the duty teacher and stop or drive slowly as requested.
- The after-school bus assembling area is situated outside the yellow room. All children remain in this area until their bus arrives. Students who are catching a bus will be directed to their bus by the duty teacher. There is to be NO stopping at all in the bus lane.
- The top car park is for parents who would like to park and walk down to collect their children. The bottom carpark is for staff parking only.
- Please advise the school office if there is any change to the usual collection of your child, preferably by 2:30pm to ensure messages are delivered to teachers and students. Should your circumstances change, and your child is required to be collected by another person (friend, grandparent, relative etc), please advise the office by phone or email and we will notify your child and their teacher. This is to ensure safety for students and avoid confusion for students and staff.

Bus

The NSW Government currently pays transportation costs for students, from Kindergarten, living further than 1.6 kms radial distance from the school. You can apply for a bus pass via <https://apps.transport.nsw.gov.au/ssts/applynow>. A strict code of conduct applies to free bus travel. This code can be found through the website link above. All student applications for free bus travel are valid from home to school and return only. Any school student choosing to use the bus system for other travel e.g., to a babysitter's or friend's home must be prepared to pay a fare. A covering letter from the parent both for the school and the bus driver will also need to be provided. You can update any address changes via the website above. Busways Bus Service serves most town and rural areas.

Sickness or Accident

It is the responsibility of the parents to notify the school of a child's condition of health. If medication or special supervision is required, it is the parents' duty to keep the school fully informed in writing.

The school reserves the right and responsibility to confiscate any medications that have not had prior authorisation by the parent. Any medication supplied by the parent to be administered by the school must be in the original dispensing container with specific details that include:

- the students name (not a sibling or another person)
- the expiry date (we will not administer out of date medication)
- a letter to the school requesting that medication be given with instructions as to when this should occur
- the school office will provide an "Administration of Medicine to Students Register" form for completion
- medication will be stored in the front office or the staff room fridge and is accessible only by school staff

In the event of illness or accident, prompt attempts will be made to contact the parents. In all emergency cases, students will be transported to the local hospital by ambulance for treatment. The school reserves the right to decide on the degree of urgency in each case.

Uniform

The wearing of school uniform is a pledge of loyalty to the school and an important contribution to the school. Therefore, the wearing of regulation uniform is compulsory. Should your child be unable to wear any part of the uniform the school should be notified in writing / by email of the reason for the infringement and the expected time frame for returning to correct uniform.

PMAS uniform is either academic or sport based. It is intended as an all-year-round uniform where families can make choices regarding the academic uniform they wear based on the needs of their child and the weather.

Boys Academic Uniform (Primary)

- Navy and white striped shirt with
- Navy shorts or long pants

Boys Academic Uniform (Secondary)

- Navy and white striped shirt with
- Navy shorts or long pants

Girls Academic Uniform (Primary)

- Light blue check dress
- Navy and white striped shirt with
- Navy shorts, or long pants

Girls Academic Uniform (Secondary)

- Navy and white striped shirt with
- Navy shorts, skirt, or long pants

Unisex Uniform Items

- Navy jacket
- Navy jumper
- Navy vest
- Sport shirt
- Sport shorts

Navy socks are to be worn with all uniform options. Navy or hair tone hair ties and ribbons are to be worn.

Hats - compliance with NSW Cancer Council Guidelines 'Bucket' Hats are to be worn outdoors.

Uniform Purchases

PMAS uniforms can be purchased from our supplier's online shop:

<https://www.teamspiritsports.com.au/club-shop/>

Username: pmas

Password: uniform26

There is also a parent-run Facebook group where you can buy/swap/sell used PMAS uniforms, bags and accessories. PMAS Clothing

Exchange: <https://facebook.com/groups/591416447860829>

Jewellery

Jewellery is not a part of the school uniform and is not to be worn. Students with pierced ears are to wear 1 set of small plain metal studs or sleepers (i.e., silver or gold only) at the base of each ear lobe only. No other location is permitted. Rings, necklaces, bracelets & bangles, make-up, temporary tattoos, acrylic, gel or false nails and nail polish are not permitted. Sleepers should be no more than 3 mm in diameter.

Watches

Watches which tell the time only can be worn. Watches with WIFI, messaging, calling or social media capacity are not permitted.

Hair

All students' hair should be clean and neat and should not impede the students' vision. Outlandish hairstyles and colours (including mullets, stripes shaved, glitter gels and the like) are not permitted.

Girl's and boy's hair that is past the collar length is to be tied back in a ponytail, plaits, braids etc with a navy or hair tone hairband, elastic, ribbons, or clips.

Hats

Primary – School bucket hat

Secondary – Bucket Hat or School cap

School hats only are to be worn at the school. The school has a NO HAT NO PLAY Policy. The school hat must be worn at lunchtimes and recess times. Students without hats will not be permitted to play and must remain seated in the shade in a designated area.

Shoes

All K-10 students should wear plain, all black, polishable leather shoes. These are the only shoes to be worn with school academic uniform. Appropriate 'joggers or trainer' shoes are to be worn with the sports uniform. Skate shoes, high tops, and Converse shoes and boots are not considered appropriate shoes with any uniform.

School Bag

All students must have PMAS branded school bag purchased from the Uniform Shop.

Administration

Attendance

School Hours

The school provides supervision for students from 8.20am each morning and ends at 3.30pm following carline duty. Parents and students should not be on the school premises outside of these times unless for scheduled parent/teacher appointments.

School Hours

8:20am	Duty Commences (no student on campus before this time)
8:50 – 9:00am	Homeroom
9:00am – 9:50am	Period 1
9:50am-10:40am	Period 2
10:40am-11:10am	Recess
11:10am-12:00pm	Period 3
12:00p – 12:50pm	Period 4
12:50pm-1:20pm	Lunch
1:20pm-2:10pm	Period 5
2:10pm – 3:00pm	Period 6
3:00pm-3:30pm	Afternoon Duty (no students on campus after this time)

Attendance Procedures

It is a legal requirement that regular attendance occurs. This is paramount to your child's education. Parents or caregivers are required to ensure children attend school on a regular basis.

- Class teachers / Homeroom teachers are responsible for marking the roll at the start of each day (and lessons for secondary)
- If a student is away from school, the parent / caregiver needs to contact the school via phone or email (admin@pmas.nsw.edu.au) and give the reason for the absence.
- If a student will be away for holidays or other events, parents need to complete the Parent Application for Exemption Form or the Application for Extended Leave – Travel form. These are available at the office on request. You will then receive a Certificate for Exemption or a Certificate for Extended Leave signed by the Principal.
- Inconsistent attendance or long periods of absence could negatively impact academic performance and the school is required to report unsatisfactory attendance to the Department of Education

- Students are responsible for collecting and completing all studies missed during absences. If a student misses an assessment due date or test, without prior arrangements they could receive a zero.

Late Sign in

Students are required to sign at the school office if they arrive at school late, and then take their late slip to their class teacher.

Pupil Free Day

Each year some days are taken as pupil free days. These are generally held in the term break between Term 2 and 3 or at the end of the school year. This time is used for planning, curriculum development and professional development. Parents / caregivers are given advance notice of these impending dates so that alternative care can be provided.

Curriculum and Learning

Curriculum Delivery

Research has demonstrated that content is remembered and applied better when the context and purpose is clear. Each stage participates in some theme-based learning. Syllabus requirements will be met, and programming designed to allow time for problem solving activities.

Where possible we will provide for the individual needs. Students will be encouraged to be responsible for their own behaviour and mindful of their effect on their classmates.

Assessment and Reporting

Assessment is the process of collecting, organising, interpreting and recording information gained from students to make informed decisions about their performance, achievement of outcomes and needs. It is an ongoing process. Formal communication regarding student's assessment is in the form of Interim, Mid and End of Year Reports and Parent / Teacher Interviews (Terms 1 & 2).

Inclusive Education

Inclusive Education is coordinated by specialist staff. The specialist Inclusive Education team, in collaboration with the class teacher and parents, will decide the best way to support a student with additional needs. Withdrawal may occur at times; however, in-class differentiation can sometimes prove more effective depending on the nature and difficulty. A combination of both approaches may be used to support a student with additional needs.

Homework

Our Homework program is designed to:

- Assist the students in developing good habits at home.
- Impart a belief to the child that education is of value and goes beyond the classroom.
- Provide information to the parents regarding the child's academic program.
- Assist the child in developing Time Management skills.
- Reinforce concepts taught at school.
- The amount of Homework (assessments) a child has will depend on their age.

Early Stage One – Kindergarten	10mins per night
Stage One – Year 1 & 2	20 mins per night
Stage Two – Year 3 & 4	30mins per night
Stage Three – Year 5 & 6	45mins per night
Stage Four – Year 7 & 8	1 hour per night
Stage Five – Year 9 & 10	1.5hrs per night
Stage Six – Year 11 & 12	

Fruit Break

Fruit break is a time for students to 'refuel' on vegetables, salad, and fruit and 'rehydrate' with water. Students who are not hungry and are well hydrated perform better in the classroom, show increased concentration, and are less likely to be irritable and disruptive. Fruit break is usually around 10am in the Primary School and Secondary Students are able access their 'fruit break' throughout the day.

Sport

At Port Macquarie Adventist School we believe in a balanced education, therefore, physical education and sportsmanship are an integral part of the school curriculum. Personal Development and Physical Education supports students in developing healthy decision-making skills and developing their physical abilities in a range of individual and team activities.

Students have the opportunity to participate in a variety of sports at school through the Government initiative Sporting Schools which introduces children to a number of sports within their local area. The school is a member of CSSA which provides pathways for students to participate in high levels of competition all the way through to the state and national levels.

Assembly

After the first morning bell, the school gathers each Monday morning for Assembly in the Hall. Announcements for the week are provided to students at this time.

Wellbeing

Resilience and wellbeing are key factors to ensure a happy and fulfilling future for our young people. This year, we are proud to partner with The Resilience Project to assist our students in their wellbeing journey. This is an exciting program that delivers emotionally engaging programs and provides evidence-based, practical strategies to build resilience and emotional literacy.

Chapel

We provide chapel on Friday mornings at 9am in the church where students are engaged in worship. Our chaplain is available at school on Tuesdays and Fridays to interact with students, conduct Bible studies, follow-up wellbeing and run Bible club and games in the breaks on Tuesdays. Students are welcome to speak with the chaplain and this can be arranged by students approaching the chaplain to schedule a time or by asking their teacher to make contact on their behalf.

Allied Health

PMAS has a number of Allied Health workers who visit students within our school premises. Allied Health workers are not staff members, rather visitors to our school. Allied Health workers may include Speech Pathologists, Occupational Therapists and counsellors. From time to time these workers may come into classrooms. Prior to commencing, Allied Health workers complete an induction and orientation to the school. Prior to working in classrooms, written permission is sought from each class family member.

Staff and Students

Behaviour

Each classroom teacher has their own system for providing positive reinforcement for desirable classroom behaviour. In addition, students are given 'Gotcha' cards by duty teachers that recognises behaviour that is in line with our school values in the playground. The class with the most cards is given a prize each week at chapel. Each week at assembly, classroom teachers give out certificates to recognise student achievements.

For more information on the school's behaviour management guidelines, please contact the office for a copy of the guidelines.

Christian Code of Conduct

The school's "Code of Christian Conduct" is a reference point for pupils and teachers.

- Everyone has the right to work and learn without being disrupted by others.
- Everyone has the right to feel safe and accepted in this school
- Everyone has the right to be treated courteously and respectfully.
- Everyone has the right to work and play in a clean and safe environment.
- Everyone has the right to feel proud of this school.

Our aim is to ensure that all children at PMAS have access to quality learning within a safe and caring environment, and to encourage all students to strive towards behavioural excellence and increased personal responsibility.

"Treat others the way you would like to be treated." Matthew 7:12

Internet Usage

Personal iPads, Apple Watches and the like are preferred not to be at school. If for any reason it is necessary for your child to bring an iPad to and from school, the iPad must be handed into the school office whilst on school premises. Apple Watches are to be disabled for the time the student is on site. The school will not take responsibility for the loss or damage of such devices.

PMAS aims to create and maintain a cyber-safe culture in keeping with the core values of the school. PMAS integrates technology into learning and teaching areas, enhancing learning, and preparing students for their future role in the digital world in which they live. The school's computer network, internet access facilities, intranet, computers, and other school ITC equipment and devices assist the effective operation of the school.

Mobile Phone Usage

Mobile phones are not permitted at PMAS. If for any reason it is necessary for your child to carry a phone to and from school, the phone must be handed into the front office during school hours. The school will not take responsibility for the loss or damage of such devices.

All students who present with a phone will be asked to hand these into the home room teacher and will be stored in the secondary office during the day. Phones will be returned at the end of the day. For the privacy and safety, all students are asked to not use their phones until they are in their vehicle returning home.

Student Leadership

Peer-elected and staff approved student leadership is decided each year. The school has Captains from Year 6 & Secondary and a SRC that is made up of students from Year 5 - 10. The SRC and Captains are responsible for raising student concerns with their staff coordinator as well as organising various events throughout the school year, assisting staff in a variety of activities or welcoming visitors to the school.

Bikes / Scooters / Skateboards

Bikes, scooters or skateboards can be ridden to and from school provided the relevant safety equipment is adhered to. Upon arrival at school these items are not to be used on the school grounds during the day, unless a special request from the school to participate in a sport program is made.

These are to be stored along the fence line behind the hall and not to be used on campus or during the school day.

Due to the nature of Ocean Drive the school does not endorse students walking or riding to and from school along Ocean Drive, however, there is access to the school via a bush path from Crestwood Estate.

Community and School

Communication

Social Media

The school has a Facebook and Instagram page which is updated regularly. This is for the purpose of keeping parents informed of upcoming events, marketing the school, sharing of recent events and general communication. Parents give permission at enrolment for students to appear on any social media pages. Please refrain from tagging or naming any person who appears in a post.

Newsletters

Newsletters are emailed fortnightly to keep parents adequately informed of forthcoming events and responsibilities. Please keep the school updated with your current email address to ensure you receive the newsletters regularly. Families are responsible for checking the newsletter each fortnight to stay informed and up to date with the calendar and other important information.

Communication and Grievance Procedures

A good relationship between home and school depends on effective communication. Every effort is made to work closely with parents for the success of each student. Occasionally concerns or issues arise. Parents / Guardians are encouraged to follow the model below when needing to resolve problems, misunderstandings, and conflicts.

Make an appointment to speak to your child's classroom teacher. Misunderstandings may occur that are easily rectified. Please approach the interview with an open mind; your modelled optimism for a fair outcome will help your child's attitude towards authority to remain helpful in future interactions. It is not recommended that you discuss the issue of concern in front of your child or with others before all the facts are known.

If you are not satisfied with the outcome of the parent/teacher interview, please put your issues in writing to the Principal and ensure that you record your issue and the steps completed so far towards resolution. The Principal will then contact you and may also arrange an appointment for all parties involved.

After all appropriate steps have been taken, any unresolved problems relating to the operation of the school, school procedure, personnel should be brought to the attention of the Education Director for Seventh-Day Adventist Schools NSW. Contact details are available at the office.

Parents as Partners - Your child's teacher is your partner at school. Please feel free to approach them with any questions or make an appointment before or after school to discuss concerns. It is important to make your child's teacher aware of any situations or relationship that may have a negative impact on the academic, social or spiritual development of your child. Teachers can do their job better if they are aware of all external factors influencing a child's ability to learn at any given time.

Parents as Partners

Parents are expected to support the Christian ethos and values of the School, model appropriate behaviours for their children to learn from, and work with the School as it educates and provides pastoral and educational support to all students.

As a Parent, you are expected to:

- Read, understand, accept and adhere to the School's policies, procedures, directions and codes (copies of which can be found on the School website or intranet).
- Uphold the School's vision and values.
- Model appropriate behaviours for your child and lead by example.
- Support your child in taking advantage of, and participating fully in the educational opportunities and programs offered by the School (including sporting and extracurricular activities).
- Respect, and show to your child you respect, that the School is inclusive and welcomes students from a variety of backgrounds, and with different needs.
- Complete forms and provide permissions in a timely manner when requested to do so by the School.
- Ensure that your conduct is consistent with the ethos of the School and does not damage the reputation of the School.
- Maintain a mutually beneficial relationship of trust and co-operation with the School, which fosters your child's education.
- Work collaboratively with the School's staff, students, volunteers and community.
- Demonstrate proper use and care of School equipment, furniture, buildings and grounds.

- Be responsive to concerns raised by the School about your child, including by being cooperative, providing information and attending meetings when required.
- Keep the School informed about your child's behavioural or educational needs, including by providing updated medical information as it becomes available. Parents need to also appreciate that while the School will take into account any new information, the School cannot accommodate every need.
- Keep the School informed about your child's parenting arrangements, including any court orders that may be in place. However, Parents should not involve the School in parenting disputes, or expect the School to act as the go-between for estranged Parents.
- Recognise the damage that gossip can do within a school community, and avoid unconstructive commentary (including criticism, uninformed rumors or speculation) with other Parents, including on social media.

Respect for members of our community

The School also expects Parents to treat all others with respect and courtesy.

Parents have a special responsibility in presenting themselves as appropriate role models for students.

Equally, it is important that Parents treat all staff, contractors, students and fellow parents with respect. "Respect" is intentionally a broad concept. The following is a non-exhaustive list of behaviours that are not respectful:

- Rude or insulting behaviour, including verbal and non-verbal aggression, abusive, threatening, intimidating or derogatory language.
- Bullying, intimidation, discrimination, sexual harassment, victimisation and child abuse.
- Actual or threatened aggression or violence.
- Behaviour that causes a risk to a person's health, safety and wellbeing.
- Defamatory or disrespectful comments.

- Gossip, rumour, and innuendo.
- Raising one's voice, or using offensive language, while communicating.
- Age-inappropriate language when communicating with children.

Please note that Parents must not discriminate against, harass for any unlawful reason, or bully for any reason any staff member, contractor, student or fellow parent. Unlawful harassment or discrimination may constitute an offence under the *Anti-Discrimination Act 1977* (NSW) or federal discrimination.

Financial Information

Finance to meet the yearly operating and capital expenses of the school comes from school fees, State and Commonwealth Recurrent Grants, and local Seventh-Day Adventist church-members' support.

Each year the Adventist churches within the area accept a cost allocation based upon their membership and the number of students attending the school from their church.

Tuition / Fees / Payment

The annual fees for each student are inclusive and made up of:

- tuition
- class resources
- special events (Book Week, Science Day, Week of Worship, etc)
- sports carnivals
- 24hr student accident insurance (limited)

The enrolment fee of \$200.00 per family is required upon enrolment application.

School fees do not cover the following:

- Musical Instruments hire or purchase
- Maintenance Levy
- School Camps Yr 5-9

- School Excursions

- School Swim Program (primary only)
- Laptop Program (secondary only)

Maintenance Levy

A maintenance levy of \$200 per family is payable each school year. The maintenance levy contributes to the upkeep of the school buildings and grounds. The maintenance levy is compulsory for all families and student enrolment is subject to full payment being received upon registration.

Year 3-6 Scholarships

The school offers scholarships to students each year in the following categories

Yr 3-10 – Citizenship

Yr 3 – 10 – Academic

Yr 5 – 10 – Sports

Yr 5 – 10 – Leadership

Students are able to apply for a scholarship in Term 4 of each year and are open to all current students.

Family Discounts

PMAS provides generous discounts to families who have more than one child enrolled on a full-time basis at PMAS in Kindergarten to Year 10 on tuition fees. The following discounts will be applied to the family fee statement (tuition only):

One child:	Full fee
Second child:	15% discount
Third child:	30% discount
Fourth child:	45% discount
Fifth child:	60% discount

Prompt Payment Discounts (Kindy to Year 10 only)

Discounts on tuition fees (after all discounts, subsidies and fee assistance are deducted) are available for prompt payment of fees, as follows:

Annual upfront payment: 10% discount on annual tuition if annual tuition fees are paid by the second Friday of school for the year.

Pre-Kindy fees are set as a daily fee. Fee accounts are published to parents termly. There is no fee assistance or fee reduction on Pre-Kindy fees. Parents wishing to increase or decrease days are required to give two weeks' notice.

Fee Payment Options

OPTION 1 | ANNUAL Payment
(10% Prompt Payment Discount available, conditions apply)

OPTION 2 | TERM Payment

OPTION 3 | QUARTERLY PAYMENT PLAN
by direct debit* (4 instalments | February, May, August & November)

OPTION 4 | MONTHLY PAYMENT PLAN
by direct debit* (10 instalments | February to November)

OPTION 5 | FORTNIGHTLY PAYMENT PLAN
by direct debit or Centrelink Deduction* (22 instalments | February to November)

OPTION 6 | WEEKLY PAYMENT PLAN
by direct debit to Centrelink Deduction* (42 instalments | February to November)

*selection of Options 3, 4, 5 or 6 requires completion of a PMAS Direct Debit Request Form or PMAS Centrepay Application Form

Fee Support

Port Macquarie Adventist School recognises that some families experience short term financial hardship and they do not want this to be the primary reason for students being unable to attend or remain at the school. In cases of extreme hardship, assistance in meeting fees may be available. People wishing to apply for fee support should speak with the principal.

Changes in Enrolment Status

Temporary absence

No deductions from fees will be given for delays in students returning to school or for absence during the term.

Withdrawal of enrolment

Any student who leaves the school at any stage throughout the school year is required to give at least one term's notice, by written notice to the school principal. This gives the school adequate time to allow for the position to be filled by another student. The refund is the amount remaining after this one term's fees are deducted. This term's notice also applies to students not returning to the school the following year. Students who will not be enrolling at the school the following year need to complete a withdrawal of enrolment form, which is available at the school office. This form must be submitted before the last day of Term 3.

Methods of Payment

School Fee Accounts can be paid using any one or more methods of payment listed below.

- a) In person at the school office using cash, debit/credit card
- b) Over the Internet as determined by personal banking arrangements
- c) By Direct Deposit or Direct Debit Authority as determined by personal banking arrangements

School Bank Details: Westpac Banking Corp

Account name: Port Macquarie Adventist School

BSB: 032-586

Please ensure you leave your surname and initial as a reference to your payment.

- d) By Payroll Deduction as determined by personal employment arrangements
- e) Authorising direct deposits from Centrelink through Centrepay. Please provide the following Centrepay reference number to Centrelink:
Centrepay reference # 555- 058-759-X

Important Notes for Payment

Payments made directly to the school bank account must include the identifying code or relevant name to enable accounts staff to recognise the payer and relevant account for receipting purposes. If an identifier is not allowed by the bank from which the payment is made, then the school must be advised of details of the deposit(s).

If a family defaults on paying school fees, the school will initiate regular business practices for the procurement of these fees. In this event, all costs borne through the recovery will be added to your account. The school reserves the right to instigate any or all of the following actions:

- I. Your child's enrolment may be terminated
- II. Your account may be sent to our debt collection agency
- III. Litigation may be instigated against you

We prefer not to take this course of action, however if school fees are not paid in full or a mutually acceptable payment plan is not in place, we may be left with no alternative.

All overdue accounts, not subject to an arrangement approved by the school's Finance Committee, are subject to an interest charge of 7.5% compound interest calculated on the outstanding balance from the due date.

Account

To enable the Bursar to clarify information or rectify any errors, please contact the school immediately if you have any query in relation to your fee account. The school's Bursar can be contacted on 6562 7023 Ext: 2.

Queries

Finance

A Finance Committee operates under the guidance of the School Council to assess the needs of any families experiencing unforeseen circumstances regarding fee commitments. If you require special consideration, please contact the principal for an assessment application.

Committee