



PORT MAC
QUARIE
ADVENTIST
SCHOOL

2025
Student
Handbook

Nurture for today ~ **Learning** for tomorrow ~ **Character** for eternity

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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 You 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, You 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 You 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.

Principal

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 You 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, You 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

Staff Directory

So you can get to know your teachers:

Principal
Deputy/ Head of Secondary
Inclusive Education Coordinator
Chaplain

TBA
Brayden Morton
Rochelle Weiss
Bronwyn Mison

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

Teaching Staff

Pre Kindy
Kindergarten
Year 1/2
Year 3/4
Year 5/6

Vanessa Fisher
Kerry Giuliani
Ester Gros
Adrienne Cheal
Damon Lawty

vanessa.fisher@pmas.nsw.edu.au
kerry.giuliani@pmas.nsw.edu.au
ester.gros@pmas.nsw.edu.au
adrienne.cheal@pmas.nsw.edu.au
damon.lawty@pmas.nsw.edu.au

Specialist Teachers

English, Stage 5 History
Science, Commerce, Stage 4 PDHPE
Bible, Visual Arts
Tech, Stage 5 PDHPE
Maths
Year 8 Music, Year 8 French
Stage 4 History
Stage 5 Food Tech

Amanda O'Brien
Michelle Rosendahl
Brittany Hudson
Georgie Fuller
Laura Curtin
Janelle Rajasingham
Rod Baum
Joey Lesic
Emily Bullus
Luisianna Morton
Naomi vanDijk

amanda.obrien@pmas.nsw.edu.au
michelle.rosendahl@pmas.nsw.edu.au
georgina.fuller@pmas.nsw.edu.au
laura.curtin@pmas.nsw.edu.au
janelle.ragasingham@pmas.nsw.edu.au
rod.baum@pmas.nsw.edu.au
joseph.lesic@pmas.nsw.edu.au
emily.bullus@pmas.nsw.edu.au
naomi.vandijk@pmas.nsw.edu.au

Support Staff

Administration
Reception
Counsellor
Grounds & Maintenance
IT Manager
IT Support

Gina Button
Kristy Baum

gina.button@pmas.nsw.edu.au
kristy.baum@pmas.nsw.edu.au

Teacher Aides

Adam Rumble
Mark Dunbar
Josh Shoesmith &
Joe Chappell
Samantha Cliff
Jacinta Fox
Corbi Wentzell
Joshua East

itsupport@kas.nsw.edu.au

Teachers and You

Behaviour

Each classroom teacher has their own system for providing positive reinforcement for desirable classroom behaviour.

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 following Code 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 accept 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 you to strive towards behavioural excellence and increased personal responsibility.

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

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. A menu is available each Term.

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.

Uniform

Your school uniform is a significant part of being an ambassador for you, as a well presented young person and for your school.

Jewellery

Jewellery is not a part of the school uniform and is not to be worn. You 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. The sleepers should be no larger than 3mm diameter.

Watches

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

Hair

Your hair should be clean and neat and should not impede the your 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 in 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 – 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. If you are without a hat will not be permitted to play and must remain seated in the shade in a designated area. We encourage students to practice Cancer Council guidelines.

Shoes

All K-10 You 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.

Attendance

School Hours

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

School Hours - Secondary

8:20am	Duty Commences (no students 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
12:00pm – 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)

School Hours - Primary

8:20am	Duty Commences (no Youths on campus before this time)
9:00am – 10am	Classroom
10:00am – 11:00am	Classroom
11:40am – 11:30am	Lunch
11:30am – 12:30pm	Classroom
12:30pm – 1:30pm	Classroom
1:30pm – 2:00pm	Recess
2:00pm – 3:00pm	Classroom
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 You 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 You 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
- You are responsible for collecting and completing all studies missed during absences. If a You misses an assessment due date or test (Yr 10/12 req medical certificate), without prior arrangements they could receive a zero.

Late Sign in

You 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. You 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 You to make informed decisions about their performance, achievement of outcomes and needs. It is an ongoing process. Formal communication regarding You'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 You 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 You with additional needs.

Homework

Our Homework program is designed to:

- Assist you 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 you to ‘refuel’ on vegetables, salad, and fruit and ‘rehydrate’ with water. You 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 11am in the Primary School and Secondary you 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 you in developing healthy decision-making skills and developing their physical abilities in a range of individual and team activities.

You 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 you 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 you 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 You 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 on campus, where You can engage in worship. Our chaplain is available at school on Tuesdays and Fridays to interact with You, conduct Bible studies, follow-up wellbeing and run Bible club and games in the breaks on Tuesdays. You are welcome to speak with the chaplain and this can be arranged by You 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 You 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.

Internet Usage

Personal phones, iPads, Apple Watches/ Android Devices are items to be used away from school. These devices are personal and can be a distraction from learning. If for any reason it is necessary for you to bring iPhone/iPad/Android device to and from school, the phone/iPad must be handed into the school office whilst on school premises. Apple Watches are to be disabled for the time you are on site. The school will not take responsibility for the loss or damage of such devices. Care is your responsibility. 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 You 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

Personal 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.

If you bring a phone or device to school you 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 you are asked to not use their phones until they are in their vehicle returning home.

Your Leadership

Peer-elected and staff approved student leadership is decided each year. The school has Captains from Year 6 & Secondary and a Student Representative Council (SRC), that is made up of students from Year 5 - 12. The SRC and Captains are responsible for raising your 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. Ocean Drive is a busy traffic thoroughfare, the school does not endorse You 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 You 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.