

# Kindergarten - Year 6 Parent Handbook 2024



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# Vision and Mission

## Our Vision

To be a transformational Christian learning community.

## Our Mission

To provide the highest quality Christ-centred education that prepares and equips students for life.

## Our Core Values

*FAITH, HOPE and LOVE. But the greatest of these is LOVE.* – 1 Corinthians 13:13

## Our School Values

Respect, Community and Stewardship.

## School Motto

*Set your Mind on Christ* – Colossians 3:2

# Key Primary School Dates

Terms Dates, Public Holidays and non-student Days are listed below. For all other events, including those relating to Calvin's program of academics, sport, camps and other activities, please consult the Calvin calendar [calvin.tas.edu.au/calendar](http://calvin.tas.edu.au/calendar).

<b>Term One commences</b>	Monday 5 February
Public Holiday (Regatta Day)	Monday 12 February
Public Holiday (Eight Hour Day)	Monday 11 March
Term One concludes	Friday 12 April
<b>Term Two commences</b>	Wednesday 1 May
Public Holiday (King's Birthday)	Monday 10 June
Term Two concludes	Friday 5 July
<b>Term Three commences</b>	Wednesday 24 July
Moderation Day (student free)	Friday 6 September
Term Three concludes	Friday 27 September
<b>Term Four commences</b>	Monday 14 October
Public Holiday (Hobart Show Day)	Thursday 24 October
Student Free Day	Friday 25 October
Term Four concludes	Wednesday 18 December



# Administration

## Christian Schools Tasmania (CST)

The Association is the organisation responsible for our schools. Membership of the Association is open to Christian people who are able to subscribe to the Association's Statement of Faith and demonstrate an active commitment to the schools. Application forms are available at the CST office.

## Association Office

The Association office is situated at 299 Macquarie Street Hobart and is open for business between 8.30am to 4.30pm Monday to Friday.

**Association staff:** David Gillman (CEO) Brian Bosveld (Business Manager)  
Helen Williams (Accountant) Joe-Ann Smit (Accounts Administrator)  
Angela Legg (Payroll/HR) Jane Cole (Administration Officer/Payroll)  
Naomi Rayner (Administration Officer)

+61 3 6224 8300

[admin@cst.tas.edu.au](mailto:admin@cst.tas.edu.au)

## Calvin Primary Office Details

- Office hours are Monday - Friday: 8.30am - 4.00pm
- +61 3 6229 3814
- [primaryschool@calvin.tas.edu.au](mailto:primaryschool@calvin.tas.edu.au)

## Leadership Team

PRINCIPAL - Mr Scott Ambrose

DEPUTY PRINCIPAL (Head of Primary) - Mr Andrew Nash

CURRICULUM LEADER (Kindergarten to Year 2) - Miss Karalyn Bylsma

CURRICULUM LEADER (Year 3 to 6) - Mr Isaac Smith

## Attendance

It is the responsibility of parents/carers to have their child/ren attend school. If a student is absent from school for a day for any reason it is the responsibility of the parent/carer to notify the school before 8.45am, or as soon as possible. Acceptable forms of communication are a phone call, email or written note. Parents should give a reason for the absence. The office can be contacted on 6229 3814 or [primaryschool@calvin.tas.edu.au](mailto:primaryschool@calvin.tas.edu.au).

It is the responsibility of the parents/carers to provide a medical certificate or statutory declaration to explain absences for illness after a child has been absent for a total of more than five days in any school year at the request of the Principal.

Parents/carers wishing to remove their children from school for an extended amount of time (more than five days) for a non-medical reason must notify the School Principal in writing. Those absences will be recorded as 'unapproved' unless an approved reason in accordance with the Education Act.

If it is necessary for a **student to leave the school** during the school day for a valid reason, such as a doctor's appointment then an email or phone call from home confirming the details is required. Notes need to have the current date and a parent signature; an email from the parent is deemed to be sufficient and should be sent to the primary school office and the class teacher.

## Visitor Registration

All visitors to the Primary school need to enter their details using the online registration system (at the Calvin Primary Campus Office) and obtain a visitor's badge. Visitors should sign out on departure. Any person wanting to volunteer at the Primary school must have a current Working With Vulnerable People (WWVP) card. To apply for a card please visit [justice.tas.gov.au](http://justice.tas.gov.au).

## Useful Phone Numbers

Calvin Primary School Office: +61 3 6229 3814

Calvin Secondary School Office: +61 3 6229 4829

## Community Engagement Committee

Members of the Association may be nominated to and appointed by the Board to make up the Community Engagement Committee. The Community Engagement Committee exists to support the Principal and to focus on parent issues at appropriate times. The Community Engagement Committee is involved in a number of activities throughout the year, including welcome activities at the start of the year and the annual Oliebollen Festival. Parental involvement in these school activities is encouraged and opportunity to volunteer is advertised in the Calvin Newsletter.

## School Newsletter and Friday Night Reminders

The School Newsletter is available fortnightly on Wednesday via email to the Calvin community. Previous newsletters are available to view at [calvin.tas.edu.au/newsletter](http://calvin.tas.edu.au/newsletter). A separate email, Friday Night Reminders, is available each Friday night with a brief overview of the following week's events. The Newsletter and Friday Night Reminders are an essential source of information regarding what is happening in your student's year groups and events across the school.

## School Calendar

The school calendar is available via the Calvin website [calvin.tas.edu.au/calendar](http://calvin.tas.edu.au/calendar) or from the school office.

## Parent Information Evenings

At various times during the year we invite parents to attend Information Evenings. An invitation will be sent to you and will be advertised in the school newsletter and on the school calendar.

## Fees and Family Assistance

All financial matters relating to tuition and camps are handled through the Association Office. Please note that ten school weeks' notice in writing to the Principal is required when withdrawing a student from enrolment.

A commitment to Christian education comes with a financial cost. If you have difficulties meeting school fee obligations, please enquire about the fee assistance program. Normally fee assistance applications are made during October for the following year. Applications after that time will be considered, especially if your financial circumstances have changed, but the level of assistance may be limited.

To discuss payment arrangements or enquire about fee assistance, please contact Joe-Ann at the Association Office [accounts@cst.tas.edu.au](mailto:accounts@cst.tas.edu.au) or +61 3 6224 8300.

## After School Care

Out of school hours care is offered by **Adventure Patch**. This care is provided from 2.45pm - 6.00pm daily. To find out more please contact 03 6135 4384, or email [enrolment@adventurepatch.org.au](mailto:enrolment@adventurepatch.org.au).

## Contacting Teachers

Contact with teachers is always welcome, especially via email. Teachers are available before and after school, subject to availability.

Please note that email addresses are the initial of firstnamesurname@calvin.tas.edu.au  
i.e. Andrew Nash - anash@calvin.tas.edu.au

## Assemblies

School assemblies are held fortnightly. Assembly dates are published on the school calendar. Each assembly will have classes present items. Parents and families are most welcome to attend.

## Mobile Phones - Kindergarten - Year 6

If there is a need for a mobile phone to be brought to school it must be handed into the office for safe keeping. The office staff will pass on messages to your child/ren. Students found using their mobile phone (texting, calling or receiving a call during school hours on campus) will have the phone confiscated and parents will be asked to collect at a convenient time.

For students wearing smart watches, parents are asked to limit its functionality during school hours by disabling the messaging compacity

## Transport

Buses leave the school from either the turning circle at the Secondary Campus or the Primary Campus. A duty teacher completes a register of students catching buses and delivers them to the bus each afternoon. Parents collecting students should do so from the Quadrangle or inside the school grounds at the oval entrance. Students walking or using bicycles should cross Maranoa Road at the marked place where the crossing guard is positioned.

For specific information on the bus runs, contact the relevant bus company as listed below:

- Margate/Channel/Huntingfield/Blackmans Bay/Howden – Wisby Bus Company [wisbybuses.com.au](http://wisbybuses.com.au)  
OR +61 3 6267 1789
- Hobart and surrounding suburbs – Metro [metrotas.com.au/timetables](http://metrotas.com.au/timetables) OR 13 22 01
- Huonville (morning service only) – Coal River Coaches  
[coalrivercochestasmanianschooltransport.com.au](http://coalrivercochestasmanianschooltransport.com.au) OR +61 3 6272 2645
- Huonville – Tassie Link [tassielink.com.au](http://tassielink.com.au) OR 1300 300 520
- Eastern Shore via Macquarie Street, Davey Street and Mount Nelson– O’Driscolls  
[derwentvalleylink.com.au](http://derwentvalleylink.com.au) OR 6261 4653. (Parents can track this service via the **TransportMe App**).

## Sunsmart Policy

Students are required to wear school sun hats during Term 1 and Term 4.



## Medical

Parents and Carers are required to update medical emergency contact information at the commencement of each school year. Parents will receive an email link from **Consent2Go** (admin@mcbschools.com) requesting this information is updated. Action plans also need to be updated at this time.

Contact details and student medical information can also be updated via the **Parents Page** on the school website under "Information & Medical". If you or your child's details change it is essential that you update your details using this system or notify the Primary Office.

If your child is required to take medication please read and complete the **Medication Authorisation Form and Guidelines** document. This can be also be found via the **Parents Page** on the school website under "Information & Medical".

Both School offices are permitted to administer Panadol. No medication is to remain in school bags and should be handed into the office to monitor correct usage. Students should report to the office if they are sick so that qualified First Aid staff can respond appropriately to their needs. Office staff will direct them to the First Aid Room. Information supplied by parents to Consent2Go is used to determine parent contacts and medication.

## Counsellor

Calvin provides the resources of a School Counsellor who is available via email or contacting the office. The School Counsellor is appointed to guide, listen and work through any issues students may have. Julia Willoughby, the Counsellor for both the Primary and Secondary Schools, has a wealth of experience in family and school contexts. The School Counsellor will be working with students in their first weeks of school covering topics that are relevant for all students.

Julie Weeks – School Counsellor - [jweeks@calvin.tas.edu.au](mailto:jweeks@calvin.tas.edu.au)

Primary School: two days per week

## Allergy Aware School

We have some children with a severe allergy to nuts and eggs. To make Calvin a safe place for all students, we have adopted an Allergy Aware procedure. This means that we eliminate from school any products with nuts and whole egg products. We adopt this practice to help prevent potentially life threatening situations for children with these allergies. For the children without the allergies, it is a small change to their food brought along to eat at school. Any other food allergies will be notified to class and school groups as required.

### So what does this mean?

Please don't bring along any food with

- × Peanut butter, "Nutella", "Nuts about Chocolate" and other spreads containing nuts
- × Nuts in their shells or mixed with dried fruits
- × Muesli bars, other bars or lunch box treats containing nuts
- × Lollies or chocolates containing nuts
- × Oil such as peanut oil used for cooking food
- × Whole egg products such as hard boiled eggs and egg sandwiches

### What can I bring?

- ✓ Fresh fruit, dried fruits eg. Sultanas, apricots, apple
- ✓ Plain or fruit yoghurt (but not with nuts to mix in)
- ✓ Sandwiches with other fillings – cheese, vegemite, jam, salad ingredients (tomato, lettuce, cumumber, ham, etc.)
- ✓ Cheese – cut into sticks, cubes, slices, etc.
- ✓ Plain or dry biscuits
- ✓ Nut free cakes or slices

### What if my child eats these foods (eg. peanut butter toast) before coming to school?

- We ask that you check that they have washed their hands, faces, teeth and there are no traces on their clothes. This will be fine.

### What if I forget?

- Teachers will try to check lunch boxes and remove anything not appropriate
- Please encourage your child to eat only their food and not to share food (the only time sharing is not encouraged!!)

Thank you for your help in this matter. Please feel free to contact the school if you have any questions. Calvin acknowledges that due to food processing practices it is impractical to eliminate nuts or nut products entirely from an environment where there is food. Thus the term "Allergy Aware" School is used.

## Pick Up and Drop Off

All students should be picked up from the Quad or the School side of Maranoa Road. There is a pick up and go lane which families may use for collection. Cars are not to be parked in this lane as it causes traffic congestion and compromises the safety of this process.

Any students still waiting to be collected at 3.15pm will be taken to the office for collection.

The bus turning circle may not be used between 8.15am - 9.00am and 2.45pm - 3.30pm to enable unhindered access by buses.

## Primary School Times

Students should not arrive at Calvin Primary School before 8.20 am. Students should be at Calvin Primary school by 8.40am. Line-up commences at 8.45am.

Start of School: 8.45am (Line Up)

Start of Recess: 11.00am

End of Recess: 11.20am

Eating Time: 12.50pm

Start of Lunch: 1.00pm

End of Lunch: 1.40pm

End of School: 3.00pm



## Administration of Written Reports

Written reports are provided to parents throughout the year to indicate student progress and highlight areas requiring attention. Written reports are provided to all primary students in Terms 2 and 4.

## Parent/Teacher Meetings

In the Primary School, formal parent-teacher meetings take place in Terms 1 and 3. The meetings are set up using an online booking system. Parents wishing to connect with teachers outside of these times should email the teacher directly to set up a meeting time.

The main aim of the Term 1 Parent-Teacher Talks is to meet the classroom teacher and discuss how the student is settling into the academic year. The Term 3 parent-teacher meetings are primarily aimed at discussing the academic progress of students in their individual subjects.

## Homework Policy

In the Primary School, it is our policy for homework to be set each week, Monday to Thursday. It is the teacher's responsibility to set homework that is appropriate for each child. Work set will reinforce material already covered in class and help establish the habits required to assist a child in using time wisely. If a child is unable to complete their homework, revision or reading, a parent note is required to be sent to the child's teacher. If a child consistently struggles with the homework, revision or reading set by the school, it is the parent's responsibility to contact their child's teacher to discuss the content and expectation set.

Daily home reading forms a significant part of our educational program. It is expected that students will practice their reading skills through the Home Reading program from Prep through to Year 3 and general reading from Years 3 to Year 6. Students will bring home a book that has been carefully selected, based on a specific set of criteria which will ensure that individual needs are taken into consideration.

In Kindergarten we value the love of reading and nurture this through daily reading at school and by encouraging parents to read to them daily at home.

Homework Guidelines for various levels are as follows:

- **Prep to Year 2** - 10-15 minutes per night, with a total of no more than 1 hour per week.
- **Years 3 and 4** - 20 minutes plus 10 minutes reading per night, with a total of no more than 2 hours per week.
- **Years 5 and 6** - 30 minutes plus 15 minutes reading per night, with a total of no more than 3 hours per week.

## NAPLAN and Progressive Assessment Testing (PAT)

Students in Years 3 and 5 undertake the National Assessment Program – Literacy and Numeracy (NAPLAN) each year. These tests usually occur in March and results are provided to parents during Term 3. NAPLAN tests the sorts of skills that are essential for every child to progress through school and life, such as reading, writing, spelling, grammar and numeracy. It is important to remember that NAPLAN tests are not pass/fail tests. At the classroom level it is one of a number of important tools used by teachers to measure student progress.

Progressive Assessment Testing (PAT) is a program of testing developed by the Australian Council of Educational Research (ACER) and provides a common achievement scale for all tests within a learning area, meaning that PAT scale scores allow teachers to compare achievement on the tests within each learning area regardless of year level and the specific test completed and to monitor progress over time. At Calvin, Year 1 to 6 students undertake the PAT in November each year. Results are not provided directly to parents but are used to improve teaching programs and inform summative assessment of students.

## Music Tuition

Private music tuition is available for a range of instruments. Lessons can be in or out of school hours. The cost of tuition, whilst competitively priced, is in addition to other school fees and is set by individual tutors. Please direct all inquiries to [music@calvin.tas.edu.au](mailto:music@calvin.tas.edu.au).

## Excursions

Throughout the year students will be provided with the opportunity to participate in excursions.

**Consent2Go** emails will be sent to families prior to the event requesting permission to attend. It is essential that this permission is submitted in a timely fashion to ensure your child can attend.

## Learn to Swim

Students in Prep to Year 6 participate in Learn to Swim lessons. The program consists of eight lessons for Year 3 to 6 and five lessons for Kindergarten to Year 2.

## Camps

Calvin's camps are designed to develop and build effective relationships. Further details about each camp is provided to parents in the weeks leading up to the camp and available via the Calvin calendar [calvin.tas.edu.au/calendar](http://calvin.tas.edu.au/calendar). All students in Year 3-6 will attend camp each year. Every alternate year students in Years 5 and 6 travel to Canberra.

## School Carnivals

Students compete in a number of House based carnivals throughout the year at Calvin. These include the Swimming Carnival (Year 3 to 6), Athletics Carnival (Kindergarten to Year 6) and Cross Country Competition (Kindergarten to Year 6). Attendance at these carnivals is compulsory for all students. Those who are unable to participate due to injury are asked to help with various tasks needed throughout the day. Parental assistance is also needed. Further information on the carnivals is provided through the Calvin newsletter or via email.

## School House Systems

Students are allocated a house for their involvement in school events such as sport carnivals, academic competitions and community events. Winning houses are announced at school assemblies. The house names reflect the faith based nature of our school's heritage:

Kindergarten to Year 12 School Houses:

- WITTENBURG - Red
- GENEVA - Blue
- WESTMINSTER - Yellow

## Uniform

The wearing of correct and full formal uniform is mandatory for all students. Please ensure that all items of clothing are clearly named. School uniforms can be purchased from the Uniform Shop. As the wearing of school uniform is a condition of enrolment, the school will contact parents should students fail to conform to the policy. Unless otherwise specified students need to wear full school uniform to and from school and when representing the school in public (including excursions). Please refer to the Primary School Uniform Policy for a full description of the required uniform for Kindergarten to Year 6. This can be found at [calvin.tas.edu.au/parents](http://calvin.tas.edu.au/parents).

## Uniform Shop

Uniform Shop opening hours can be found on the school calendar at [calvin.tas.edu.au/calendar](http://calvin.tas.edu.au/calendar). Normal trading hours are Tuesday 8.00am - 4.00pm and Thursdays 8.00am - 12.00pm. Parents and Carers are strongly encouraged to book an appointment at [midfordbooking.as.me/CalvinChristianSchool](http://midfordbooking.as.me/CalvinChristianSchool) or [ccs.kingston@midford.com.au](mailto:ccs.kingston@midford.com.au) or **+61 3 6240 1883**.

Uniforms are also available online at [midford.com.au](http://midford.com.au). New users will need to click the "Register new account" button and use the unique school code, CCS1962. Pick-up in store and home delivery are available for online orders. **If you are a new parent please advise of us of this when you book or call so we can best assist you.**

The Calvin Uniform Shop is located in the small cottage on the Secondary School campus driveway just off the entrance near the Maranoa/Denison Street corner. Parking is available in the carpark of the church opposite and in the Metro Bus parking lot on Denison Street.

## Calvin Marketplace Facebook page

Secondhand items are available to be sold or bought using the Facebook Group **Calvin Marketplace**. This group can also be used for the selling and buying of other school related items. You can request to join the Calvin Marketplace at **[facebook.com/groups/calvinmarketplace](https://facebook.com/groups/calvinmarketplace)**.

## Lost Property

All items of uniform and personal school equipment are to be named. A box of lost property is kept in both school administration offices. Please ensure all items of clothing are named. When purchasing secondhand uniforms please update the name on the uniform for your child. This enables lost property to be returned to its owner in a timely fashion.

## Subject Book Packs

Stationery and exercise books will be provided to Prep to Year 6 students as book packs and can be collected from the Primary School Office at the beginning of the school year.

## Parental Involvement

We encourage parents to be involved in our school. We believe each family has something to offer in an area in which they feel comfortable. At Calvin Christian School, we consider the health, safety and wellbeing of all children and young people to be our highest priority. We strive to ensure the safety and wellbeing of children and young people, in particular, through our Safeguarding Children & Young People Policies and procedures, which can be found via **[our website](#)**.

All Parents and Carers who would like to volunteer to help out at, overnight camps, coaching a sporting team and any other activity which is deemed to be of a higher risk, are required to undertake Safeguarding Children and Young People (SCYP) online training and provide the school with a copy of the certificate when completed. Additionally, we will require you to read and sign a SCYP Commitment Statement. When these opportunities arise, more information regarding accessing and undertaking this training will be provided. For all volunteers, a Working with Vulnerable People Card must be provided to the School prior to any parent involvement. To apply for a card please visit **[justice.tas.gov.au](https://justice.tas.gov.au)**.



Calvin Christian School  
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Calvin Christian School is part of CHRISTIAN SCHOOLS TASMANIA