



Shellharbour
Anglican College

Parent Manual



ACKNOWLEDGEMENT OF COUNTRY

We would like to acknowledge the traditional custodians of this land, the people of the Dharawal nation. On this land they taught their children their beliefs, knowledge and culture and we pay our respect to them as we seek to do the same for our children.

As we gather on these ancestral lands, we also acknowledge our God and Heavenly Father who made the heavens and the earth, and to whom we are responsible for the current stewardship of this land that has been entrusted unto us.

Office Hours and Contact Details

Reception is open from 8:00am to 4:00pm Monday to Friday during term time. The Office is also open at times during school holidays, families should refer to Broadcasts for opening days and hours.

Telephone: 02 4297 6029

Email: info@shac.nsw.edu.au

Content

Content.....	3
Who are we?	4
Governance.....	4
Who is leading across the College?	7
When does College Start?	9
What are some regular events?.....	11
College Communication.....	13
Attendance.....	16
Health concerns.....	18
What facilities can families access?	21
What are the expectations of the school?	23
How do we care for our students?	24
What is our Behaviour Management Plan?.....	26
What is Home Learning?.....	30
Award Systems.....	32
Our Uniform Policy.....	34
How do I pay my fees?.....	35
How do I get to and from the College?.....	37
Appendix 1: Edumate Parent User Guide	39
Appendix 2: Edumate App – Parent User Guide.....	48
Appendix 4: Evacuation and Lockdown Procedure	52

Vision, Mission and Values

College Vision

To be the best Anglican school that we can be under God.

College Mission

In Christ alone, we are building a learning community, dedicated to excellence and equipping to serve.

College Values

Our College values are central to who we are and underpin our community. They guide us as we seek to build a safe and supportive environment for all members of our community. Our values are

- WISDOM

Learning to choose well

We show wisdom when we seek truth and understanding, think before we act and stand by good choices.

- COMPASSION

Kindness with courage

We show compassion when we notice others, show kindness and work together to serve

- RESPECT

Doing what is right

We show respect when we tell the truth, do what we say / keep our promises and treat everyone with honour.

- FAITH

Living Hope in Christ

We show faith when Jesus' love shapes all we do.

Christian Ethos

Shellharbour Anglican College recognises the centrality of God in Christ, both in our lives and in the world and places Christian teachings and values in the forefront of the education of our students.

The teaching staff seeks to develop the Christian ethos of the College in a variety of ways:

- through the exposure of the students to the teachings of Christian studies;
- through the curriculum, which is developed within a broad framework of Christian attitudes, values and teachings;
- through regular devotion times;
- through Chapel and

- through the teachers themselves, as they model the values and attitudes which they profess as Christians.

It is our desire that students hear what teachers believe about important life issues and why they believe it. Our students will then learn to make and act upon a set of values, which we believe are essential for the establishing of a compassionate, just and principled society.

Teachers are also encouraged to present alternative ideas, philosophies and viewpoints so that students develop the skills to think critically and to explore a range of perspectives.

College Motto

Our College motto 'In Christ Alone', points us towards hope that is found in Jesus. 'In Christ Alone' draws us to consider the symbolism and hope of the cross. The Cross is a symbol of new life, of love and of hope in this life and beyond. Our College motto acknowledges that for those who claim a Christian faith, that In Christ Alone our hope is found, hope of forgiveness and the strength and wisdom that we need e v e r y d a y.

College Prayer

Our Father God, we thank you for this school and for the beautiful area in which we live. Help us to feel a part of this school community and help us make this a wonderful place to learn, to play and to grow. Bless the students, the staff and the parents of Shellharbour Anglican College. In Jesus' name we pray. Amen

In Christ alone my hope is found
He is my light, my strength, my song
This cornerstone, this solid ground
Firm through the fiercest drought and storm
What heights of love, what depths of peace,
When fears are stilled, when strivings cease
My Comforter, my all in all
Here in the love of Christ I stand

In Christ alone, who took on flesh
Fullness of God in helpless babe
This gift of love and righteousness
Scorned by the ones He came to save
'til on that cross as Jesus
died The wrath of God was
satisfied
For every sin on Him was laid;
Here in the death of Christ I live

There in the ground his body lay
Light of the world by darkness
slain
Then bursting forth in glorious
day
Up from the grave He rose
again!
And as He stands in victory
Sin's curse has lost its grip on
me
For I am His and He is mine
Bought with the precious blood of Christ

No guilt in life, no fear in
death This is the pow'r of
Christ in me;
From life's first cry, to final
breath
Jesus commands my
destiny. No pow'r of hell, no
scheme of man
Can ever pluck me
from His hand
'til He returns or calls me home
Here in the pow'r
of Christ I'll stand!

*In Christ Alone' words by Stuart Townsend & music by
Keith Getty*

*©2001 Kingsway's Thankyou Music MCPS Used by
permission. CCL Licence No 47024*

Who are we?

Our College is a leading Christian Prep to Year 12 co-educational school, set on a spacious green campus just to the south of Wollongong. Founded in a region steeped in cultural history, our school has grown steadily and sustainably since first opening its doors in 2004, to over 1000 students; and is still experiencing rapid growth with an increasing number of families wanting to join us, either now or in the future. Drawing from the areas of Shoalhaven Heads through to Thirroul, Shellharbour Anglican College is a growing Anglican co-educational day school for Preparatory through to Year 12, located in Shellharbour. The College opened in 2004 with 93 students. Our first Year 12 cohort graduated in 2009 at which time our community had grown to over 1000 students.

Governance

[The Anglican Schools Corporation \(TASC\)](#)

The College is owned and operated by The Anglican Schools Corporation (TASC). TASC is a growing Christian organisation for schools across New South Wales whose vision is 'Serving Christ by equipping students for His world.'

[College Council](#)

The Corporation appoints a College Council to oversee the financial and strategic management of the College. The College Council carries the responsibility for approving broad policy direction and ensures that policies, once established, are implemented and practiced.

[Principal](#)

The Corporation also appoints the Principal who is given the responsibility for the educational program of the College, together with the responsibility for the day-to-day operation of the College.

Caring for our students

Pastoral Care is a very important part of what we do at Shellharbour Anglican College. The pastoral care structure aims to provide individualised care for students, opportunities for developing student leadership, peer support and a real sense of belonging and community. Each of these factors contribute to producing well rounded, positive young adults and good citizens for the wider community. The pastoral care structure caters for all students, not just those experiencing difficulties it also provides students with avenues for self-expression and success outside of the classroom.

Junior School

The welfare and care of Junior School students is primarily the responsibility of the class teacher, with whom each student spends most of time daily. The class teacher seeks to support and lead each student in his or her class in matters of

- Class interaction, conflict resolution and learning friendship
- Discipline, consequences and responsibility
- Personal concerns such as family circumstances, health or personal challenges
- Communication with the child's family

The class teacher is supported by the relevant Coordinators who have a designated responsibility for the pastoral care of the students in the particular section of the Junior School. The Coordinator works with the family, student and class teacher in matters of welfare, discipline and care. After documenting this information, we will determine if it should be shared with pertinent parties such as the Coordinator of Pastoral Care, Coordinator of Academic Care, or Assistant Head of Junior School.

The Head of Junior School is briefed by all levels of staff on matters of pastoral care. The Head of Junior School determines whether he/she becomes involved in the matter, as does the Principal. It may be that in certain circumstances the Head of Junior School is made aware of a student welfare issue before a class teacher, in which case the relevant staff are included in the matter.

Senior School

Each student belongs to a House group, in which various school activities and sports events are organised. House student leaders have opportunities to serve fellow students in this aspect of College life. In the Senior School the Coordinator of Pastoral Care oversees pastoral care and supports the Dean of Students in the care of each student within the Year cohort.

House System

There are four houses at Shellharbour Anglican College; Allen, Booth, Chapman and Chiswell. These houses have been named after four well known Christian Australians. Each student is assigned to a house for their time in the College.

Tutor Group

Within each House there are tutor groups which include students from Years 7 through to 12. The tutor is the main person responsible for their pastoral care. The tutor group meets regularly to enable the tutor to get to know each member of their group through a wide range of activities such as roll call, daybook inspections, informal conversations, discussion of important issues, games, group celebrations and much more. In this way a tutor builds rapport with the members of their group and is able to guide them, correct them and positively affirm them on a regular basis. Tutor group members build relationships with each other as they continue on their journeys through the College.

CRU

Junior School CRU is an exciting program that runs during lunchtime once a week. It is a fun and engaging time of fellowship and friendship. CRU operates two different groups within the Junior School:

- Junior CRU - Kindergarten to Year 2
- Senior CRU - Years 3 to 6

Both groups are run by a dedicated team of teachers who seek to share the good news of the Bible with students in age-appropriate ways, as they seek to consolidate concepts learned in Chapel and Christian Studies lessons. Attendance is voluntary.

Senior School CRU meets on Wednesday during lunchtime and is led by dedicated Christian teachers who promote student leadership and give opportunities for students to take leadership roles within the group. The group has two aims:

- to encourage Christian students in their walk with Christ
- to present the Bible to those seeking to know more.

Students spend time studying the Bible in a relevant and engaging manner. Games are used to create community, enhance engagement and support learning. Attendance is voluntary.

Counselling Services

In circumstances where the welfare and care need of a student cannot be met by the staff of the College, outside agencies such as psychologists, counsellors, medical practitioners and other support professionals are recommended to the family. The College seeks to liaise with all outside agencies in a professional and prompt manner.

The College has a free onsite counselling service. This can be accessed through staff, parent or student referrals. Students over the age of 14 may seek counselling without their parents' permission. If parents would like their child to access this service, please speak to your child's class teacher (Junior School) or tutor (Senior School) in the first instance.

Who is leading across the College?

College Executive

Principal	Mrs Megan Hastie
Deputy Principal - Head of Senior School	Mr Liam Bailey
Head of Junior School	Mrs Sara Lundberg
Director of Business Services	Mrs Brittany Murphy
Director of Infrastructure	Mr Jonathon Turnbull
Director of Christian Mission and Service	Mr Mark Brown

P-12 Coordinators

Coordinator of College Operations	Mr Stephen Irvine
Coordinator of Professional Practice	Miss Lisa Close

Junior School Staff

Assistant Head of Junior School	Mr Barry Luke
Coordinator of Academic Care	Ms Leigh Weiss
Coordinator of Pastoral Care	Mr Matthew Low
Coordinator of Prep & Early Stage 1	Mr Travis Coutts-Smith
Coordinator of Stage 1	Mrs Rebecca Scarratt
Coordinator of Stage 2	Ms Claire Donnelly
Coordinator of Stage 3	Mr Steven Christensen

Senior School Staff

Coordinator of Pastoral Care	Ms Jodie Liddiard
Coordinator of Learning and Assessment	Ms Jade ten Kate
Coordinator of Diverse Learning	Mrs Alison Waters
Coordinator of English	Ms Sarah Baird
Coordinator of HSIE	Ms Erin Hick
Coordinator of Mathematics	Mrs Susanna Harris
Coordinator of PDHPE	Mr Brendan Langley
Coordinator of Science	Mr Sven Barter
Coordinator of TAS	Mr Kane Brown
Coordinator of Music	Ms Olivia Corish
Coordinator of Visual Arts	Mr Mitchell Layland
Teacher in Charge of Careers	Mrs Clara Devlin
Teacher in Charge of Distance Education	Ms Erin Hick
Teacher in Charge of Representative Sports	Mrs Shannon Peters
Teacher in Charge of Time to Thrive	Mr Liam Bailey

Teacher in Charge of Duke of Edinburgh

Bronze

Silver

Gold

Mr Mark Peters

Mr Boaz Cooper

Mrs Grace Fitch

Dean of Students

Y7 Dean of Students

Mrs Grace Fitch

Y8 Dean of Students

Mrs Meegan Knight

Y9 Dean of Students

Ms Adriana Jauleska

Y10 Dean of Students

Mrs Cassie Garrett

Y11 Dean of Students

Mr Mark Peters

Y12 Dean of Students

Mr Philip Young

When does College Start?

Term dates can be found on the College [Website](#)

Arrival and Departure Times

Arrival: No student should be on site before 8.30am. Teachers will be on duty from 8.30am. For Students in Prep-6, Camp Australia offers Before and After School Care for a fee. Students who are regularly attending earlier than 8.30 will be expected to attend Camp Australia. Some co-curriculars meet in the morning before school and are supervised by staff. Information can be found in our co-curricular booklet

Afternoon: Students who walk home should leave the school grounds promptly. Students catching buses will be supervised. As the last bus leaves the College at approximately 3:40pm, it is expected that all students will be picked up by that time. Students still on College grounds after this time, and not in Camp Australia or a Senior School program, should go to the Administration building where contact with parents/caregivers can be made.

After school sport and cocurricular activities are held during the week which are supervised by teachers and usually finish by 5:00pm.

Junior School Timetable

8.30am	Supervision of students commences
9.00am	Session 1
10.40am	Recess
11.00am	Session 2 (Mon, Tue, Thu, Friday)/ Chapel (Wed)
12.15pm	Session 3
1.05pm	Lunch
1.50pm	Session 4
2.15pm	Assembly (Thursday)
3.00pm	Kindergarten and Stage 1
3.15pm	Stage 2 and 3

Kindergarten and Stage 1 children with older siblings will be supervised until their siblings finish their day. Older siblings will not be released early, except for occasional special circumstances.

Prep students should be signed in at the Prep classroom by 8:55am. Prep day concludes at 3:00pm.

SeniorSchoolTimetable

8.55am	Roll Call
9.05am	Period 1
9.50am	Period 2
10.40am	Recess
11.00am	Period 3/ House Chapel (Tuesday and Wednesday) /Assembly (Thursday)
11.25am	Period 4
12.15pm	Period 5
1.05pm	Lunch
1.50pm	Period 6
2.40pm	Period 7
3.25pm	Class Concludes

What are some regular events?

Schools	Assemblies	Chapels
Junior School	Thursday 2.15pm	Wednesday Y3-6 -11.15am to 11.40am P-2 - 2pm-2.30pm
Senior School	11am	Tuesday (Allen & Chiswell) Wednesday (Booth & Chapman)

Excursions

Most excursions and sports carnivals are compulsory and are included as a vital part of each teaching program. Students will only be granted permission to miss excursions in exceptional circumstances and must catch up on work missed if permission is granted. The cost of compulsory excursions, some cocurricular activities and College sports carnivals is included in the service charges. Please note that for some optional excursions, representative sporting events, camps and extended trips there may be additional charges which parents will be notified of prior to the activity. Per College conditions of enrolment if Fees and Charges are outstanding, the student may not be permitted to participate in non-compulsory activities that incur additional charges.

At times the College invite parents to be helper at various events wherever possible. All parent helpers will be required to have a current WWCC and complete a training module that will be emailed to them.

In the Senior School some students will participate in ongoing offsite school activities within normal school hours.

Cocurricular Activities

The College offers the following [cocurricular activities](#)

Professional Learning Days/Pupil Free Days

The College recognises the importance of ongoing staff training and professional development. Staff participate in programs for further learning, this includes holding Professional Learning days on pupil free days throughout the year.

Presentation Assemblies

This is a compulsory event for all Kindergarten to Year 12 students. Students who do not attend Presentation Evening may not be eligible to receive an award unless in the case of illness or extenuating circumstances which should be communicated to the Heads of Schools.

Outdoor Education

The College's Outdoor Education Program continues to be developed with a very strong focus on challenge and overcoming fears, friendship, teamwork and support of others. Students from Years 5 through to 10 will be engaged in Outdoor Education and it is considered an integral part of our Pastoral Care system. For these reasons, it is a compulsory activity for all students. Year 11 will follow a modified program during the period that Years 5 to 10 are participating in Outdoor Education.

Duke of Edinburgh Award Scheme (Years 9-12)

The award is a youth self-development program. It is non-competitive and encourages young people to set and achieve goals. Four areas (community service, skills, physical recreation and expedition) must be completed to qualify for an Award at Bronze, Silver or Gold level. All Year 9 Students have the opportunity to begin this award and work through to their gold level.

Sport

All students from Kindergarten through to Year 10 are involved in weekly sport activities.

College swimming, cross country and athletics carnivals are hotly contested House events and lead to opportunities for students to represent and compete at higher levels through the following pathway at CSSA (Christian Schools Sports Association), CIS (Combined Independent Schools Sports Council), All Schools and National competitions, AICES (SS only) (Association of Independent Co-Educational Schools).

The College offers the following [sports](#).

College Photos

Parents will have the opportunity to order individual and or classroom photos of their child(ren). Information regarding ordering will be sent to parents prior to the event.

Parents and Friends Association

All parents and friends are welcome and encouraged to join the P&F Association and may become office bearers. The prime focus of the P&F is "friends and fund raising" and, as such, does not make decisions concerning school policies, programs or future directions. The P&F Association has a number of important functions including fundraising and community building. A P&F levy is included in your fee schedule on two occasions throughout the year. P&F meetings are advertised via the College Website and our Edumate Broadcasts.

College Communication

We encourage open communication channels between staff, students and parents. Some of the ways that the College will contact parents are outlined [here](#).

Contacting the appropriate person helps to ensure that matters can be managed in a timely manner. By pursuing the following lines of communication parents will speak with the staff members who know their child best and have information at their fingertips to assist them and their children.

If parents need to speak to a staff member, then parents are encouraged to organise a meeting with the staff member that respects the privacy of all concerned.

Shellharbour Anglican College also values a healthy work-life balance for its staff. Therefore, Shellharbour Anglican College Staff are not expected to check or respond to emails outside of regular College hours or their days at work. You will receive a response in a timely manner during College hours, generally within 2 business days.

Prep&Junior School

In Junior School, parents should speak to the child's class teacher followed by the relevant Stage Coordinator and Assistant Head of Junior School. Once these lines of communication have been followed the Head of Junior School is the next person to be contacted, followed by the Principal.

Senior School

In Senior School parents should contact:

PASTORAL ISSUES

The tutor should be contacted *first*. Matters of a more serious nature should be discussed with the relevant Dean of Students followed by the Coordinator of Pastoral Care and then the Head of Senior School.

ACADEMIC ISSUES

Parents should *first* contact the subject's teacher, then the Faculty Coordinator of that subject, followed by the Coordinator of Learning and Assessment and then the Head of Senior School.

Once these lines of communication have been followed the Head of Senior School, is the next person to be contacted followed by the Principal.

Change of contact details

It is vital for parent/s to ensure contact details are up to date. Changes to your contact details are made online by accessing the *Parent Portal* via [Edumate](#). For instructions on how to access *Edumate* and to change your contact details refer to Appendix 1 – Edumate Parent User Guide.

The Parent Portal is a link for parents to the College database. It allows parents to:

- Change your details, such as your address
 - Add or change your child's medical information
 - Verify absences
 - View your child's academic reports
 - View your child's timetable
 - Give approval for excursions
 - Pay fees and set up direct debit arrangements
-

Edumate App

Edumate is also available on your handheld device – announcements, the College calendar, assessment and sporting details, managing absences and receiving communications from the College can be accessed via the [Edumate App](#).

Contacting students during the day

All parent/student communication is to be made through the College Administration. Any message received by reception from parents for students will be passed on if received in a timely manner.

It is not always possible to ensure messages are delivered to students when contact is made late in the day when it close to pick up time or when it is lunch time.

Direct mobile phone/email contact is **NOT** permitted between parents and students from the time students enter the College property through to their departure from the property.

Junior School

In Junior School, students must hand their mobile phones to their respective teacher at the start of the school day. Mobile phones will be securely stored and returned to student bags at the conclusion of the school day. Junior School students are not permitted to keep mobile phones in school bags except for travel to and from the College.

Senior School

In Senior School, we recognise that mobile phones are an integral part of our lives now and for young people in particular, they are an object of huge significance. We are aware that from a safety perspective, parents may wish their children to bring a phone to the College.

The College's view is that during the school day mobiles are a distraction and result in students not focusing on lessons. The temptation to take photos or record videos is too great for some students and this has resulted in the College having to put sanctions in place.

Mobile phones are to be switched off whilst at school and will be confiscated if they are found switched on or used. Teacher permission is required for students to use their mobile phone in any capacity at the College and during College activities

Students will have an opportunity when the bell goes at 3.25pm, when collecting their bags from their locker, to check their phones to see if there are any messages from parents/carers. Once this is complete and before students start making their way up to the top or waiting in bus lines, they must ensure their phones are away and not in their hands. Students are permitted to use their phone once they have left the College grounds.

If a phone is confiscated it will be stored at the SS Admin office and an office staff member will contact the student's parent/carer to let them know that this has occurred. Parents will be able to collect their **child's phone from 3.45pm, the day of confiscation**, at the top A Block Admin Office. **Please note, phones will not be able to be collected before 3.45pm.** If continued usage of the phone by the student occurs, a conversation may result, with the Head of Senior School. If students are concerned

their phone may get damaged in their locker, they should store it in an appropriate container. Please note that the College does not accept liability for any phone lost or damaged on its premises.

If a student does not hand over their phone when asked, staff will respond in line with the College behaviour policy and appropriate sanctions will be administered.

Our aim here is to ensure that the College is a safe and distraction-free environment for our young people to learn and grow in. If you need to contact your child during the College day, please contact the College office and a message will be passed to them.

Student Day Books

All Senior School students receive a Student Day Book at the commencement of Term 1. This is used by both staff and parents to communicate on a variety of matters that are not private in nature and essentially records details of assignments, home learning and work to complete from class and other reminders.

Messages that are not brief in nature should not be communicated through the Day Book but communicated in person. Issues that may be interpreted poorly or which may cause angst should be dealt with as a phone call or via a scheduled interview. It is important to note that:

- Students are required to bring this book to each lesson every day
- The Day Book remains the property of the College and must be kept neat and tidy (the cover, in particular, is not to be decorated or defaced)
- Pages are not to be removed from the Day Book
- Parents should sign the Day Book each evening and sign it weekly
- The tutor in Senior School will sign and check the Daybook usually once a week

For further information regarding the daybook expectation in Senior School please follow this [link](#)

Attendance

Students are expected to attend the entire school day as per the [NSW Department of Education](#). This includes Roll Call Class as well as ALL College events and activities. However, we understand that from time to time, this may not always be possible.

Prep

Students in Prep arriving late must report directly to the Prep Classroom to be signed in to class.

Kindergarten to Year 6

Students in Kindergarten to Year 6 who arrive after 8:55am must report to the College Administration Office to be signed in to class.

Year 7 to Year 12

Students in Year 7 to Year 12 who arrive after 8:55am must report to the Senior School Administration Office to be signed in to class. All students arriving after 9:15am must provide a note from a parent or guardian explaining why the student is late on the day in question. Parents can also notify the College through the Edumate App or Edumate portal within seven (7) days of the absence occurring.

Staff are required by law to make an entry in the class roll if a student is late to school, giving a valid reason. The College will contact parents of students who are consistently late to seek a resolution to the issue.

Absenteeism from School

It is the College's legal responsibility to ensure that student absences from school are accounted for and valid. Parents should note that students are required by law to attend school on designated school days and if students are absent for any reason the parent or guardian must record within seven (7) days the reason for the absence via the Parent Portal.

When a student is absent from school, parents/guardians will be notified via SMS of the absence.

Absence on any school day without a valid reason will be counted as unexplained leave and will be noted as such on the students' report

Leaving College during the day

In the interests of safety, students will not be allowed to leave the College during the day without written parental authorisation. Any student who leaves the school grounds without specific written permission will be deemed to have truanted. Truancy will usually incur a suspension from school. Should parents need to remove children from the College during the day, this should always be communicated in writing to the classroom teacher (JS) or House Tutor (SS) on the morning of the absence.

In the case of Senior School students, they are to either show their Tutor or go to the Senior School Administration and present the note from parents/carers. Senior School Administration will document early departure in Edumate and prior to leaving the College, students will need to attend Senior Administration to have their Day Book stamped. In the case of emergencies, parents should call the College Administration Office and explain the circumstances. **Staff will endeavour to find the student however this may take some time if a class has moved, they are at sports or it is lunchtime. We ask that you give our staff as much notice as possible.** Student will be asked to go to the Administration Building to be picked up. Wherever possible, medical or dental appointments should be made outside school hours.

Short Leave of Absence – One Day or Less

Should a student be required to leave College for part of, or a whole day, a written request directed to the class teacher or tutor teacher is required. You can obtain a student absent booklet from the Administration building.

Long Leave of Absence – More Than Two Days

Parents must **submit their application** to the College for any planned absences during the school term that exceed two days. Applications must be submitted **at least two weeks in advance** to allow sufficient time for review and processing within term time.

Depending on the nature of the absence, the appropriate form must be completed:

Elite Sport or Arts Representation:

[Use the Application for Exemption from Attendance at School: Participation in Elite Sport Events or Elite Arts Program](#) form

Chronic Medical Conditions:

Use the [Application for Medical Exemption from Attendance at School](#) form if the student has a serious, ongoing medical condition that affects their ability to attend school.

Travel During Term Time (Greater Than Two Days):

Complete the [Application for Extended Leave – Travel form](#)

Important Note on Late Applications

Applications received less than two weeks prior to the intended leave may not be processed under the approved leave codes. These absences will be considered standard absences, and parents will be required to enter each day of leave into the Parent Portal. Please note that an Edumate absence notification will be sent each day the student is absent.

Consideration of Circumstances

The College understands that unexpected situations may arise. Depending on the circumstances of the leave, applications submitted outside the required timeframe may be given individual consideration. Families are encouraged to communicate with the College as early as possible to discuss their situation.

Additional Information:

- Students may be disadvantaged by prolonged absences. Where sufficient notice is provided, arrangements for schoolwork can be made in advance through the class teacher (Junior School) or the Dean of Students (Senior School).
- Students with frequent absences may be required to participate in an Attendance Improvement Plan, in accordance with Department of Education guidelines.

Leave Of Absence– Work Experience

While the College does not operate a formal work experience program, the College is supportive of students who take the initiative to organise individual work experience.

Students should discuss possible work experience opportunities with the Teacher in charge of career. A Work Experience Package will be provided to the student which must be completed at least 2 weeks prior to the leave.

Students are to return the completed [Application for Exemption from Attendance at School](#) form and Work Experience Application form (which can be collected from the Coordinator of Learning and Assessment) to the College for processing.

It is the student's responsibility to see their teachers about any missed schoolwork while they are away.

Access to Facilities

Parent Access

Parents are asked to conduct all business from the reception counter and are not to enter the office area unless specifically asked to do so by a member of staff.

Student Access

Students should only come to the Administration building:

- before lessons start in the morning
- at recess or lunch time with permission from the teacher on duty

Students should only come to the administration building at other times if they have been specifically requested to do so by a member of staff.

Classrooms and College Grounds

Parents have no automatic right of entry to classrooms or to the College grounds. Should there be genuine concerns that need to be raised with a staff member, these are best handled in the course of a prearranged interview.

Teachers welcome parents to classrooms in many instances when the appropriate request has been made. In the interests of maintaining a high level of safety within the College grounds, any parent, friend, alumni or visitor (including parents on regular rosters such as classroom helper) will need to go to the Administration Building and sign in at the kiosk. Visitors will be issued a visitor's pass that must be worn at all times throughout the duration of their visit to the College. Upon exiting the College, visitors must report to Administration to sign out.

Lockers

Senior School students are allocated a locker at the beginning of the College year. This locker is for the students to store their bags and books during the school day. Parents and students are to refer to the locker guideline that can be found [here](#)

Canteen

The canteen is open for recess and lunch to students 5 days a week. A menu is available from the [College website](#).

The College uses Flexischools. You can access it by

1. **Download the Flexischools App** (Note: for iPhone and iPad please select 'Allow' notifications.)
2. **Add your School and Group**

Click on the search icon, enter your school name, select your school and year group, or groups relevant to you.

3. Login/Register

Click the '**Order now**' button located in the bottom right-hand corner of the app, this will open a login screen.

- **Already a Flexischools user** - Enter your details and login. To save your login details select 'remember me'.
- **New Flexischools user** - Click 'Register', enter your email address and follow the instructions in the email to set up your account.

Once your account is set up, add new student; search for our school, enter student details and select their class.

Once registered, you can start placing orders immediately. If you have any questions, please contact the Flexischools Customer Service Team on **1300 361769**, or you can contact them via their website.

Common Room and Staffrooms

The staffrooms are the teachers' professional preparation and resource centres. They are out of bounds to students at all times and only open to parents or visitors by invitation of staff in special circumstances.

Library

Our P-12 Library is now located in Birung.

Senior School Library open Monday to Friday for research, quiet reading/writing and borrowing. The Senior Library is open recess, lunch, before and after school to students, where we offer a range of activities from playing board games, online challenges and other competitions whilst also providing a safe, quiet place to peruse the collection or to just take a break from the action outside. We are also open for homework club.

The Junior School Library is also open during the week at lunchtime for students to relax and read, to come and play board games, to participate in a range of creative activities throughout the week.

Lost Property

All lost property is sent to the Administration building. Unclaimed items will be donated to the P&F second-hand uniform shop at the end of each term. Items lost on the way to and from school on buses or trains are **not** the responsibility of the College and parents are encouraged to contact the respective bus company directly. It is best to label all items of clothing and personal belongings to enable lost items to be returned.

Expectations of the school

Our expectations for behaviour are underpinned by our College values of Faith, Wisdom, Compassion and Respect. A good school provides an ordered and civilised environment for all the people who are a part of its community. Fundamental to this is an attitude of respect for oneself and for others. This attitude will manifest itself in courteous behaviour and in caring for the physical environment.

The following principles are worth noting:

- Adults and children should treat each other with mutual respect.
- Good manners should be identified with strength of character rather than weakness.
- Courteous behaviour and attitudes should be consistent, no matter what the circumstances or people involved.
- Courtesy is contagious
- Please follow the links below for our various Codes of conduct that provide clear guides about our expectations for our community *Embed the various Codes of Conduct here

General Behaviour of Students

All Shellharbour Anglican College students are expected to behave in a cooperative and respectful manner at all times inside and outside of the classroom, when playing sport, involved in cocurricular activities, excursions or camps. At all times students should respect each other and avoid behaviour that may lead to injury or inconvenience to others. This is the [link](#) to our Bullying Prevention and Intervention Policy.

Photography and Recordings

Under no circumstances may any student video, photograph or record any student or College employee during school hours, or on the way to or from school, without permission of a teacher. No member of the College staff may be filmed, photographed or recorded by any student outside of school hours without the express written approval of the College employee involved.

Papers and other Litter

Students are expected to dispose of their litter into the available bins at the College. Furthermore, students are expected to cheerfully and promptly pick up litter off the ground and place it into the bin under the direction of a staff member, College Prefect or House Captain. A student should not walk past litter without picking it up and putting it in the bin.

Senior School Student Management Guidelines

The Senior School has guidelines that are aligned with creating safe learning spaces for students where all students are held to account for their actions. Please follow this [link](#) for more information.

Code of Conducts

The College has a code of Conduct for students this can be located [here](#)

The College also has a Code of Conduct for staff that can be located [here](#)

The College has a Code of Conduct for parents that can be located [here](#)

The College has a Code of Conduct for Helpers & Volunteers that can be located [here](#)

If for any reasons you are dissatisfied or would like to make a complaint then follow this [link](#) for the procedure, click [here](#) for our privacy policy and [here](#) for our Student Discipline Policy.

Health concerns

Health Centre

The College has a Registered Nurse on campus during term time, and all teaching and administrative staff hold a current first aid qualifications. In the event of a student becoming ill or being injured they will be sent to the Health Centre. The Health Centre is located in Birung. The name *Birung*, meaning 'to belong' in the local Dharawal language, was carefully chosen by the College's current First Nations students. This deliberate naming signifies the building's core mission: to be a truly welcoming, inclusive space where all students can feel connected and inspired to excel in creativity and critical thinking.

When your child arrives at the Health Centre the following procedure is adopted:

- Minor injuries are treated at the College (e.g. Minor wounds, minor sprains & strains, removal of splinters).
- Sickness is assessed and if necessary, parents/carers will be contacted to take the student home. It is the expectation of the College that you make arrangements for your child to be collected in a timely manner.
- In more serious cases, the College will attempt to contact the parents/carers, who may then arrange to take the child to their own doctor. If the parents/carers cannot be contacted, the College will contact the student's emergency contacts.
- In the case of an emergency, the College will call an ambulance. The parent will be contacted as soon as practical to do so.

Medical Conditions

If your child has a medical condition that requires ongoing medical attention, please ensure that the College is notified at the time of enrolment. The College Nurse will determine whether a Health Care Plan is required for your child. Please keep the College informed of any changes to your child's health condition. Health Care Plans will be reviewed and updated every 12 months.

Parents/Carers of a student with a Medical Condition will:

1. Inform the College, either upon enrolment or on initial diagnosis that their child suffers from a Medical Condition.
2. Provide appropriate medical documentation that has been completed and signed by the student's medical practitioner and is reviewed and updated at the recommended date. If the medical practitioner has not provided a recommended date for review, this will default to requesting an updated plan every 12 months.

4. Ensure that the child has an adequate supply of appropriate medication as outlined in their appropriate medical documentation (e.g. EpiPen®, Anapen®, Ventolin®) that is clearly labelled with the child's name including expiry dates.
5. Notify the College in writing of any changes and provide updated medical documentation as per the medical practitioner's recommendation.

A list of the College's 'Student Health Policy and Procedures' can be found [here](#).

Student Medication

Parents/carers of students who require over the counter medication to be administered during school hours must complete the permission to administer medication form. Parents are to supply the medication to the College. The Health Centre will ensure that the medication will be administered and stored in the appropriate manner. Please note that the College does not supply any medication including but not limited to paracetamol, ibuprofen and antihistamines.

Parents/carers of students who require prescription medication to be administered during school hours must complete a permission to administer medication form to the College. All prescribed medication must be in a webster pack and be clearly labelled with

- The student's full name
- Dosage required
- Time/circumstance that the medication needs to be administered

If medication are not in webster pack then the medication will not be administered. Parents will be called to administer their child's medication. The only time that medication will be administered without a webster pack is when the dosage is being adjusted. Once the dosage is set it is expected that a webster pack will be provided

Self-Administering of Medication

Students are **NOT** permitted to self-administer medication. Students who have a permanent medical condition that necessitates the carrying and self-administering of medication will be permitted to do so with prior arrangement with the College Nurse and Head of Junior School/Head of Senior School.

Students are **NOT** permitted to keep any medication in their school bag or on their person unless approved by the College Nurse and Head of Junior School/Head of Senior School.

The College's 'Medication Administration Policy and Procedure' can be found [here](#).

Being Allergy Aware

Given the number of foods to which a student may be allergic to, it is not possible to remove all allergens. It is better for the College community to become aware of the risks associated with allergies and for the College to implement practical, age-appropriate strategies to minimise exposure to known allergens.

At Shellharbour Anglican College we do not promote that we either 'ban allergens' such as egg and nuts or are 'nut-free, milk-free or egg-free' etc. Promoting the College as 'allergen-free' is not recommended for the following reasons:

- it is impractical to implement and enforce
- there is no evidence of effectiveness
- it does not encourage the development of strategies for avoidance in the wider College community, and
- it may encourage complacency about risk minimisation strategies (for teachers, students and parents/guardians) if a food is banned.

We consider that being 'allergy aware' is a more appropriate term.

Whilst we do not claim to be 'nut-free', minimising exposure to particular foods such as peanuts and tree nuts can reduce the level of risk. This can include removing nut spreads and products containing nuts from the College canteen but does not include removing products that 'may contain traces' of peanuts or tree nuts. Foods that have 'May contain...' statements can be consumed by students without a food allergy in the same location as students with a food allergy as long as they are not shared with students with a food allergy. It is important that students with allergies are not isolated from other students.

We may also request that parents/guardians of classmates of a young student (4-7 years) do not include nut spreads in sandwiches or products containing nuts in their lunch box. This is not a nut ban, but a strategy to reduce risk to the student until they are more able to care for themselves.

The College's 'Allergy and Anaphylaxis Policy and Procedure' can be found [here](#).

Behaviour Management Plan

At our College, we embrace the core values of Faith, Wisdom, Compassion, and Respect. These principles, rooted in biblical teachings, guide our approach to behaviour and culture.

As part of the enrolment process, parents commit to partnering with our College in fostering a positive and supportive learning environment. Together, we aim to guide students in developing self-discipline, honesty, respect, and a strong sense of responsibility. By cultivating mutual trust and respect, we create a harmonious atmosphere that promotes effective teaching and learning. Our shared commitment to these values ensures that our students grow into compassionate, responsible, and successful individuals.

Our College values form the foundations of our approach to behaviour and culture, others, the environment and themselves. The training of mind and character in an atmosphere of community, love and security lies at the heart of the College's Behaviour Management Policy. Both proactive and disciplinary measures are used within the College, ranging from praise and encouragement, counselling, correction, reprimand, Daybook entry, lunchtime detention, afternoon detentions parental interview and probation, to suspension and expulsion. The College offers guidelines for dealing with significant behaviour management issues that may lead to disciplinary responses. Parents are invited to discuss matters of behaviour management with the relevant College staff. However, ultimately it is expected that parents will support all behaviour management decisions made by authorised College personnel.

These Behaviour Management Guidelines complement our Pastoral Care Program. The aim of these guidelines is to ensure that student management issues are dealt with in a procedurally fair and consistent manner. By doing so, staff will be proactively maintaining our safe learning and working environment.

Following is a summary of the procedures to be followed in managing students' behaviour. Procedures employed by:

Junior School



Junior School Behaviour Management Procedure				
	Level 1 Low Minor or one off behaviours	Level 2 Medium Continued disruptive, repeated or more significant behaviours	Level 3 High Intentional & malicious behaviours	Level 4 Critical Repeated maliciousness, or extremely serious behaviours
Staff Involvement	Classroom teacher or Supervising Teacher at the time.	Stage Coordinator.	Assistant Head of Junior School or Pastoral Care Coordinator.	Head of Junior School and College Principal.
Recording	Edumate record 'Low'. <i>Used for reference and monitoring trends only.</i>	Edumate record 'Medium'. <i>Include any confidential notes & comments, and record of phone calls to parents.</i>	Edumate record 'High'. <i>Include any confidential notes & comments, record of phone calls and meetings with parents.</i>	Edumate record 'Critical'. <i>Include any confidential notes & comments, record of phone calls and meetings with parents.</i>
Parent/Carer involvement	Only if deemed necessary.	Phone call to notify parent/carer of the behaviour on day of incident.	Phone call to notify parent/carer of the behaviour on day of incident. Any necessary meetings scheduled as soon as possible.	Phone call to notify parent/carer of the behaviour on day of incident. Any necessary meetings scheduled as soon as possible.
Consequences/restoration	Restorative conversation and/or appropriate consequence.	Restorative conversation. Student reflection sheet. Appropriate consequences and/or removal of privileges as required.	Restorative conversation. Student reflection sheet. Removal of privileges, natural consequences or suspension as required. Offer student counselling services.	Suspension or Expulsion. Behaviour Agreement. Probationary enrolment. Student counselling. External agency involvement in extreme cases.

Senior School Behaviour Management Procedure				
	Level 1 Low Minor or one off behaviours	Level 2 Medium Continued disruptive, repeated or more significant behaviours	Level 3 High Intentional & malicious behaviours	Level 4 Critical Repeated maliciousness, or extremely serious behaviours
Staff Involvement	Classroom teacher or Supervising Teacher at the time.	Head of Faculty OR Dean of Students	Coordinator of Pastoral Care OR Coordinator of Learning & Assessment.	Head of Senior School and College Principal.
Recording	Day Book entry. Edumate record 'Low'. <i>Used for reference and monitoring trends only. Include strategies used to modify behaviour eg followed IP</i>	Edumate record 'Medium'. <i>Include any confidential notes & comments, and record of phone calls and emails to parents.</i>	Edumate record 'High'. <i>Include any confidential notes & comments, record of phone calls, emails and meetings with parents.</i>	Edumate record 'Critical'. <i>Include any confidential notes & comments, record of phone calls, emails and meetings with parents.</i>
Parent/Carer involvement	Only if deemed necessary.	Phone call to notify parent/carer of the behaviour on day of incident.	Phone call to notify parent/carer of the behaviour on day of incident if possible. Any necessary meetings scheduled as soon as possible.	Phone call to notify parent/carer of the behaviour on day of incident if possible. Any necessary meetings scheduled as soon as possible.
Restorative Outcomes and Consequences	Restorative conversation and/or appropriate consequence/ Day Book entry.	Restorative conversation. Student reflection sheet. Appropriate consequences, and/or removal of privileges as required.	Restorative conversation. Student reflection sheet. Removal of privileges, natural consequences, afternoon detention or possible suspension as required. Offer student counselling services.	Suspension or Expulsion. Behaviour Agreement. Probationary enrolment. Student counselling. External agency involvement in extreme cases.
General Consequence Pathway	3 Detentions → Meeting with HOF/Dean re Afternoon Detention 3 Afternoon Detentions → Meeting with COPC or COTL and HOSS re suspension 3 Suspensions → Meeting with Principal and Head of Senior School re place in Senior School			

Corporal punishment

The use of corporal punishment is prohibited under the *Education Reform Act 1990*. As such, the use of corporal punishment by teaching staff is not permitted under any circumstances, nor do we sanction the administering of corporal punishment by non-school persons, including parents, to enforce discipline at the College.

Hands off Policy

Students are not permitted to physically touch other students in a manner considered to be inappropriate in a school or business setting. This includes physical contact of an overly friendly nature such as sitting on another's lap, holding hands, hugging, kissing etc. It also includes behaviour of a physical nature in free time such as tackling, shoulder barging and extends to aggressive behaviour such as pushing, punching, putting someone in a headlock etc. These are

all deemed as unacceptable behaviour at the College

Student out of uniform

Teachers of students in Kindergarten to Year 6 will monitor the student's uniform and will inform parents via Seesaw if there are any infringements. Ongoing concerns in regard to uniform will be referred to the Stage Coordinator. Students in Years 7 to 12 will be monitored by tutors and all teaching staff. Ongoing concerns in regard to uniform will be referred to the Dean of Students.

Any adjustments to the uniform will need provide a written letter from the parent. If it is going to be an ongoing changes to the uniform the College will require a written explanation from parents and/or allied health professionals

Inspection of Student's Belongings

The College reserves the right to inspect a student's bags, pencil cases, electronic devices and other items belonging to students if the College suspects that these items have been inappropriately used, contain banned or illegal substances or stolen content.

Home Learning

Home learning allows all students the opportunity to prepare, revise and consolidate school learning, and complete assignments and assessment tasks. Through home learning students retain understanding, improve their skills and develop positive attitudes and disposition towards learning.

Home learning plays a significant role in equipping students to achieve their best in all aspects of their education.

Junior School Home learning

To see the Junior school timeframe guideline please click [here](#)

Senior School Home Learning

To see the Senior School timeframe guideline please click [here](#)

Assessment Tasks

Students will be given an Assessment Schedule at the beginning of the Year which outlines when Assessment Tasks are due for each subject and written notice will be given at least two (2) weeks before the due date.

Home Learning during Non-Term time Periods

Years 7 to 10

There is no expectation to complete home learning or assessment tasks during holiday time. However, an individual student may endeavour to use this time to catch up and/or consolidate their learning or may be requested to read a prescribed novel for English.

Years 11 & 12

Work within holiday time is a necessary requirement due to the amount of course content in Preliminary and HSC courses.

Transition Period for Year 7 Students

To assist in a smooth transition to Senior School, assessment tasks for Year 7 students will be staggered throughout the year from Term 2 onwards. This will allow students to focus on completing their home learning and be instructed more explicitly in how to use their Day Book without being overwhelmed by the amount of work and organisation required.

Home Learning & Assessment Tasks

Home learning will be assigned during assessment periods only when it directly supports the specific task. For example, if your child has a short-term task like a test, they won't receive additional homework during that time. However, if they're working on a longer-term project, home learning might be given to help them stay on track.

Senior School Library

Senior School Library is open for senior school students to do personal home learning, study or work on assessment tasks under teacher supervision after school on Monday, Tuesday & Thursday afternoon until 4:30pm.

Assessment Policy for Senior School Students

The College aims to conduct an assessment program which is open and equitable to all students. This should be viewed as a positive process - one which opens the way to steady academic improvement if the student is willing to take responsibility for their learning and approach their work in a systematic and disciplined manner. It is in the interest of all students that they perform to their highest standard in all tasks and learning opportunities presented to them.

An Assessment Schedule will be issued at the start of each academic year, outlining set assessment tasks for each course. There will be additional class tasks set in each course that may not contribute to a student's final reported grade, but help students develop skills and the knowledge required for the completion of the course outcomes.

The College's Assessment Policy is based on the guidelines provided by NESAs and the strong desire to ensure that each student will be given the opportunity to achieve their best.

Student Use of Generative AI in Assessments

The rapid development of generative Artificial Intelligence (AI) presents both exciting opportunities and unique challenges in education. To guide our students, the College has developed a comprehensive policy that outlines the ethical use of AI tools in academic work. This framework ensures students understand when and how to appropriately acknowledge AI-generated content.

This policy will take effect at the beginning of Term 3 and will apply to all formal assessment tasks for students in Years 7–12.

The full policy can be found on the College [here](#).

Award Systems

At the College we recognise and appropriately reward positive behaviour. Your teachers are expected to be giving constant, genuine, verbal and other forms of encouragement and recognition as a part of their normal teaching strategies.

Awards are given for achievement by students in any of the following categories:

- Service and Character: for areas such as friendship, citizenship, Christian discipleship and College or community service.
- Academic: includes academic achievement, effort and improvement.
- Cocurricular: includes sport, drama, music and any

cocurricular activity. The awards and how to qualify



Each student will begin at the Merit Award level. There will be no time limit to qualify for awards and awards can be carried over from one year to the next.

In the Senior School, Merit Awards are distributed in digital form via Edumate and students automatically qualify for Bronze Awards once an appropriate number of merit awards are accumulated.

Students are responsible for keeping their awards and presenting them when they qualify for the next level.

When handing in awards students should ensure their awards are handed in:

- stapled in sets as outlined in the chart above
- with their class/tutor group written clearly on the back
- Awards should be submitted to their class/tutor teacher.

Colour Award System (For Students in Years 8 to Year 12)

Colour Awards were first introduced to the College in 2007. The aim of the Colour Award System is to recognise outstanding student achievement, service, teamwork and leadership.

Colour Awards are badges worn on the College blazer and are presented to students at Gold assemblies. Badges are issued to a student upon the recommendation from the Colours Committee and approved by the Head of Senior School and the Principal.

Colour Award Criteria:

- student must have represented the College in the top team/group for two years or more
- student must have been continually committed to the team/group in both practices and competition
- student must give service back to the College by, for example; coaching, umpiring, playing or participating as a member of a representative team/group, performing in College events
- student must show outstanding skills, tactics, techniques in their chosen area of endeavour
- student must always display team spirit, sportsmanship and citizenship
- students showing outstanding commitment and involvement or other, may be recognised at the discretion of the Colours Committee.

Note: To promote equity in awarding Colours, the years of service required for individual sports and team sports differ due to the varying amounts of training and representation opportunities.

Our Uniform Policy

The College has a standard uniform which should be worn at all times in accordance with the College Uniform Policy that can be read [here](#). The College is currently in the middle of a transition to the new uniform. All students will be required to be wearing the new College Uniform by the start of 2027.

The new College uniform can be viewed [here](#).

Uniform Shop

The College uniform is available for purchase from Alinta Apparel. They have a shop on site at the College. For opening times please see the College [website](#).

Please direct uniform enquires to Alinta, by phoning 0401 663 629 or by [email](#) or visit their website, select register and follow the prompts on the website.

Preloved Uniform Shop

The P&F run the Preloved Uniform Shop onsite.

In the Junior school we have a **no hat no sun play** policy. Students without a hat will be asked to play undercover in the shade areas or attend one of our indoor cocurricular activities or the Junior school Library

Fees Payment

The Anglican Schools Corporation has moved to paperless invoicing. Electronic bills will be sent out to the email address that the College holds in its system. To ensure that the College holds your correct details, please check your email address by logging into the Parent Portal. Any enquiries regarding should be directed to group office in the first instance by calling 02 8567 4000.

How tuition is paid

Fees and charges are due and payable in advance or during the first week of the term to which they relate. There are several options for payment of school fees and charges and include: -

1. BPay®
2. Online – Log into the Edumate [Parent Portal](#) (Please see [Appendix 1](#)) to pay by credit card or bank account. (Visa, Mastercard or American Express are accepted with a 0.9% surcharge on all transactions)
3. Direct Debit Arrangement, which can be set up by logging into the [Parent Portal](#). This arrangement will automatically debit amounts on an agreed schedule from your nominated bank account or credit card.
4. The entire year's Fees and Charges may also be made at the commencement of the year by contacting Group Office on 02 8567 4000

Fees are calculated from February to November. Fees and charges not paid by the end of term, and not the subject of an approved arrangement, may lead to overdue charges being incurred and the exclusion of the student from the following term.

School Fees

The school year is divided into four terms. During the months prior to each term commencement, an electronic invoice, will be emailed, for the total fees payable. The Anglican Schools Corporation, Head Office in Sydney is responsible for all matters pertaining to tuition payment. Please ensure the College has your up-to-date email information.

Service Charges

The Service Fee covers activities such as compulsory excursions, sport and related transport, swimming costs, text hire, graduation, student accident insurance, academic competition, camps, visits and controlled computer and internet access. A current schedule fee outlining the Colleges current service fees is available [here](#).

Voluntary Contributions

1. Shellharbour Anglican College Building Fund
Future development of the College relies to a considerable extent on money raised through voluntary contributions to the Building Fund. Whilst fees help in meeting the running costs of the

College, new buildings and major renovations are assisted by Building Fund donations. An amount of \$60 per term is the suggested contribution from each family and is tax deductible.

2. Shellharbour Anglican College Library

Expansion of library resources is a vital and ongoing need. An amount of \$30 per term is the suggested contribution from each family and is tax deductible.

Financial assistance

Fee reductions and bursaries may be available in some exceptional circumstances and for a limited time. Please contact the Principal directly for details.

Scholarships (For entry into Years 7, 9 and 11)

For details regarding [scholarships](#) at Shellharbour Anglican College please refer to the College website for further information.

Termination of Enrolment

Compulsory School-Age

In New South Wales, 'compulsory school-age' means that all children must commence school by the age of six years and complete Year 10. After Year 10, and until they turn 17 years of age, students must be:

- In school or registered for home schooling or
- In full time further education and training (e.g. TAFE, traineeship, apprenticeship)
- In full-time paid employment of an average of 25 hours per week; or
- In a combination of work, education and/or training.

Parents or carers are responsible for making sure that their children comply with these legal requirements.

Withdrawal of Enrolment

A student's enrolment is deemed to be continuous for the span of education years provided by the College. A full term's notice in writing to the Principal is required if a student is to be withdrawn. If adequate notice is not given then a charge equal to 100% of the applicable term's school fees will become payable.

Should a student be withdrawn from enrolment and not be in school or registered for home school and where the student has not completed Year 10 and/or is under the age of 17 years parents must complete an *Application for Exemption from Enrolment at School* form, available from the College Administration Office. Once the College is satisfied that the pathway to be undertaken by the student is legitimate and complies with legislation the student will be issued with a *Certificate of Exemption from Enrolment at School under Section 25 of the Education Act 1990*.

Should the student withdraw from that pathway before turning 17, that student will not have

completed their secondary schooling obligations. In such circumstances the parents/guardians are legally responsible to ensure that this student completes their compulsory schooling obligations under another pathway of the Act as outlined above.

[Adherence to school rules and policies](#)

Acceptance to an offer of enrolment is taken as acceptance by parents of the rules and policies of Shellharbour Anglican College. Parents are encouraged to communicate with the school to clarify any issues of concern regarding College rules and policies.

Transportation

Car Access to the College

A 40km/hr School Zone exists on Dunmore Road and Piper Drive. A 10km/h speed limit is adhered to within the College grounds.

From Piper Drive

The College may be accessed through a single entrance via Piper Drive. Parents dropping and picking up students should observe the No Parking Zones and be mindful of the bus pick up/drop off points.

The main College car park has parking for over 100 vehicles. Two disabled parking spaces are located at the northern end of the Administration building and an additional space is located at the southern end of the carpark adjacent to the pedestrian footpath.

Parking

Kiss and Drop

The College has a designated drop off zone 'Kiss and Drop' for students arriving by car in the morning to ensure the safety and efficiency of school drop offs for members of our community. When dropping off students in the morning parents should observe the following process:

1. Drivers should proceed, in a slow and careful manner, from the entrance gate of the College to the Kiss and Drop Zone and park parallel to the curb. Please observe the 10km/h speed limit on site.
2. Students to exit from the curb side of the vehicle only.
3. Drivers may collect school bags and other equipment from the rear of the car while students wait safely on the footpath. Drivers should then as efficiently and safely as possible exit that area.

If there are no parking spaces available, the driver should proceed around the turning circle and either:

1. Drive into the car park and park in a designated space to drop off children; or
2. Drive around to the Kiss and Drop Zone again and look for an available parking space.

NO parking/dropping off of students in the bus zone during school drop off or pick up times

Students are then to proceed into the College by walking along the designated footpath and pedestrian crossing to the entrance steps.

Bus Companies

Bus services transporting students to and from the College daily use local companies that connect most suburbs with the College and include:

- Kiama MiniCoaches 4237 7345 or 0414377505
- Premier Illawarra 4271 1322 or 4295
1011 or www.premierillawarra.com.au

Bus timetables change at the discretion of the bus companies. Please contact them for information on times, pick up and set down points and what bus your child should catch.

Changes to Transport Arrangements

Parents **MUST** notify changed arrangements to the College well in advance. Parents and guardians must avoid making last minute changes to travel arrangements. Students are not always on site or accessible when a message is given. Whilst office staff try, they may not be able to convey a message of altered travel arrangements to students, especially at the end of a school day.

Students must not travel in cars driven by non family members without the express written permission of parents and communicated to the College office staff.

Students Drivers

Students driving to the College must complete an [Application for Student Driving Form](#).

Student drivers are required to park offsite, being mindful of the parking restrictions in the surrounding streets.

Appendix 1: Edumate Parent User Guide

What is the Edumate Parent Portal?

Edumate is the College's web-based management database. It gives parents access to:

- Newsfeed/Broadcasts (Daily Announcements)
- The College Calendar (via Diary)
- Your child's details (including school phone, house, tutor/classroom teacher, year group)
- Your child's timetable
- PDF copies of your child's Academic reports
- For Senior School students list of Upcoming tasks/Past tasks (with Task Results)

The Edumate Parent Portal works best on a desktop. An App has now been developed with some functionality of the Parent Portal. Refer to the section Edumate App for further details.

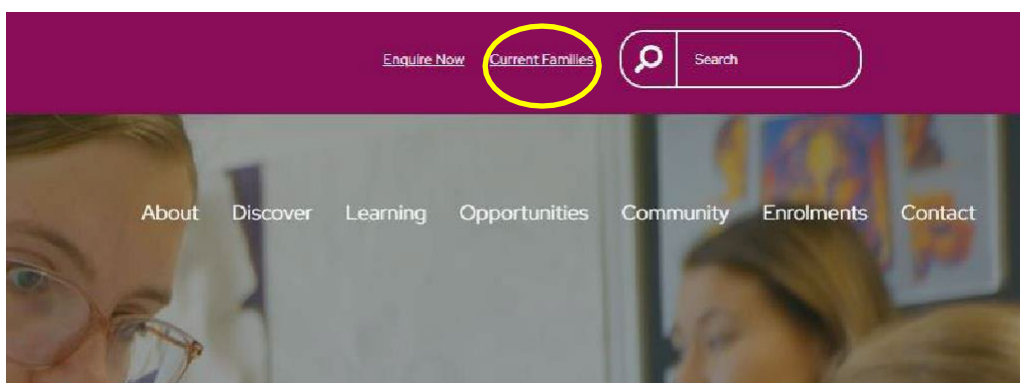
What can parents/guardians do in the Edumate Parent Portal?

- Update your personal details including address and contact information
- View your family relationship and lives with status'. Please note any changes to relationships/live with status will need to be communicated to Admin Staff to update.
- Add or change your child's medical information
- Verify your child's absences
- Give electronic permissions for events such as excursions
- Pay schools fees and set up direct debit arrangements

Where is the Edumate Parent Portal?

Click on the following [link](#) or visit the College [Website](#)

1. Click on Portal Login



2. Select Parent Portal.
3. Enter your login and password details. These details will be provided to you via email from the College on your acceptance of an offer of place at the College.

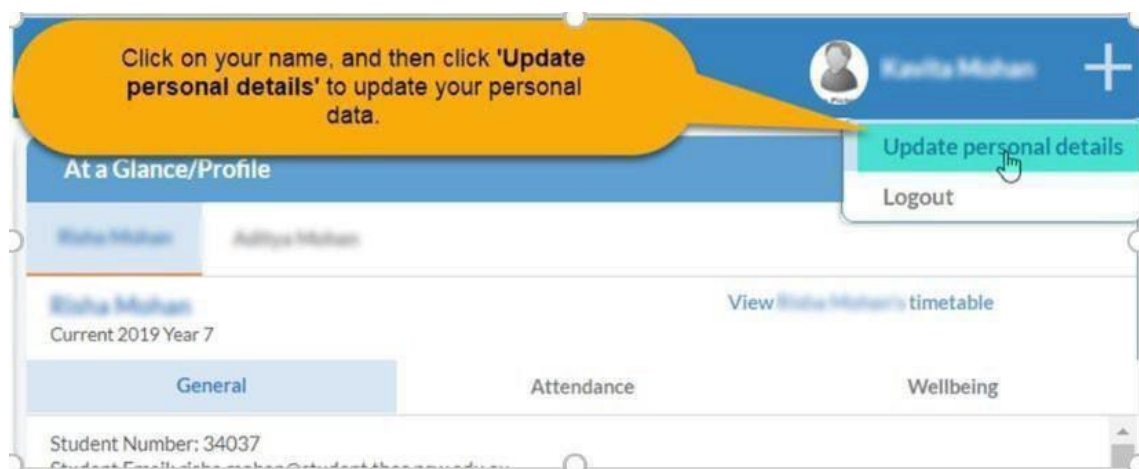


What if you forget your username or password?

1. At the Login in Edumate screen, select the 'Can't Login' button.
2. Select Forgot my username OR Forgot my password and enter the email address you have already provided to the College. An email will be sent to you with your new username or password.
3. If you have any issues accessing the Parent Portal please email info@shac.nsw.edu.au for assistance.

Changing contact and relationship details

You can change your contact information including your address, email, phone numbers and work details in the Portal. If you are changing your address details, please make sure that there is an address in the Home Address field. Without it, Edumate will assume you are no longer living with your child.



You will now see four tabs: Personal, Work, Relationships and My Child Details.

My Details

Personal

Work

Relationships

My Child Details

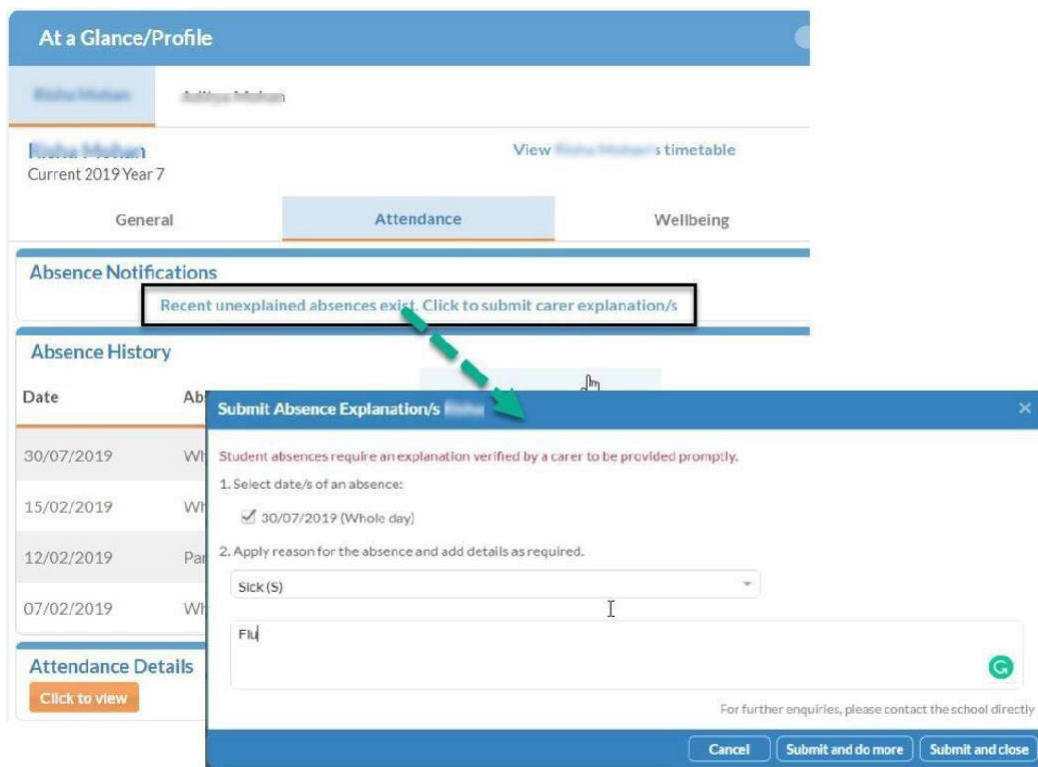
Once you have made all changes click on Submit Request at the bottom of the page.

You may be contacted by a member of the office staff to verify the changes made.

Verifying Absences (available after 9:15am)

When a student has an unexplained absence from school, parents/guardians will receive an SMS notifying you of an unexplained absence. Parents will then need to confirm the absence on Edumate by:

1. Click on My Edumate on the left-hand pane and navigate to 'At a Glance/Profile'. If you have more than one child at the College, click on the appropriate child's name.
2. Click on the 'Attendance' tab to verify your child's absences.
3. Absences without a verified reason are labelled '*Recent unexplained absences exist. Click to submit carer explanation/s*'. This opens a small window where a Carer Note can be entered. In section 2. 'Apply reason for the absence and add details as required field' select the reason and type a note and click 'Submit and close'. A confirmation window will appear.



Refreshing the screen will allow you to view the updated verification. This verification replaces the need for a separate email or written note to the College regarding the absence.

A DOCTORS CERTIFICATE IS REQUIRED FOR STUDENTS IN YEARS 11 & 12 WHOSE ABSENCE AFFECTS AN ASSESSMENT OR EXAMINATION.

VERIFICATION OF ABSENCES FROM WITHIN THE PORTAL MUST BE DONE WITHIN 7 DAYS OF THE DATE OF ABSENCE. UNVERIFIED ABSENCES OLDER THAN 7 DAYS WILL REMAIN AS UNEXPLAINED AS PER NSW GOVERNMENT REQUIREMENTS.

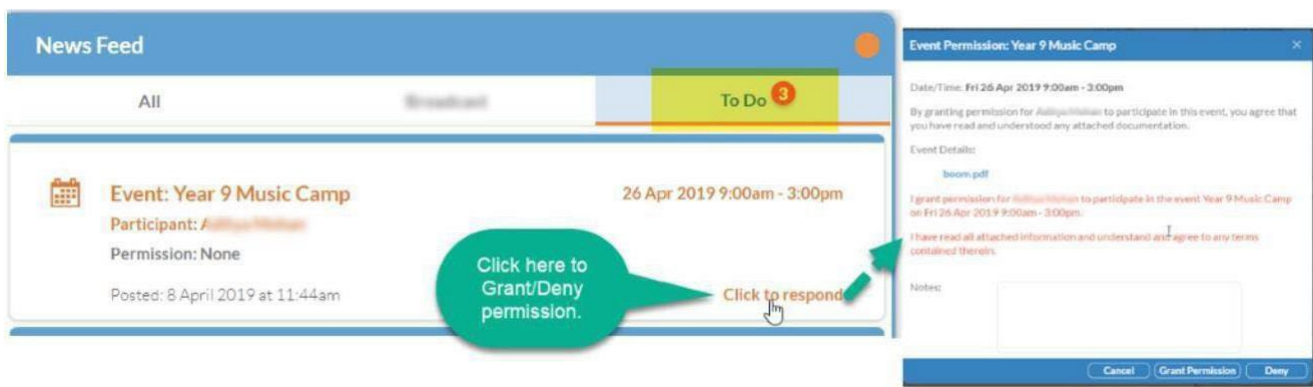
Giving Approvals for Excursions

If your child is going on an excursion, Approvals will appear in the News Feed Section - "To Do" List.

The permission note can be viewed here. Select the link 'Click to respond' to respond to the approval.

Additional notes can also be entered in the notes section, for example 'I will pick Jack up from the venue'.

Once permission has been granted the event will show in the News Feed Section by clicking on the "All" tab. You can click on the event any time before the event occurs to view the permission note containing the event details.



Viewing your Child's Progress

Your child's recent results, upcoming tasks and past academic reports can be viewed using the Progress button on the left side of the home page.

If you have more than one child at the College, click on the child's name.



Under the Progress button you can then access:

1. Upcoming Tasks – view upcoming tasks, their due dates and for which subject it relates to.
2. Past Tasks – view completed tasks and click on a task to view the task results details.
3. Academic Reports – reports are made available to parents at the end of each semester in PDF format via the Portal.

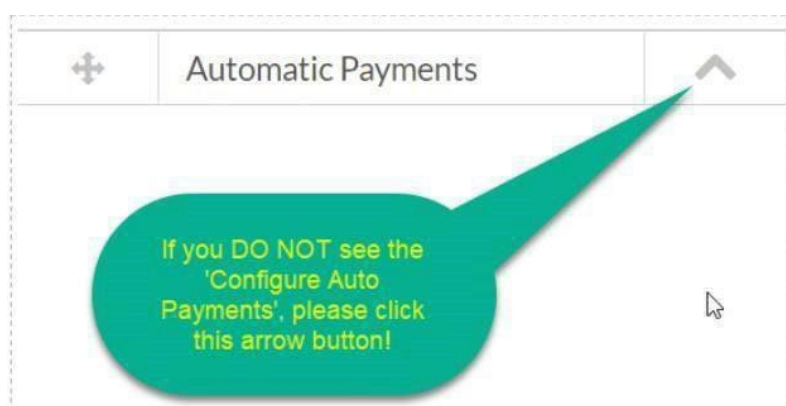
Upcoming Tasks		Past Tasks	Academic Reports
Date Due	Task Details	Course	Task Result
18 May 2020	Task 1 Half Yearly In-class test	Mathematics Year 7	Pending
13 May 2020	7 Science Local Species Poster 2020	Science Year 7	Pending
2 Apr 2020	Task 1: Speaking and Listening	Languages Year 7	Results
25 Mar 2020	Task 1 - Extended Response	English Year 7	Results
16 Mar 2020	Task 1 - Life Manual	PD/H/PE Year 7	Results
9 Mar 2020	A1 LANDSCAPES & LANDFORMS...	Geography Year 7	Results

Academic Reports	
Date	Report
4Jul2019	Secondary Semester 12019
11Apr2019	Year 9 Interim Report 2019
13Dec2018	Secondary Semester 2 2018
	Report Semester 1 2018

r! Year_9_1interim_Re... pdf

Setting Up Direct Debit Payments (Automatic Payments)

The Debtor Portal on the left hand side of the screen provides you with your College fee information.



In the Direct Debit Request screen tick the 'Enable Automatic Payments' box to reveal the automatic payment options.

DIRECT DEBIT REQUEST

Tick this option to enable Automatic Payments.

Enable Automatic Payments

Cancel

Save

Payment method and frequency options are displayed.

DIRECT DEBIT REQUEST

Enable Automatic Payments

How would you like to pay?

Bank account Credit card

Payment Frequency

Balance Due Monthly Fortnightly Weekly

Instalment Amount: **To be calculated** Calculated automatically based on your fees payable, subject to change as your fee commitment changes.

Top Up Amount: On top of your calculated instalment amount, the top up can be used to cover any incidentals.

Changing Direct Debit Instalment Settings

If auto payments are already activated the portal will display the frequency and amount currently being paid. 'Configure Auto Payments' will allow you to change the settings.

Automatic Payments

You have a payment scheduled
Frequency: Fortnightly
Amount: 725.00

[Configure Auto Payments](#)

The current settings are displayed for you together with options for change.

DIRECT DEBIT REQUEST

Current auto payment method:
Fortnightly payment of 725.00
To change your settings use the form below:

Enable Automatic Payments

How would you like to pay?
 Bank account Credit card

Payment Frequency
 Balance Due Monthly Fortnightly Weekly

Instalment Amount: **To be calculated** Calculated automatically based on your fees payable, subject to change as your fee commitment changes

Top Up Amount: On top of your calculated instalment amount, the top up can be used to cover any incidentals

Configuring Direct Debit Instalment Settings

DIRECT DEBIT REQUEST

Current auto payment method:
Fortnightly payment of 725.00
To change your settings use the form below:

Enable Automatic Payments

How would you like to pay?
 Bank account Credit card

Please enter BSB and account details as numbers only, with no dashes.
BSB: Account#: Account Name:

This debit or charge will be made through the Bulk Electronic Clearing System Framework (BECS) from your account held at the financial institution you have nominated and will be subject to the terms and conditions of the Direct Debit Request Service Agreement

I agree to the terms and conditions outlined in the Direct Debit Request Service Agreement
[View the Direct Debit Service Agreement](#)

The direct debit facility can be deactivated by unticking 'Enable Automatic Payments'.

Choosing the Credit Card option will display fields for entering card details.

DIRECT DEBIT REQUEST

Current auto payment method:
Fortnightly payment of 725.00
To change your settings use the form below:

Enable Automatic Payments

How would you like to pay?
 Bank account Credit card

Card number: Expiry month: Expiry year: Account Name:

VISA Mastercard AMEX

In the Payment Frequency section of the screen you can select the desired frequency of payment. The 'Balance Due' option will automatically debit the balance that appears on each invoice on the due date shown on the same invoice.

Payment Frequency

Balance Due
 Monthly
 Fortnightly
 Weekly

Instalment Amount: **To be calculated** Calculated automatically based on your fees payable, subject to change as your fee commitment changes

Top Up Amount: On top of your calculated instalment amount, the top up can be used to cover any incidentals

Further options will allow you to set the day that funds will be debited.

Once a frequency option has been selected the 'Instalment Amount' will automatically be calculated to reflect this. An amount can optionally be entered into the 'Top Up Amount' field to pay charges (non- tuition fee debit transactions) in instalments. The Top Up Amount will continue to be debited in addition to tuition fee instalments until you remove it from the direct debit settings.

The 'Optional Items Sections' part of the screen provides the option for adding to the direct debit instalments or a regular donation to the Building and/or Library Fund(s). This can be deactivated by you at any time by deselecting the option 'Add to Auto Payments'.

The 'Agreed Amount' can be changed by clicking on the dollar amount. Click 'Save' to upload the credit card or bank account details.

Optional Item Selections

CODE	ITEM	ADD TO AUTO PAYMENTS	AGREED AMOUNT
BUILD	Building Fund	<input checked="" type="checkbox"/>	\$30.00
LIB	Library Fund	<input type="checkbox"/>	\$70.00

Cancel Save

Payment Frequency

Balance Due
 Monthly
 Fortnightly
 Weekly

On the:

Day of the week:

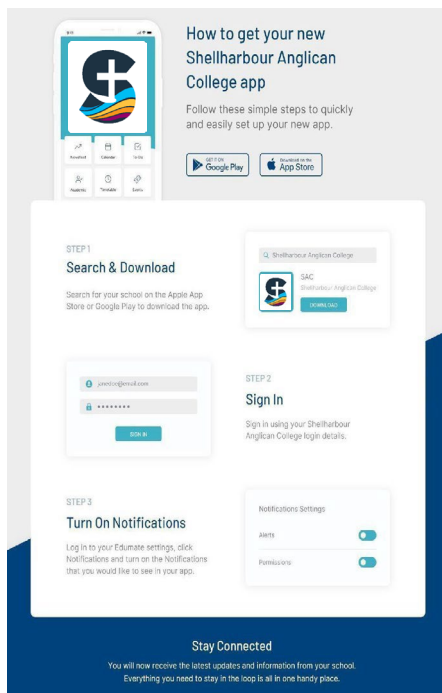
Instalment Amount: **1935.3** Calculated automatically based on your fees payable, subject to change as your fee commitment changes

Top Up Amount: On top of your calculated instalment amount, the top up can be used to cover any incidentals

Please note that instalment plans are reviewed by The Anglican Schools Corporation Group office from time to time to determine the instalment amount is sufficient to finalise the annual School Fee account by the end of November.

Appendix 2: Edumate App – Parent User Guide

An Edumate App is now available. This version of the App has some basic features to assist our parent community access the Edumate database on mobile devices.

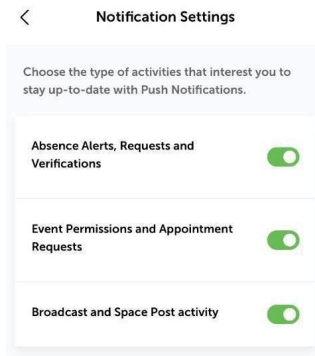


There are a couple of things that you should be aware of

1. iOS users will automatically receive a pop-up asking if you would like to receive notifications. Please say YES! This is a standard feature of iOS which iPhone users would be used to. Android users will need to do this manually via settings.
2. When you first start with the app, you are advised to open each of the alerted notices. These will be things that you may well already be aware of or are no longer relevant but it's the only way to remove the existing "alerts"



On this screen you can select via the slider the things you wish to be notified of. We recommend you turn all of these notifications on.



Appendix 3: Evacuation and Lockdown Procedure

The College has an extensive Evacuation and Lockdown Procedure. The College undergoes training exercise at least twice a year so that students are aware of the procedure. The procedure is reviewed and updated on a regular basis to ensure we have the best procedure for the College. The flowchart can be found [here](#)

Version	Date	Changed by	Changes made	Review
2	26/1/25	College Exec	Revision of manual	26/8/25
3	10/06/2026	HR Support	Addition of AI	01/12/26



Shellharbour Anglican College

1 Piper Drive, Dunmore NSW 2529
PO Box 4147, Dunmore NSW 2529
02 4297 6029

info@shellharbourac.nsw.edu.au
shellharbourac.nsw.edu.au

A school within the Anglican Schools Corporation

Connect with Shellharbour Anglican College

