



For the Whole of Their Life

Student Information Handbook

2023

St Philip's Christian College
Port Stephens

ORIENTATION DAY

For new students and families

Monday 30th January 2023

10am – 12pm

The Chris Walking Theatre

St Philip's Christian College, Port Stephens

An opportunity to meet your teachers, staff & new friends.

Please Note: Uniform is not required for this event.



2023 TERM DATES

- Term One:** Tuesday 31 January - Thursday 6 April
- Term Two:** Wednesday 26 April - Friday 30 June
- Term Three:** Monday 24 July - Thursday 21 September (Yrs K-10)
Monday 24 July - Friday 22 September (Yrs 11-12)
- Term Four:** Monday 9 October - Tuesday 5 December

SCHOOL TIMES

Junior School: 8.40am - 3.05pm

Middle & Senior School: 8.40am - 3.10pm

Sports Days: Junior School - Friday, Middle School - Thursday
& Senior School - Wednesday

2023 Equipment Lists

Please label all personal property

JUNIOR SCHOOL EQUIPMENT

The majority of equipment is supplied in the Junior School. We do ask that families supply a library bag (which can be purchased at the school uniform shop), a set of earphones/earbuds depending on your child's style preference and a smallish pencil case with any special stationery (within reason) that they may choose to use on occasion.

We supply standard items such as pencils, glue, scissors, rulers, erasers, art shirts, dictionaries etc. and this allows all students to have access to the same equipment at school. Please label all personal property that your child does bring to school.

Materials required by each student

Please label all personal property

MIDDLE SCHOOL EQUIPMENT

ITEM	NOTES	Stage 3 Year 5	Stage 3 Year 6	Stage 4 Year 7&8
Safety Glasses	Available from College Uniform Shop	√	√	√
Basic Calculator	Available from College Uniform Shop	√	√	√
1 x Pencil Case	Not too big!	√	√	√
Coloured Pencils	Replace as required	√	√	√
4 x each Blue, Red & Black Pens	Replace as required	√	√	√
2 x HB Pencils	Replace as required	√	√	√
1 x 30cm Plastic Ruler	Replace as required	√	√	√
1 x Eraser	Replace as required	√	√	√
1 x Glue Stick	Replace as required	√	√	√
1 x Scissors	Replace as required	√	√	√
1 x Pencil Sharpener	Metal preferred	√	√	√
4 x Highlighters	Pink /Yellow/Orange/Green – replace as required	√	√	√
Maths Protractor, Compass & Set Squares		√	√	√
5 x Display Folders	For Science, DT & Music, Technology, English, Core	√		√
2 x Display Folder			√	
2 x Scrap Books	Year 5 only	√		
8 x A4 Books	96 pages with holes punched down the margin. Margin required in books. Replace as required. Covered in contact.	√	√	√
1 x pkt 25 Clear Plastic Sleeves				√
A4 Visual Arts Diary (Sketchbook)	Students will keep the same diary for Years 5-8. Purchase a new diary only if required	√	√	√
Small earphones		√	√	√

2023 Equipment Lists

Materials required by each student

Please label all personal property

SENIOR SCHOOL EQUIPMENT LIST

ITEM	NOTES	Stage 5 Year 9&10	Stage 6 Year 11&12
White Apron - Food Technology	Available from College Uniform Shop - Food Tech students only	√	
Safety Glasses	Available from College Uniform Shop	√	√
Casio FX82 Calculator	Available from College Uniform Shop No graphics calculators to be used in Yrs 9 & 10	√	√
NIV Bible	Available on Laptop	√	√
Pencil Case		√	√
Clear Pencil Case	For exam purposes	√	√
Blue, Red & Black Pens	Replace as required	√	√
HB Pencils	Replace as required	√	√
2B Lead Pencils	Replace as required		
Coloured pencils	Replace as required		
30cm Plastic Ruler		√	√
Ink & Pencil Eraser	Replace as required	√	
Glue Sticks		√	
Paper Scissors		√	
1 x Pencil Sharpener	Metal preferred - Replace as required	√	√
Set of Geometric Instruments	All senior school years	√	√
1 x pkt Clear Plastic Sleeves	As per subject requirements		√
A4 Visual Arts Diary (Sketchbook)	Purchase a new VAPD only if required	√	
A4 or A3 Visual Arts Diary (Sketchbook)	Purchase a new diary only if required. Students can choose the size (A4 or A3) that suits them best.		√
10 x A4 Books	96 pages with holes punched down the margin. Margin required in books. Replace as required. Books may be covered to last longer.	√	
Large Arch Lever folder	For storing class notes and stimulus documents		√
Loose Leaf A4 pages	Reinforced hole punched pages with margins drawn.		√
Folder dividers	For dividing subject sections in lever arch folder		√

***Please contact the college office on 4919 5400
if you have any queries or for more information.***

UNIFORM SHOP

The School Locker (TSL) is proud to be working in partnership with St Philip's Christian College. Their goal is to provide great shopping experiences for families. TSL is inspired by a simple idea – one store with everything you need for school.

The School Locker will provide our school community with exceptional service and a wider range of high quality products than you would usually expect to find in a school uniform shop.

UNIFORM SHOP LOCATION

182 Salamander Way, Salamander Bay (at end of campus carpark)

CONTACT

stphilips.portstephens@theschoollocker.com.au

OPENING HOURS (DURING SCHOOL TERMS)

Tuesdays: 8am – 12noon

Thursdays: 1pm – 4pm

PAYMENT OPTIONS

The School Locker accepts cash, EFTPOS, Visa, Mastercard, PayPal and LatitudePay.

Pricing & uniforms are available online at spcc.schoollocker.com.au

When purchasing school uniforms online you may choose to have your order home delivered or opt to collect it from the uniform shop during normal trading hours.

In addition to school uniforms a variety of technology devices, sports equipment, musical instruments, footwear and stationery is also available for purchase from the online store.

[Our Uniform](#) - Click this link to view the different uniform items for each part of the College.



Welcome to the St Philip's Christian College Uniform Shop

Please note appointments are required prior to visiting the uniform shop due to Covid-19 health advice.

School Locker provides exceptional service and a wider range of high quality products than you would expect to find in a school uniform shop.

Purchases you make from the St Philip's Christian College uniform shop and from any of the School Locker stores, including the website, will allow us to provide benefits to your school community.

Uniform Shop Details

Visit St Philip's Christian College
182 Salamander Way
Salamander Bay NSW 2317

Email stphilips.portstephens
@theschoollocker.com.au

Hours Tuesday 8:00am - 12:00pm
Thursday 1:00pm - 4:00pm

Payment Options

School Locker accepts cash, EFTPOS, Visa, Mastercard, PayPal and LatitudePay.

Book Your Appointment Online

Appointments are required to visit the school uniform shop. Scan the **APPOINTMENTS QR CODE** to access the online booking system. The following event code may be required on some devices **ap6pj**.

<https://www.schoolinterviews.com.au/code/ap6pj>

Uniforms are available online at spcc.theschoollocker.com.au

When purchasing school uniforms online you may choose to have your order home delivered or opt to collect it from the uniform shop during normal trading hours.

In addition to school uniforms a variety of technology devices, sports equipment, musical instruments, footwear and stationery is also available for purchase from the online store.

Scan the **SHOP ONLINE QR CODE** to visit the online uniform shop today.

APPOINTMENTS



SHOP ONLINE



**SCHOOL
LOCKER.**

UNIFORM POLICY 2023

St Philip's Christian College is committed to maintaining a high standard of school uniform. The uniform is a symbol of the College's commitment to excellence. It is standard across all the St Philip's Christian College schools. Our school uniform represents that we are united as a community across the different locations. It is also an outward sign of self-discipline for our students, which can be respected in the wider community.

All students are required to wear the appropriate complete school uniform. The exception is when there is a special occasion (e.g. certain excursions), and the exemption will be communicated in writing to the students and their families. The uniform should fit neatly and be kept to a satisfactory standard. The College's interpretation of what is a satisfactory standard is final. Students not complying with the policy will be required to accept the appropriate consequence.

Uniforms are to be worn seasonally. No parts of the St Philip's Christian College uniforms are interchangeable (e.g. no mix and match of formal uniforms and sports-wear).

Uniform items should be replaced when excessively faded, torn (unless tidily repaired), worn or undersized. Students wearing uniform off-campus (travelling to and from school, shopping after school, on excursions, etc.) are expected to remain in complete uniform for the duration of the travels, and they must strictly adhere to all grooming requirements.

As part of their commitment to our community, we expect students to:

- wear items of uniform as listed and described in the St Philip's Christian College Uniform Policy;
- not wear substitute items purchased elsewhere if they are normally available for purchase through the Uniform Shop;
- wear their uniform in a manner deemed by St Philip's Christian College to be reasonable and conforming to any guidelines as determined by the college.

Summer (Terms 1 and 4)

- St Philip's Christian College boys' over-shirts and girls' over-blouses have the St Philip's Christian College emblem on the pocket and are to fit neatly over the top of shorts and skirts.
- St Philip's Christian College dresses and skirts are to be knee length and skirts are to be worn on the lower waist/hip area to ensure the pleats sit neatly. No rolling of the waistband is permitted.
- St Philip's Christian College, custom socks are to be worn by boys and they are to ensure that socks are always pulled up.
- White, ankle-height socks are to be worn by girls. Socks that are worn below the top of the shoe are not permitted.
- St Philip's Christian College jumpers or vests can be worn on colder days and must have the St Philip's Christian College emblem.
- Shoes must be school-shoe style; all black, lace-up, solid construction and leather that can be polished; however, students in K-2 may wear shoes that have a velcro fastening. Slip-on shoes, shoes with coloured stitching, shoes with buckles or boot-style footwear are not permitted. Shoes must be kept clean and in good repair.

Winter (Terms 2 and 3)

- Winter shirts are plain white, and can be in either short or long sleeve style. Shirts in Terms 2 and 3 are to be tucked in at all times.
- St Philip's Christian College girls' pinafores and skirts are to be of knee length and skirts are to be worn on the lower waist/hip area to ensure the pleats sit neatly. No rolling of the waistband is permitted.
- Boys' long grey trousers are to be worn with neat hems and in good repair. A plain black belt with a simple buckle can be worn if necessary.
- St Philip's Christian College ties and bowties are to be worn at all times. Ties are to be worn neatly and at a size appropriate to the student, and they are to be worn at the top of the neck, covering the top button of the shirt.
- St Philip's Christian College jumpers or vests can be worn and must have the St Philip's Christian College emblem.

UNIFORM POLICY 2023

- St Philip's Christian College blazers are compulsory for Middle and Senior School students during Terms 2 and 3. Students are required to wear their blazer when travelling to and from school, at assemblies, official events, or as requested by the college. Blazers must always be the outside garment at these times.

- Plain, black 70 denier stockings can be worn in winter for girls. Patterned or ribbed stockings and/or leggings are not permitted. Boys' socks must be grey.

- Shoes must be school-shoe style, all black, lace-up, solid construction and leather that can be polished; however, students in K-2 may wear shoes that have a velcro fastening. Slip-on shoes, shoes with coloured stitching, shoes with buckles or boot style footwear is not permitted. They must be kept clean and in good repair.

- Girls' slacks are an option for Senior School students during Terms 2 and 3. They must be the school-supplied black slacks with SPCC embroidery.

Hats/Caps

The wearing of hats/caps when outside is an important precaution against unhealthy skin exposure. Students are required to wear a St Philip's Christian College custom-designed school hat or cap in the non-winter months, including coming to and from school and for all outside activities. Individual schools will communicate relevant details.

Sports Uniform

- St Philip's Christian College sports uniform must be worn only on sports days and for PE sessions, unless otherwise instructed (e.g. sports carnivals).

- Shorts are to be modest in length and fit, according to instructions given by staff. This normally means that the length is to be mid-way to the knee or lower, and loose fitting.

- Polo shirts are to be worn modestly i.e. not to be tight-fitting, or midriff in style.

- In cooler weather, St Philip's Christian College sports jackets and tracksuit pants are to be worn.

- St Philip's Christian College sports socks must be worn with the sports uniform. Plain white socks or the absence of socks with sports shoes is not permitted. Socks that are worn below the

top of the shoe are not permitted.

- Sport shoes must be predominantly black; a small amount of white is permitted. They must be a, lace-up jogger and no canvas or boot-style joggers are permitted. Students in K-2 may wear shoes that have a velcro fastening. There are to be no coloured logos, laces, stitching or soles on the sports footwear. Sport shoes are only to be worn on sport and PE days unless otherwise instructed.

General

- St Philip's Christian College backpacks are compulsory.

- Hairstyles are to be neat and well presented. Extreme hairstyles, including hair tattoos, are not permitted. St Philip's Christian College will not accept hairstyles that are outlandish or draw particular attention to a student.

- Boys' hair must be worn above the collar.

- Hair is to be of a natural colour.

- Hair accessories must be in plain college colours, either black, white or bottle green.

- Undergarments that are worn for warmth must not be coloured, patterned or visible. This includes athletic garments (e.g. skins) that are worn for sporting activities. They are not to be visible under the sports uniform.

- Tattoos must be completely covered.

- Jewellery is to be kept minimal. Girls are able to wear a watch, one (1) modest ring and one (1) pair of either plain style studs or sleepers as earrings in their ear-lobe. Earrings in the upper ear are not permitted. Boys are able to wear a watch, but are not permitted to wear any other jewellery including earrings or studs. Bracelets, necklaces, anklets or other visible body piercings are not permitted.

- Coloured nail polish or false nails are not permitted. Nails are to be kept clean and neatly trimmed.

- It is preferable that makeup is not worn, but if required it must be subtle; skin-toned and sparingly applied. Eye make-up is not permitted.

- Plain, black gloves may be worn in Terms 2 and 3.

- The St Philip's Christian College, black, SPCC embroidered scarf may be worn in Terms 2 and 3



St Philip's Christian College – Port Stephens

FEES AND CHARGES 2023

ANNUAL FEES AND CHARGES

Grade	Annual Tuition Fee	Annual Resource levy	Annual Technology levy	Compulsory Camp & other events	Total
K	4,931	575	0	0	5,506
1 - 2	4,931	575	121	0	5,627
3 - 4	4,931	575	121	270	5,897
5 - 6	6,468	1067	529	320	8,384
7 - 8	7,140	1193	529	320	9,182
9 - 10	7,657	1193	529	320	9,699
11	8,803	1348	529	320	11,001
12	8,842	1017	529	150	10,539

SIBLING DISCOUNT (Discounts apply to the tuition portion only)

1st Child	2nd Child	3rd Child	4th and Subsequent
0%	14.50%	47.50%	85%

ADVANCE PAYMENT DISCOUNT (Discounts apply to the tuition portion only)

Fee Type	Discount	Payable by
Annual fees and charges in advance	3.50%	5/12/2022

VET LEVY

Fee Type	Amount
Establishment Fees	\$250
VET Course Fee (As set by external provider)	Variable depending on course selected

Background - Why do I need to pay fees?

In Australia, there are two major groupings of schools - Government Schools and Non-Government Schools. Government Schools are supported by a combination of funding predominantly from the State/Territory Government and the Federal Government whilst Non-Government Schools are predominantly funded through their own resources, fees charged for students and funding from the Government. (Source: Aussie Educator 2012)

Independent schools receive funding from both the Federal and State governments on a student per capita basis. State governments have primary responsibility for funding government (or public) schools, while the Federal Government directs most of its schools funding to non-government (Catholic and independent) schools.

On average, independent schools receive the majority of their income (approximately 60%) from fees, donations and fundraising within the school community. The remainder of their income comes from Federal Government recurrent (annual) grants and through targeted programs, such as those that assist students with special needs including disabilities, those from non-English speaking backgrounds or indigenous students (approximately 30%) and State funding (approximately 10%). (Source: Association of Independent Schools, NSW).

School Fees

College Fees are charged once at the start of the school year. Statements are issued to parents/care givers.

Voluntary Building Fund

College fees are used to meet the College's operational expenses. In order to build new buildings and maintain older buildings, the College is assisted by donations to the Building Fund. Families are invited to donate towards the betterment of our College. Donations can be made through our Foundation Office and are tax deductible. For more information please refer to our website.

1. Frequency of Payments

- 1.1. In Advance (discounts apply)
- 1.2. Term basis
- 1.3. Monthly Payment Plan
- 1.4. Fortnightly Payment Plan
- 1.5. Weekly Payment Plan

2. Methods of Payments

- 2.1. BPAY
- 2.2. Direct bank deposits
- 2.3. EFTPOS/Debit Card
- 2.4. Cash
- 2.5. Cheque
- 2.6. Credit Card (no AMEX or Diners)
- 2.7. Payment Schedule via MySPCC

3. Paying Fees in Advance

- 3.1. If you pay your full years fees on or before 5th December 2022 you may be eligible to receive a 3.5% discount off the tuition portion of your 2023 fees
- 3.2. Please Note: Discounts are only applicable to school fees, not levies.

4. Paying Fees by the Term

- 4.1. School fees must be paid by the second week of the term. After this, fees will become overdue. (See point 6.)

5. Paying Fees by the Month

- 5.1. Payments are based on an 11-month year, i.e. February to December.
- 5.2. Monthly Direct Deposits must be paid by the 7th of each month to ensure all payments are made prior to the conclusion of term 4 (the end of the school year).

6. Overdue Fees

- 6.1. Overdue fees will attract a \$30.00 administration fee on the outstanding balance. The College Board reserves the right to review this charge at any time.
- 6.2. Student academic reports may be withheld at the end of each semester and students may be denied involvement in extra-curricular activities if the fees have not been paid.
- 6.3. Should an account become two school terms overdue, then the continued enrolment of the student will be reviewed.

7. Subsidies and Fee Assistance (Conditions apply)

It is acknowledged that some families may experience short term financial hardship over the period of enrolment at the College. We do not want this to be the primary reason for students being unable to attend or remain at St Philip's Christian College. For this reason, the College has a limited budget to provide assistance with fees to those in need. This assistance is reviewed annually. Financial Assistance forms are available on request and are treated as strictly confidential

and reviewed by the Finance Committee. **All subsidised arrangements must maintain a regular payment plan.**

8. Notice of Withdrawal - School Fees and Enrolment Deposit Refund

- 8.1. If a new enrolment is cancelled prior to commencement at the College, the cancellation must be notified in writing as soon as possible before commencement of the term of entry. In these circumstances, the Enrolment Deposit will be refunded if the position is filled. If a replacement student cannot be found the enrolment deposit will be forfeited.
- 8.2. If a student has commenced attendance at the College, one full term's notice of withdrawal must be given in writing or one additional term's fees be paid.
- 8.3. The College recognises that in special circumstances, a full term's notice is not always possible and therefore consideration may be given to waiving
- 8.2. This is the exception, not the rule.
- 8.4. If a student has outstanding fees on the day of withdrawal then normal business practices will apply in procuring fees.

9. Refunds - Tuition Fees

- 9.1. Where tuition fees have been paid in advance and the enrolment is withdrawn part-way through a school year, the remaining terms will be refunded less the discount.
- 9.2. If a student dies and the term's fees have been paid in full, all monies for the remainder of the term will be refunded.
- 9.3. Where a student has prolonged absence from school due to illness, the following shall apply:
- Absence less than 4 weeks - normal term fees apply.
 - Absence greater than 4 weeks - pro-rata based on time spent at school plus 10% of fees due during absence.
- Wherever possible, every endeavour will be made to support the student with school work whilst absent due to illness.
- 9.4. Where a student has a prolonged absence for reasons other than illness e.g. overseas travel etc. the following shall apply:
- Absence less than one term - normal fees.
 - Absence greater than one term - whilst the student remains enrolled he/she is charged 50% of normal term fees.

10. Refunds - Other

Refunds are not automatic. Refunds will be considered for sickness or injury on a case by case basis.

11. Refunds - Enrolment Deposits

- 11.1. When the last student of a family is withdrawn from the College and all outstanding fees paid, and Text and Library books returned, parents, on application in writing, are eligible for the original Enrolment Deposit to be refunded.
- 11.2. If no written request is forthcoming after 12 months of the last family member ceasing enrolment, the original Enrolment Deposit will be transferred to the Building Fund.
- 11.3. Enrolment Deposits are not used to offset fees during the term but may be applied against outstanding fees after withdrawal of the last child.

12. Fee Payment Plans

- 12.1. All families are required to complete a Fee Instalment Nomination Form each year to advise their intended method of payment of the coming year.
- 12.2. Direct methods of payment such as BPAY, Direct Deposit and Payroll Deductions are preferred.
- 12.3. The Fee Instalment Nomination Form is an e-form. The link for this form will be provided with your fee quote or available on request from the Finance Office.

13. Receipting of Payments

- 13.1. When payments are made by any method other than person to person (over the counter or via telephone), the amount paid will be automatically receipted against the oldest bill outstanding on the account.
- 13.2. For payment of Sundry items such as Lockers, Mission Trips, Musical fees, etc. we discourage the use of BPAY and Direct Deposits unless arranged in advance with the Finance Office.
- 13.3. Printed receipts will only be issued for payments made over the counter, or by phone as requested.

14. Other Expenses

- 14.1 *Application Fee* - A non-refundable fee is charged upon application for enrolment. \$50.00 per student.
- 14.2 *Enrolment Deposit* - On confirmation of a family's acceptance of enrolment, an Enrolment deposit is paid to the College. This is the equivalent of one term's fees for an individual student or 1.5 times the eldest child's term's fees for a family. This fee is available for refund when the last child in a family leaves the college. (See Point 11)
- 14.3 *Administration Fee for Dishonours* - Where a Direct Debit is processed by the College on the fee payer's behalf and the bank dishonours the payment, grace will be shown in the first instance. However, any subsequent dishonours will attract a \$30 administration fee each time.
- 14.4 *Student Accident Insurance Plan* - This is included in the Resource Levy. A separate policy brochure is available on request.
- 14.5 *HSC Major Works* - All costs for the completion of any HSC Major Works are incurred at the student's own expense.
- 14.6 *External Vocational Education and Training Courses (VET)* - An establishment fee of \$250 will be charged for each VET unit undertaken. The cost of VET units is variable. The College will cover these charges where possible. However, a gap may pass on to families where this is not possible.
- 14.7 *Musical Instrument Fees/Lessons* - The Music Department can arrange private tuition for a wide range of instruments. This is on a user-pays system. An instrument hire fee will apply. The Music Department also offers a Beginner Music Program for junior school students. This program costs \$135 per term (billed on a term basis).
- 14.8 *Lockers* - Lockers are available for middle and senior school students. These are limited in size and quantity. Price varies according to the size of the locker which is selected. If locks are damaged or lost, a replacement fee of \$25 will be charged to the school fee account. More information on lockers is available from the middle and senior school secretaries.
- 14.9 *Graduations* - Years 4, 8 and 12 are invited to celebrate a graduation milestone at the end of the years schooling. A small gap may be charged to help cover the cost of providing this event.

Given that all charges are kept to a minimum, the Board of Governors reserves the right to change the tuition fees, levies and conditions whenever appropriate.

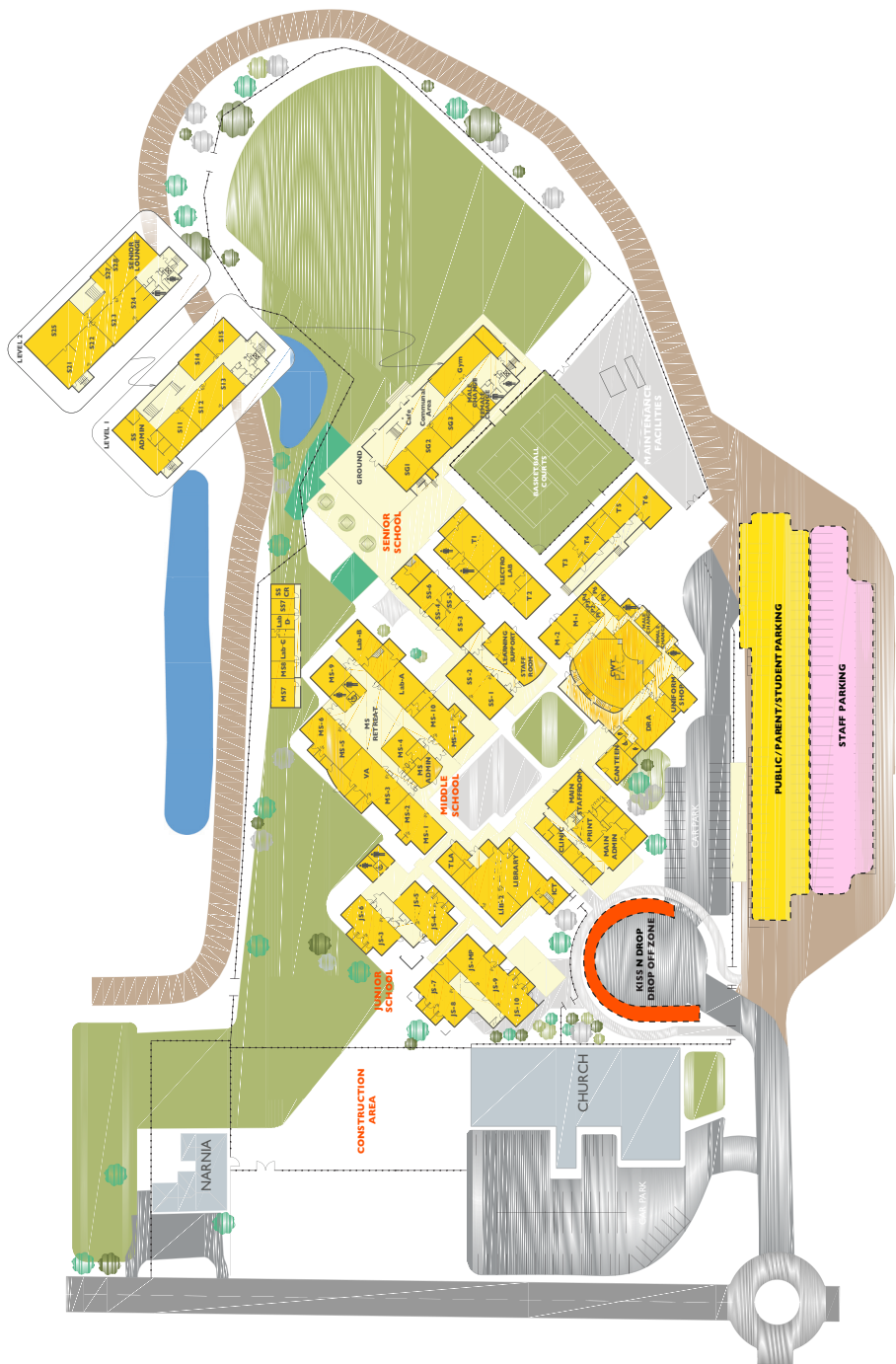
15. For assistance in paying your school fees and other expenses, including financial assistance, fees quotes and payment plans, please contact the Finance Office at financeps@spcc.nsw.edu.au or call 4919 5403. Please feel free to alternatively contact the College Business Manager, Anne Anderton at anne.anderton@spcc.nsw.edu.au should you wish to discuss any matter.

Written: A. Anderton

Reviewed and updated by M. Telfer October 2022

Ratified by the Board of Governors October 2022

SCHOOL MAP & PARKING



CANTEEN - HUNGER HUT



Our canteen, the Hunger Hut, is open each day. We use an online ordering system called Flexischools. A parent or guardian will need to register on the website or through the App. to order from the online menu.



www.flexischools.com.au

JUNIOR SCHOOL STUDENTS can only order online through flexischools for a canteen lunch. The Hunger Hut is not available for recess.

MIDDLE & SENIOR SCHOOL STUDENTS can bring cash or a debit card to use at the Hunger Hut. This is great for buying snacks, however, we do encourage parents to order lunch items on flexischools, like sandwiches, as many menu items are not available over the counter.

SENIOR SCHOOL STUDENTS have the privilege of using a card on their phone at the canteen.

Contact our Canteen Manager, Aleeya Durant, for more information.
aleeya.durant@spcc.nsw.edu.au

COLLEGE COMMUNICATION

MYSPCC / ILEARN

- School calendar
- Reports
- Update contact/medical details
- Excursion details & permissions
- View & Pay School Fees
- Parent/Teacher Interview bookings
- Class Updates
- News

NEWSLETTER

- News
- Events
- Community Notices

STUDENT DIARY

Yrs 5-12 only

- Teacher/Parent comments
- Homework
- Events

HOW WE

TALK

WITH YOU

iLEARN

Yrs 5-12 only

- Homework
- Assignments
- Classwork

FACE TO FACE

- Parent Teacher Interviews
- Information Nights
- Pick ups/drop offs

FACEBOOK

**[www.facebook.com/
spccportstephens](http://www.facebook.com/spccportstephens)**

- School News & Events
- Parent Community Groups for Kindy - Yr 11

EMAIL

- Individual Teachers
- Year Coordinators Yrs 5-12
- Excursion Notifications
- Assessment Guides Yrs 7-12

SOCIAL MEDIA

FACEBOOK GROUPS

We would like to draw your attention to our Parent Facebook Groups and Community Facebook Page. Our SPCC Port Stephens page provides regular updates of what is going on across the school. If you haven't already, we encourage you 'LIKE' this page. -

<https://www.facebook.com/spccportstephens>

Each Year Group from Kindy to Year 11 has a Parent Facebook group. The aim is to provide a forum in which parents can arrange social outings, get-togethers, remind each other of important school events and dates and also chat about general school stuff.

Only positive and supportive communication is acceptable and we request that you do not share images of other people's children or contact details without seeking permission.

If you would like to join any of these groups, please see the group names below. The administrator of these groups will check that you are a parent of a student in this year before they will approve your request to join.

- SPCC PS Kindy 2023
- SPCC PS Year 1 2023
- SPCC PS Year 2 2023
- SPCC PS Year 3 2023
- SPCC PS Year 4 2023
- SPCC PS Year 5 2023
- SPCC PS Year 6 2023
- SPCC PS Year 7 2023
- SPCC PS Year 8 2023
- SPCC PS Year 9 2023
- SPCC PS Year 10 2023
- SPCC PS Year 11 2023

INSTAGRAM - Follow us on Instagram - [spcc.portstephens](#)

MYSPCC / ILEARN ACCESS

To login, enter the following into the address bar of your web browser:

<http://my.spcc.nsw.edu.au>

Your user name is on your School Account Statement

USER NAME: ps\account number

PASSWORD: Welcome2MySPCC

You will need to change your password on the first login. Password **NEEDS** to include:

- Minimum 8 characters
- Uppercase & Lowercase letters
- Number OR Special character

Once you have logged in, go to **black menu bar** at the top of the screen and click for the drop down menu.

ST PHILIP'S COMMUNITY OOSH

BEFORE SCHOOL CARE

Between 6:45am – 9am, children can enjoy a nutritious breakfast and participate in a range of activities before heading out to school.

AFTER SCHOOL CARE

Between 3pm – 6pm the children are able to participate in a range of activities including sports, crafts and outdoor play. A nutritious afternoon tea is provided each afternoon.

VACATION CARE

Vacation Care is provided every School holidays between 6:45am – 6pm. The children are provided with a wide range of activities and will often go out to visit interesting places within the community.

Please visit the College website to download:

- Family Handbook
- St Philip's Community OOSH Enrolment Form

The OOSH building is in the grounds of our Junior School.

CONTACT

OOSH Coordinator

P: 4919 5429

E: oosh.ps@spcc.nsw.edu.au



ABSENCES & LEAVE

ABSENCES

Parents are asked to telephone the College Office each morning their child is absent unless a letter of explanation has been provided. A note / email / reply to SMS is required to explain absence upon their child's return. Parents are reminded that the Education Act requires a note to be sent to the School promptly on the return of an absentee stating the reason for absence, whatever it may be, and the dates, which should be signed by a parent or guardian, not the student. Medical certificates may be required under certain circumstances. Unexplained absences are followed up on a weekly basis. Absence notes should be addressed to the Nurture / Form Teacher. The student's name and class should also be marked on the envelope.

LEAVE

In the event that a student will be absent for a length of time, an Application for Extended Leave Form must be completed at least 2 weeks prior to leave commencing. This form can be located on the College Website. It may be appropriate to arrange for schoolwork to be set and undertaken during this period of absence. If leave is not approved and still taken, it will be recorded as unexplained for reporting purposes.

LATENESS

Students arriving late to school will be expected to provide a note of explanation from their parents upon arrival. This can be on paper, email, SMS or noted in the student's diary. Students in Senior School who arrive late must sign the "late arrival book" and obtain a late pass from the Senior School Office before going to class. Junior School and Middle School students must obtain a late pass from Reception before going to class.

ILLNESS

If a student becomes ill at school, he or she must report to the Front Office to be cared for by the School temporarily. If necessary, the School will telephone a parent if it is felt the student should go home. In an emergency or where parents cannot be contacted, medical help may be obtained. Parents are naturally responsible for any fees so incurred. Students who are required to take medication during the day must leave this at the Clinic.

If a student should contract a transmittable illness which could cause or be part of an epidemic, please inform the School upon diagnosis so that we can be alert for further cases. In the event of hospitalisation of a student, please inform the School at the time and the nature of the illness and the name of the hospital. Listed below are the periods a student is required to be absent from school for certain illnesses:

Chicken Pox (seven days after the first spots appear); German Measles (seven days from the appearance of the rash); Measles (five days from the appearance of the rash); Mumps (ten full days from onset of swelling); Headlice (until hair is completely cleaned with no nits or lice being present); Impetigo (may attend if a clean dressing properly covers sores); Worms (children may require regular medicine to prevent worms).

OPAL BUS PASSES

School Opal Cards

The School Opal card gives eligible school students free or subsidised travel on public transport between home and school on trains, buses, ferries and light rail in the Opal network.

Already have a School Opal card? Keep it for next year

Don't throw out this year's School Opal card because eligible cards will be automatically updated for the new school year.



Don't forget a Child/Youth Opal card

It's important to remember that the School Opal card is only for travel to and from school on school days and doesn't cover travel to After School Care, school excursions, sport and other activities away from school, so it's a good idea to get a Child/Youth Opal card for personal travel.

Applying for a School Opal card

To apply for a School Opal card, you will need to live a minimum distance from your school to be eligible:

- Years K-2 (Infants) - No minimum distance.
- Years 3-6 (Primary) - 1.6km straight line distance or 2.3km walking or further.
- Years 7-12 (Secondary) - 2km straight line distance or 2.9km walking or further.

Who needs to apply?

You will only need to make a new application if:

- Applying for a School Opal card for the first time
- Enrolling in Kindergarten
- Requesting an additional pass as a result of a new shared parental responsibility (joint custody) situation.

If you do need to apply, the application must be made by a parent or legal guardian if you are under 16 years of age. If you are 16 years or older you need to complete and sign the application form yourself. Applications are subject to eligibility criteria.

You will need to update your application if you have a current School Opal card and:

- Your circumstances change, e.g. change of school, home address or school year outside of the usual progression. <https://apps.transport.nsw.gov.au/ssts/updateDetails#/>

Transport operators will allow a grace period at the start of the new school year to give time for you to receive your School Opal card.

OPAL BUS PASSES

How to apply

STEP 1

There are two different application forms – one to apply for a new School Opal card and one to update your details, for example changing schools, your address or your name.

Choose the one below that applies to you:

- If you're applying for a new School Opal card complete this application form - <https://apps.transport.nsw.gov.au/ssts/applyNow#/>
- If your details have changed complete this application to update form - <https://apps.transport.nsw.gov.au/ssts/updateDetails#/>

STEP 2

The school endorses your application. You will be advised if you need to do anything further when you have completed your online application.

STEP 3

Transport for NSW then processes the application. Once approved, the School Opal card will be sent to the home address you provided in the application.

Remember: Parents must apply for students aged 15 and under. Students must apply if aged 16 and over.

PORT STEPHENS COACHES

Most of our School Buses are run by Port Stephens Coaches. For more information on bus routes and timetables, please contact them directly.

Port Stephens Coaches

Phone - (02) 4982 2940

Fax - (02) 4982 2926

Web - <http://www.pascoaches.com.au>

15 Port Stephens Drive

Anna Bay

NSW 2316

CANTEEN VOLUNTEER FORM



Mums, Dads, Grans, Pops, Friends & Family All Welcome!

- WHERE:** St Philip's Christian College Canteen
- WHEN:** Weekly, fortnightly, monthly or whenever
- EXPERIENCE:** Not necessary
- SALARY:** A-la-carte lunch (healthy and traditional)
Plenty of tea, coffee and best of all, group therapy!
- BONUS:** Your children are happy to see you and you will meet new people and make good friends within the College community.

I Would like to be included on the Canteen Roster 2023

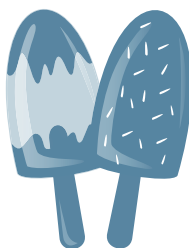
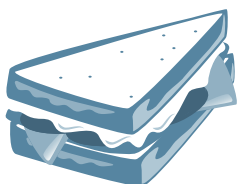
Name: _____ Child's Class: _____

Home No: _____ Work No: _____

Email: _____

Let us know when you would be available (eg: first Monday of the Month, etc) _____

Contact our Canteen Manager, Aleeya Durant, for more information.
aleeya.durant@spcc.nsw.edu.au



Mail: PO Box 342
Location: 182 Salamander Way,
Salamander Bay NSW 2317



For the Whole of Their Life
PORT STEPHENS

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