



2022

Sathya Sai College – Primary Campus Parent Handbook



*“The end of education is character.”
~ Sathya Sai Baba~*

Murwillumbah Campus (Primary):
9 Nullum St. Murwillumbah NSW 2484

Dungay Campus (Secondary):
16 Jack Williams Pl. Dungay NSW 2484

School Office Hours:
Monday - Friday 8:15 am – 4:00 pm

P.O. Box 705
Murwillumbah NSW 2484
Phone: 02 6670 8800
Email: schooloffice@sathyasai.nsw.edu.au
Website: sathyasaicollege.nsw.edu.au

INFORMATION FOR PARENTS

Introduction

The Administration and staff of the Sathya Sai College (SSC) warmly welcome you for enrolling your child in our school.

The successful operation of school requires the cooperation of everyone concerned. We trust that the information included in this Parent Handbook will give you a clear idea of the school's expectations for parents, students, and teachers, and the day to day functioning of the School. Please do not hesitate to contact us at (02) 6670 8800 or by email schooloffice@sathyasai.nsw.edu.au if you have any questions, concerns or wish to make an appointment.

Background

Inaugurated in March, 1997, the school is an independent school open to all students regardless of socio-economic status, ethnic origin or religion.

The founder of the school is Sri Sathya Sai Baba, whose philosophy of education has inspired the founding of similar schools in Africa, Asia, Canada, Europe, South America, New Zealand and Fiji. His educational philosophy is based on the view that a balanced education gives importance not only to academic success, but also to the development of character. His educational program, called Sathya Sai Education in Human Values (SSEHV), aims at *human excellence* by developing each child's highest potential through the inculcation of the universal values of Truth, Right Conduct, Peace, Love and Non-Violence.

Mission of the Sathya Sai College

To provide and model a safe school environment, based on human values, which honours the uniqueness of all children, enabling them to realise their inner potential of character development and academic success.

To fulfil our mission, we aim to;

1. Work together with our wider school community to create an environment, culture and ethos permeated by the active practice of the five inherent human values: Truth, Right Conduct, Peace, Love, Non Violence in daily life;
2. Select competent staff with good character and support them in being excellent team members and exemplars of the human values;
3. Maintain a student population that reflects local and national culture;
4. Provide a curriculum that meets state registration requirements and integrates the philosophy of *Sathya Sai Educare* using the teaching method of *Integral Education*; (See Addendum)

5. Maintain recognition by the Sri Sathya Sai World Foundation as a Sathya Sai College by ongoing review and renewal in line with the Sathya Sai College's Guidelines. (See Addendum)
6. Provide the environment, resources and opportunity for each child to achieve their best academic potential;
7. Provide education which is experiential and transformational in character, in addition to imparting knowledge and skills;
8. Encourage the unity of thought, word and deed;
9. Develop an active social conscience in students and an inclination to provide service to others.

ADDENDUM

Curriculum and character development

The philosophical cornerstone of Sathya Sai Education is the concept of *Sathya Sai Educare*. Sri Sathya Sai Baba says;

“Educare has two aspects, the worldly and the spiritual. Worldly education brings out the latent knowledge pertaining to the physical world. Spiritual education brings out the inherent divinity in man. So, both worldly and spiritual educations are essential, without which the human life has no value.”

The guiding principles of the term *Sathya Sai Educare* in the context of *education* are:

- (a) Divinity is love and it is manifested as the universal human values;
- (b) *Sathya Sai Educare* enables men and women to navigate the world and to realize their spiritual heritage;
- (c) The purpose of education is for living a full human and spiritual life;
- (d) The end of education is character and character manifests itself as the unity of thought, word and deed.

The school provides a balanced curriculum that aims to maximise the opportunity for all students to achieve the outcomes described in the NESAs Syllabus and Sathya Sai World Foundation guidelines.

School Staff 2022

The staff members for this school year are as follows:

Murwillumbah Primary Campus

Deputy Principal:	Mr. Michael Forrester
Kindergarten:	Ms. Maree Elias
Class 1:	Mrs. Belinda Parker
Class 2:	Ms. Jessica Strickland
Class 3:	Mr. Kyl Churchill (Wellbeing Coordinator) (3 Days) Mrs Zoe Robinson (2 Days)
Class 4:	Ms. Michelle Carlier (4 Days) Mrs Zoe Robinson (1 Day)
Class 5:	Mrs. Michelle Shimizu (Curriculum Coordinator) (3 days) Mrs Michelle Jarrett (2 Days)
Class 6:	Ms Jessica Knight

PE/ Sport	Mrs. Michelle Jarrett
Science:	Mrs. Jane Farrelly
Music teacher:	Mrs. Kate Oakley-Grant
Sustainability Officer:	Ms. Isabela Keski-Frantti
Pastoral Care Coordinator	Ms. Isabela Keski-Frantti
School Counsellor:	Ms. Sabina Grozdanic

Administration & Support

Business Manager:	Mr. Siva Muraliharan
Secretary/Reception:	Ms. Liz Galazkiewicz
Accountant:	Ms. Zoe Walker
IT Manager:	Mr. Eben Manser
Support Staff:	Ms. Debra Sleba (Reading Enhancement) Ms. Lee Biggs Mr. Bek Jenkins Ms. Megan Kowplos Mrs. Tracy Magee

Ms. Sarah Irving

School hours

The school is open from Monday to Friday between 8:15 am and 4:00 pm during the School term days. The schedule for classes is as follows:

Bell for 1 st session:	8:45 am
Morning recess:	11:00 am to 11:30 am
2 nd session:	11:30 am to 1:00 pm
Lunch:	1:00 pm to 1:45 pm
3 rd session:	1:45 pm to 2:55 pm
Dismissal:	2:55 pm

PE will be held on Monday or Wednesday and sport will be on Tuesdays (STC).

Prayers

Morning Prayer

Good morning rising sun,

Good morning everyone,

Thank you for our parents and carers,

Thank you for our teachers,

Thank you for our friends,

May we all work together,

With Loving Hearts and Hands.

Home Time Prayer

For the Thoughts Words and Deeds of this day,

For all that we have we give thanks, we give praise,

For that which we are becoming,

For all of the beauty of God's great land

In truth and love remain.

Food Prayers

(sung to the tune Twinkle Twinkle little star)

Thank you Mother Father Earth

For the food and all it's worth,

May it help us to grow strong,

Caring, Sharing, getting along.

Silent Sitting

Aim and Objective of Silent Sitting

Children come to understand that when our mind is full of one thought after another, we are not able to look inside ourselves and see who we really are. In contrast when we have inner stillness we can see and experience the qualities of Peace, Love, Truth, Right Conduct and Non-violence lying within; we can listen to the voice of GOD, our conscience; we recognise that we are not the body but the Witness; and we can wade into any ocean of pure, lasting unsullied happiness permeating everything and everybody.

Silent Sitting in Sathya Sai Human Values Program aims to develop the following qualities:

- The ability to be calm and to concentrate (physical and mental alertness)
- The ability to listen and to be aware of One's inner feelings and inner voice (conscience)
- The awareness that happiness, peace and love come from inside and not from outside.
- The creation of an inner world of positive images and feelings, building confidence in oneself and good feeling towards others.
- The ability to identify with others, to expand the positive feelings to include all of the outside world

There are sound reasons based on brain physiology to support this practice.

However, perhaps the most important contribution that Silent Sitting offers in One's life is the opportunity to develop control over the mind.

~ Taken from Handbook for Sai Teachers, Dr. R Farmer & Sue Farmer~

Morning Assembly Silent Sitting Visualisation

Visualise the light of the sun between your eyebrows, full of brilliance yet soft in its light. Take the light down to your Heart. Picture a flower opening its petals as the light reaches the Heart. Imagine the flower beautiful with purity like our heart filled with love and compassion. Bring the light down to the hands. As the hands fill with light, think the hands will help everyone. Bring the light down to the legs, may the legs take us to good places. Bring the light up through the body to the mouth and tongue. May it speak the truth and what is useful. Take the light to our ears. Both our ears are filled with light. We listen to good things. Take the light to our eyes. Both our eyes are filled with light. We see good with our eyes. We look at everyone with love and compassion. Take the light to our head. Let it expand outwards until it covers everyone in this room. Continue to expand this light outwards to cover our parents, our relatives, our friends, and to all the people. Let the world be filled with light. Let the world be filled with love. Let the world be filled with peace. Continue to spread this light through the Universe. We are in the light. The light is in us. We are the light. Bring the light to our Heart. Let us keep this

light in our heart through the rest of the day, wherever we are and in everything we do. Gradually open your eyes.

School Calendar

A special supplement will be provided giving the term dates and pupil free days and special activities early in the school year.

The Portal calendar on the Sentral Parent Portal will contain key dates and events for students.

Fees

Sathya Sai College follows the philosophy of Sai Baba that education should be free for all. Our school receives some State and Federal Government funding and the remaining money comes from donations from the members of the Sathya Sai Organisation. There are no tuition fees at Sathya Sai College.

There are certain levies to be paid by families that are required to supplement the cost of resources and excursions per student. These are listed in the table below:

Levy type	Cost per year (2022)
Resource Levy	\$400
Excursion Levy	\$80
Total	\$480

Please note that the excursion levy is based on the previous year's excursion expenditure per student. There may be additional expenses occurred throughout the year on a case by case basis for excursions.

Years 3-6 also take part in school camp each year. This cost is approximately \$250-300 for years 3 & 4 and \$350 for Years 5 & 6.

These costs and levies can be paid in a one off payment, or in instalments. Please contact businessmanager@sathyasai.nsw.edu.au to arrange your preferred payment method.

Absences and lateness

Regular attendance and punctuality are vital for academic success and to maximise student's potential. Schools, in partnership with parents, are responsible for promoting the regular attendance of students. While parents are legally responsible for the regular attendance of their children, school staff, as a part of their duty of care, monitors part or whole day absences. This supports the [Education Act 1990](#).

It is important that students are in the school grounds before the first bell at 8:45 AM. Being dropped off at or after 8:45 AM is too late and causes disruption to the morning routine.

The school uses a system called *Sentral* to mark attendance. Each classroom teacher/ or specialist teacher needs to complete the daily roll marking on *Sentral* by 9:15 am.

If a child is absent from school an automatic notification will be sent to the child's primary contact via the Sentral Parent Portal by approximately 10:30 AM on the day of absence. The Sentral Parent Portal allows parents and carers to easily view absences and easily provide a reason for the absence. It also allows the user to upload supplementary evidence such as a medical certificate. We request that a reason for absence is provided by 3pm on the day.

If you are not connected to the Sentral Parent Portal, please contact the School Office for assistance.

Other acceptable forms of communication regarding absences are phone calls, emails and handwritten notes to the School Office.

Extended Leave

If it becomes necessary to take your child on leave during school time, please fill in the Application for *Extended Leave Form* and submit to the School office **no less than 30 days before the leave is requested**. The Principal will make the final decision on acceptance of this leave request. This leave will only be granted in special circumstances. The attendance history, timing and nature of the leave will factor into the decision making process.

Do not send a sick child to school. Children who are too ill to go outside at recess are too ill to be at school.

Attendance: Sign in and Sign out

All students arriving late or leaving early must notify the school office.

Students arriving after the first bell at 8:45 AM are required to go to the school office before going to class. They will be marked late and given a late slip, which they must hand in to their class teacher.

If your child arrives late to school more than three times in a term, you will be contacted to discuss this concern.

Students being picked up early must be signed out at the school office by their parent / carer. Please notify the school office prior to picking up your child/ren.

The parent/ carer must notify the school in advance if they wish for another person to pick their child up or sign their child out.

Communication between School and Home

Communication between the school and parents is of utmost importance. Our primary communication link with parents and guardians will be our students. Let your child know that he or she has an obligation to ensure that you receive information from the school. In addition to personal visits, and phone contacts, Sathya Sai College will communicate with parents in the following ways:

1. Sentral Parent Portal

Our school utilises the Sentral Parent Portal, to provide both parents and students discreet information about each student's progress, as well as allowing parents to connect and communicate with the school in a much simpler way. Through the Parent Portal, parents are able to explain absences when their child/ren are absent, communicate with their child's teacher, view academic reports and book Parent/Teacher interviews.

Process:

A letter for all new families is generated upon enrolment, which includes:

- Access URL for registration:
<https://sathyasai.sentral.com.au/portal2/#!/register>
- Personalised Access Key
- Portal URL: <https://sathyasai.sentral.com.au/portal2/#!/login>

The letter is emailed to each respective parent/carer.

Parents must register within 30 days to gain access.

If further assistance is required in connecting to the Sentral Parent Portal, please contact the School Office.

2. Newsletters

Newsletters will be issued to inform parents of school events and activities. They will be issued in Weeks 2, 4, 6, 8 & 10 of each term and posted in the school website as well. The newsletters will highlight important events that have occurred, announce future events, report student successes, etc. Please read these to stay informed. They will be generally delivered electronically via email.

3. Parent/Teacher Meetings

Parent-Teacher meetings will be scheduled during the last weeks of Terms 1 & 3. Whenever you have concerns about the welfare and progress of your child, do

not hesitate to contact your **child's teacher first**. Parent teacher meeting bookings will be made through the Sentral Parent Portal.

4. **Report cards**

Report cards will be issued twice a year, at the end of terms 2 & 4. However, if you have any concerns about your child's progress at any time, please contact your child's teacher. Our teachers will be happy to discuss your child's work at a meeting the teacher will arrange with you. Please call the School Office or contact your child's teacher directly via email to make an appointment. Report cards will be emailed and published on the Parent Portal.

School uniform

The formal school uniform or sports uniform can be worn on all regular school days. The formal uniform must be worn on all formal school occasions such as presentation days and awards events. The school sports uniform must be worn on any day that a student has sport, PE or yoga.

On rare occasions where it is not possible to wear the complete correct uniform, as close a colour and style may be substituted for a day only. However, parents must inform the school in writing of the reason why a student is not in school uniform for the day.

Hats are necessary at all playtimes and during outdoor activities. *'No hat, no play'* is our policy to ensure that children are kept sun safe during play time.

Please ensure that your child's belongings (bag, drink bottle, lunch box) and clothing (jumpers, hats, etc.) are clearly labeled.

Tidy hair must be maintained. This means hair that is shoulder length or longer must be tied back at all times. Hair must be natural or modest in colour. A student may be requested to wear a hat for the duration of the day if their hair is deemed to be untidy or a cut/ colour that is beyond the modest allowances.

Personal hygiene must be maintained as part of the school's policies and values of cleanliness, care and responsibility.

Our policy is for students to take pride in their school and wear their uniform with pride and distinction. We expect that parents and guardians will reinforce this requirement in support of the school.

Uniform for boys

Formal Shorts	Short knee length, bottle green
Formal Shirt	Shirt with collar, yellow (Logo on pocket)
Sports Polo Blue/Red/Green	Polo shirt with collar, printed logo (Must be worn for all school sports and PE activities)
Sports Shorts Green	Bottle green corded waisted shorts with zip pocket and school initials <i>(Must be worn for all school sports activities)</i>



Boys formal Shirt and Shorts



Boys Sports Shorts and Polo (Peace House)

Uniform for girls

Formal Culotte	Culotte, bottle green
Formal Blouse	Lemon Waist Banded Blouse with Logo on pocket
Formal Summer Dress	Check School Dress with Zip Pocket – White and Bottle Green
Sports Polo Blue/Red/Green	Polo shirt with collar, printed logo (<i>Must be worn for all school sports and PE activities</i>)
Sports Shorts Green	Bottle green corded waisted shorts with zip pocket and school initials (<i>Must be worn for all school sports activities</i>)



Formal Culotte & Blouse



Formal Summer Dress



Sport Shorts & Polo (Peace House)

Winter Uniform

Jumper	Green fleecy jumper with round neck, with school logo
Green Fleecy Zipper Jackets	with 2 side pockets
Track pants or long pants	Bottle green

Green Tights	Bottle Green or Black opaque tights
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OTHERS

Hats	Bottle green wide brim hat or soft brim
Shoes	<p>All Black Formal School Shoes – Please see below for acceptable examples</p>  <p>Sports shoes for PE & school sports must have arch and ankle support. Excessive colour or features (glitter, flashing lights, etc) are not appropriate. Flat soled shoes and low cut ankles such as Converse All Star, Dunlop Volleys “Street” or “Skate” shoes are not acceptable – Please see below for acceptable examples.</p> 
Socks	White only
Bags or Back Pack	<p>Two-section bag is preferred, one section for lunch box and drink (when it spills it doesn’t damage books and clothes) and another section for homework folder A4 size, plus hat, track pants, etc.</p> <p>Bags must have positive colouring and patterns applicable to our Human Values. They are to be functional and inclusive, and not a fashion item.</p>
Library Bag	School Library Bag recommended for borrowing library books

Uniform Shop

Our uniform shop is open during school hours. If you cannot make it on these days, office staff will be happy to accommodate request by appointments only. Your support will be greatly appreciated with this matter.

Wet weather policy

Children will be kept undercover during wet weather. In case of flooding that necessitates early dismissal, parents & care giver will be contacted by phone. If there is a likelihood of flooding in your area please contact the school immediately. If you are unavailable to pickup during flooding please provide an emergency contact.

Jewellery

Students may only wear a single stud or sleeper in the lobe of each ear. They can acquire “invisible” studs for their noses while at school if they already have had this piercing. Other facial or body piercings are not allowed.

Necklaces, bracelets and rings should are not to be worn at school.

Head lice

Head lice are a common problem in schools. Due to the highly communicable nature of head lice, the school has established the following policy.

- i. No sharing of hats at school
- ii. If head lice or eggs are detected then parents will be contacted to collect the student to be taken home immediately for treatment. Students will not be permitted to return to school until treatment is successful.

Food

In line with our Human Values Program and philosophy, the School adheres to *vegetarianism* for both the pupils, staff and visitors at School. All official school functions at which food is served will be vegetarian. This includes the tuck-shop.

Students will not be permitted to share food at school.

Crunch & Sip

The school has a practice of having a *Crunch & Sip* allocated time before recess. Students are encouraged to drink from their water bottles and to have either some vegetables or fruit during this time.

Lunch

Teachers will attempt to create a pleasant lunchtime atmosphere. The following rules will be observed:

- Students will sit at tables in groups and have lunch in an orderly and responsible manner, focusing on mindful eating.
- Students will be seated until dismissed.
- Children will assume responsibility for cleaning up their eating area.
- After dismissal, students will go to their designated play area. During poor weather, they will remain in classrooms for indoor activities.

Lunches are the responsibility of each family. Parents are encouraged to pack waste free, healthy **vegetarian snacks and lunches** and to avoid providing food or drink that may create litter and with a high sugar content. In hot weather, drinking of water during class time is encouraged.

Co-curricular activities

With volunteer parents and teacher advisors, we offer additional co-curricular activities for students from time to time. Students will be placed in groups and activities may include sports, sustainability, art, craft and other suitable activities that volunteers can provide for the students.

BYOD Program

The BYOD Program gives students direct access to 21st century learning through the use of a powerful educational tool, the iPad. It does not promote excessive screen time, misuse or gamification. Devices are used for educational purposes only and are stored securely whilst at school.

All students in Years 3 & 6 are required to provide an iPad to support their learning in 2022. This iPad must have 5+ hours of battery life, be updateable to the latest operating system and have a sturdy case (keyboard optional).

Excursions & Incursions

Excursions and incursions are essential for broadening students' understanding and knowledge, and are an essential component of a well-rounded education. School excursions are mandatory in all circumstances and a medical certificate or relevant documentation must be presented if a student is not in attendance. Parents will be notified of all excursions and incursions requiring private and public transportation in advance. A letter will be sent providing details of the trip and costs. No child will be denied the right to participate in a field trip due to a lack of funds if the Principal is informed beforehand. A standard permission slip covering all excursions will be filed in the office. Students are ambassadors for the school wherever they are, and are expected to act responsibly and be well behaved at all times.

Strings and Recorder Programs

Sathya Sai College offers small group strings (violin and cello) and recorder programs that run for the duration of the year for students in Years 3-6. Students will be given a small group (less than 5 students) lesson and an ensemble practice each week as part of the program. This program is only for select students based on suitability to the program, commitment and academic progress. Only students in the program or at the teacher's discretion will be allowed to participate in the ensemble. There will be the opportunity in these groups to perform at the Murwillumbah Festival of Performing Arts, Gold Coast Eisteddfod, Presentation Day, Friendship Festival, Assemblies and more.

There is a minimal cost for each of these programs to cover instrument borrowing and maintenance. The costs per year for each student is listed below:

Instrument	Cost
Violin	\$200
Cello	\$250
Recorder	\$25

If you are interested in participating, please get in touch with the School Office. There will be an intake of new candidates at the start of each school year.

Administration of Prescriptive Medication

1. Clear written instruction is required from the parent or the guardian.
2. The doctor's prescription requires to be sighted.
3. All medication is to be administered in the office by the person designated by the Principal.
4. Each administration to be entered in Sentral, date and description of dosage etc.

Medical Treatment for Students

Parents & carers are expected to keep the School updated of the health care needs of the child and forward relevant information from the child's medical practitioner to the school including asthma and anaphylaxis plans.

Sick bay is situated in the Admin behind the reception. The school secretary is allocated the health care of the students, including administering first aid and providing temporary care when students become unwell. The school has ambulance access through the front gate and driveway for emergencies.

If a student is injured at school, or during a school organised activity, then

parents/guardians are responsible for the cost of:

- Medical treatment
- Transport to a medical facility or home.

The School will compensate for medical and other expenses if determined liable by its legal advisers or the courts.

Parent volunteers and involvement

Parental involvement is vital to a child's success at school. At SSC, we are committed to forging a strong link with our parents and the community. We always appreciate assistance in preparing classroom materials, reading to students, helping in the library or during lunch, supervising computer activities or on field trips, forming school clubs, assisting in drama productions and in community activities. Please refer to the Website – Policies – Parent & Friend Association document for more details.

Parents are expected to co-operate with the staff to ensure self-transformation of inappropriate student behaviour. 'Hands off', 'no put downs', 'no bullying' are expected codes of behaviour.

Working With Children Check requirements

All volunteers must have a valid NSW Working With Children Check (WWCC) to be eligible to volunteer at any school events, activities or functions. Both the free and paid WWCC are valid for use by volunteers at the school.

The paid WWCC is necessary for employees and contractors of the school.

The school will keep a record of both volunteer and employee WWCC numbers for reference.

A WWCC can be obtained by following the steps on the website [Working with Children Check | Office of the Children's Guardian \(nsw.gov.au\)](http://www.workingwithchildrencheck.nsw.gov.au)

Parent Workshops and Information Sessions

To enhance the partnership of parents and the school, a number of workshops will be held on the philosophy of Sathya Sai Education in Human Values, effective Parenting, Reading and other curriculum areas as requested. Parents will be informed of these workshops through the P&F Association. Information Sessions will be held at the beginning of each year to update parents on school initiatives, events and information.

Homework

Homework given at each teacher's discretion. Generally, it is issued on Monday of each week and returned on Friday except the first and last week of term. Children need guidance and support to develop good work and study habits from an early age. Monitoring your child's homework is an important process in debriefing the child about the day's activities and showing your interest. You can help your child with homework by:

- Providing a suitable place to study with proper lighting and ventilation and freedom from distractions such as TV, stereo, etc. Providing a quiet time in the household during homework and study time would be beneficial.
- Ensuring your child has a regular time for homework and study. Help your child develop the habit of studying at the same time each day as far as possible by preparing a schedule which includes time for recreation, chores, homework and studying.
- For Years 3-6 some homework may form part of a student's assessment for learning. Students are expected to complete these tasks on their own merits and submit them on time.

In addition, reading to your children and encouraging individual reading will promote language and literacy proficiency.

Communication between School and Home

Communication between the school and parents is of utmost importance. Our primary communication link with parents and guardians will be our students. Let your child know that he or she has an obligation to ensure that you receive information from the school. In addition to personal visits, and phone contacts, Sathya Sai College will communicate with parents in the following ways:

Changes in Contact Details

It is the responsibility of parents to advise the school of **change of address and contact number**. Parents and guardians have a responsibility to immediately notify the school of a change of address, their own contact number or that of the alternative contact person as stated on the enrolment form.

Celebrating Success

Certificates and awards are issued at special assemblies to acknowledge student success in academic and non-academic areas. (Refer to Positive Behaviour System)

Student Representative Council

Student leadership is promoted through a Student Representative Council (SRC). The SRC provides a forum to promote student leadership in the school and for students to raise issues of concern to the student body. The SRC meets fortnightly with a staff supervisor who will monitor what issues are raised and how they are to be resolved. The SRC plays an important role in running special school assemblies, significant school events such as Mother's Day and Father's Day morning tea, the School's birthday and Founder's Day.

The student representatives are selected from classes 3 – 6. Four representatives are selected from each class. Two school captains and eight student representatives are voted by ballot, by the whole school with Principal and staff input. The captains and SRC members are selected on an annual basis.

Pastoral Care

Students will be made aware of, and have access to, appropriate pastoral care (funded by NSCSWP) arrangements and access to this support within the school. Pastoral care within the school will be provided by the coordinator through recommendations and discussion with staff and parents. Students may also access the pastoral care coordinator without recommendation.

Student Support

The School has a student support officer to offer strategies to develop positive attitudes and behaviours which are healthy, safe and happy. Students may access the student support officer without recommendation during school hours from Monday to Thursday.

Sustainability Coordinator

The School has a sustainability coordinator to implement strategies to develop behaviours regarding waste disposal, recycling and sustainable practises. We are dedicated to encouraging conservation and recycling in the school environment.

Students may access the sustainability coordinator during school hours from Monday to Thursday.

Special Needs Support

The School will take reasonable measures to identify students with special needs and provide them with an appropriate level of support to assist such students with their schooling with minimal disruption, taking into account the resources available.

SSC will treat students with disabilities **on the same basis** as students without disabilities. This generally means:

1. Providing comparable choices/options so that the student with a disability can access information in terms of enrolment as well as being able to access and participate in courses/programs, and use of facilities/services

2. Providing reasonable adjustments.

Adjustments are measures/actions that identify the type and levels of support required by the student, with a disability, to access and participate in all aspects of school life.

An adjustment is reasonable if it **balances the interests of all parties affected**.

Issues which are relevant to the balancing exercise include:

- a. The impact of the disability itself on the student
- b. The views of the student or associate (this includes parents/guardians) of the student
- c. The effect of the proposed adjustment on the student
- d. The effect of the proposed adjustment on others including students and staff
- e. The costs and benefits of making the adjustment

SSC will be guided by the Special needs student policy and procedures in dealing with the student needs.

Service to the Community

One of the key goals of the School is to encourage an attitude of selfless service to the community. Students will therefore participate actively in service projects. Parents and Friends are welcome to volunteer with these service projects.

Donation for the school

As there are no tuition fees parents, guardians and members of the school community **are welcome to donate funds as they see fit**, through the Principal or Business Manager. There is no expectation of this however.

Notice of withdrawal

Should circumstances warrant parents to decide to withdraw their child/children, written notice of withdrawal must be given four weeks prior to withdrawal of a student.

With written notice of withdrawal four weeks prior to withdrawal, a prorated refund will be considered to parents or care givers.

Where insufficient notice is provided, parents may forfeit the resource levy paid.

Removal of the student in case of a breakdown of relationship with parents

If the School Governing Board or principal believes that a mutually beneficial relationship of trust and co-operation between a parent and school has broken down

to the extent that it adversely impacts on that relationship, then the school governing board or the principal may require the parent to remove the child from the school.

Sathya Sai College Policies

Please refer to the Sathya Sai College website – About – Policies & Reports for detailed and up to date school policies.

Amendments to Handbook

The School policies and guidelines as mentioned in this Handbook may be amended as appropriate by the School Board from time to time. The handbook is available on the School website as well.

Contact Us:

Address: P.O. Box 705 (in case of mail)
9 Nullum Street

Murwillumbah NSW 2484

Contact details: Phone: 02 6670 8800
Fax: 02 6672 6016

Email: schooloffice@sathyasai.nsw.edu.au

Website: <https://sathyasai.nsw.edu.au>

School Office Hours: Monday-Friday 8.00 am to 4 pm

School's Bank Account Sathya Sai College
BSB 112-879
Account 410060241

Please make sure to provide child name as transaction reference while making a payment

STUDENT WELL-BEING AND DISCIPLINE

Policy

*The Sathya Sai College's approach to discipline is beyond behaviour modification, it's concerned with reaching deeply into the child's higher levels of consciousness and bringing out the values that are inherent there. It is a progression from outer measures to inner strength. The school well-being and self-discipline policy is based on the **five human values**.*

Student code of conduct

All students shall be treated with dignity, respect and fairness by other students and staff. They shall be provided with a learning environment that is free from physical, emotional, and social abuse.

In return, students at the Sathya Sai College are expected to:

- Show respect for authority, parents, elders, others and their property, values, and ethnic backgrounds.
- Strive for academic excellence.
- Be disciplined and apply the five Human Values in daily life.
- Follow good study and work habits such as concentration, and time management.
- Be friendly and cooperative by forming positive relationships with peers and adults.
- Report any incidents including those in the nature of bullying, to the attention of staff immediately.
- Show initiative and a willingness to accept responsibility.
- Take responsibility increasingly for their own choices, through their own conscience
- Be punctual and follow school attendance, uniform and other policies.
- Develop an attitude of selfless service to the community.

In the event that a student's conduct does not come up to expectations, the school and the parents will work together to help the student grow and learn from the experience.

DISCIPLINE ROADMAP: STEPS INVOLVED:

1. Inappropriate class or playground behaviour that is not consistent with the 5 human values, playground or classroom expectations, e.g. being off task, late to class, being very loud, disturbing others, rudeness, not following teacher instructions etc.

1. Teacher has quiet chat with students regarding behaviour.
2. Reminder is given from the teacher in the classroom or on the playground.
- Three** reminders will lead to *a Time-in (within the same session)*
3. A **fourth** reminder is a reflection (depending on behaviour)
4. Teacher records the behaviour on Sentral.
5. Reminders will clear at the beginning of each new session

1 b – EXTREME UNACCEPTABLE BEHAVIOUR

1. Straight to Principal or Wellbeing Coordinator who will decide the correct disciplinary action to be taken
 - Extreme unacceptable behaviour is dangerous or hurtful.
 - It results in others feeling scared, hurt, uncomfortable or unsafe, e.g. punching, offensive obscene swearing, drugs, weapons, tantrums, throwing/pushing furniture.

2a. TIME-IN

1. “Time-in” is given to students from teacher after 3 reminders.
2. Student is to come back and see the teacher for 10 minutes during the next break to discuss their behaviour.
3. In this time, student can do a job for the teacher or complete any catch up work if required.
4. Four “time ins” in a 3 week period will result in an instant reflection

2b. REFLECTION TIME

If a student receives 4 reminders in a session:

1. Teacher records the behaviours on Sentral
2. Student is sent to the Well being Coordinator during the lunch break.
3. Lunch play is spent in Reflection Room.
4. Behaviour is discussed and a Reflection sheet completed.
5. Well-being coordinator completes documentation in Well-being folder.
6. Letter is sent home to notify parent of inappropriate behaviour.
7. Acknowledgement slip is returned, sighted and signed by classroom teacher and Well-being Coordinator.
8. The slip is then placed in child’s file in the office.

3. THREE REFLECTIONS within a term.

1. Parents notified and meeting arranged.

2. Teacher and Well-being Coordinator to develop initial BSP (if not already in place).
3. Meeting with teacher and Well-being Coordinator (student may be included if appropriate) to implement BSP. This may include modifications of special privileges e.g. excursions, camp, representing the school for sports events.
4. Parents to sign BSP and teacher to file and action.
5. Once an initial BSP has been signed the student is informed of the modifications that apply.
6. The BSP will be reviewed periodically.

3b. INITIAL BSP STAGE – BEHAVIOUR CONTINUES

1. If BSP is ineffective within 2 weeks of signing Teacher and Well-being Coordinator to review and adjust BSP where required.
2. Phone call to parents to discuss changes to BSP and resigning.
3. At Principal and Well-being Coordinator discretion, individual adjustments may be made to the discipline roadmap. E.g. transition to school plan

4. STUDENT HAS NOT RESPONDED TO THE BSP AND BEHAVIOUR CONTINUES

1. If student receives another 1 reflection, Parents, Teacher(s), Well-being Coordinator and Principal meet.
- 2a. Short term Suspension - **3 days**.
In or out of School as appropriate. (Transition to school plan or other adjustments where appropriate)
- 2b. **(Students with adjustments)** If behaviour continues for students with adjustments after these adjustments have been implemented, 2a will apply.
3. Wellbeing committee also reviews behaviour plan and considers other options and informs relevant staff.
4. Re-entry negotiated with Principal/Wellbeing Coordinator and parents and the conditions of student's re-entry will be discussed.

5. BEHAVIOUR CONTINUES

1. Long term suspension – **5 days**
2. Re-entry negotiated with Principal/Wellbeing Coordinator and parents and the conditions of student's re-entry will be discussed.

6. TERMINATION OF ENROLMENT

1. Termination of enrolment would be considered in context of previous behaviour and seriousness of event.

Procedure for Well-being and Self-Discipline

The Sathya Sai EHV model is based on the premise *“the end of education is character”*. Therefore every opportunity is used to enhance character. While implementing a disciplinary action, the teachers adopts the use of *“To Teach, Not to Punish”*; a practical Human Values Approach to Discipline model which uses key vocabulary that can be used in explaining to the child the purpose of the correct exercise and, where it adds to the value of the process. The following is an outline of the school’s discipline procedures.

Classroom rules:

- ♥ Display the five human values: Love, Truth, Right action, Peace and Non-violence.
- ♥ Listen to the teacher and follow directions.
- ♥ Show respect for yourself and all others.
- ♥ Put up your hand when you wish to say something.
- ♥ Give your best effort.
- ♥ Keep your classroom and belongings clean and tidy.

Each class teacher is to implement an appropriate reward system for his / her class. The important ingredients for a healthy classroom interaction to occur come from students showing or promoting the 5 universal, secular human values behaviours such as:

- ♥ Responsibility through hard work
- ♥ Peace through calmness displaying outwardly as clear speech
- ♥ Non-Violence through treating peers with care and love.

Positive Behaviour System (Primary Campus)

Sathya Sai College has adopted a whole school reward system to show consistency and flow throughout the school. The system is used in all classrooms from Kindergarten to Year 6 and is also integrated into our whole school assembly awards system.

Sparks

When teachers notice positive behaviour, teachers may reward students with a 'spark'. Students accumulate these sparks throughout the term to earn Bronze, Silver and Gold 'Sparkles'.

Bronze = 5 sparks

Silver = additional 10 sparks (15 in total)

Gold = additional 15 sparks (30 in total)

When students reach the Gold Sparkle award, they will receive a special Sathya Sai College medallion and their name will be published in the school newsletter.

Bright Spark Awards

Teachers will award three (3) students per class with a 'Bright Spark' award at assembly twice a term, which will recognise character and academic achievements.

A 'Bright Spark' award is worth three (3) classroom 'sparks'.

Bright Spark Award = 3 sparks

House Points

Each 'Spark' that a student earns, also counts as one (1) point towards the students sport house. Classes will record their House Sparks each week and Sports Captains will collect and tally the house points every Friday. The Sports points go towards the winning house at the end of the year.

1 Spark = 1 House Point

Rewards

- ♥ Gold, silver and bronze awards for displaying good character and/or work habits awarded to students throughout the term.
- ♥ Merit stickers in the classroom (Book Work)
- ♥ Teachers nominate 3 students to receive 'Awards' presented during assembly, twice a term.
- ♥ Students who have not received, more than one reflection during the semester one and no reflections during semester two, are nominated to participate in the end of semester, Principal's award.

Possible consequences of inappropriate behaviour:

- ♥ 'Time in' - Remaining in class during recess or lunch time
- ♥ 'Reflection' – lunchtime in the Reflection room, with the Wellbeing Coordinator. Students are required to complete a Reflection Sheet
- ♥ Being sent to Well Being coordinator or principal
- ♥ Phone call to Parent
- ♥ Letter to Parent

- ♥ Interview with parent

Students to focus on values vision:

The school culture and ethos encourages *reflective behaviour and understanding*.

Students must be able to articulate and give reasons to why his/her behaviour was deemed inappropriate.

The values are the core basis for explaining inappropriate behaviour and teachers should always ask three questions to elicit understanding. These questions include:

- ♥ Was your behaviour loving?
- ♥ Was your behaviour peaceful?
- ♥ Were you practising truth?

Violence to others, rudeness to teachers, back-chatting, refusing to follow teacher's instructions, rudeness to other students, teasing etc. means immediate reflection time during lunch in the Well being coordinator's room.

The Principal or teacher in charge will examine each particular incident in consultation with the teacher, determine the consequence of the action and decide when a phone call to parents/ guardians is needed immediately or after a number of time-outs (max 3 in a week).

In the event a student does not respond to the above procedures, then the following steps apply:

- 3 Reflections in 3 weeks = Parent teacher interview / possible short suspension.
- Individual Behavioural Plan may be implemented in consultation with classroom teacher, parent, student, well being coordinator and/or pastoral coordinator and/or principal.
- If after a short suspension, unacceptable behaviour continues = Long-term suspension
- Individual Plan must be implemented at this stage, with consultation with classroom teacher, parent and student, well being coordinator and/or pastoral coordinator and/or principal with periodical follow up with student, parent and classroom teacher and/or Well Being coordinator.
- If unacceptable behaviour continues after suspension = Termination of enrolment.

Removal of the student in case of a breakdown of relationship with parents:

- If the School Governing Board or principal believes that a mutually beneficial relationship of trust and co-operation between a parent and school has broken down to the extent that it adversely impacts on that relationship, then the school

governing board or the principal may require the parent to remove the child from the school.

Playground Rules & Consequences

Rules

- Display the five human values: Truth, Right Conduct, Peace, Love and Non-Violence
- No Hat No Play!
- Hands Off!
- Respond to the Bell
- Play Fairly

Consequences

Inappropriate Behaviour (Excluding others, throwing sand or objects, not playing fairly, not displaying good sportsmanship, mistreating equipment, being out of bounds, not wearing your hat or shoes in the playground etc.)

1st time (X recorded by teacher) reminder

2nd time (XX recorded by teacher)

3rd time (XXX recorded by teacher)

Student getting 3 X within a day would be given a reflection time (missed play time).

3 Reflections within 3 weeks = note sent home and phone call to parents.

Unacceptable Behaviour (Intentional violence, teasing, swearing/abusive language, rudeness to teachers, not following directions, stealing, cheating etc.)

= Immediate Reflection time in Reflection room/Possible in-school suspension.

Human values form the structural template underpinning all school policies, teaching and learning practices and curriculum priorities. The **sub values** are as follows:

Truth	Right Conduct	Peace	Love	Non- Violence
Self- Knowledge	Manners	Doing Your Best	Sharing	Cooperation
Honesty	Cleanliness	Patience	Caring	Fair Go
Trustworthiness	Respect	Contentment	Kindness	Consideration
Truthfulness	Responsibility	Gratitude	Friendliness	Acceptance
Quest for Knowledge	Determination	Optimism	Forgiveness	Humility
Concentration	Discipline	Forbearance	Compassion	Restraint
Reflection	Duty	Flexibility	Generosity	Independence
Discrimination	Courage	Self-Confidence	Purity	Understanding, Tolerance & Inclusion
Unity	Hard Work	Balance	Sacrifice	Justice
Integrity	Citizenship	Freedom	Service	One-ness

These *situational values* are context dependent and thus may be placed in different columns.

