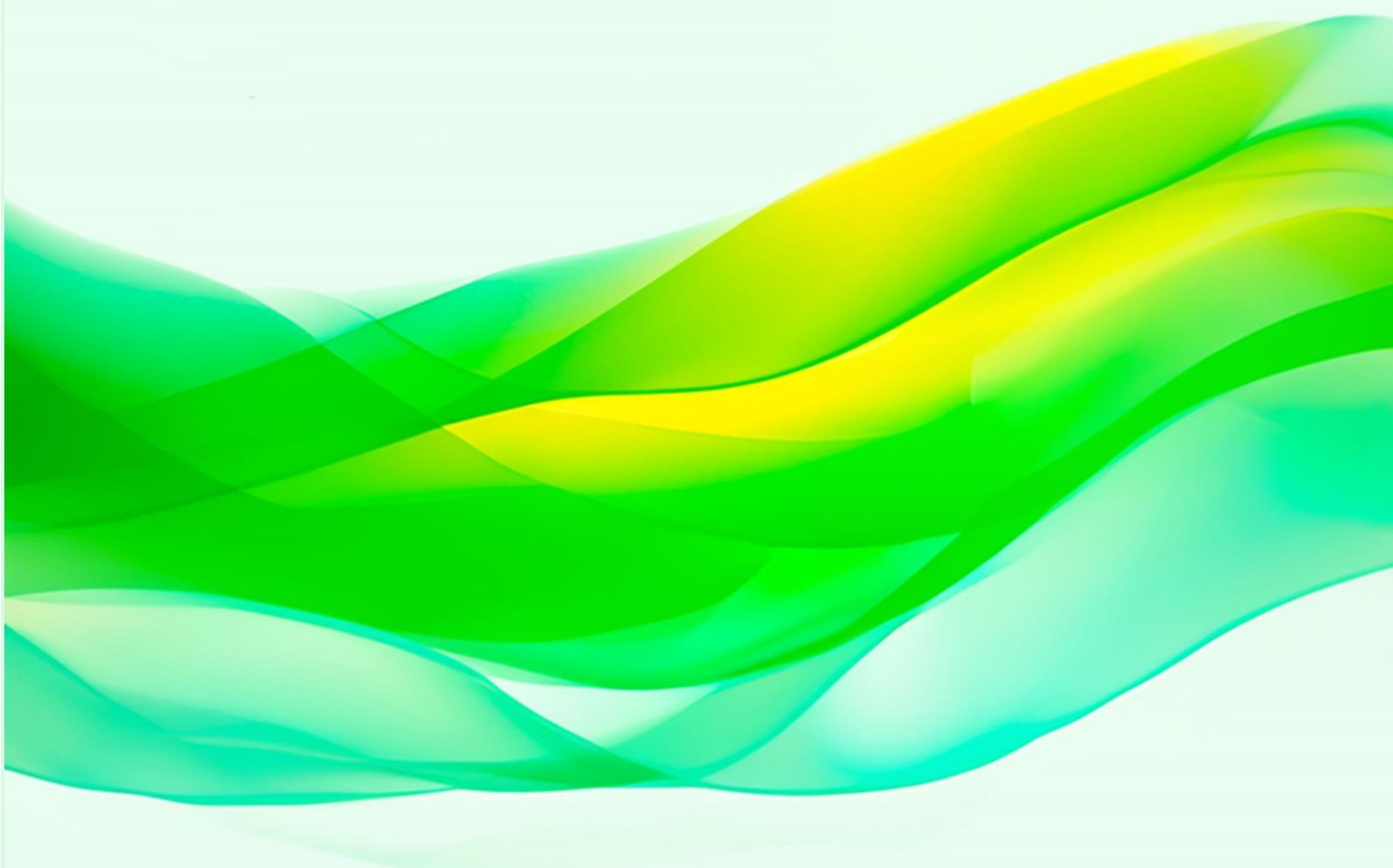




# SATHYA SAI COLLEGE PARENT HANDBOOK 2025



Murwillumbah Campus:

9 Nullum Street

Murwillumbah NSW 2484

02 6670 8800

[schooloffice@sathyasai.nsw.edu.au](mailto:schooloffice@sathyasai.nsw.edu.au)

P.O. Box 705

Murwillumbah NSW

2484

Dungay Campus:

16 Jack Williams Place

Dungay NSW 2484

02 6670 8840

[Schooloffice\\_d@sathyasai.nsw.edu.au](mailto:Schooloffice_d@sathyasai.nsw.edu.au)

## Table of Contents

SATHYA SAI COLLEGE PARENT HANDBOOK .....	1
2025.....	1
INFORMATION FOR PARENTS .....	3
Introduction .....	3
Background.....	3
Mission of Sathya Sai College.....	4
ADDENDUM.....	5
Curriculum and Character Development .....	5
PRIMARY CAMPUS .....	6
Murwillumbah Primary Campus Staff 2025 .....	6
School Hours .....	7
Prayers.....	7
Silent Sitting.....	8
Morning Assembly Silent Sitting Visualisation .....	8
School Calendar .....	9
Levy.....	9
Primary Campus Fees & Levies .....	9
Payment Options.....	10
Extended Leave .....	11
Attendance: Sign-In and Sign-Out .....	11
Communication between School and Home.....	11
School Uniform Policy .....	13
Food Policy.....	16
Co-curricular Activities .....	16
BYOD Program.....	16
Strings and Recorder Programs .....	17
Medication Management and Administration Policies.....	17
Contact Information.....	22
School Bank Account Information.....	22

# INFORMATION FOR PARENTS

## Introduction

The Management and staff of Sathya Sai College (SSC) warmly welcome you to the Sathya Sai College community.

The successful operation of a school requires the cooperation of everyone involved. We trust that the information in this Parent Handbook will provide a clear understanding of the school's expectations for parents, students, and teachers, as well as the day-to-day functioning of the school.

If you have any questions, concerns, or would like to make an appointment, please do not hesitate to contact us on (02) 6670 8800 or via email at [schooloffice@sathyasai.nsw.edu.au](mailto:schooloffice@sathyasai.nsw.edu.au).

## Background

Established in March 1997, Sathya Sai College is an independent school open to all students, regardless of socio-economic status, ethnic origin, or religion.

The founder of the school, Sri Sathya Sai Baba, inspired the creation of similar schools around the world, including in Africa, Asia, Canada, Europe, South America, New Zealand, and Fiji. His educational philosophy emphasises that balanced education values not only academic success, but also the development of character.

Sathya Sai Baba's educational program, known as Sathya Sai Education in Human Values (SSEHV), aims for human excellence by fostering each child's highest potential. The program focuses on instilling universal values of Truth, Right Conduct, Peace, Love, and Non-Violence.

## Mission of Sathya Sai College

Our mission is to provide and model a safe school environment, based on human values, which honours the uniqueness of all children. We aim to enable students to realise their inner potential through character development and academic success.

To fulfil our mission, we strive 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 explains:

*“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 human life has no value.”*

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

- Divinity is love, and it is manifested as the universal human values.
- Sathya Sai Educare enables individuals to navigate the world while realising their spiritual heritage.
- The purpose of education is to lead a full human and spiritual life.
- The end of education is character, and character manifests as the unity of thought, word, and deed.

The school provides a balanced curriculum designed to maximise opportunities for all students to achieve the outcomes outlined in the NESAs Syllabus and Sathya Sai World Foundation guidelines.

# PRIMARY CAMPUS

## Murwillumbah Primary Campus Staff 2025

### Principal

Mrs. Cal Atkins

### Classroom Teachers

- Kindergarten Mrs. Belinda Parker
- Year 1 Mr. Kyl Churchill
- Year 2 Mrs. Zoë Robinson (Mon-Wed)  
Mrs. Jane Farrelly (Thu, Fri)
- Year 3 Mrs. Michelle Shimizu
- Year 4 Mr. Tom Porter (Mon, Tue, Thu, Fri)  
Mrs. Jane Farrelly (Wed)
- Year 5 Mr. Bek Jenkins
- Year 6 Mrs. Jess Strickland

### Specialist Staff

- Sport Mrs. Michelle Jarrett
- Library Mrs. Michelle Shimizu
- Science Ms. Jess Knight
- Music Mrs. Kate Oakley-Grant
- Sustainability Officer Ms. Isabela Keski-Frantti
- Pastoral Care Coordinator Ms. Isabela Keski-Frantti
- Curriculum Coordinator Mrs. Michelle Jarrett
- Wellbeing Coordinator Ms. Jess Knight

### Administration

- Business Manager Mr. Siva Muraliharan
- Secretary/Reception Mrs. Ginny Francis
- IT Administrator Mr Ray Farthing
- Accountant Ms. Zoe Walker

### Support Staff

Ms. Debra Sleba  
Ms. Lee Biggs  
Ms. Tracy Magee  
Ms. Megan Kowplos  
Mrs. Melanie Coppock

## School Hours

The school operates Monday to Friday, from 8:15 am to 4:00 pm during the school term. The class schedule is as follows:

Bell for first session	8:45 AM
Lunch	11:00 am – 11:45 am
Second session	11:45 am – 1:15 pm
Afternoon Tea	1:15 pm – 1:45 pm
Third session	1:45 pm – 2:55 pm
Dismissal	2:55 PM

**Note:** Sports programs are held on Tuesday.

## 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 of "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 outward 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

Key dates and events for students is available on the Sentral Parent Portal via the Portal Calendar.

## Levy

Sathya Sai College follows the philosophy of Sai Baba that education should be free for all. While the school receives some State and Federal Government funding, this only partially covers the operational costs. The remaining expenses, including most capital expenditures, are supplemented by donations from members of the Sathya Sai Organisation.

There are certain levies that families are required to pay in order to support the cost of resources and excursions. These are outlined below:

### Primary Campus Fees & Levies

	Junior School Kindergarten – Year 2	Senior School Years 3 – 6
Resource Levy	\$600 per student	\$600 per student
Sports Levy	\$50 per student	\$100 per student
Excursion/Incursion Levy	\$60 per student	\$60 per student
Tuition Fee	\$1,000 per student	\$1,000 per student
Total payment per student for 2025	\$1,710	\$1,760

**Other Costs:** Additional expenses include Sathya Sai College uniforms, camp fees (approximately \$250 for Years 3 & 4 camp, and \$400 for Years 5 & 6 camp), incursions, and special excursions such as NCIS events.

### Family Discounts

Family discounts apply to families with more than one child enrolled in Kindergarten to Year 12. These discounts are applied to the tuition fee only and are as follows:

- **First child:** Full tuition fee
- **Second child:** 10% discount on tuition fee
- **Third child:** 15% discount on tuition fee
- **Fourth & subsequent children:** 20% discount on tuition fee

## Payment Options

### Payment Option 1:

- **Upfront Payment** by 28<sup>th</sup> February 2025.
- Family discounts will be applied to sibling fees.

Junior School	Senior School
\$1,710	\$1,760

### Payment Option 2:

- **Pay by Term** – Payment is due by the end of Week 2 of each term.
- Family discounts will be applied to sibling fees.

Term	Junior School	Senior School
Term 1	\$427.50	\$440
Term 2	\$427.50	\$440
Term 3	\$427.50	\$440
Term 4	\$427.50	\$440

### Payment Option 3:

- **Pay Fortnightly** – From 6<sup>th</sup> February 2025 to 30<sup>th</sup> October 2025.
- Family discounts will be applied to sibling fees.

Fortnightly Payment	Junior School	Senior School
	\$85.50 per fortnight per student	\$88 per fortnight per student

**Payment Plans:** *If there is a genuine difficulty in making payments according to the schedule above, please make an appointment with the Business Manager to discuss potential payment plans.*

## Absences and Lateness

Regular attendance and punctuality are essential for academic success and maximising a student's potential. Schools, in partnership with parents, are responsible for promoting the regular attendance of students. While parents are legally responsible for their children's attendance, school staff, as part of their duty of care, monitor both part-day and full-day absences, in accordance with the **Education Act 1990**.

Students are required to be in the school grounds before the first bell at **8:45 AM**. Arriving at or after **8:45 AM** is considered late and causes disruptions to the morning routine.

The school uses Sentral to mark attendance. Each classroom or specialist teacher must complete the daily roll marking on Sentral by 9:30 AM. If a child is absent, an automatic notification will be sent to the child's primary contact via the Parent Portal by 10:30 AM on the day of absence. The Parent Portal allows parents and carers to

view absences and provide a reason, with the option to upload supporting documentation such as medical certificates. We kindly request that reasons for absences are provided by 3:00 PM on the day.

If you are not yet connected to the Parent Portal, please contact the School Office for assistance. Other acceptable forms of communication for reporting absences include phone calls, emails, and handwritten notes to the School Office.

**Note:** *Do not send a sick child to school. Children who are too ill to go outside during recess are too ill to attend school.*

## **Extended Leave**

If it becomes necessary to take your child on leave during school time, please fill out the Application for Extended Leave Form and submit it to the School Office no less than 30 days before the requested leave. The Principal will make the final decision on whether to accept the leave request. This leave will only be granted in special circumstances, and factors such as the student's attendance history, timing, and nature of the leave will be considered in the decision-making process.

## **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 must report to the School Office before going to class.
- If your child arrives late to school more than three times in a term, you will be contacted to discuss the matter.
- Students being picked up early must be signed out at the School Office by their parent or carer. Please notify the School Office in advance if you plan to pick up your child early.
- If another person is picking up or signing your child out, the parent or carer must notify the school in advance.

## **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 through our students. Please let your child know that they have an obligation to ensure that you receive important information from the school.

In addition to personal visits and phone contact, Sathya Sai College will communicate with parents through the following methods:

## 1. Sentral Parent Portal

Our school utilises the Sentral Parent Portal to provide both parents and students with discreet information regarding each student's progress. It also allows parents to connect and communicate with the school more efficiently. Through the Parent Portal, parents can explain absences, 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 Parent Portal, please contact the School Office.*

## 2. Newsletters

Newsletters will be issued to inform parents of school events and activities. They will be distributed during Weeks 2, 4, 6, 8, and 10 of each term via email and posted on the Sentral Parent Portal. Newsletters highlight important events, announce future activities, and report student successes.

## 3. Parent-Teacher Meetings

Parent-Teacher meetings will be scheduled during the last weeks of Terms 1 and 3. If you have concerns about your child's welfare or progress, do not hesitate to contact your child's teacher. 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 and 4. If you have any concerns about your child's progress at any time, please contact your child's teacher. Our teachers are happy to discuss your child's work at a meeting, which they will arrange with you. To make an appointment, please call the School Office or contact your child's teacher directly via email. Report cards will be emailed and published on the Parent Portal.



## School Uniform Policy

At Sathya Sai College, we expect students to take pride in their school by wearing their uniform with distinction. We encourage parents and guardians to support and reinforce this policy. Personal hygiene is also a key part of the school's values, including cleanliness, care, and responsibility.

### Unisex Uniform

- The uniform must be worn in full on all occasions at school. It is designed to be comfortable for sports and physical activity, while remaining neat for formal occasions.
- In rare cases where the full correct uniform cannot be worn, a substitute of similar colour and style may be worn for one day only. Parents must inform the school in writing explaining why their child is not in uniform for the day.
- Hats are required during all outdoor activities and at playtime. The policy "No hat, no play" is in place to ensure students are sun safe.

### Hair

- Hair that touches the shoulders must be neatly tied back.
- Extreme haircuts or colours are not permitted (e.g. mullet haircuts). The Principal has discretion over what constitutes extreme.
- No coloured hair extensions or hairpieces are allowed.
- Headbands and scrunchies must be in school colours (bottle green, black, or yellow).

### Jewellery

- Earrings: Only sleepers or studs (lobe only) are permitted.
- No rings (finger or nose).
- No necklaces, except for religious necklaces that have been approved by the Principal and worn underneath the uniform.
- No bracelets or bangles.
- Watches are permitted for telling time. Smartwatches, if necessary, must be kept in students' bags or at the school office until after school.

## **Make-up**

- No make-up, including fingernail polish, fake nails, or false eyelashes, is allowed.

## **Shoes**

- All-black ‘jogger’ style shoes appropriate for sport must be worn.
- On non-sport days, black leather school shoes may be worn.
- No boots, Vans, or Converse-style shoes are allowed.

## **Socks**

- Only plain white socks without writing, patterns, or logos are allowed. They must be visible above the shoes.

## **Winter Clothing**

- Only the school jumper is permitted.
- Black stockings may be worn under school shorts.

## **Bags**

- A two-section bag is preferred—one section for the lunchbox and drink bottle (to prevent spills from damaging books and clothes) and another section for books. Students in K-2 classes are recommended to have an A3-sized homework folder, plus space for a hat, track pants, etc.
- Bags must have positive colouring and patterns that reflect our Human Values. They should be functional and inclusive, not a fashion item.
- A school library bag is recommended for borrowing library books.

## **Non-compliance with Uniform Policy**

- Students in non-school jumpers will be asked to swap their jumper for a school jumper and return it once cleaned.
- Non-uniform jewellery must be removed and placed in the student’s school bag.
- Students with extreme hair designs will be sent home and may return when they comply with the uniform requirements.
- Uniform breaches must be accompanied by a signed note from parents/carers explaining the reasons.
  - **First Incident:** Verbal reminder from the teacher.
  - **Second Incident:** Verbal reminder and recorded in school records.
  - **Third Incident:** Teacher will notify parents to discuss solutions.
- If there is a valid reason (e.g. financial hardship, shared households) for consistent uniform issues, please contact the school office for assistance.

## **Other Requirements**

- Ensure that all your child's belongings, including bags, drink bottles, lunch boxes, and clothing (jumpers, hats, etc.), are clearly labelled.

## **Uniform Shop**

Our uniform shop operates during regular school hours. If you are unable to visit the shop during these times, our office staff are happy to accommodate your requests by appointment only. Your support in scheduling appointments will be greatly appreciated.

## **Wet Weather Policy**

During wet weather, children will remain undercover to ensure their safety. In the event of severe weather conditions, such as flooding, which may require early dismissal, parents and caregivers will be contacted by phone. If you believe your area may be prone to flooding, please notify the school immediately. Additionally, if you are unavailable during potential flooding, please provide an alternative emergency contact to the school.

## **Head Lice Policy**

Head lice are a common issue in schools, and due to their highly contagious nature, we have implemented the following measures:

1. Students are not permitted to share hats at school.
2. If head lice eggs are detected, parents will receive a notice requesting immediate treatment.
3. If live head lice are found, parents will be contacted to collect the student and take them home for treatment. Students may not return to school until successful treatment has been completed.

## **Food Policy**

In alignment with our Human Values Program and philosophy, our school maintains a vegetarian policy for both students and staff. All official school functions that include food will be vegetarian, including offerings from the tuck-shop.

To promote health and hygiene, students are not permitted to share food at school.

### **Crunch & Sip**

The school has designated a Crunch & Sip time before recess, during which students are encouraged to drink from their water bottles and enjoy vegetables or fruit.

### **Lunch Guidelines**

Teachers will strive to create a pleasant and orderly lunchtime atmosphere. The following rules will be observed:

- Students are to sit at tables in groups and eat lunch in a responsible manner.
- Students must remain seated until dismissed.
- Children are responsible for cleaning their eating area.
- After dismissal, students will proceed to their designated play areas. In inclement weather, students will remain in classrooms for indoor activities.

Lunches are the responsibility of each family. Parents are encouraged to pack healthy, rubbish-free vegetarian snacks and lunches, avoiding items that may create litter or contain high sugar content. In hot weather, students are encouraged to drink water during class time.

## **Co-curricular Activities**

With the assistance of volunteer parents and teacher advisors, we offer various co-curricular activities for students. These activities may include coding, sports, gardening, art, craft, and other suitable programs facilitated by volunteers. Students will be placed in groups for these activities.

## **BYOD Program**

The Bring Your Own Device (BYOD) Program allows students to engage in 21st-century learning through the use of iPads as powerful educational tools. The program emphasises educational use, discouraging excessive screen time, misuse, or gamification. Devices will be securely stored while at school.

All students in Years 3 to 6 are required to provide an iPad to support their learning. The iPad must have a battery life of at least 5 hours, be capable of updating to the latest operating system, and be protected by a sturdy case (a keyboard is optional).



## Strings and Recorder Programs

Sathya Sai College offers small group programs in strings (violin and cello) and recorder for students in Years 3-6, running throughout the academic year. Participants will receive a weekly small group lesson (with fewer than five students) as well as ensemble practice. Admission to the program is selective and based on suitability, commitment, and academic progress. Participation in the ensemble is limited to students enrolled in the program or at the discretion of the teacher.

Students in these programs will have opportunities to perform at various events, including the Murwillumbah Festival of Performing Arts, Gold Coast Eisteddfod, Presentation Day, Friendship Festival, assemblies, and more.

### Program Costs

There is a nominal fee associated with each program to cover the costs of instrument borrowing and maintenance. The annual costs for each instrument are as follows:

- **Violin:** \$200
- **Cello:** \$250
- **Recorder:** \$25

If you are interested in enrolling your child in the program, please contact the School Office. An intake of new candidates occurs at the beginning of each school year.

## Medication Management and Administration Policies

For students requiring daily medication (either permanently or temporarily) through the school office, please follow these steps:

1. **Documentation:** Provide the school office with a copy of the doctor's letter indicating dosage and administration times. Clear written instructions from the parent or guardian are also required.
2. **Medication Container:** The parent/guardian must supply the medication in a 5- or 7-day container, ready for daily distribution. This container must include a copy of the student's prescription. The container will be sent home with the student every Friday, unless otherwise requested in writing by the parent/guardian.
3. **Administration:** All medication must be administered in the office by an individual designated by the Principal.
4. **Record Keeping:** Each administration will be recorded in a register, noting the time, date, and dosage details.
5. **Communication of Changes:** Any changes to the medication dosage, time, or type must be communicated to the school by the parent/guardian in writing.

Students are not permitted to keep any medication in their bags or on their person. All medication must be stored in the office, even if it is not being administered by the school. For example, if your child requires medication in the morning and is staying overnight at a friend's house, the medication must remain in the office and will be given to the child at the end of the school day or to the individual picking them up.

## **Medical Treatment for Students**

Parents and carers are expected to keep the school informed of their child's healthcare needs and to forward any relevant information from the child's medical practitioner to the school.

The sick bay is located in the Administration area, where the school secretary is responsible for the healthcare of students, including administering first aid and providing temporary care when students feel unwell. The school has ambulance access through the front gate and driveway for emergencies.

In the event that a student is injured at school or during a school-organised activity, parents/guardians are responsible for covering the costs associated with:

- Medical treatment
- Transportation to a medical facility or home

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

## **Parent Volunteers and Involvement**

Parental involvement is crucial to a child's success at school. At Sathya Sai College, we are dedicated to fostering strong connections with parents and the community. We greatly appreciate assistance in various activities, including:

- Preparing classroom materials
- Reading to students
- Helping in the library or during lunch
- Supervising computer activities or field trips
- Forming school clubs
- Assisting in drama productions and community activities

For further details, please refer to the Policies – Parent & Friend Association document on our website.

Parents are expected to cooperate with staff to promote positive behaviour and self-transformation among students. Expected codes of conduct include: "hands off," "no put downs," and "no bullying."

## **Working With Children Check Requirements**

All volunteers must possess a valid NSW Working With Children Check (WWCC) to be eligible to participate in school events, activities, or functions. Both the free and paid WWCC are acceptable for volunteers at the school.

The paid WWCC is required for employees and contractors of the school. The school will maintain a record of both volunteer and employee WWCC numbers for reference.

A WWCC can be obtained by following the steps on the [Working with Children Check | Office of the Children's Guardian](#).

## **Parent Workshops and Information Sessions**

To strengthen the partnership between parents and the school, several workshops will be held on topics such as the philosophy of Sathya Sai Education in Human Values, effective parenting, reading strategies, and other curriculum areas as requested. Parents will be informed about these workshops through the Parent & Friends Association (P&F).

Information sessions will take place at the beginning of each year to update parents on school initiatives, events, and important information.

## **Homework**

Homework is assigned at the discretion of each teacher, typically issued on Mondays and due on Fridays, with the exception of the first and last weeks of each term. It is essential for children to receive guidance and support in developing effective work and study habits from an early age. Monitoring your child's homework is crucial for discussing their daily activities and demonstrating your interest in their education.

You can assist your child with homework by:

- Providing a suitable study environment that includes adequate lighting, ventilation, and minimal distractions (such as TV or stereo).
- Ensuring a quiet time in the household during homework and study sessions.
- Establishing a regular homework and study schedule to help your child develop consistent study habits. Include time for recreation, chores, and homework in this schedule.

For students in Years 3-6, some homework may contribute to their assessment for learning. Students are expected to complete these tasks independently and submit them on time. Additionally, reading to your children and encouraging individual reading will enhance their language and literacy skills.

## **Communication between School and Home**

Effective communication between the school and parents is of utmost importance. Our primary communication link with parents and guardians will be our students. It is vital to ensure that your child understands their responsibility to relay information from the school to you.

In addition to personal visits and phone contacts, Sathya Sai College will communicate with parents through the Parent Portal and email.

## **Changes in Contact Details**

Parents are responsible for informing the school of any changes to their address or contact numbers. It is imperative that parents and guardians immediately notify the school of any changes to their own contact information or that of the alternative contact person listed on the enrolment form.

## **Celebrating Success**

Certificates and awards are presented during special assemblies to acknowledge student achievements in both academic and non-academic areas. For more details, please refer to our Positive Behaviour System.

“The end of education is character.”

### **Student Representative Council (SRC)**

The Student Representative Council (SRC) promotes student leadership within the school, providing a platform for students to voice concerns and advocate for the student body. The SRC meets bi-weekly under the supervision of a staff member, who monitors the issues raised and oversees their resolution. The SRC plays a vital role in organising special school assemblies and significant events, such as Mother's Day and Father's Day morning teas, the school's birthday celebration, and Founder's Day.

Student representatives are elected from classes 3 to 6, with two representatives selected from each class. Additionally, two school captains and eight SRC members are elected by a ballot vote involving the entire school, with input from the Principal and staff. Elections for captains and SRC members occur annually.

### **Pastoral Care**

Students will be informed of and have access to appropriate pastoral care arrangements, funded by the NSCSWP, within the school. The pastoral care coordinator will provide support through recommendations and discussions with staff and parents. Students may also approach the pastoral care coordinator directly without the need for a referral.

### **Sustainability Coordinator**

The school has appointed a sustainability coordinator responsible for implementing strategies that promote appropriate waste disposal, recycling, and sustainable practices. We are committed to fostering a culture of conservation and recycling within the school environment. Students can access the sustainability coordinator during school hours for guidance and support.

### **Special Needs Support**

The school is dedicated to identifying students with special needs and providing appropriate support to ensure minimal disruption to their education, considering available resources. Sathya Sai College (SSC) is committed to treating students with disabilities on par with their peers. This commitment includes:

1. Providing comparable choices and options that enable students with disabilities to access information related to enrolment and participate fully in courses/programs and use facilities/services.
2. Making reasonable adjustments to support their learning needs.

## **Adjustments**

Adjustments are defined as measures or actions that identify the specific types and levels of support required by students with disabilities to access and engage in all aspects of school life. An adjustment is considered reasonable when it effectively balances the interests of all parties involved. Relevant factors to this balancing exercise include:

- The impact of the disability on the student.
- The views of the student and their associates, including parents and guardians.
- The effects of the proposed adjustment on the student.
- The effects of the proposed adjustment on other students and staff.
- The costs and benefits associated with implementing the adjustment.

Sathya Sai College (SSC) will adhere to the Special Needs Student Policy and Procedures when addressing the needs of students with disabilities.

## **Service to the Community**

A fundamental goal of the school is to foster a spirit of selfless service within the community. To this end, students will actively participate in various service projects. Parents and friends of the school are encouraged to volunteer and contribute to these community service initiatives.

## **Donation for the School**

Parents, guardians, and members of the school community are invited to make voluntary donations through the Business Manager. While contributions are appreciated, there is no expectation or obligation to donate.

## **Notice of Withdrawal**

In the event that parents decide to withdraw their child or children from the school, written notice of withdrawal must be submitted four weeks prior to the intended withdrawal date. If the required notice is given, a prorated refund may be considered for parents or caregivers. However, if insufficient notice is provided, parents may forfeit the resource levy that has been paid.

## **Removal of Student in Case of a Breakdown of Relationship with Parents**

If the School Governing Board or Principal determines that the relationship of trust and cooperation between a parent and the school has irreparably deteriorated to the extent that it negatively impacts the educational environment, the School Governing Board or Principal may request that the parent withdraw their child from the school.

## **Sathya Sai College Policies**

For detailed and up-to-date information on school policies, please refer to the Sathya Sai College website at [Sathya Sai College](#).

## **Amendments to Handbook**

The school policies and guidelines outlined in this Handbook may be amended as deemed appropriate by the School Board from time to time. The Handbook is also accessible on the school website.

## Contact Information

**Mailing Address:** P.O. Box 705 Murwillumbah NSW 2484  
**Physical Address:** 9 Nullum Street Murwillumbah NSW 2484  
**Phone:** 02 6670 8800  
**Email:** [schooloffice@sathyasai.nsw.edu.au](mailto:schooloffice@sathyasai.nsw.edu.au)  
**Website:** <https://sathyasai.nsw.edu.au>  
**School Office Hours:** Monday to Friday: 8:15 AM - 4:00 PM

## School Bank Account Information

**Account Name:** Sathya Sai General Funds  
**BSB:** 112-879  
**Account Number:** 410060241

*Please ensure to provide your child's name as the transaction reference when making a payment.*

