Ngarra Parent Handbook

SECONDARY 2026

ngARRA
CHRISTIAN COLLEGE

Welcome

Message from the Principal

We feel privileged that you have entrusted your child to us for the Secondary Years at Ngarra; a vital time in the development of any young person. To best serve each child we are committed to establishing and maintaining an effective partnership with every parent. This partnership will address each child's education and wellbeing whilst remaining focused on their future, which we believe will be bright. Our goal is to grow their character and to draw out of them a strong and compelling purpose that will provide inspiration and direction for their education and their life. Purpose will ensure that they make a lasting difference in the world, and character will ensure that the difference they make will be worthwhile. I know that an education in which God is given His rightful place will lay a wonderful foundation for the future; a future which places the needs of others above their own; a future where godly wisdom leads to sound decision making; a future where godly virtue is the basis of a sound reputation; and a future where faith in God replaces anxiety with peace.

I hope and pray that your child's time in Ngarra Secondary is a blessing to your whole family,

Felicity Marlow – Principal

Message from the Head of Ngarra

I would like to welcome you and your family to the Secondary Years of Ngarra Christian College. These early years of Secondary are a very special time for a young person and are aimed at continuing and developing a passion for learning and growing. They are also aimed at building positive relationships and friendships in the community, and developing compassionate, socially capable learners of the future.

For those commencing Year 7, this involves a number of changes for your child, including the subjects studied, the organisation of the daily routine, greater responsibility for personal belongings, and the opportunity to become involved in a wide variety of co-curricular activities. High school is a rich experience for young adolescents.

Learning in Ngarra Secondary is designed to offer students a pathway towards independence that also caters for their individual needs, with the high levels of support that Ngarra is known for. Growing expectations for students to attain independence are carefully planned as small steps forward, that balance the needs of the future with each individual student's level of readiness for greater challenge.

This booklet sits alongside other College information which is published on the website. The NWCC Parents tab contains links to our software systems, copies of significant communication and handbooks, policies, forms, uniform guidelines, event bookings, term dates, Codes of Conduct, and more. I encourage you to be familiar with this part of the website and refer to it often for the information you need.

The College welcomes your involvement. We know that parent interest, support and expectations for their child play a significant role in contributing to their success at school. If you should ever need to contact the College about a school-related or other important matter, your child's class mentor, the Ngarra office and I will endeavour to assist you in any way possible.

I look forward to working together with your family during your time with us in the Secondary Years of Ngarra and celebrating your child's growth in confidence and independence.

Michelle Wilson – Head of Ngarra

Our College Values

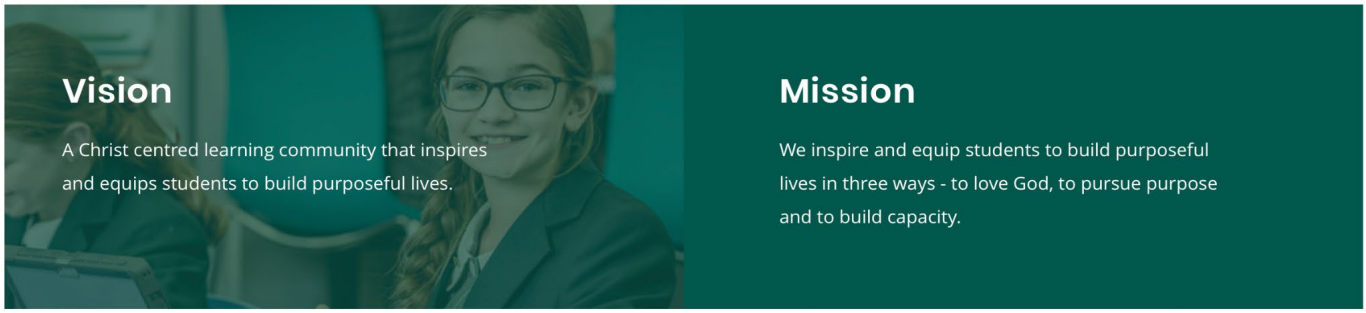
The College's culture as well as all programs and activities are informed and underpinned by core values:

- Engage with an authentic faith
- Manage with virtue and excellence
- Create from wisdom and confidence
- Relate through service in community

These are underpinned by our College Verse:

> *Love the Lord your God with all your heart (faith and authenticity), with all your soul (virtue and excellence),with all your mind (wisdom and confidence) and love your neighbour as yourself (service and community).*
>
> **— Matthew 22:37-39**

Our College Vision



Learning in Ngarra Secondary

Students will find learning in Ngarra Secondary both similar and different to their Primary Years.

Our teachers embed into their teaching and learning programs:

- a Christ focused perspective on daily learning.
- An individualised approach to meeting developmental needs so that students remain interested and engaged in their learning.
- opportunities to learn about topics of interest and the development of lifelong skills.
- opportunities to learn about the tools required for personal wellbeing.
- dynamic teaching and learning opportunities to challenge students emotional and personal growth.
- an effective preparation for future study and career opportunities beyond school in line with individual goals.
- regular and accurate feedback to monitor progress and facilitate further learning.
- the use of technology to support 21st century learning.
- a safe and supportive environment that creates a sense of worth and achievement, enabling the development of supportive relationships with teachers and peers.

Building Purposeful Lives

Building Purposeful Lives (BPL) is Norwest Christian College's framework for learning and life that encompasses our Vision for each community member's life. This is designed to be a Framework To Live By for our students. BPL sits at the heart of all that we do as a community and reflects our values as well as the way we seek to live; children, young people, and adults together, in all areas of our lives. Moreover Building Purposeful Lives encapsulates and articulates our highest aspirations for our children and young people.

- We seek to Love God through faith in Jesus, asking him to give us both wisdom and virtue, so that we might serve those around us.
- We Pursue our Purpose by discovering our gifts and passions and surrounding ourselves with a network of like-minded people. We then live a life full of confidence and integrity, focused on an aspirational goal.
- To achieve this we Build our Capacity to manage ourselves in an organised and creative way, to engage with the world, and relate to others.

We know that the school years are a crucial time for young people to build their capacity, so this section includes sixteen key dispositions that we together seek to grow throughout their school lives, both at home and during the school day. These dispositions are what will help enable our young people to be successful learners and confident, purposeful adults, able to tackle the challenges presented to them in an ever-changing world.

- We Engage with the world by carefully noticing, and by focusing and persevering where required so that we can immerse ourselves in learning.
- We Manage our lives through planning, resourcing ourselves well and reviewing our progress as we go, adjusting as necessary. We then distil as much learning as possible from every experience.
- We Create things that add value to the world by questioning how things are and using our imagination and reasoning to link ideas together to make new possibilities.
- We Relate to those around us using various forms of communication, empathising with different perspectives and emulating others' strengths as we collaborate.

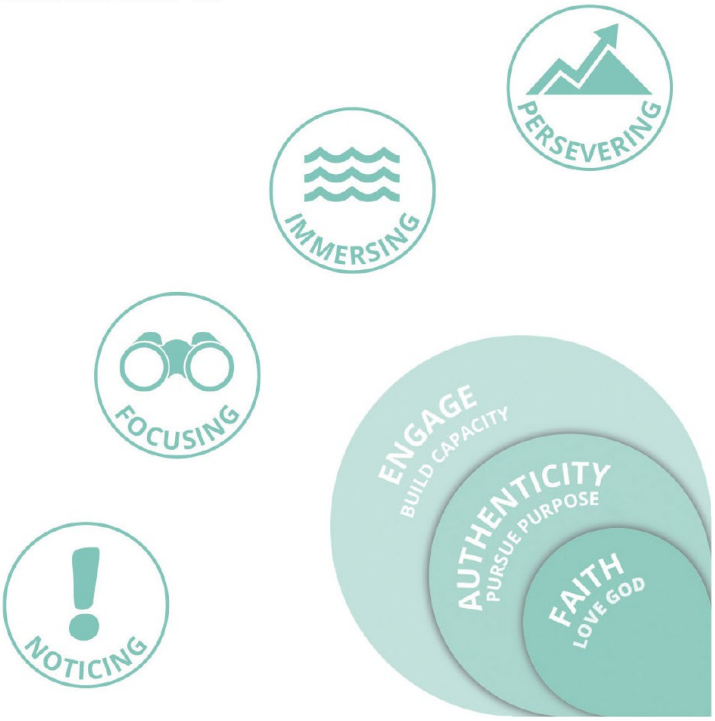
Further information about our BPL Framework can be found on the College website, including our BPL vision, compelling reasons for BPL, and the research foundations behind its implementation.

Engage

To grow our passions we reflect on feelings and motivations, the reasons for them and whether they are helpful as we engage passionately with our world in meaningful ways.

Love the Lord your God with all your heart

Matthew 22:37-39



Manage

To grow our minds we reflect on our thinking and learning processes, why we think and learn that way, and how we could manage ourselves better to bring order and value to the world.

Love the Lord your God with all your soul
Matthew 22:37-39

Love your neighbour as yourself
Matthew 22:37-39

To grow our social skills we reflect on how we interact, why we interact that way, and how to improve in order to form and maintain strong, positive connections

Relate

Love the Lord your God with all your mind

Matthew 22:37-39

To grow our creativity we apply it to all that we do, reflecting on our perspective and what we know, how sure we are, and testing the basis for any certainty we have.

Create

BUILDING PURPOSEFUL LIVES

norwest CHRISTIAN COLLEGE
STRENGTH OF PURPOSE

LOVE GOD with all your heart, with all your soul, with all your mind, and love your neighbour as yourself.

FAITH - We are learning to trust in Jesus by whose grace, we come into relationship with God the Father and His people, the Church.

VIRTUE - We strive to be obedient to God as we are transformed by His Spirit to become like His Son Jesus, displaying the fruits of the Spirit.

WISDOM - We seek God's mind, looking to the Bible to help us understand ourselves, others, and the world, celebrating the diversity we find.

SERVICE - We worship God by sharing the gospel, and humbly, justly, generously, and compassionately helping others, placing their needs above our own.

PURSUE YOUR PURPOSE

for which you were created and gifted, and it will provide both direction and motivation for your life.

INTEGRITY - We explore our gifts and passions to identify our purpose, and faithfully pursue it, all the while behaving consistently with what believe and say.

CONFIDENCE - We take initiative and well-considered, yet courageous risks in the context of an accurate assessment of our own gifts and limitations

ASPIRATION - To help create a better future, we set life and learning goals, work hard, and strive for excellence.

NETWORK - We grow a network of people with the skills, knowledge, connections and willingness to support us.

BUILD YOUR CAPACITY

by becoming increasingly self-aware and gradually strengthening every capability and the discernment to know when best to use them, so that you grow in resilience and equip yourself for life's challenges.

ENGAGE - To grow our passions we reflect on feelings and motivations, the reasons for them and whether they are helpful as we engage passionately with our world in meaningful ways.

Noticing: We intentionally observe the world to uncover detail, patterns, and subtle nuances as well as deeper truths, collecting and organising data to assist us where required.

Focusing: We work out the things that distract us, and learn to reduce their impact so that we can maintain concentration, and restore it after a distraction.

Immersing: We look for interest in tasks and choose challenging activities so that we become curious and fully absorbed in the endeavour.

Persevering: We are developing the patience and strategies to maintain effort when stuck or facing a challenge or a setback.

MANAGE - To grow our minds we reflect on our thinking and learning processes, why we think and learn that way, and how we could manage ourselves better to bring order and value to the world.

Planning: We form a strategic overview of actions that address expectations, safety, resources, timeframes and other parameters, and cater for any problems anticipated.

Resourcing: We locate, identify, evaluate the quality and usefulness of, and wisely use all available materials, research, support, and experience to help us.

Reviewing: We monitor and evaluate quality, progress, and compliance with requirements, both ongoing and at key points, and adapt as required.

Distilling: We condense information of various types to extract the essential meaning and enrich our understanding.

CREATE - To grow our creativity we reflect on our perspective, testing what we know and how sure we are, to discover and pursue opportunities to improve the world.

Questioning: We express our curiosity by asking great questions of ourselves and others as we wonder, explore and clarify.

Linking: We seek coherence, relevance and meaning by relating experiences and learning to what we already know, identifying patterns, making inferences, and applying what we discover.

Imagining: We explore and generate new possibilities by looking at things from different perspectives and paradigms, through different lenses, or on different scales.

Reasoning: We use logical thinking and methodical analysis to appraise sources, make inferences, establish hypotheses, construct strong evidence-based arguments, and to critique the ideas, hypotheses and arguments of others.

RELATE - To grow our social skills we reflect on how we interact, why we interact that way, and how to improve in order to form and maintain strong, positive connections with others.

Collaborating: We are learning when to lead, when to follow, and when to be alone, and to do each in ways that enhance team focus, efficiency and effectiveness.

Empathising: We listen to, learn from, and seek to understand the experiences, thinking, and feelings of others to help us see the world from their perspective.

Emulating: We become more flexible and adaptive by adopting or imitating other people's positive values and habits, as well as their methods of thinking, learning and behaving.

Communicating: We are learning to connect with and influence others by articulating our feelings, thoughts and arguments in appropriate ways for both the audience and the context.

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College Culture

Christian Programs

The College is committed to teaching and learning that reflects the love of God, where children grow in their understanding of Him and develop a desire to serve.

Students participate in daily devotions and prayer time in their classes, where they are encouraged to relate God to their everyday experiences. Biblical Studies lessons are programmed and timetabled each week. In addition, students attend weekly Chapel services. Students enjoy praise and worship led by the College chapel band, and teachers or guest speakers share God's Word in an engaging, relevant way.

Classroom teachers also integrate a Christian Perspective into their daily teaching and encourage students to think about God's perspective in different circumstances. For example, in PDHPE, students learn to be good stewards of their bodies and consider the people God created them to be, and in HSIE, they are encouraged to look at the world around them and consider how they can make a difference by showing God's love to others in local and global communities.

Opportunities exist for students to participate in College and community engagement, for example fundraising for a particular cause or engaging in service-learning opportunities. A lunchtime ministry group is run by student leaders each week and is a popular way for students to get to know each other and share their love of God.

Parent-School Partnership

To best support the development of each child, parents and College staff must work together. Building relationships of trust takes time, effort, and commitment. Likewise, a successful partnership requires mutual respect and clear, honest communication.

Some ways you can partner well with school include:

- Inform the class mentor about significant events in your child's life, especially if the changes are likely to be distressing for the child
- Let the College know when your child will be absent if you know in advance
- Advise the College if your child will be collected during school hours and by whom
- Ask questions, talk to staff, and let us know if there is anything that concerns you
- Speak with your child about their day in a way that encourages a positive attitude at school
- Check your email regularly for notes, forms, and newsletters and respond to them
- Where possible, attend College events.
- All Ngarra parents are required to attend their child's Individual Education Plan meeting each semester. Parents should prepare for these meetings in advance by coordinating the preparation of updated professional reports as needed and are encouraged to actively contribute to the content of their child plan.
- Join the NWCC Community group and Ngarra Parents page on Facebook – this is an excellent way to meet other parents and contribute to the College

Individual Education Plan (IEP)

All Ngarra students have a confidential, written IEP that is developed collaboratively between home and school and is updated in Term One and Term Three. At the request of parents, outside therapists may also contribute to the creation of plans.

IEPs detail the adjustments that are in place at school to meet each student's individual needs and the actions that need to be followed up at home as a reflection of our partnership with you. Please take special note of the due date for providing updated reports from outside professionals and plan ahead for testing to be

completed in time. Other actions for home to complete are suggested to match the identified areas of need for your child and help you know what you can do to assist them.

Individualised goals are set for each student and will be included in the first IEP update after commencement to allow for a period of settling and assessment. Goals are set in two academic areas – Literacy and Numeracy, and in each of the four domains of Building Purposeful Lives – Engage, Manage, Create and Relate.

Parents and teachers meet at each IEP review to discuss the revised plan. This meeting follows the half yearly Student Progress Meetings (SPMs). SPMs involve the student, teacher and parent and give students an opportunity to showcase their learning as well as develop their goals.

Therapists

External therapists are welcome to work with your child onsite during school hours. Please send therapist details to admin@ngarra.nsw.edu.au and advise therapists that they will be contacted to arrange a mutually suitable time. Onsite availability for sessions is limited but we will do our best to accommodate them. Families may request school visits for up to two therapists per child.

Please note that parents are responsible for maintaining communication with the therapists they engage to work with their child, particularly with regard to notifying therapists of absences or excursions. Parents are responsible for ensuring that any guests they invite to a College event or onto the College campus also comply with this Code of Conduct.

Sensory Items

Ngarra students are encouraged to use various sensory tools that assist them to regulate and focus in the classroom. The majority of items are purchased by and remain the property of the College. The exception are items that carry a hygiene risk (for example, chewables, ear plugs and other wearables). For these items, we ask parents to purchase them. All items purchased by parents will be returned to you at the end of the school year. All sensory items used at school need to be used quietly and in a manner that is not distracting to other students.

Academic Learning

Students in Ngarra Year 7 and 8 will study the following subjects:

- English
- Mathematics
- Science
- Technology – Digital Technologies, Food Technologies, Material Technologies and Engineered Systems
- Human Society and its Environment (HSIE) – Geography, History and Work Education
- Creative Arts – Music, Visual Arts
- Personal Development, Health, and Physical Education (PDHPE)
- Languages – Auslan

Differentiation in the Ngarra Classroom

Each Ngarra classroom comprises students who have a diverse range of abilities and interests. Our teachers meet each student where they are at and provide the best learning opportunities to encourage maximum growth. They achieve this by using a variety of strategies including small group rotations and a Universal Design approach to learning. An example of Universal Design in learning is students participating in the same science experiment as a class, while developing different skills. One student may be learning to record

observations while another is learning to interpret data. This approach helps students to learn in an inclusive and collaborative way, while growing their individual skills.

Diary

Using a diary to stay organised and manage home learning tasks is an important skill that students practice in the secondary years.

Students will be issued with a Norwest Secondary diary at the start of the year and Ngarra staff will spend time with your child to help them develop the skills to use their diary effectively. The diaries also include sections covering a range of College Guides for students to reference. Parents are encouraged to regularly review their child's diary with them and help them develop their organisational skills. Please be patient with your child as they learn to use their diary and speak with the teacher if you have any concerns.

Technology

The College supplies a device for each student to use at school and for home learning and personal study. Laptops may be charged in the Ngarra Year 7 or 8 home room and stored in the classroom overnight. The teacher will work with students to determine when laptops need to be taken home. Students' individual readiness to safely manage transporting their device will be taken into consideration when deciding if laptops are to be used at home.

Students do not require nor are they permitted to use phones or smart watches while at the College. Bringing devices from home is not encouraged and the College cannot take responsibility for the security of devices brought from outside. If students bring a phone or other device from home, it must be turned off during school hours and handed in to Ngarra reception at the start of the school day and collected at the end of the day.

The technology policy is available on the College website – Parent Links > Parent Handbook > Technology

Excursions, Incursions, and Performances

During the year, all classes participate in planned educational excursions. These are arranged to support and stimulate learning in the classroom. Parents are informed of excursions, with permission granted through Edumate and the College app, outlining the nature of the excursion.

Ngarra excursions, performances, and cultural events are part of our College's normal educational programs, and all students are expected to attend. If your child is unable to attend a Ngarra event or excursion, we will be unable to provide separate supervision at school and students will need to be cared for at home.

Parents may be invited to participate as a volunteer helper. To attend as a volunteer, parents must have completed a Volunteer Induction online seminar, available on the College website, prior to the event and have a current Working with Children Check number that has been provided to the College.

Students will also be invited to attend a range of Norwest events and excursions throughout the year. Participation in these events is optional and may vary according to individual needs, interests and strengths. If a student chooses not to participate in a Norwest event, they should still attend school and will be supervised in Ngarra.

The Education Resource Levy portion of your fees covers the cost of all required excursions, incursions, and performances. Some optional experiences may involve an additional payment, which will be explained via the event information supplied to parents before booking the activity.

Library

Students learn to read for enjoyment and how to access and use information during their visits to the library. Secondary students may borrow library books during any visit to the library and do not need a specific library bag to borrow. The library is open at lunch time every day for secondary students and can be accessed for quiet study and/or book borrowing.

Library books need to be cared for and returned to the College by the due date. If a student has overdue books, they will be required to return them before borrowing can recommence. Parents may also notify the

College if books are lost to allow borrowing to resume. A replacement fee for any lost or damaged books will be added to parent's accounts.

Timetable

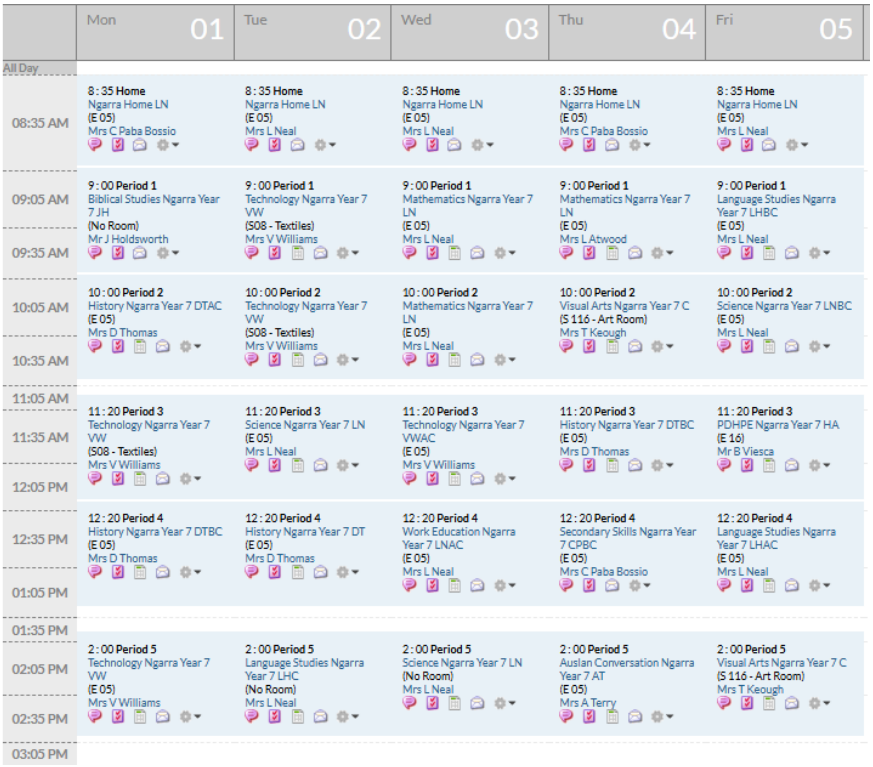
On most days, Ngarra high school students will have different classes with different teachers. In high school, these classes are called 'periods'.

Students will have 5 periods a day, with each period being 60 minutes in length. For each class students may need to bring different materials, books, and resources, so organisation is key! Ngarra staff will spend time in the first few weeks of the year helping your child adjust to the different books and equipment they will need to remember for each subject.

The Secondary Years also rotate on a two-week cycle, Week A (Days 1-5) and Week B (Days 6-10). These weeks alternate throughout the term. It is important to note that WEEK A will have different classes to WEEK B so school bags need to be packed according to the correct school day. Timetables are available on Edumate.

Parents please note – you are able to login to Edumate to check timetables, and other information including medical and attendance. Parents are encouraged to regularly login and check this information.

A weekly timetable includes information about each subject, class name, room number and teacher and looks like this for Ngarra students:



	Mon 01	Tue 02	Wed 03	Thu 04	Fri 05
All Day					
08:35 AM	8:35 Home Ngarra Home LN (E 05) Mrs C Paba Bossio	8:35 Home Ngarra Home LN (E 05) Mrs L Neal	8:35 Home Ngarra Home LN (E 05) Mrs L Neal	8:35 Home Ngarra Home LN (E 05) Mrs C Paba Bossio	8:35 Home Ngarra Home LN (E 05) Mrs L Neal
09:05 AM 09:35 AM	9:00 Period 1 Biblical Studies Ngarra Year 7 JH (No Room) Mr J Holdsworth	9:00 Period 1 Technology Ngarra Year 7 VW (S08 - Textiles) Mrs V Williams	9:00 Period 1 Mathematics Ngarra Year 7 LN (E 05) Mrs L Neal	9:00 Period 1 Mathematics Ngarra Year 7 LN (E 05) Mrs L Atwood	9:00 Period 1 Language Studies Ngarra Year 7 LHBC (E 05) Mrs L Neal
10:05 AM 10:35 AM	10:00 Period 2 History Ngarra Year 7 DTAC (E 05) Mrs D Thomas	10:00 Period 2 Technology Ngarra Year 7 VW (S08 - Textiles) Mrs V Williams	10:00 Period 2 Mathematics Ngarra Year 7 LN (E 05) Mrs L Neal	10:00 Period 2 Visual Arts Ngarra Year 7 C (S 116 - Art Room) Mrs T Keough	10:00 Period 2 Science Ngarra Year 7 LNBC (E 05) Mrs L Neal
11:05 AM 11:35 AM 12:05 PM	11:20 Period 3 Technology Ngarra Year 7 VW (S08 - Textiles) Mrs V Williams	11:20 Period 3 Science Ngarra Year 7 LN (E 05) Mrs L Neal	11:20 Period 3 Technology Ngarra Year 7 VWAC (E 05) Mrs V Williams	11:20 Period 3 History Ngarra Year 7 DTBC (E 05) Mrs D Thomas	11:20 Period 3 PDHPE Ngarra Year 7 HA (E 16) Mr B Viesca
12:35 PM 01:05 PM	12:20 Period 4 History Ngarra Year 7 DTBC (E 05) Mrs D Thomas	12:20 Period 4 History Ngarra Year 7 DT (E 05) Mrs D Thomas	12:20 Period 4 Work Education Ngarra Year 7 LNAC (E 05) Mrs L Neal	12:20 Period 4 Secondary Skills Ngarra Year 7 CPBC (E 05) Mrs C Paba Bossio	12:20 Period 4 Language Studies Ngarra Year 7 LHAC (E 05) Mrs L Neal
01:35 PM 02:05 PM 02:35 PM	2:00 Period 5 Technology Ngarra Year 7 VW (E 05) Mrs V Williams	2:00 Period 5 Language Studies Ngarra Year 7 LHC (No Room) Mrs L Neal	2:00 Period 5 Science Ngarra Year 7 LN (No Room) Mrs L Neal	2:00 Period 5 Auslan Conversation Ngarra Year 7 AT (E 05) Mrs A Terry	2:00 Period 5 Visual Arts Ngarra Year 7 C (S 116 - Art Room) Mrs T Keough
03:05 PM					

Ngarra students will study the majority of subjects in their Ngarra home room, with their main Ngarra teachers.

Communicating with the College

Office Hours and Contact details

Office hours are from 8:30am to 4:00pm during the school term. Times may vary during non-term time.

Office phone number is 8889 4621 and email is admin@ngarra.nsw.edu.au.

Communicating with Teachers

The Ngarra class mentor is the first point of contact if you have a query or concern. Brief messages may be passed between parents and teachers at drop off or pick up times. Please contact the Ngarra office or email the teacher to arrange a time for a meeting if an issue arises that may require a longer discussion or where a greater level of confidentiality is required.

When you email a teacher, they will reply within 2 school days, between 8 am and 5 pm. If you have not heard back after this, please contact the College again.

Communication Books

All Ngarra students have an online Communication Book where teachers, parents and therapists may share important achievements and issues. Please check your child's Communication book each school day and advise the Ngarra office of the contact details for any therapists you wish to have access. The Communication Book is the best way to communicate regular updates and issues to keep the information in one place, making it easier to review aspects such as behaviour patterns. If any concerns arise, please arrange a face-to-face meeting to follow up.

Secondary teachers may also communicate with parents via the student's diary.

Newsletter – Equip

The College publishes its newsletter twice a term, called Equip. The newsletter informs families about upcoming events, news of College activities and records student achievements. It can be found on the College website and is communicated through the College app.

Parent Facebook Groups

Norwest and Ngarra Community

Norwest and Ngarra Uniform and Textbooks

Ngarra Parents

Please search for the above groups in Facebook and request to join. This resource is helpful for many aspects of College life.

Edumate

Edumate is the College's software system that integrates many of the administrative functions of the College. With a specific login and password, parents are able to access their child's timetable, attendance and academic information on an individual student profile. Parents are encouraged to visit their child's Edumate profile each week and use it as a tool to engage with their child about their engagement and participation in College life. A guide to using Edumate is available on the website NWCC Parent Links > Parent Handbook > Edumate.

Website

Important documents such as assessment handbooks or illness/misadventure forms can be found on the College website under Parent Links > Letters, Notes and Forms

Attendance

Absences

To ensure the best chance of success, it is essential that students attend school each day and that they arrive on time in the morning. Students are required by law to attend school, unless they have a valid reason. Parents or carers are required to notify the school of the date and reason for any absence in writing, by emailing absent@ngarra.nsw.edu.au. Absences due to sickness of 5 or more days require a medical certificate to be provided.

In line with NSW departmental guidelines, should you wish to take your child out of school for an extended period (more than 5 school days), permission from the Principal is required. Parents are to submit an Application for Extended Absence or Exemption, found on the website under Parent Links > Letters, Notes and Forms.

Late Arrivals and Early Departures

Students will also require email notification from their parents to indicate any variation in school hours due to medical, dental appointments, etc.

If students arrive late, we are required to record a partial absence and the reason for late arrival. Please present to Ngarra reception if you arrive after 8:40am to sign your child in and provide a reason. A staff member will then take your child to their classroom.

Contact the Ngarra office if you wish to collect your child from school at times other than the regular finishing time. A staff member will collect your child and bring them to meet you in Reception.

Times to note

8:10am	Supervision commences in Ngarra
8:35am	Classes begin
11:00am	Recess
1:20pm	Lunch
3:00pm	Students dismissed as per collection arrangements

Morning Drop off Guidelines

- Enter the McCulloch St car park and drive to the dedicated parent parking spaces adjacent to Ngarra and on both sides of the centre aisle
- Observe the 5km speed limit
- Do not overtake other vehicles and remain observant for pedestrians
- Reverse into the car park space
- Please return to your car efficiently to allow other parents to use the space
- Be aware that the gates will be closed at 9:00am each morning
- If you arrive after 9:00am, proceed to the Regent St carpark and enter via the Norwest reception

Afternoon Pick up Guidelines

- The McCulloch St gates re-open at 2:30pm
- Use the Ngarra car park spaces – the same guidelines as for morning drop-off apply
- Wait in the quad outside Ngarra for your child to be dismissed at 3:00pm. They will walk out to you.
- Please return to your car efficiently to allow other parents to use the space
- Student pick-ups need to be completed by 3:15pm at the latest

Transport

Access to College Grounds

Families entering the College on foot must use the gates for pedestrians. Please see additional information about Car Parking to enter the College by car.

Buses

College run buses service certain local areas and Ngarra families are welcome to register their interest in a place on the bus for their child. Parents need to discuss potential bus travel with the Head of Ngarra before seeking a bus placement and follow the recommendations of the College.

A number of public bus runs also operate from the kerb outside the College. It is parents' responsibility to make sure their child can independently and safely use public buses before making this type of travel arrangements. Please contact the Ngarra College Office for further details.

Afternoon Collection Process

All Ngarra parents need to inform the College of the afternoon collection process for their child. This is completed online before the first day of school. If there are changes to the afternoon collection, please:

- Email **admin@ngarra.nsw.edu.au** *before* 1:00pm on the day to inform them of the change. You may also CC the class mentor on this communication.
- To make changes after 1:00pm: You must call the College to inform them of the change.

Please read through the appropriate area below, which explains the process for each option of afternoon collection.

Parent Pick Up: Parents can meet their child in the quad outside the classroom at the end of the day. Students must be picked up prior to 3:15pm. If there are siblings in Norwest, you will be able to pick up all your children from Ngarra. Younger children (K-4) will be walked up to Ngarra by our staff. Older children in Year 5 or above may walk up to meet you independently.

Bus: Students who have approval to use the bus will be supervised by a Ngarra staff member to walk to the Norwest bus lines, where they will be supervised by Norwest staff. Please see the additional section regarding buses for further information.

Independent Travel: If you select this option, your child will be dismissed from the Ngarra classroom at the end of the day to make their own way home. Please carefully evaluate your child's level of independence and ability to take responsibility for their own safety over the full journey before selecting Independent Travel

Car Parking

Parents are required to comply with the speed and parking signs near the College. Police enforce these regulations from time to time. The College car park has limited visitor parking. When using the car park, you must park in allocated bays. All parking on campus is rear-to curb and the maximum speed limit in carparks is 5km/h. Ngarra parents may park in the dedicated parent parking spaces adjacent to Ngarra and on both sides of the centre aisle. At peak times, please limit the amount of time you are parked to allow access for other parents.

The McCulloch St gate is open until 9:00am each morning and re-opens at 2:30pm. If you require parking between 9:00am to 2:30pm please use street parking or the Regent St car park accessed via Gate 5.

Medical

First Aid, Accidents and Sickness

Thank you for providing your family's contact information on your enrolment form. Please contact the Ngarra office to notify us of any changes of details including emergency contacts.

Students who become ill at school should tell a Ngarra staff member, and if they are too sick to remain at the College, we will contact the parents or the emergency contact number to collect them.

If your child appears ill in the morning before school, please keep them at home.

If your child sustains a minor injury, they will be cared for in Ngarra by our staff, who are fully trained in first aid procedures. If they are ill or more seriously injured, the school will contact you or your authorised emergency contact person.

Medicines at School

Any medication brought into the College must be handed directly from parents to staff at Ngarra reception, where it will be stored securely for dispensing. The College's Educational Administration staff will need a copy of the doctor's instructions and a Permission to Administer medication form will need to be completed by parents. Students are not permitted to deliver, retain or self-administer medication. This includes asthma and allergy medications.

Asthma, Anaphylaxis and Allergies

If your child has asthma, anaphylaxis, or allergies we ask that a relevant health management plan be prepared in consultation with your GP, supplied to the College office and updated yearly.

Common Illnesses – Guide

Contact your local health unit, community health centre, pharmacist or doctor for more information.

- Chicken Pox: Exclude from the College for seven days after the spots appear.
- Conjunctivitis: Exclude from the College until all discharge from eyes has cleared.
- Gastroenteritis: Exclude from the College for at least 24 hours after diarrhea stops.
- German Measles: Exclude from the College for seven days from the appearance of the rash.
- Head Lice: Outbreaks to be treated immediately.
- Impetigo: Affected areas to be treated and kept covered.
- Infectious Hepatitis: Medical Certificate of recovery required.
- Measles: Exclude from the College for five days after the spots appear.
- Mumps: Exclude from the College for ten days from the onset of swelling.
- Ringworm: Affected areas to be treated and kept covered.
- Whooping Cough: Exclude from the College until the child has taken the first five days of a particular antibiotic.

Immunisation

The Public Health Act 1992 requires parents provide the College with an Immunisation Certificate when enrolling at the College.

There will be the option of Year 7 vaccinations being conducted at the College. Families are also welcome to arrange these through their regular health care provider.

Uniform and Student Equipment

Uniform Code

Please refer to the Uniform Policy for rules covering specific areas of students' attire and presentation. College Website > Parent Links > College Uniform.

Uniform Shop

The Uniform Shop is open set hours each week, and days/times will be published on the College website. Alternatively, please contact the College Office for more information. Uniforms can be ordered online via Munch Monitor and will be delivered to your child's classroom.

Labelling Belongings

All students' personal belongings, including hats, lunch boxes and drink bottles, should be clearly and permanently marked with your child's name. Any items of sentimental or special value would be best kept at home. At times your child's teacher may request certain items to be brought in as part of their lessons.

Lost Property

If an item is found with a student's name marked, the item will be sent to the child's classroom. Items without a name are kept for up to one term. Lost property will be held at Ngarra reception.

It is the responsibility of parents to promptly replace lost uniform items and any other items that are essential at school.

Stationery

The 2026 Ngarra Equipment Lists contains specific stationery items for Year 7 and 8 that need to be purchased prior to the start of classes and sent in on the first day of school.

Sun Protection

It is the policy of the College to actively support and encourage our children to wear a hat when they are outside playing to protect them from the dangers of the sun. Students without their hats will be required to play under the shaded verandas. The College sports hat may be worn during recess and lunchtime on days when the formal uniform is worn. Students are supplied with sunscreen in each classroom and when participating in sporting events held outside.

If your child requires a different variant of sunscreen to the one provided by the College, please send sufficient quantity in a labelled package. Teachers will ensure sunscreen supplied from home is only used for your child and return it to you at the end of the year.

Phones

Please refer to the ICT Use – Student Conditions document, available on the College website, for detail on the appropriate use of electronic devices.

Uniform and Student Equipment

Code of Conduct for Students, Parents, and Volunteers

A Code of Conduct outlines the responsibilities and rights of students, parents, guests and volunteers. These documents require members of our community to treat each other and communicate respectfully; partner with College staff in their child's education; support the College, its policies, procedures, and decisions; and value the professional judgement and direction of College staff. Parents can find these codes of conduct on the Norwest Christian College website under Parent Links>College Policies.

Custody of Students and Court Orders

In cases where custody arrangements or other court orders apply to a child, parents must provide a copy of the current court order to the College.

Canteen

The College Canteen operates five days a week. Orders can be placed online and can be set days in advance. Parents can find online ordering on the College website, using a system called Munch Monitor. Parents can select items they would prefer their child not purchase from the canteen and can even allocate their child's spending money on specific days so students can choose snack items for recess or lunch. All lunch orders for must be pre-ordered before 10am.

To register:

1. Go to www.munchmonitor.com
2. Enter Username: norwest and Password: munch2765
3. Click 'sign up' and follow the prompts.

Photographs of your Child

We use digital photography to capture educational and other experiences while your child is at the College. We use these photos in our newsletter, website, social media, and other College resources. If you do not agree to your child's photo being used in College publications and resources, please advise the College in writing.

Parent Helpers

Our parent volunteers assist the College with library book covering, laminating, excursion supervision and other activities. Parents may volunteer to assist in Ngarra or Norwest and serving in either school may be counted towards Parent Participation hours. A particular need is for help administering Norwest Secondary examination provisions. Assistance rendered exclusively to your own child is not eligible for Parent Participation hours.

All volunteers must engage in a short Volunteer Induction online seminar for WHS and Child Protection reasons. These seminars are found on the College website and can be watched at a time convenient to you. Volunteers must also have a current Working with Children Check number provided to the College.

Seed Academy

Seed Academy offers tuition in the Creative and Performing Arts, and Academics. Tuition is provided in either individual or group contexts. Classes include a variety of dance styles, visual arts, and instrumental small group lessons on flute, clarinet, saxophone, trumpet, trombone, violin and rock band. Individual tuition is offered for piano, vocals, guitar, bass, drums, flute, clarinet, saxophone, trumpet, trombone, tuba, violin, viola and cello. There is also provision for individual dance lessons and academic tutoring opportunities. Please visit the College website for more information > Our College > Seed Academy

Parent Code of Conduct

This Code of Conduct applies to the parents of Norwest Christian College and the parents of Ngarra Christian College. This Code of Conduct should be read in conjunction with the Code of Conduct Policy. In this code the term parents also apply to legal guardians and grandparents. Parents are responsible for their guests.

Norwest Christian College Ltd aims to foster a unified community that encourages and exhibits behaviours and attitudes based on Christian values. The Lord would have us be "completely humble and gentle; be patient, bearing with one another in love" and also "make every effort to keep the unity of the Spirit through the bond of peace" (Ephesians 4:2-3). We are furthermore encouraged to "love your neighbour as yourself" (Matthew 22: 39). Parents have certain rights afforded to them as members of the College community. Similarly, parents must also accept the responsibilities that are part of belonging to our community. Some of these responsibilities are outlined below.

1 VERSION CONTROL

Version	Date	Notes
1.0	12/12/2015	Policy Ratified
2.0	20/10/2020	• Minor edits. • Added Version History
2.1	19/11/2020	Amendments approved by Senior Executive Team
3.1	17/02/2022	Revised to include Ngarra Christian College
3.2	03/03/2022	• Amended to include Ngarra Christian College • Formatted
3.3	22/03/2022	Amendments approved by the Principal

2 DEFINITIONS

The College/s	refers to Norwest Christian College and Ngarra Christian College.
College community	refer to the staff, students and parents of both Norwest Christian College and Ngarra Christian College

3 GENERAL CONDUCT

Parents are expected to partner with the staff of the College community to enhance their child's academic achievement, well-being & conduct by:

3.1 showing an interest in their child's schoolwork and progress;

3.2 supporting and prioritising their child's learning, including maintaining appropriate time and space for the completion of homework and assignments, and preparation for in-class assessment tasks;

3.3 valuing the professional judgment of staff;

3.4 supporting all publicly available policies and procedures;

3.5 supporting the Colleges, its staff and their decisions;

3.6 supporting the Colleges in its management of their child's behaviour and in its application of consequences;

3.7 seeking appropriate professional advice, diagnoses and support as required;

3.8 demonstrating a considerate, respectful and polite manner towards members of the College community and the wider community;

3.9 providing all necessary items of equipment and uniform, ensuring they are labelled and in good condition;

Parents are also expected to:

3.10 conduct themselves in a lawful and ethical manner in all interactions with members of the College community;

3.11 respect and value the difference between people, their beliefs, ideas and opinions;

3.12 demonstrate respect for Colleges' property and the property of others;

3.13 wear clothing with reasonable standards of modesty.

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4 COMMUNICATION AND PUBLIC COMMENT

Parents are expected to read thoroughly all communications from the respective College in order to ensure that they understand both general and specific matters relating to their child and how general events might affect their family. Parents are expected to communicate appropriately and respectfully at all times, with each other, College staff, students, and the general public, and are encouraged to engage in regular and meaningful communication with staff. The Colleges welcome parent feedback, including the expression of concerns, however such communications should not take place in public, whether in person or via daily communication systems, or online forums including Facebook and Twitter, any media outlet, and any other forms of public communication. Whilst parents are always welcome to approach any member of College staff informally, they are encouraged to make formal appointments to discuss matters of concern or any matter at length. Such approaches should be made via their College email address (general staff and teachers) or through the appropriate administrator (College leadership team). Parents are expected to refrain from contacting staff in person outside of College hours about professional matters, whether at their private address, or by their personal email or telephone.

5 SECURITY AND SAFETY

Parents must behave in a manner that keeps themselves and others safe. The Colleges require parents to observe their security and safety procedures for the protection of all students. This includes:

5.1 reporting issues of safety, risk of harm or inappropriate behaviour to the respective College;

5.2 complying with the instructions of the Colleges' staff at all times;

5.3 wearing footwear at all times on campus (applies to children also);

5.4 take care when driving on campus and park rear to curb;

5.5 signing in and wearing visitor identification whenever on campus during the school day;

5.6 not approaching the Colleges' students with the intent of disciplining or chastising them;

5.7 not approaching other families with the intent of managing matters that arise at school;

5.8 only making contact with their child through the respective College office and requiring their child to only make contact with them with the permission of a member of College staff.

The following items are prohibited on campus and at College events for safety and legal reasons (unless specifically authorised by the Principal):

5.9 items considered weapons, including knives, boxcutters, firearms and their imitations;

5.10 any graffiti implement including aerosol cans and permanent markers;

5.11 propellants in any form;

5.12 pornography and restricted adult content or other sexual, violent or inappropriate material that is inconsistent with College values, including hardcopy and electronic versions;

5.13 alcohol, cigarettes, e-cigarettes or prohibited substances;

5.14 prescription medications (unless secured to the person at all times);

5.15 animals (including pets), except at the prior approval of a Head of Years with the completion of a management plan (exceptions are made for specially trained mobility/companion animals).

Parents must not enter the College campus or any College event whilst affected by alcohol, prescribed or prohibited substances. Smoking is prohibited on the premises (buildings, grounds and vehicles) and at the events of all NSW schools. Parents must not supply alcohol, cigarettes, e-cigarettes or prohibited substances to, or support the acquisition or use of any of these substances by any College student.

6 SPORTING ACTIVITIES AND EXTRA-CURRICULAR COMMITMENT

Parents are expected to support their child's extracurricular endeavours by providing the necessary equipment and accompanying or facilitating their child's attendance at scheduled events, training sessions and rehearsals.

When at a College endorsed sporting events parent and other spectators are expected to:

6.1 participate positively and demonstrate an attitude of encouragement towards officials, staff, other parents, their own child, other students and competitors, valuing effort and enjoyment above victory;

6.2 support all decisions made (parents are not entitled to criticise or seek clarification on the rulings of officials).

7 GUESTS

Parents are responsible to ensure that any guests they invite to a College event or onto the College campus also comply with this Code of Conduct.

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Student Code of Conduct

This Code of Conduct applies to the students of Norwest Christian College and the students of Ngarra Christian College. This Code of Conduct should be read in conjunction with the Code of Conduct Policy.

Norwest Christian College Ltd aims to foster a community that encourages and exhibits behaviours and attitudes based on Christian values. Students have certain rights afforded to them as members of a collegial and supportive community. Similarly, students must also accept the responsibilities that are part of belonging to our community. Both student rights and their responsibilities are referred to as the Student Code of Conduct.

1 VERSION HISTORY

Version	Date	Notes
1.0	13/02/2018	Policy Ratified
2.0	20/10/2020	• Minor edits. • Added Version History
2.1	19/11/2020	Amendments approved by Senior Executive Team
3.0	17/03/2022	• Amended to include Ngarra Christian College • Formatted
3.1	22/03/2022	Amendments approved by the Principal

2 DEFINITIONS

The College/s	refers to Norwest Christian College and Ngarra Christian College.
College community	refer to the staff, students and parents of both Norwest Christian College and Ngarra Christian College

3 GENERAL CONDUCT

Students are expected to comply with relevant College rules, guidelines and the instructions of teachers and other staff at all times, and to:

3.1	Be Safe	by not placing their self or others at risk or feel unsafe and reporting anything unsafe to staff.
3.2	Be Respectful	demonstrating a considerate, respectful and polite manner towards staff, parents and peers; respecting the difference between people, their beliefs, ideas and opinions; and their own property and that of the Colleges and others.
3.3	Be Supportive	of the College community; its students, teachers and other staff when on campus, at home and in public.
3.4	Be Responsible	for their behaviour, uniform and equipment.
3.5	Be Conscientious	in class by always doing their best work and permitting others to learn, and at home by completing all homework and assessment tasks and preparing well for all examinations.

Students are also expected to:

3.6 conduct themselves in a lawful and ethical manner; demonstrating honesty and integrity in all interactions with the College community and by the manner in which they undertake their studies and assessment tasks.

3.7 be present and ready for the first activity of every day on all scheduled school days, including camps and carnivals, except when they suffer illness or misadventure, and to arrive ready at the starting time for all scheduled classes;

3.8 maintain a high standard of presentation and wear their uniform properly at all times, as described in the Information Guide, including when travelling to and from school.

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4 ACADEMIC COMMITMENT

Students are expected to support a positive learning environment in their classrooms and demonstrate outstanding commitment to their studies by:

4.1 Respecting the learning environment – demonstrating a high level of respect towards peers, the teacher, their own work and the learning process;

4.2 Demonstrating commitment to learning – working with integrity and honesty at or beyond their current demonstrated standard of work, seeking assistance and feedback from teachers when necessary;

4.3 Completion of work – completing classwork, homework and assessment tasks fully and submitting them by the due date, abiding by guidelines for examination conduct and plagiarism, and completing requirements after any illness or misadventure where it impacts on learning and assessment.

5 DISCRIMINATION, HARASSMENT AND BULLYING

Discrimination, harassment and bullying are prohibited in any form, including verbal or physical threats, intimidation and abuse, whether on or off campus, in person, by proxy, or in written, graphic or electronic form, and whether in a personal or public domain. Students are expected to report such instances to a staff member.

6 PROPERTY

Students must respect their own personal property, maintaining a high standard of presentation in books, stationery and bag. Students must respect the Colleges' property, classrooms and grounds keeping them neat and clean, without litter or graffiti, and by not damaging furniture or equipment and reporting any damage immediately to staff.

7 SAFETY AND PROHIBITED ITEMS

Students must behave in a manner that keeps themselves and others safe. Students must remain within designated areas at all times, including before and after school. Students must not enter a classroom, office, change room, storeroom or out-of-bounds area of the grounds without permission and supervision.

The riding of bicycles, skateboards, scooters, rollerblades or similar devices on campus grounds is prohibited.

Students must not bring the following items on campus for safety and legal reasons:

7.1 items considered weapons, including knives, firearms and their imitations;

7.2 aerosol cans or propellants in other forms;

7.3 pornography and restricted adult content or other sexual, violent or inappropriate material that is inconsistent with the Colleges values, including hardcopy and electronic versions;

7.4 alcohol, cigarettes, e-cigarettes, illicit drugs or any illegal substances;

7.5 animals (including pets), except at the prior approval of a Head of Years.

8 MEDICATIONS

Medication must be submitted to the office prior to the start of the day and may not be consumed without parental approval and instruction. The exception to this applies to secondary students who are permitted to carry and self-administer medication for asthma, diabetes and anaphylaxis only. Students must not share any medication with another student.

9 INFORMATION TECHNOLOGY AND ELECTRONIC DEVICES

Students must only use information technology on campus to support classroom learning. The use of mobile phones, iPods, iPads, laptop and desktop computers and other electronic devices, regardless of ownership, must comply with the 'IT Use – Student Conditions' available on the relevant College website and in student diaries, that states that unacceptable material may not be produced, stored, displayed, broadcast, communicated, shared or distributed on campus. All electronic communications with staff must be through Canvas or the relevant College email. Staff and students must not engage through social media.

10 SPORTING EVENTS

At sporting carnivals, training sessions or other sporting competitions, whether competing, supervising, coaching or spectating students must:

10.1 display positive and encouraging sporting attitudes towards their own team members and the opposition;

10.2 use positive, encouraging language only;

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10.3 wear the correct sports or team uniform when competing;

10.4 compete according to the rules;

10.5 respect and abide by all decisions of teachers and officials without argument or insolence;

10.6 seek clarification on any rulings (if required) only through the captain and in a respectful manner;

10.7 Thank opposing teams and all officials at the end of a match.

11 TRAVEL

Student's behaviour should be consistent with this Code of Conduct, including its uniform requirements, when travelling to and from the relevant College and any activities. In addition students must not engage in behaviours that may provoke or incite others to negative behaviour (eg rude gestures).

When travelling by train, on College bus or other buses, students must:

11.1 wear seatbelts where they are available;

11.2 remain seated where possible and not leave their seat while the bus is moving;

11.3 not engage in any behaviours that may distract the bus driver or other road users;

11.4 not eat or drink any food or beverages at any time (unless specific permission is granted);

11.5 use only permissible electronic devices with personal earphones at a volume that others cannot hear;

Students travelling to and/or from the campus by bicycle must have the legally required safety equipment and abide by all road rules.

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