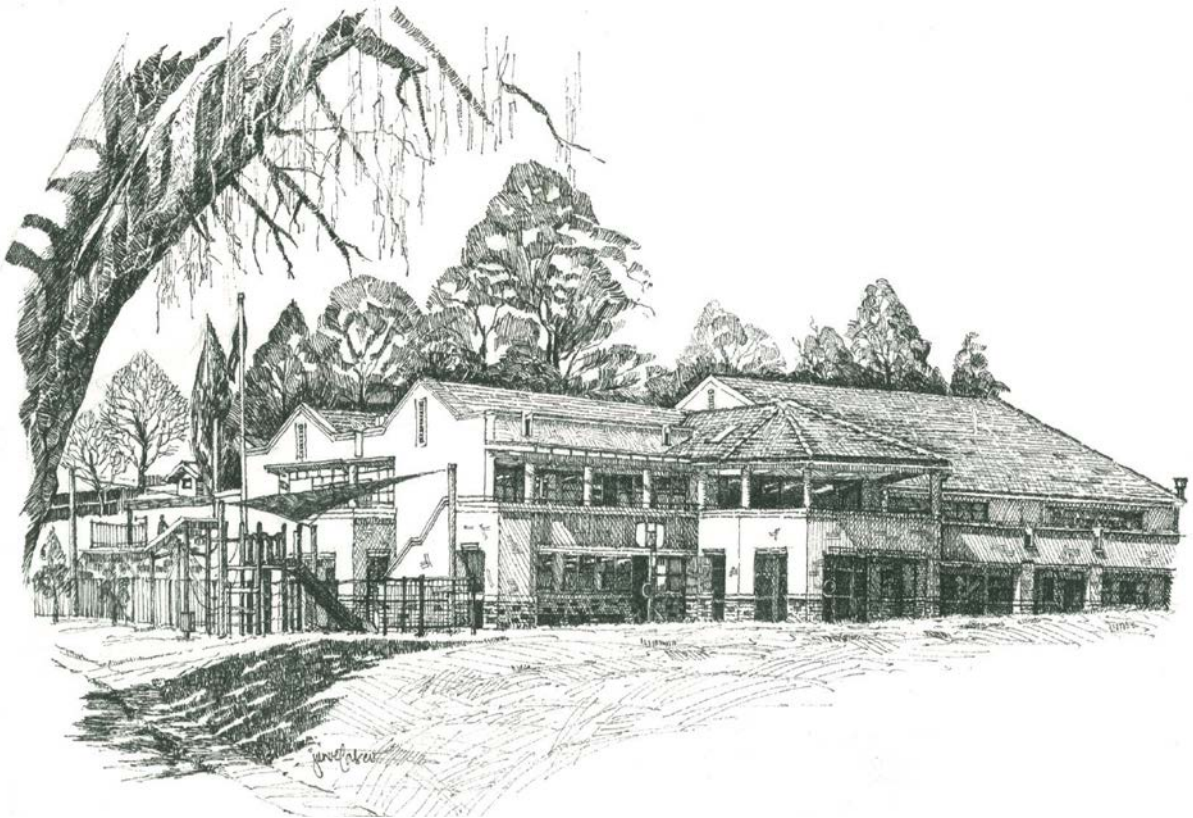




Redfield College



INFORMATION FOR NEW PARENTS

YEAR 2018



Redfield College

**Information for New Parents
2018**



REDFIELD COLLEGE

Information for the Parents of New Students

Term Dates for the 2018 School Year

Term I	Monday	29 January	Friday	13 April
Term II	Monday	30 April	Friday	29 June
Term III	Monday	23 July	Friday	28 September
Term IV	Monday	15 October	Tuesday	11 December

The School Day: **Primary** 8.30am - 3.00pm
 Secondary 8.25am - 3.00pm

Activities Involving Parents

Parent Functions during Term I:

Parents new to Redfield attend the **Orientation Seminar and Information day for New Parents**.

Saturday 3 February Orientation Seminar and Information day for New Parents
Venue: Redfield College.
Commencing at 10.00 am.
Morning tea and lunch for parents are provided.
Child minding available (Ages 3 years and over)

Key Parent Functions:

We ask parents to attend the Key Parent Function (KPF) applicable to your son's class. Key Parent Functions are held in each of Terms 1, 2 and 3, commencing at 7.30pm. The dates are included below. Attendance at either the Primary or Secondary Key Parent Function each term is expected of all parents.

Term I KPF	This will be an opportunity to meet the class teacher and familiarise yourself with daily expectations.	
	Friday 9 February	Primary
	Friday 23 February	Secondary
Term II KPF	Friday 11 May	Primary and Secondary
Term III KPF	Friday 3 August	Primary and Secondary
Term IV Presentation Night	Tuesday 11 December	Primary and Secondary

Father-Son Camps:

Father and Son Camps are an important aspect of the school. Fathers are expected to make the effort to attend these each year from Years 2 to 8. Activities include canoeing, cycling, abseiling and archery.

Fathers and sons spend quality time with each other and it gives fathers an opportunity to socialise and network with other dads. A dad's workshop is held on the Saturday afternoon on an aspect of fatherhood. This helps to provide parenting strategies relevant to the age their son is at.

Tutors and teachers of the College also attend these to spend time with and get to know the fathers.

Attendance at the Father-Son Camp is strongly encouraged.

	Date
Year 2 Father-Son-Camp	16 to 18 March
Year 3 Father-Son-Camp	16 to 18 February
Year 4 Father-Son-Camp	2 to 4 March
Year 5 Father-Son-Camp	26 to 28 October
Year 6 Father-Son-Camp	2 to 4 November
Year 7 Father-Son-Camp	7 to 9 September
Year 8 Father-Son-Camp	14 to 16 September

The Tutorial System:

You will be able to meet the tutor of your son at the **Orientation Seminar and Information day for New Parents on Saturday 3 February 2018**. Early in the term, **The Weekly Red (College Newsletter)** will carry a Parent-Tutor Interview Booking Form. This form is also available on the College website. It is a good idea to arrange your first Parent-Tutor Meeting early in the first term. **Please note that a meeting with your son's tutor each term is expected of all parents.**

Class Parents:

Within the families of each class group, one couple is nominated as class parents for the year. The role of class parents is to coordinate support for families needing assistance (e.g. in case of illness), and to foster friendships and social contact between the families. Feel free to contact the class parents of your son's class if you are looking for advice from a parent with experience about the school's procedures. Contact details for all parents of your son's class are distributed at the start of the school year, and are available from the Class Parents. Your Class Parents will contact you.

School Holiday Camp:

During each holiday break, Glenn Dawson (Head of Sports) run a sport and recreation day camp for five days, typically from Monday to Friday. The Holiday camp is available to Redfield boys ages 5-13. The Camp commences at the early drop off time of 7.30am and concludes at 4.30pm each day.

Camp activities include Canoeing, Kayaking, Archery, Soccer, Touch Football, Cricket, Dodge ball, Gymnastics, Waterslide, Water fights, Obstacle relays, Treasure hunts, Line Tag, Tug-o-War, Capture the Flag, T-ball, Kick Ball, Drama games, Initiative/team work games and much more.

For more information, please contact Glenn Dawson at glenn.dawson@redfield.nsw.edu.au

College Administration

College Calendar:

The 2018 Redfield College calendar, containing a comprehensive list of dates for the year, will be available at the start of Term I. In addition, the weekly newsletter, **The Weekly Red** is published every Wednesday during school terms and is emailed home and available on the College website through the Parent Portal. It contains dates and details of upcoming activities and events.

College Website:

The Weekly Red carries current announcements, which are then posted on our website. Essentially the College website is our noticeboard. **The Weekly Red** is also available online at www.redfield.nsw.edu.au then click on the Parent Tab. The site also contains useful parenting resources and relevant updated documentation.

Communication with the School:

From Primary to Year 10, the College Diary is used for communication with class and subject teachers. Parents and class teachers counter sign the diary weekly. Parents are also welcome to telephone or email teachers. As the tutor of your son has the role within the College of overseeing his development, it is important that the tutor be always informed of any significant issues. For any other queries, please contact the College Office at 9651 4066.

Absences from School:

If your son is absent from the College or late to arrive, an SMS message will be sent to parents. Should your son not be at school by 11.00am or arrived late at some stage before 11.00am, you will receive the following SMS message:

**Your Child < First Name > of < Year Level Name > has been recorded
as LATE / ABSENT today. On his return to school, a parental note
accounting for his absence is required.**

This SMS system relies upon the College having **accurate records of mobile numbers**. Our current details are derived from the PARED Family Information Sheet that parents complete at the beginning of each year. Families new to the PARED schools will receive this sheet at the beginning of the year. Please notify the College immediately of any changes to your contact details on 9651 4066.

Guidelines for requesting leave for students from attending school:

The Department of Education and Training's exemption guidelines states that all requests for absence from school by a student must be made in writing.

Once an Application for Exemption from Attendance at School or the Application for Extended Leave – Vacation/Travel form is received the Minister may grant a Certificate of Exemption or a Certificate of Extended Leave. This power is delegated to the Headmaster who may or may not grant an exemption from school attendance.

If you intend to withdraw your child from attending school for any period of time, please contact the Headmaster's Secretary who will issue you with the appropriate application form. (The forms are also

available on the Parent's Portal under 'Documentation'). Once this is completed and submitted to the College, the Headmaster may choose to allow or deny permission for the leave.

A Certificate for Exemption from Attendance at School or a Certificate of Extended Leave – Vacation/Travel will be sent to you if permission is granted for the leave. When you receive the certificate you can be assured that permission has been granted.

In the instance where the leave request is denied by the Headmaster, you will receive a letter in the mail stating that the permission for leave has not been granted. This does not mean that you cannot continue with your plans, it simply means that the student's absence from school will be marked 'Absent' and will appear in his report as days away from school.

It is important to note that as part of the implementation of the National Standards, holidays taken by students outside of school vacation periods are now automatically included as absences except in extraordinary circumstances. This can cause some consternation as the criteria for the granting of leave is now far more stringent than it has been in the past.

Student Medical & Asthma/Allergy Management Forms:

Student Medical and Asthma/Allergy Management Forms for each child have been forwarded to all new parents. We ask parents to complete and sign these forms and return them to the Redfield College Office as soon as possible.

Privacy Amendment Act (Private Sector) Act 2000–Collection Notice:

The Privacy Act regulates the way private sector organisations, including independent schools, such as Redfield College, can collect, use, keep, secure and disclose personal information. A collection notice has been forwarded to parents which details the various ways in which such information may be disseminated during the course of a student's enrolment at the College. We ask that parents sign and return this notice as a matter of priority. Please note that this form also contains your permission for reproduction of your son's photograph in official school publications and distribution of your contact details to families in your son's class.

Information Enclosures:

Included in the Information Enclosures Pack forwarded to all new Parents are a number of forms which require your immediate attention: Authorisations & Permissions / Data Collection / I.T. Agreement / Privacy Collection Notice / Risk Warning Notice / Medical Form / Asthma & Allergy Alert Form. These forms all need to be **signed and returned to the Enrolments Office** at your earliest convenience.

Food and Lunches:

No canteen facilities are available at Redfield College. Boys should bring a healthy packed lunch to school each day. An occasional fund raising stall sells food at lunchtime with profits going to a nominated charity or to one of the College sports clubs. Details are announced in **The Weekly Red** from time to time.

Booklists:

Our textbook supplier is Campion Education. Each year individual orders are prepared for our students which are then delivered to the College on a designated date. There is also an option to have books home delivered, or collected directly from the Campion Shop in Artarmon.

You should receive from the College the appropriate 2018 booklist for your son, which indicates a due date for submission of the order to the school. Alternatively, orders can be placed online (www.campion.com.au) or by telephone with Campion.

Campion Education
Locked bag 250 Artarmon 1570 (Postal address)
Unit 2/43 Herbert Street Artarmon 2064 (Street address)
Phone: 8905 8691
Fax: 9460 7100
Email: bellbird@campion.com.au

Stationery and Supplies:

Liquid paper, metal rulers and permanent markers are not permitted at school. Students in Year 8 and above require scientific calculators. Boys may purchase appropriate and well-priced calculators from the College Head of Mathematics.

Acceptable use of mobile devices policy

Purpose

This policy outlines the acceptable use of mobile devices by students of Redfield College.

Scope

This policy applies to all students of the College and includes all mobile devices, such as phones, Apple Watches, portable music devices such as Pods and tablets. The policy applies to mobile devices brought to the College and to College activities off-campus, such as sports days, excursions and camps.

Guiding Principles

The College fosters a supportive study environment, where students can disconnect from digital distractions and where personal, face-to-face interaction with peers, teachers and tutors is prioritised.

The College recognises that mobile devices are used by many students for communication, socialising and entertainment. However, mobile devices can also facilitate anti-social, inappropriate, and even illegal behaviour and activities. Working in partnership with parents, the College aims to guide students in the safe and responsible use of mobile devices and technology generally.

Use of mobile devices at school

Year 2 to Year 6

Primary students who wish to bring a mobile device to School require written permission from a parent or guardian.

All Students

All mobile devices brought to school must be clearly marked with the student's name.

Students are required to hand in their mobile devices to their class teacher during roll call each morning, or to the Secretary, should they arrive late. The mobile devices will be kept in a secure location by the College during the day. The class teacher will return the devices to the students at afternoon dismissal.

If any student needs to contact a parent during school hours, he or she should do so via the School Secretary. Parents who need to contact their child during school hours should telephone the School and leave a message with the School Secretary, not via their child's mobile phone.

It is recognised that sometimes it is useful to photograph work done at school, for example, the results of a Science experiment, work samples or work on the whiteboard. In these circumstances, teachers should use their own device to photograph the work for the class and then email it or post it on CANVAS for students.

Consequences for misuse of mobile devices

A student who fails to hand in a mobile device in the morning as required by this policy will have their phone confiscated. The student will take a form home to be signed by his parents and may have the phone returned after a two-day period. If a student fails to hand in a device for a second time, he will receive a detention and the device will be confiscated immediately and returned after a period of five school days.

A student who repeatedly misuses a mobile device will receive a more serious sanction.

Student Lockers – Secondary:

All Secondary Boys will be allocated a student locker in which they will keep all bags, books, equipment and personal items. The College will supply each student with a 4-digit combination padlock which they **MUST** use. The lock and the security of the items enclosed in the locker are the responsibility of each student. In the event of damage to the locker or the padlock, a fee may apply.

Primary Book Club:

Students have the opportunity to purchase books through the Primary Book Club. Order forms and money should be forwarded directly to the College Librarian, Mr Justin Lockley.

Homework

Boys are expected to complete homework every night. In Primary, class teachers outline their expectations at the start of Term 1. Homework diaries require your signature and are countersigned by Year 2-10 class teachers weekly.

Suggested nightly time allocation to homework and study			
Primary		Secondary	
Year 2	15 minutes + 10 minutes reading	Year 7	one and a half hours
Year 3	30 minutes + 15 minutes reading	Year 8	one and a half hours
Year 4	30 minutes + 15 minutes reading	Year 9	two hours
Year 5	40 minutes + 20 minutes reading	Year 10	two and a half hours
Year 6	40 minutes + 20 minutes reading	Years 11 and 12	three hours

Note that boys in Year 8 and above are expected to study nightly in addition to set homework.

Music Tuition

Redfield College provides students with the opportunity to receive music tuition from experienced, professional music tutors. The music tuition program supports all students wishing to learn an instrument.

Music lessons are timetabled during the school day and are offered for the following instruments:

- Clarinet / Flute / Saxophone / Trumpet / Trombone / Guitar / Percussion / Piano / Voice

Students who undertake music tuition are expected to commit themselves to daily practice and are strongly encouraged to prepare for external A.M.E.B. examinations. Instrument hire can be arranged for students if required.

All students in Year 5 are involved in the Year 5 Band program. This program features small group music tuition for the students during Band class times. Students receiving music tuition in Years 6-11 are strongly encouraged to join the Redfield College Concert Band, with the opportunity to audition for the elite Wind Symphony.

Music fees for individual lessons will be invoiced by the respective Music tutors directly to parents for payment each term

Further enquires on Instrument Tuition, the College Band programs and Instrument hire should be directed to Mr. Kurt Davis.

Frank Romeo

Director of Administration
Head of Music
Redfield College
855 Old Northern Road, Dural, N.S.W. 2158
02 9651 0365
0421 852 564
Frank.Romeo@redfield.nsw.edu.au

Kurt Davis

Primary Music
Music Tuition Coordinator
Band Master
Redfield College
855 Old Northern Road, Dural, N.S.W. 2158
02 965 4066
0451 188 762
Kurt.Davis@redfield.nsw.edu.au

Physical Education and Sport

All sporting activities and sports representation are conducted under the authority of the College Sports Master, Mr Glenn Dawson. There are four College Houses: Sirius, Castor, Hydrus and Altair. New students are allocated to a house when they start at Redfield College and remain with that house for the duration of their enrolment.

Sport at Redfield:

All students at Redfield are strongly encouraged to represent Redfield in at least one team sport during the year, unless exempt for medical reasons or reasons made known to and approved by the Sports Master.

Boys have the opportunity to play sports for Redfield's Sporting Clubs, competing in local competitions in Basketball, Cricket, Primary Football (soccer) and Rugby Union. There are representative pathways to NSW and Australian Schoolboy teams for the above and other sports through the associations of IPSHA (Independent Primary School Heads of Australia), ISA (Independent Sporting Association) and CIS (Combined Independent Schools).

IPSHA is the representative pathway for primary boys whilst the secondary boys' representative pathway is through ISA. Primary (U10 – U12) Rugby is played in the IPSHA competition and Secondary boys compete in the ISA competitions in Football, Rugby and Basketball.

Aim of the PDHPE Curriculum:

The Redfield PDHPE Programme seeks to help students to develop knowledge, skills and attitudes conducive to health-enhancing behaviours and appropriate lifestyles along with a growing recognition of the need for students to be active. We aim to promote the physical, mental, emotional and spiritual well-being of all students.

PDHPE (Personal Development Health and Physical Education) classes are integrated into the normal curriculum. Primary classes typically have one double outdoor lesson of sports activity each week and one health lesson in a classroom. Secondary classes have two longer periods each week. **On their designated sports activity day, students in Years 2 - 10 wear their full sports uniform to school.** The Redfield College Sports shirt (red polo shirt) is worn to school. The boys change into their house t-shirts for their PE lesson.

Redfield Sports Uniform:

Available from the College Uniform Shop:

- House T-shirts
- Redfield Polo Shirt with logo **must** be worn with the PE uniform whenever representing the College [no house shirts]
- The Polo Shirt is to be worn to school by Primary Boys, Year 7 to 10 Students on their PE day
- Navy Blue shorts with Redfield logo
- White sport socks
- Sandshoes (white soled/non marking)
- Tracksuit (compulsory for Years 2 - 10) Boys playing representative sport in Years 11 & 12 also require a tracksuit
- Legionnaires cap (**Primary only**) The College has a “**No Hat, No Play**” policy
- The legionnaires' caps should **NOT** be worn when travelling to and from school.

Note: Redfield Speedo Swimming Briefs/Redfield Speedo Swim Shorts are used for swimming classes. **NO** board shorts allowed. These items along with the secondary caps are available from the **Recycled Uniform Shop**

School sports uniform must be worn for timetabled sport and PE Classes. House T-shirts are also a requirement and are only to be worn at school. A cap for secondary is compulsory for all PDHPE classes and the legionnaires cap must be worn by Primary boys throughout the year, during **ALL** outdoor activities.

Redfield College Uniform

The College Uniform Shop:

The College Uniform Shop is the only authorised supplier of new College uniform (except shoes). The shop is located on the lower ground floor of the Primary Building at Redfield College. Mr Jones, the proprietor, can be contacted on Mobile: 0409 301 794.

The shop at the College is opened during the school term on Tuesdays, 8.00am - 10.30am in the morning and again at 1.00pm - 3.30pm in the afternoon and at other times by appointment or as advised. EFTPOS, VISA, MASTERCARD, CHEQUE or CASH accepted.

Redfield College School Bag:

The College School Bag is dark blue with the College Shield. Sports bags and library bags are available at the uniform shop.

Labelling:

All items of clothing, personal belongings and books should be labelled clearly with your son's name.

Summer Uniform	
Primary	Secondary
Short Sleeve White Shirt Suitable for tie - Double stitched front	Short Sleeve White Shirt Suitable for tie - Double stitched front
Navy Blue Shorts with Adjustable Side Tabs	Long Grey Trousers Redfield fabric colour of 'pewter'
Redfield Regular Tie Years 2-6	Redfield Regular Tie Years 7-10 Senior Redfield Tie Years 11 & 12
Navy 'V' Neck Jumper	Navy 'V' Neck Jumper
School Legionnaires Cap	Black or Charcoal Grey Dress Belt

Navy Blue Long Socks (elastic garters optional)	Dark Socks
Laced Black Leather Shoes	Laced Black Leather Shoes
Winter Uniform	
Primary	Secondary
Long Sleeve White Shirt Suitable for tie - Double stitched front	Long Sleeve White Shirt Suitable for tie - Double stitched front
Redfield Grey Shorts Redfield fabric colour of 'pewter'	Long Grey Trousers Redfield fabric colour of 'pewter'
Redfield Regular Tie Years 2-6	Redfield Regular Tie Years 7-10 Senior Redfield Tie Years 11 & 12
Navy 'V' Neck Jumper	Navy 'V' Neck Jumper
Redfield School Blazer	Redfield School Blazer
School Legionnaires Cap	Black or Charcoal Grey Dress Belt
Navy Blue Long Socks (elastic garters optional)	Dark Socks
Laced Black Leather Shoes	Laced Black Leather Shoes

Recycled Clothing Shop:

The parents of the College operate a 'recycled clothing' shop for school uniforms. The shop is open on Tuesdays during the school term between 1.00pm to 3.30pm or later by appointment if required. The recycled clothing shop during the Christmas Vacation will be open **from 10.00am to 3.00pm on Tuesday 23 January 2018**, or by appointment for new families, if required, by calling Kathleen Parker on 0409 160 311.

Personal Presentation & General Appearance:

SHOES – The required black leather school shoes should be polished. Please ensure your son is not wearing boots or black joggers, as they are not part of the school uniform.

HAIR – An integral part of the College's uniform policy is the presentation of a student's hair. Students are to wear their hair in a neat and tidy fashion. Hairstyles and cuts should not bring undue attention to the student and should reflect the high standards the College sets for general appearance.

As a general principle the hair should be clean, off the face and moderate in style. There should not be a sharp contrast between shaved sections and areas of longer growth. It should be natural in colour and not be excessively long. At all times the College reserves the right to determine and enforce these parameters. The College Discipline Master processes all matters relating to hair policy.

ITEMS OF JEWELLERY - Bangles, necklaces, rings, earrings and piercings are outside the uniform dress code, and are NOT permitted.

All senior boys are expected to be clean-shaven.

Transport Arrangements

Private Bus Services:

Timetables, for buses transporting students to Redfield, are available direct from the bus companies:

- **Hills Bus Company** - Phone: 02 9651 1944, Email: www.hills.com.au servicing Pennant Hills, Castle Hill, Dural, Northmead, Parramatta and Seven Hills areas.
- **The Hawkesbury Valley Bus and Coach Service** - Phone: 02 4572 3410
- **Transdev** - Phone: 02 9457 8888.
- **Busways** – Phone: 9497 1800 servicing Blacktown/Riverstone area
- **Veolia Transport (Red Metro Bus)** – Phone: 8700 0555
- **Transport of NSW** (for State Transit buses and State Rail) – Phone: 9891 8988 operates in numerous areas

Travel Passes:

Your child may be eligible for free or subsidized travel on public transport, between home and school, as part of the School Student Transport Scheme. **Applications can only be made online.** To find out more about the scheme, including information for new applicants, visit www.transportnsw.info/school-students.

The journey between the student's home and school must commence and finish only at the points nominated in the application for subsidized travel by the Ministry of Transport. The journey may consist of one or more connected trips. An individual trip must not be broken. The pass cannot be used for any variation to the trip nor can they travel any further than the pass allows. The pass is **not** transferable. If a pass is not presented, the transport operator may refuse travel unless the student pays the required fare. Failure to abide by these guidelines could result in the refusal or withdrawal of subsidised travel. Please refer to the website, www.hillsbus.com.au for more useful information.

Private Bus Services:

Operated by North Sydney Bus Charters

- To/From- Strathfield
- To/From- Tangara
- Dependent on availability of places
- Charges Apply
- Enquiries & Bookings – To the PARED Foundation Office - Phone: 9651 1177

Information for New Parents: Also available on the Web Page, under Enrolments, tab down to '*Information for New Parents*'

Veritas Liberabit Vos

The college motto “Veritas liberabit vos” (John 8:22), “The truth will set you free”, reminds us to search always for the truth and to see sincerity as a necessary foundation stone for building character.



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