



2021 Middle School  
**STUDENT  
INFORMATION**



## MIDDLE SCHOOL YEARS 7 to 9

Arundel Road | Erina Heights NSW 2260 | Australia

### Middle School Administration

<b>Telephone</b>	4365 8418
<b>Facsimile</b>	4365 1860
<b>Email</b>	<a href="mailto:anita.parsons@ccgs.nsw.edu.au">anita.parsons@ccgs.nsw.edu.au</a>
<b>Middle School Office Hours</b>	Monday to Friday 8:00am to 3:30pm

### School Administration

<b>Reception Opening Hours</b>	Monday to Friday 8:00am to 4:30pm
<b>School Hours</b>	8:30am to 3:00pm
<b>School Grounds Supervision</b>	8:00am to 3:30pm
<b>Uniform Shop [Canary Corner]</b>	8:30am to 3:30pm Monday to Friday

### General Enquiries

<b>Telephone</b>	4367 6766
<b>Facsimile</b>	4365 1860
<b>Email</b>	<a href="mailto:info@ccgs.nsw.edu.au">info@ccgs.nsw.edu.au</a>

### Communication

<b>Absences</b>	SMS 0427 016 216
<b>Information</b>	4365 8488
<b>Community website</b>	<a href="https://my.ccgs.nsw.edu.au/">https://my.ccgs.nsw.edu.au/</a>
<b>Public website</b>	<a href="http://www.ccgs.nsw.edu.au">www.ccgs.nsw.edu.au</a>

### 2021 Term Dates

<b>Term 1</b>	10 weeks	Wednesday 27 January to Thursday 1 April
<b>Term 2</b>	9 weeks	Tuesday 27 April to Friday 18 June
<b>Term 3</b>	9 weeks	Tuesday 13 July to Friday 10 September
<b>Term 4</b>	10 weeks	Tuesday 5 October to Wednesday 8 December

# MIDDLE SCHOOL TEAM



**Steven Bennett**  
Head of  
Middle School



**Jacki Lynch**  
Deputy Head of  
Middle School



**Anita Parsons**  
Middle School  
Administration Manager



**Jodi Clements**  
Acacia  
House Coordinator



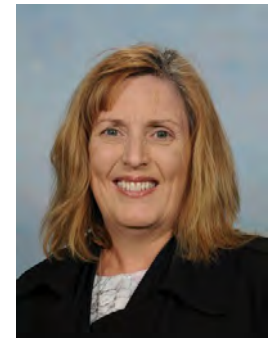
**Keith Mills**  
Banksia  
House Coordinator



**Anne Reed**  
Grevillea  
House Coordinator



**Nathan Stephenson**  
Ironbark  
House Coordinator



**Michele Hockey**  
Nicholii House  
Coordinator



**Jenny Fleetwood**  
Head of Learning  
Support K to 12



**Kylie McIntyre**  
School Psychologist

# CONTENTS

MIDDLE SCHOOL TEAM.....	3
CONTENTS.....	4
AIM AND OBJECTIVES .....	5
2021 KEY EVENTS Middle School Years 7 to 9 .....	6
BEFORE THE FIRST DAY OF MIDDLE SCHOOL.....	7
STUDENTS' FIRST DAY .....	9
ABSENCE.....	12
COMMUNICATION .....	14
ACADEMIC.....	15
COCURRICULAR.....	17
WELLBEING .....	20
SCHOOL VALUES.....	22
COMMUNITY OF RESPECT.....	22
STUDENT FAQ – what to do if ... ..	25
INFORMATION AND COMMUNICATION TECHNOLOGY/NOTEBOOKS.....	26
UNIFORM, DRESS AND APPEARANCE .....	28
COMMUNITY.....	30
INFORMATION A to Z .....	31
BELL TIMES .....	33
SITE MAP .....	33

# AIM AND OBJECTIVES

The primary aim of Central Coast Grammar School (CCGS) is to maintain a school of the highest order striving for excellence in academic work, cultural activities, sport, recreation and outdoor pursuits.

The school's objectives are to:

- follow and promote the Christian ethos
- maintain a co-educational K to 12 school that meets the individual needs of the pupils and draws out from them their best efforts in the varied fields in which their abilities and talents lie
- contain the number of pupils so the school achieves and maintains a strong sense of being a close and caring community
- play a part in the development of the local area and participate in community affairs
- follow the requirements of the New South Wales Standards Education Authority (NESA) in order to provide appropriate courses of study to enable those wishing to proceed to tertiary education to do so
- bring to the child enlightenment of mind and spirit which comes from a knowledge and appreciation of cultural pursuits, amongst which are the fine and performing arts
- maintain a school which is neither academically selective nor socially exclusive
- promote the sound character development of each individual and to insist on discipline in school work, study and general behaviour
- develop and enhance the Information Communication Technology (ICT) skills and understanding of both staff and students
- develop within the school community a sense that CCGS is a part of the wider global community.

Parents are expected to accept the aim and objectives of the school wholeheartedly and to support the school in the task of educating their sons and daughters in an endeavour to build a firm foundation for success in their lives.

# 2021 KEY EVENTS

## Middle School Years 7 to 9

DATE	EVENT	VENUE
<b>2020</b>		
Friday 13 November	2021 Orientation: Getting to Know You Day (new students to Middle School)	Performing Arts Centre (PAC) commencing 9:15am CCGS Hall
<b>2021</b>		
<b>Wednesday 27 January</b>		
<b>2021 Term 1 commences</b>		
Friday 22 January Session 1: 10am to 11am Session 2: 2:30pm to 3:30pm (Students can attend either session)	Notebook handout to: Year 7 - All students Years 8 and 9 - New students	Performing Arts Centre (PAC) Foyer
Wednesday 27 January 8:05am	Years 8 and 9 new student Notebook handout	Library Seminar Room 1
Tuesday 2 February	New Middle School Parents Information Evening	Library Lecture Theatre 7:00 to 8:00pm
Saturday 6 February	Headmaster's Welcome Gathering	PAC - 6:00 to 8:00pm Annual welcome event for whole CCGS community
Tuesday 9 February	Year 7 Immunisation (HPV1 and DTPa)	Hall
Friday 19 February	Year 9 Leadership Day	CCGS
Friday 29 January	Year 7 Team Building Day	CCGS
Tuesday 2 March	Years 7 to 12 Swimming Carnival	Peninsula Leisure Centre, Woy Woy
Monday 8 March	Year 8 Parent/Student/Teacher Conferences	PAC 3:15 to 5:30pm by appointment
Monday 15 March	Year 9 Parent/Student/Teacher Conferences	PAC 6:00 to 8:15pm by appointment
Monday 29 March to Thursday 1 April	Year 7 Camp	Castle Mountain, Wiseman's Ferry
Monday 29 March to Thursday 1 April	Year 8 Camp	Crosslands, Galston
Monday 29 March to Thursday 1 April	Year 9 Camp	Glenworth Valley, Calga
Thursday 1 April	Term 1 concludes	
<b>Tuesday 20 April</b>		
<b>Term 2 commences</b>		
Monday 26 April	Year 7 Parent/Student/Teacher Conferences	PAC 3:30 to 6:00pm by appointment
Thursday 29 April	Years 7 to 12 Cross Country Carnival	CCGS
Tuesday 11 to Friday 14 May	NAPLAN Tests - Years 7 and 9	CCGS
Wednesday 2 June	Middle School Photographs	CCGS
Friday 18 June	Term 2 concludes	
<b>Tuesday 13 July</b>		
<b>Term 3 commences</b>		
Tuesday 20 July	Year 9 2021 Elective Preferences Information Evening	PAC
Tuesday 10 and Wednesday 11 August	Years 7 to 12 Athletics Carnival	Mingara Athletics Centre Tumbi Umbi
Tuesday 24 August	Year 7 Immunisation (HPV2)	Hall
Friday 10 September	Term 3 concludes	
<b>Tuesday 5 October</b>		
<b>Term 4 commences</b>		
Thursday 11 November	Orientation: Getting to Know You Day (new students to Middle School in 2022)	CCGS
Wednesday 8 December	2021 Presentation Night	Performing Arts Centre 5:30 to 8:00pm
Wednesday 8 December	Term 4 concludes	



# BEFORE THE FIRST DAY OF MIDDLE SCHOOL

Our intention is to make your child's transition to high school as smooth as possible and to help them understand their new environment. We have listed information below which you will find helpful in preparing for your child's entry into Middle School at Central Coast Grammar School (CCGS).

## Checklist

- Purchase uniform: see *Uniform* section below
- Purchase books: see *Book List* for requirements for each year group
- Purchase equipment: see *Equipment List* for requirements for each year group
- Become familiar with the travel timetable
- If you're **applying for a new School Opal card** complete this [application form](#).

## Uniform

### [CCGS uniform list](#)

The school uniform helps to develop unity and pride within our community. Enrolment at CCGS is dependent upon parents and students accepting and supporting the school's uniform requirements.

Students new to Middle School will need to purchase school and sports uniforms. Summer uniform is worn in Terms 1 and 4. Winter uniform is worn in Terms 2 and 3. Uniforms (new and preloved) and class equipment can be purchased from our on site Uniform Shop known as Canary Corner.

- **Uniform Shop** - located near the canteen  
Term opening hours: 8:30am to 3:30pm Monday to Friday  
Summer holiday opening dates and hours: 10, 11 and 14 December 2020 8:30am-3:30pm  
From 11 January 2021: Monday to Friday 8:30am-3:30pm  
Enquiries: T: 4365 8424 Lynn Loughman, Uniform Shop Manager
- All items of school uniform and personal items such as textbooks and exercise books should be clearly labelled with the student's name.
- As all students use the same style of CCGS school bag, a luggage label with the student's name should be placed on their school bag.

## Booklists and Equipment

Textbook orders may be returned to the school by the last day of term, Wednesday 9 December 2020 or can be bought online from [Five Senses Education](#).

## Lockers and Security

Each student will be allocated a locker in their year group area. Students must ensure their belongings including their notebook are safely secured in the locker.

## Travel Information

The school Opal card gives eligible students free or discounted travel between home and school using the train, bus, ferry and light rail services you nominate in your application.

You need to make a new application if:

- applying for an Opal card for the first time
- requesting an additional pass as a result of a new shared parental responsibility (joint custody) situation

You will need to update your application if you have a current school opal card:

- and are progressing from Year 6 to Year 7
- if your circumstances change. For example, change of school, home address or school year outside of the usual progression

Visit [Transport NSW](#) for more information.

### How to apply

There are two different application forms. One to:

- apply for a new school Opal card
- update your details. For example, changing schools (other than moving from Years 2 to 3 or Years 6 to 7), your address or your name

1. Choose the one below that applies to you:
  - if you're **applying for a new School Opal card** complete this [application form](#).
  - if **your details have changed** complete this [application to update form](#).
2. Print, sign and date the completed application and return it to CCGS Reception for endorsement.
3. We will send the application to Transport for New South Wales (NSW). Once approved, the School Opal card will be sent to the home address you provided in the application.

**Note:** Parents apply for students aged 15 and under  
Students apply if over 16



# STUDENTS' FIRST DAY

## Wednesday 27 January 2021

- Year 7 and new Year 8 and Year 9 students arrive at school by 8:25am and make their way to the Performing Arts Centre, outside the foyer area.
- Years 8 and 9 students should arrive at school by 8:25am and make their way to the relevant Roll Call room.
- Middle School House Coordinators will escort Year 7 students to their Roll Call class.
- Roll Call teacher will advise new students about various procedures. This includes out of bounds areas, uniform requirements, sickbay, canteen procedure, etc.
- During Roll Call on day one (periods 1 and 2) Middle School students will be issued with their diary, timetable and locker. **All** new students to Middle School will receive a combination lock. Students record their timetable and any other relevant information in their diary. They will also attend School Service.
- Year 7 will participate in transition activities for periods 3, 4 and 5.
- Years 8 and 9 will commence normal classes from period 3.
- Year 7 will participate in a Team Building Day on Friday 29 January 2021.

## Respect

Students, parents and staff are to demonstrate respect to each other and the wider community. See *Community of Respect*, in your child's Middle School diary or page 22 of this document.

Staff should be addressed by their title *Mr, Mrs, Ms, Miss* and name. For example, *Mr Bennett, Mrs Lynch, Mrs Parsons*.

Simple acts of respect such as standing to one side in a doorway, holding a door open, offering to help carry items are acts of courtesy which CCGS expects of students. Respect within the student body involves recognition of boundaries with older and younger students. It also involves the use of appropriate language and greeting students by their first name.

## Middle School Diary

The Middle School diary is designed to assist students with organisation and to record homework and study time. The diary must be with students at all times when at school and must be produced when requested. The diary serves as a communication resource and contains useful information for both students and parents. Parents are encouraged to view the student diary and sign each week. The Middle School diary is a form of contact between parents and staff.

The diary is an official publication of CCGS. It is important the diary be maintained in excellent condition. Defacing the diary is not permitted. For example,

- no pictures are to be stuck into diaries
- no graffiti is to appear in or on diaries
- allowing other students to deface the diary is not acceptable

## Student ID

- Students will be issued with an ID card during Term 1.

## Roll Call and News Feed

Middle School aims to teach students to participate fully in their education and become independent *Next Generation Learners*. Therefore, there is a need for all students to be responsible for gathering necessary information as well as their belongings.

- Important information is relayed to students during Roll Call via *the News Feed*. Students are able to access the News Feed via MyCCGS on their laptop
- Students are required bring a book to read during Roll Call each day
- Notebooks are not to be used during Roll Call

## Canteen / Ordering / Volunteer

In June 2020, the school canteen became an online canteen!

The *Online Canteen* is quick, easy and mobile friendly.

- [Order here](#) through MyCCGS or from the *online canteen* tile on your MyCCGS dashboard.
- Order at any time up to 9am on the day of delivery.
- First add funds to your account – it's easy to top up anytime. (sorry, IOUs are no longer accepted)

If you have any issues or technical difficulties please contact ICT Helpdesk.

Recess is 10:54am to 11:13am: Students may purchase directly from the canteen. Students queue in allocated areas according to their year group.

Lunch is 1:19pm to 1:57pm:

The canteen is operated by Lynn Loughman, Canteen Manager, with assistance from parent volunteers. If you wish to volunteer please contact Lynn on 4365 8424.

## Use of Electronic Equipment / Mobiles

Notebooks and calculators are the only forms of personal electronic equipment to be used at school. Any other electronic equipment such as digital cameras etc are not to be brought to school.

### Protocols for mobile phone use

The School does not accept responsibility for students' personal property brought to the school. Mobile phones that go missing whilst at school will not be replaced by the school.

Mobiles phones are:

- to be turned off when the student arrives at school and remain off until they are dismissed from school or after school activities. Students **are not** to use mobile phones during recess, lunch or any other breaks during the day
- to be kept in the students' locker with an expectation the locker is locked during the day
- never to be used to SMS messages of a bullying and harassing nature to other students or staff
- never to be used to photograph or video other students or staff

In the event a student is found to be using their mobile phone during the day then normal behaviour management procedures will be implemented. The phone will be confiscated and the student will be expected to collect the phone from the Deputy Head of Middle School at the end of the school day.

If parents need to contact their child during the day or a child needs to contact a parent, the Middle School Administration Manager should be contacted. In cases of extreme emergency the school will ask the student to phone the parent.

# ABSENCE

## Absence Notification via SMS

Parents should advise the Middle School Administration Manager, Anita Parsons, by sending an SMS if their child will be late or absent from school.

SMS **0427 016 216** before 9:00am and include the following information:

child's name | year or class | date of absence | reason for absence

If you do not have a mobile phone you are able to telephone the school on 4367 6766 the morning of the absence and send in a note the following day to explain the absence. If your child has been absent and you have not contacted the school via SMS or phone, a note must be sent upon return to the Head of Middle School. Tear off slips are provided at the back of the Middle School diary for this purpose.

## Exeats

Students leaving the school during the day must obtain an exeat from the Middle School office. This exeat can only be issued with good reason and we ask wherever possible a student request for an exeat be accompanied by a letter of support from parents. Where such a letter is not available we reserve the right to contact parents by telephone. Where this is not possible we also reserve the right to refuse to issue an exeat. Students are not permitted to leave the school for any reason without permission.

### Exeats at carnivals

Swimming and athletics carnivals are full school days and any exeat that might be required must be obtained from the relevant administration office prior to the carnival day. Exeats will **not** be issued on carnival days.

## Approved Leave/Exemption from Attendance

Regular attendance at school is essential to assist students to maximise their potential. Schools, in partnership with parents, are responsible for promoting the regular attendance of students.

Applications for exemption from school attendance must be made in writing. An email is not accepted for this type of communication. Request for leave should be submitted to the Head of Middle School, Steven Bennett.

**Application for Exemption from Attendance at School** forms should be downloaded from the school portal. Please select the appropriate form:

- *Application for Exemption from Attendance at School (Vacation/Travel)*
- *Application for Exemption from Attendance at School for Elite Sports (Sports commitments)*
- *Application for Exemption from Attendance for Employment in the Entertainment Industry*
- *Application for Exemption from Enrolment at School*

The appropriate document must be completed and returned to the Middle School Administration Manager a minimum of five working days prior to taking leave.

The Head of Middle School, Steven Bennett will consider all applications. Should leave be:

- approved, an *Approved Leave* letter with a *Certificate of Exemption* will be issued
- declined, a written explanation will be provided

A ***Certificate for Exemption from Attendance at School*** must be produced when requested by police or other authorised attendance officers under *Section 25 of the Education Act 1990*.

## Unexplained Absence and or Late Arrival

Students should be at school no later than 8:25am. If a student is late they must in the first instance report to the Middle School office and complete a *Late Note* in the *Late Book*. Students are required to take the green copy of the *Late Note* for their teacher.

A text message is sent to a nominated parent's mobile when a student has been marked absent without explanation. Parents are required to reply. Students who are late and do not have a note explaining their lateness from their parent/s will have a *Summary of Unexplained Absence or Late Arrival letter* sent home approximately twice per term. To comply with regulations, a written explanation for the absence or late arrival is to be sent with the student to the Middle School office upon their return to school. There are *tear out* notes in the Middle School Diary. Parents are requested to send explanation notes to the Middle School office or a text message as soon as possible.

## Excessive Absences

The *Education Act (1990)* requires parents to ensure that children of compulsory school age attend school each day it is open for instruction.

Where a student is regularly late, absent for three days without explanation or habitually absent from school, then a Middle School House Coordinator or the Deputy Head of Middle School will follow-up. Parents will be contacted wither by phone, email or letter. Where necessary, an *Attendance Improvement Plan* will be implemented

When data on absences indicate a student has been absent or partially absent for 30 days in 100, the Head of Middle School will access the *Mandatory Reporters* section of the *Keep Them Safe* website: [www.keepthemsafe.nsw.gov.au](http://www.keepthemsafe.nsw.gov.au) to determine whether a report is required.

# COMMUNICATION

## Communication via Student Diary

Parents need to review their child's Middle School Diary and sign each week. They are reminded this diary is a means of communication for passing informal messages to teachers, roll call teachers and House Coordinators.

There will always be occasions when parents need to contact the school on an individual basis. The school prefers such contact commence with the student's Middle School House Coordinator or subject specific class teacher. It should be understood staff may be teaching and therefore not immediately available and it will sometimes be necessary to leave a message requesting a return call.

## MyCCGS website

Each member of our school community is issued with a unique username. New parents will be sent this information by email.

For queries regarding your username, please contact: [support@ccgs.nsw.edu.au](mailto:support@ccgs.nsw.edu.au)

## Newsletter

A newsletter link is emailed to parents. Parents should ensure the school is advised of any changes to their email address. Parents are able to download the newsletter from the MyCCGS website.

## Parent/Teacher Appointment

Parents are welcome to make an appointment to see their child's teachers at a convenient time throughout the year. Parents may telephone the school and ask for the teacher or write a note in their child's diary.

## Parent/Student/Teacher Conferences

Parent/student/teacher conferences are organised in 5 minute intervals during Term 1 for Years 8 and 9 and Term 2 for Year 7. If a parent requires extra time with their child's teachers they need to make an appointment with the teacher at a mutually convenient time for both the parent and teacher.

## Informal Parental Concerns

Referral will follow the format below, with personnel listed in priority order so the staff member mentioned first being approached initially. Having raised an informal concern or complaint, parents are encouraged to follow it through, approaching staff in the order shown below until the issue is satisfactorily resolved.

### For academic issues

- Class Teacher/House Coordinator
- Head of Department
- Head of Middle School

### For wellbeing, disciplinary, organisational or administrative issues

- House Coordinator
- Deputy Head of Middle School
- Head of Middle School

# ACADEMIC

## Teaching and Learning

Literacy is at the heart of a student's ability to learn and succeed. All staff members have a commitment to the explicit teaching of literacy across the curriculum. The curriculum design is strengthened by the belief the student is at the centre of all planning and learning experiences and these experiences must be authentic, engaging and challenging.

Students learn in different ways and as a consequence, Middle School teachers ensure they are able to understand, utilise and articulate new teaching methodologies and techniques. Students are exposed to the latest technologies alongside traditional teaching and learning strategies. Notebooks are used extensively as a tool to enhance learning in most subject areas.

## Curriculum

CCGS follows a formal program of study designed to provide a liberal, balanced and general education in a caring environment. Students are encouraged to work to the best of their ability. Effort and excellence are rewarded by recognition throughout the year and end of year prizes. Further information on the Stage 4 (Years 7 and 8) and Stage 5 (Year 9) curriculums can be found in the relevant curriculum books.

## Academic Reports

Parents will receive an academic report twice a year. This is at the end of Semester 1 and 2 (Terms 2 and 4). For more information refer to Section 4: Reporting in 2021 Years 7 and 8 or Year 9 Curriculum Books.

## Personal Learning Profile

Years 7, 8 and 9 parents will receive a notification they are able to download their child's Personal Learning Profile (PLP) towards the end of Terms 1 and 3. These reports provide a snapshot of a student's progress and their approach to learning. Marks are not included. Parents may request a Personal Learning Profile at any time by making contact with their child's House Coordinator. The House Coordinator will contact the child's teachers and organise the required feedback. For more information, refer to Section 4: Reporting in 2021 Years 7 and 8 or Section 5: Reporting in 2021 Year 9 Curriculum Books.



## Learning Support/Extension

Learning Support operates across K to 12 and draws on the expertise of specialist staff who work with teachers to monitor each student's core learning as they journey through school, offering support or extension where needed. We endeavour to create individual pathways for students to ensure their educational experience is challenging and comprehensive.

Some students need more support than others to ultimately achieve their full potential. Others thrive within an enriched curriculum that supports their talents. Through comprehensive tracking processes we are able to focus on individual learning needs.

Our specialist Learning Support Team ensure the highest quality educational experiences within an academically rigorous curriculum. They offer inclusive support and extension within the classroom setting. Learning support is delivered through collaborative teaching with class teachers. The Learning Support Team targets remedial, extension and gifted and talented needs. Staff utilise collaborative planning, team teaching and small group interventions within programs to deliver support in the classroom.

# COCURRICULAR

The academic program in the Middle School is supported by a strong cocurricular program to ensure every student has a well-balanced education. Our school seeks an appropriate balance between social, emotional, intellectual and physical development. This is the hallmark of CCGS.

The cocurricular program is designed to encourage personal development. Activities range across debating, public speaking, music, outdoor education, sport, enrichment programs, after school workshops, clubs and school productions. Houses compete against each other in swimming, athletics, cross country, debating, public speaking and general knowledge. Students are encouraged to be involved in full time summer and winter cocurricular activities.

## Outdoor Education Program

The outdoor education program for Years 7 to 9 focuses on developing group cohesion and fostering individual growth. Socialisation, experience and fun are inherent benefits of our school camps. Students participate in outdoor recreational activities while also exploring various aspects of the syllabus, particularly in personal development, health and physical education, multiculturalism and leadership.

Years 7 to 9 students attend camp during the last week of Term 1, Monday 29 March to Thursday 1 April 2021.

- Year 7 camp – Castle Mountain, Wisemans Ferry: activities include abseiling, aqua park water based activities, archery, bushwalking, bush tucker walk, campfire cooking, campfire at night, canoeing, climbing gym, ecology walk, flying fox, low ropes, mini Olympics, raft building and team building sessions
- Year 8 camp – Crosslands, Galston: activities include abseiling, rock climbing, The Quest, rope course, flying fox, hiking, environmental and Indigenous education
- Year 9 camp – Glenworth Valley, Calga: activities include horse riding, mountain bike riding, laser skirmish, hiking, abseiling and Indigenous education. Cables Wake Park and Aqua Park at Penrith: activities include wakeboarding, inflatable slides, runways and jumping pillows.

## Community Service

Year 9 students are expected to participate in a minimum of 20 hours of school community service over three terms. Community service is defined as an unpaid task that will be of benefit to others within the community both inside and outside the school.

## Sunday Lunches Program

Sunday lunches is a program run by volunteers at Gosford Uniting Church Hall. It has been in operation for over 29 years. A group of mostly retired citizens provide Sunday lunches for those in need. CCGS has had students volunteer in this program for several years. There are approximately 40 people fed (soup and sandwiches) each Sunday. Middle School provides students as volunteers for the Sunday Lunches Program between 11:30am and 1:30pm. Year 9 students generally use this time towards either their compulsory community service and/or their Duke of Edinburgh Award. It is envisaged up to four students will take part in this community service program each Sunday for approximately two to three hours. Should other students from Central Coast Grammar School be interested in this program they are welcome. Students need to write their name on the roster at the Middle School office and receive a letter of confirmation.

## Debating / Public Speaking

Middle School students can develop their skills through external competitions such as Heads of Independent Coeducational Schools (HICES) and the Josie Mitchell and University of Newcastle Debating competitions. Likewise, a range of public speaking competitions and Tournament of Minds allow students to challenge themselves further in both independent and collaborative platforms. Skills can be developed through participation in House competitions and after school workshops.

## Duke of Edinburgh Award

Students who are 14 years or older can undertake the Bronze level of the [Duke of Edinburgh Award](#). The purpose of the scheme is to give young people the opportunity to test themselves against a set of criteria at three levels, Bronze, Silver and Gold and in four different areas: Skills, Adventurous Journey, Physical Activity and Service that are achievable but challenging. In Senior College, students can continue with the scheme and complete the requirements for silver and gold awards.

## Music

A wide range of cocurricular ensembles provide students with broad musical experience. Ensembles perform at a variety of functions, including school assemblies and services, concerts, Spring Fair and Presentation Night, in addition to participating in festivals, eisteddfods and competitions.

Students can receive private music tuition in a range of instruments [see the Private Music Tuition Application Form for details]. Middle School students are encouraged to join the Middle School Concert Band, Middle School Guitar Ensemble, Senior String Ensemble, Senior Choir, Man Choir, Performance Choir, Senior Orchestra, Stage Band or Senior Guitar Ensemble.

## Sport

School sport plays a vital role in our school's aim of providing a well-balanced education. Registration information is outlined in the newsletter and relayed to students during roll call. Students will receive further information on sports choices in the first week of Term 1.

We offer students a range of sports including: athletics, basketball, cricket, cross country, equestrian, football, hockey, netball, rugby union, softball, snow sports, triathlon, swimming and tennis.

- Term 1: Registration and preseason training for Independent Sporting Association (ISA) Winter sports: netball, hockey, football, rugby, tennis
- Term 2: Winter sports season commences
- Term 3: Winter sport concludes. Registration and preseason training for ISA Summer sport: basketball, cricket, softball
- Term 4: ISA Summer Sport commences

ISA provides opportunities for interschool sport and includes weekend sport as well as annual Athletics, Cross Country and Swimming carnivals. Students may gain selection to represent ISA in competitions against students from other associations of both state and independent schools. ISA member schools include: Blue Mountains Grammar School; Chevalier College; Oxley College; SCECGS Redlands; St Andrew's Cathedral School; St Patrick's College; St Paul's Grammar School; St Pius X College; St Spyridon College; St Stanislaus College. Associate Schools are: All Saints College Bathurst; Barker College; Kinross Wolaroi School; Oakhill College and The Scots School.

HICES links CCGS with other coeducational schools in athletics, cross country and swimming carnivals, gifted and talented programs, debating and public speaking and an annual music festival. HICES member schools include: All Saints' College; Arndell Anglican College; Bankstown Grammar School; Blue Mountains Grammar School; Broughton Anglican College; Chevalier College; Hunter Valley Grammar

School; International Grammar School; Kinross Wolaroi School; Macarthur Anglican School; Masada College; Moriah College; Newcastle Grammar School; Northholm Grammar School; Oxley College; Penrith Anglican College; Radford College; SCECGS Redlands; Shoalhaven Anglican School; St. Luke's Grammar School; St. Paul's Grammar School; St. Spyridon College; The Emanuel School; The McDonald College; The Hills Grammar School; The Illawarra Grammar School; The Pittwater House Schools; The Scots School and William Clarke College.

## International Program

Year 9 students have an opportunity to apply for exchange whilst in Year 10. Exchange places are limited. Students intending to apply for exchange in Year 9 need to ensure they are familiar with the school's expectations and standards during their Middle School years. Students who have exemplary student records during their time in Middle School have a greater likelihood of being selected for the exchange program.

The exchange panel give particular attention to the following:

- Academic Performance and work ethic
- Adherence to ICT policy
- Attendance
- Behaviour
- Broad cocurricular involvement at CCGS
- Exchange Application submission
- General compliance
- Homework and assessment
- Independence and organisation skills
- Initiative
- Peer relationships
- Performance in the exchange interview
- Punctuality to class and school
- Respect to self, others and school
- Uniform, dress and appearance

Lifelong friendships are made during the exchange period and students often report exchange is a life changing experience. Our students develop a whole range of new skills and knowledge, confidence, maturity, leadership skills and the ability to deal with challenges and new situations. Students have an opportunity to go on exchange to:

- Canada
- China
- Germany
- Ireland (boys only)
- Japan
- USA
- Wales

# WELLBEING

CCGS operates as a K to 12 school with continuity of support for wellbeing across the school whilst at the same time having the structures, philosophy and practice to effectively support age appropriate practices.

Our unique House System includes the total personal wellbeing of a student. It is one of the fundamental principles adopted by our school since foundation. The House System encompasses many facets of school life and provides students with a sense of belonging and identity.

The most significant dimension to the House System is the emphasis placed on providing appropriate and timely pastoral care which relates to the total personal wellbeing of a student. Class teachers, House Family Tutors, and House Coordinators monitor student development, both academic and behavioural and do everything possible to help ensure problems and difficulties are managed successfully.

## Dealing with Problems

Students are encouraged to get to know their House Family Tutor and their House Coordinator and to talk to them if they have a problem. Students of all ages experience problems that vary in complexity. Most problems can be turned into learning experiences which promote healthy self-esteem, resilience and the confidence to face problems sensibly.

As another level of support, we have the services of two on site clinical psychologists. Perhaps most importantly of all, CCGS recognises the vital role a supportive family plays in the wellbeing of each student. We encourage participation by parents, grandparents and friends in our school community.

## House System



There are five Houses: Acacia, Banksia, Grevillea, Ironbark and Nicholii. Each student is allocated to both a House and a House Family. Students keep the same House Family throughout their school years. Each House is led by a Senior House Coordinator who has responsibility for the overall development of each child in the House as he/she moves through the school.

Each student is encouraged to participate enthusiastically and to make the most of every opportunity provided. Past students frequently recall with satisfaction and pride their achievements in the House, their House Family times and the care and support they received during their school years.

## House Coordinators

Each student is assigned a House Coordinator who over time develops a deep knowledge of the student's learning style and wellbeing needs. The House Coordinator is an advocate for every student in their House. They guide students through Middle School and are ready to respond to student needs in their care. They act as advisors and mentors and aim to ensure growth in academic success and personal growth during the student's time in Middle School.

Middle School House Coordinators are the most important link for parents and students. They know their students soundly and communicate with parents frequently and openly to support each child's wellbeing and academic development.

## House Families

House Family groups consist of approximately 25 students ranging from Kindergarten to Year 12 that meet once a week and get to know one another through House activities. These groups work like families, with older students taking a personal interest in the wellbeing of the younger members. A House Family Tutor oversees each family group, monitors development and provides pastoral care for each student as they progress through school. The House Family Tutor is another member of staff who students can approach if they are having problems or simply wish to share something that is happening in their lives. Should a student issue arise, the House Family Tutor may work in close association with the student's class teachers, other staff and parents.

## House Meetings

House Meetings occur each week. House Family times provide an opportunity for older students to develop leadership skills and to take an interest in the younger students within their House Family.

## House Competition

The House system also incorporates an ongoing series of competitions including swimming, athletics, cross country, debating, public speaking and general knowledge. Students are encouraged to participate to the best of their ability. In some of the competitions, participation points are awarded and these points can mean the difference as to which House wins the competition. Positive recognition is provided in the form of House points, ribbons, certificates and House Colours. House Celebration Day occurs at the end of Term 4 and provides an opportunity for each House to celebrate its achievements throughout the year.

## Personal Achievement Record

House Family Tutors keep records of the involvement and attainments of each student and prepare a comment for the end of year school report which records each student's contribution to House activities and aspects of personal development. Students keep an ongoing record of their achievements in the student diary. House Family Tutors refer to these records when writing the house comment. The Middle School Executive also refers to these when determining the recipients for the Headmaster's Gold Award.

# SCHOOL VALUES

## What does our school believe in?

This is a community of respect: self-respect, respect for others and respect for the school. This is reflected in our core values:

- The Care of Others
- Generosity and Selflessness
- Personal Integrity
- Love and Loyalty
- Respect and Forgiveness
- Responsibility and Self discipline
- Compassion and Friendship
- Courage and Perseverance
- Truthfulness and Honesty

## COMMUNITY OF RESPECT

The most essential standard of behaviour is all members of the community treat one another with kindness, honour and respect in all situations. In everything we do, we will:

### Demonstrate self-respect by:

- striving to reach our potential in all areas, including academic, cocurricular activities, and citizenship
- taking pride in our behaviour and appearance
- focusing on our health and safety

### Respect others by:

- helping to create an environment of encouragement and support within our school community
- listening with consideration to the opinions and ideas of others in the community even when they are different from our own
- respecting the privacy and property of others in the community

### Respect the School by:

- adhering to the rules of the school at all times
- maintaining the grounds/facilities by cleaning up after ourselves and others when necessary
- being a positive, honourable representative for the school in all endeavours and at all times

All students are required to respect the traditions and ethos of the school. A student's ongoing enrolment at the school may be placed at risk for serious breaches of student responsibilities. Examples of serious issues include all forms of bullying, use of alcohol or illegal drugs, smoking and theft. The school reserves the right to search bags and lockers for forbidden items.



## Rights and Responsibilities of Students

Rights	Responsibilities
To be treated with dignity and respect	<ul style="list-style-type: none"> <li>▪ Treat staff, students and visitors with consideration and respect</li> <li>▪ Respect the rights of others in order to work free of distractions</li> <li>▪ Move around the School in an appropriate manner</li> <li>▪ Display behaviours which, at the School and in public, bring credit to oneself and the School</li> <li>▪ Wear the School uniform correctly and with pride</li> </ul>
To feel secure in an environment free from negative actions from others and from harmful substances and objects	<ul style="list-style-type: none"> <li>▪ Not to bring to school substances which are harmful to health and items which have the potential to cause injury</li> <li>▪ Not to hurt or cause harm to others</li> <li>▪ Contribute your best efforts</li> <li>▪ Help keep classrooms tidy</li> <li>▪ Respect school grounds and property</li> </ul>
To study, work and pursue activities in pleasant, well-kept surroundings	<ul style="list-style-type: none"> <li>▪ Eat and drink outside classroom blocks, the library building etc.</li> <li>▪ Remain within school bounds</li> <li>▪ Dispose of litter in the bins provided</li> <li>▪ Not bring chewing gum to school</li> </ul>
To have belongings treated with care	<ul style="list-style-type: none"> <li>▪ Respect the belongings of others</li> <li>▪ Understand that notebooks and calculators are the only forms of personal electronic equipment to be used at school and mobile phones are to be switched off</li> </ul>
To be communicated with clearly, politely and respectfully	<ul style="list-style-type: none"> <li>▪ Communicate with others clearly, politely and respectfully</li> </ul>
To have viewpoints and contributions respected	<ul style="list-style-type: none"> <li>▪ Treat the viewpoints of others with respect</li> <li>▪ Respect the ethos of Central Coast Grammar School</li> </ul>

## Alcohol, Illegal Drugs, Smoking

Alcohol is forbidden at the school. Any student who is found on the school property or at school functions with alcohol in his or her possession or who is obviously under the influence of alcohol may be suspended forthwith pending further action. A second offence will almost certainly entail the review of the student's enrolment and may result in exclusion from the School.

Any involvement with illegal drugs may render a student liable to suspension or exclusion from the school. Such involvement may include buying, selling, possessing, using, acting as a go between in the supply of, or being under the influence of drugs, as well as attempting or agreeing to do any of the above, whilst at school or on the way to and from school or at school functions and excursions.

Smoking is forbidden at the school, on the way to and from school, at school functions and excursions. Offences may result in suspension (internal or external).

## Bullying

Bullying by any member of our school community is unacceptable at Central Coast Grammar School.

### What is bullying?

- Bullying is any kind of behaviour used repeatedly with the intention of causing embarrassment, pain, discomfort or unhappiness to another person.
- Bullying can take many forms: physical, verbal, gesture, extortion or exclusion.
- It can be unintentional or planned.
- It may involve an individual or a group.
- Cyberbullying refers to harassment using electronic means such as mobile phone, cameras of any type, internet sites such as Facebook and YouTube, email etc.

### Avoid the following behaviours:

- Physical violence, teasing, belittling, gossiping, spreading rumours, excluding others from a group, forcing others to act against their will, making suggestive comments or other forms of sexual abuse, making discriminatory or degrading comments about another's appearance, race, culture, religious or social background, writing offensive notes or graffiti about others.
- Using electronic means (e.g. mobile phones, cameras, internet) to isolate, threaten, harass or intimidate any member of the school community.

### What should I do if I am being bullied?

If someone is making you feel unsafe by threatening you, taking your belongings or hurting you either physically or with words it is important to seek help from a teacher, parent or trusted friend. In all cases, the relevant Middle School House Coordinator should be notified so appropriate action may be taken.

### What should I do if I am witness to bullying?

- Speak up. Ask the bully to stop, tell the bully you do not approve of what they are doing.
- Create a distraction.
- Report the incident to a teacher. This is particularly important where someone may be in danger of being harmed. Staff have been briefed about procedures to follow should an incident of bullying be reported.

### Consequences of bullying

In line with the school's Rights and Responsibilities, all cases of bullying, including cyberbullying will be regarded as an offence against the school community whether you are directly or indirectly involved. All cases brought to the school's attention will be fully investigated and appropriate disciplinary action taken. Offenders who have been officially identified by the School will almost certainly have their enrolment reviewed.

Cyberbullying is very serious and can be considered a criminal offence which may result in action being taken by the police. Anyone aware of cyberbullying taking place should inform a teacher immediately.

# STUDENT FAQ – what to do if ...

## ... you have an outside appointment

It is anticipated all dental and medical appointments occur outside school hours. If this is not possible then on the day of the appointment, bring a note, including a reason, signed by your parent or guardian advising the school of the date and time of your appointment. Hand the note in to the Middle School office. If your request for an *exeat* is approved, collect it from the Middle School office before you leave for your appointment.

## ... you cannot participate in Sport or a practical Physical Education lesson

Bring a signed note to school from your parent or guardian explaining why you are unable to participate. Show the note to the teacher at the beginning of the lesson.

## ... you are waiting for a Class Teacher to arrive

If a teacher does not arrive after five minutes, a class representative should inform the Middle School office.

## ... you are witness to an accident in the playground

Inform the teacher on playground duty. If you cannot find the teacher quickly, report the incident to sick bay, located in the Chambers Administration Building.

## ... you have forgotten to bring your lunch

If you have no money to buy lunch you are able to use your student card to purchase lunch. The cost will be debited to your account. If you do not have a Student ID card please go to the Middle School office.

## ... you become ill or injured

If you are feeling ill during class, tell the teacher. If you have a minor injury during recess or lunch, report to the teacher on playground duty then go to sick bay.

## ... you have a problem

Discuss the problem with your House Family Tutor, House Coordinator or roll call teacher. They will advise you on how to deal with the situation. If necessary, the matter will be investigated and action taken to resolve it.

## ... any of your personal belongings are confiscated

They will be named and kept secure for your collection at the end of term from the Middle School office.

## ... you miss your bus or your transport home does not arrive

Advise the teacher on duty and proceed to the Middle School office where you will receive help to contact your parents or guardian.

## ... you have lost your diary or notebook

Report the loss immediately to the Middle School office.

# INFORMATION AND COMMUNICATION TECHNOLOGY/NOTEBOOKS

Usage of Information and Communication Technology (ICT) resources at Central Coast Grammar School is a privilege, not a right. It is an expectation technology-based equipment is used in a responsible, educational manner. All staff reserve the right to restrict the use of technology resources if students are deemed to be making inappropriate use of the technology.

Only computer equipment that complies with the ICT Department criteria may be used on the CCGS Network. Contact the ICT Helpdesk if unsure. It is located near the Uniform Shop. Report all malfunctions promptly to the ICT Helpdesk.

## Notebooks

School provided notebooks are compulsory in the Middle School. Many prescribed texts are loaded onto Notebooks. Students are expected to take their Notebooks to all classes even though there may be times when they are not used.

### Security and Care of Notebooks

#### The Notebook:

- must be placed in the Notebook bag and then inside the school bag so it is not visible to outsiders when travelling to and from school
- must be secured in a locker or a locked classroom when not required or when unsupervised by a teacher at school. If stolen, when in an unsupervised or unsecured locker it will not be covered by insurance
- must not be left visible in a car
- is **not** to be used in the playground
- must be transported in the school provided protective Notebook bag whether at home, at school or to and from school
- must not be carried whilst the screen is open and turned on
- adaptor and Notebook bag are to be clearly labelled with name and class. Always use a secure plastic tag for easy identification
- is not to have stickers other than the name tag
- is expected to be charged fully when students attend school

## Technology Resources

Technology based equipment is to be used in a responsible manner. All staff reserve the right to restrict the use of technology resources if students are deemed to be making inappropriate use of the technology.

### Students should

- keep login confidential
- refrain from intentionally wasting limited resources
- report any equipment fault or suspected virus activity
- make regular backups of saved data

### Students should never

- use an account owned by another user
- hotspot (connect to a mobile phone using wifi)
- **do not share usernames or passwords with anyone.** If the user password becomes compromised because someone other than the child's parents becomes aware of it then please visit the ICT Helpdesk to get it changed
- This interferes with the School wifi network
- have food and drink near computer equipment
- tamper either physically or electronically with either hardware or software settings on network systems
- plagiarise from electronic media
- break copyright, including the use of file sharing software such as uTorrent, Kazza, Imesh, Limewire or any other peer to peer (P2P) technology
- store inappropriate or copyright protected data on your Notebook unless you own the software

## Internet Services

Unacceptable usage of the internet services provided by the School includes, but is not limited to:

- searching for, retrieving, displaying, printing or transferring inappropriate or unacceptable material (pornography, violence, illegal activities, etc)
- engaging in any illegal activity, including violation of copyright or other contracts
- playing non curriculum-based computer games at any time and/or visit chat rooms or sites that are of a non-educational nature
- using vulgar, offensive or inappropriate language
- harassing or personally attacking another person

# UNIFORM, DRESS AND APPEARANCE

## School Blazer

- School blazers must be worn whenever the students are outside school grounds, at Middle School Assemblies, School Services and when travelling to or from school during Terms 2 and 3
- During Terms 1 and 4 the wearing of blazers will be optional except on school excursions when they are compulsory
- In cold weather, no jumpers are to be worn outside school grounds without the school blazer over the top
- Jumpers may be worn inside school grounds without the blazer
- Students are required to wear full school dress uniform, including the school blazer, when attending formal school functions, and/or representing the school at official functions

## Hats

- Dress hats must be worn to and from school or whenever students are outside the school grounds
- Sun hats are compulsory for recess and lunch breaks, House Family and all lessons conducted outside
- Hats must be in a good state of repair

## School Bags

- Students are expected to have the approved school bag and school sports bag sold from the uniform shop. No other bag is to be used by students

## Shoes

- Dress shoes must be: black hard leather, traditional in style, polished and in good condition, fully enclosed, lace up, have a stout sole, heels no greater than 4cm in height and no coloured stitching or logos
- If shoes can be slipped on or off without untying the laces, they are not acceptable
- Sports shoes must be a cross trainer, lace up style of shoe (not boot) and have a white sole (skate shoes and street wear are not permitted)
- Sports shoes are not to be worn with the school dress uniform unless approval has been granted by the Head of Middle School

## Hair

### Boys:

- hair must be clean, well-groomed and cut in a conventional style
- hair is to be above the collar line at the back, above the top of the ear on the sides and above the eyebrows in the front when not swept to the side
- haircuts less than a *No. 4* are not permitted
- spikes, mohawks or unusual styles, e.g. untidy/unkempt ruffled look, are not acceptable
- no facial hair or sideburns longer than the ear lobe

### Girls:

- hair which is touching the shoulder or longer must be tied back. Any elastics, ribbons or clips are to be bottle green or black. No costume clips, ribbons or ties are permissible
- hair must be your own natural colour. It must not be two toned. Students who come to school with an unconventional or unacceptable style or colouring may be required to have it corrected immediately

## Jewellery

- Jewellery, is not to be worn. The exception is for girls who may wear a matching pair of plain silver/gold non-jewelled sleepers or studs; one in each ear lobe if ears are pierced. Additional piercings are NOT permitted
- Necklaces, chains, bracelets, anklets and wrist bands are not to be worn to school, whether or not they can be seen
- Costume jewellery is not permitted
- Watches and medical alert bracelets may be worn
- Body piercing or body art is not permitted (excluding pierced ears as stated above)
- Jewellery which is worn to school will be confiscated and will be available for collection at the end of the term

## Other Requirements

- Clear nail varnish may be worn but coloured varnish is not permissible. Other than this, no makeup is permitted
- For safety and health reasons, aerosols are not permitted at school
- The sports jacket and the green fleece may only be worn with the sports uniform in Middle School. They are not to be worn with the formal school uniform at any time
- Middle School boys are permitted to wear the collared polo shirt during Terms 1 and 4 as an alternative to the white collared shirt and tie
- The polo shirt must be tucked in and is not to be worn with a jumper or blazer. In the event of cooler weather, boys are to wear the white shirt and tie
- When representing the School, students are to wear their formal dress uniform
- Girls' uniforms are to be worn no shorter than knee length
- Skirts are not to be modified in any way i.e. side splits, tapering outside seams and/or pleats
- Skirts are not to be rolled or folded at the waist
- Boys' trousers are to be worn mid-rise. Low rise is not acceptable

## Failure to Comply

- In a situation which the Head of Middle School deems to be a breach of policy the student will be required to rectify the situation prior to going to class. In some instances, this may require the student not attending school until the situation is resolved
- Minor infringements will result in disciplinary action being taken
- Refusal to comply with the uniform standards within our school may result in an Executive Disciplinary Meeting with the Head and Deputy Head of Middle School

The Head of Middle School has the final decision regarding any interpretation of this policy.



# COMMUNITY

Central Coast Grammar School is an inclusive school. We know the vital role parents and the community play in educating children. When your child joins CCGS your family becomes part of a caring and diverse school community.

The Parents and Friends (P&F) work directly for the benefit of our school. Their role is to:

- develop and enhance friendship between new and existing parents
- secure additional amenities and resources for our students to enjoy
- help students achieve their full potential

The P&F and the Father's Group help build a strong sense of belonging and connection with students and their families. In fact, they embody one of the most important values of the CCGS community. All members and visitors are welcome to attend P&F meetings.

Our Parent Representatives Scheme is a key link that networks our parent body. Dedicated parents work together to welcome and introduce new families into our community. Events organised by parent representatives from each grade include morning teas, lunches and dinners. There are family activities which provide the opportunity for parents and students to meet informally and develop new networks within a community of families with shared values and aspirations.

# INFORMATION A to Z

## Acknowledgments

Parents are encouraged to write to the Head of Middle School should they believe it may benefit their child to be acknowledged for personal achievement at a Middle School Assembly and/or in the school newsletter. This may be for a performance at an eisteddfod, selection in a sport team or participation in a tournament.

## After School Classes

Students in Years 7 to 12 are able to attend **After School Classes** between 3:15 pm and 4:30 pm. They need only turn up with work or questions they feel may benefit from additional support. Students are welcome to turn up unannounced. There is no cost. In 2020, the days for each subject are indicated below.

Day	Subject	Venue
Tuesday	Science L1	English B6
Wednesday	Mathematics E3	Science L1
Thursday	English B6	Mathematics E3

## Allocated Areas / Bounds

Middle School students are expected to remain in their allocated areas except when making their way to the school oval, canteen, library or Middle School office:

Year 7: C and D Blocks | Year 8: A Block | Year 9: B Block

Middle School students are permitted on the oval each lunch time.

## Assembly

Middle School Assembly is on Wednesday Week A from 8:48am to 9:51am. Parents are most welcome to attend and should check their child's diary for assembly dates.

## Bells

A combination of music and bells are used to indicate the start and end of periods, recess and lunch.

One continuous bell means emergency. In such an event, all students, staff and visitors are to move to the oval.

## Change of details

Notify Reception, in writing of any changes to address, telephone numbers and emergency contacts.

E: [community@ccgs.nsw.edu.au](mailto:community@ccgs.nsw.edu.au)

## Games

Ball games are only permitted on the oval, except handball which can be played in the various Middle School areas (A, B, C, and D Blocks).

### Learning Support

Students can receive extra assistance with their learning. Students or parents can apply for Learning Support by the Head of Learning Support. Students may also be referred to the Learning Support Team by their class teachers for extension work.

### Litter

All food scraps and general rubbish should be placed in bins provided. If any rubbish is located near a student it is expected he or she will place it in the closest rubbish or recycle bins.

### Lost Property

Lost property is to be collected daily at recess from outside the office of the Headmaster's Personal Assistant, located in the Chambers Administration Building. Please ensure clothing and personal items are clearly labelled with the student's full name.

### Out of Class

Students are expected to carry their diary with them when out of class. Each student must have the Out of Class permission log completed by the class teacher when out of class.

### Sports Equipment

Sports equipment can be borrowed from the Middle School office each lunch time. Rubber balls are available before school, recess and lunch time.

# PERIOD TIMES

## Week A

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
8:30	Warning Bell	8:30	Warning Bell	8:30	Warning Bell	8:30	Warning Bell	8:30	Warning Bell
8:35	Roll Call	8:35	Roll Call	8:35	Roll Call	8:35	Roll Call	8:35	Roll Call
8:48	Period 1	8:48	Period 1	8:48	Middle School Assembly	8:48	Period 1	8:48	Period 1
9:51	Period 2	9:51	Period 2	9:51	Period 2	9:51	Period 2	9:51	Period 2
10:54	Recess	10:54	Recess	10:54	Recess	10:54	Recess	10:54	Recess
11:13	Period 3	11:13	Period 3	11:13	Period 3	11:13	Period 3	11:13	Period 3
12:16	Period 4	12:16	Period 4	12:16	Period 4	12:16	House Families	12:16	Period 4
						12:48	Service		
1:19	Lunch	1:19	Lunch	1:19	Lunch	1:19	Lunch	1:19	Lunch
1:52	Warning Bell	1:52	Warning Bell	1:52	Warning Bell	1:52	Warning Bell	1:52	Warning Bell
1:57	Period 5	1:57	Period 5	1:57	Period 5	1:57	Period 5	1:57	Period 5
3:00		3:00		3:00		3:00		3:00	

## Week B

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
8:30	Warning Bell	8:30	Warning Bell	8:30	Warning Bell	8:30	Warning Bell	8:30	Warning Bell
8:35	Roll Call	8:35	Roll Call	8:35	Roll Call	8:35	Roll Call	8:35	Roll Call
8:48	Period 1	8:48	Period 1	8:48	Period 1	8:48	Period 1	8:48	Period 1
9:51	Period 2	9:51	Period 2	9:51	Period 2	9:51	Period 2	9:51	Period 2
10:54	Recess	10:54	Recess	10:54	Recess	10:54	Recess	10:54	Recess
11:13	Period 3	11:13	Period 3	11:13	Period 3	11:13	Period 3	11:13	Period 3
12:16	Period 4	12:16	Period 4	12:16	Period 4	12:16	House Families	12:16	Period 4
						12:48	Service		
1:19	Lunch	1:19	Lunch	1:19	Lunch	1:19	Lunch	1:19	Lunch
1:52	Warning Bell	1:52	Warning Bell	1:52	Warning Bell	1:52	Warning Bell	1:52	Warning Bell
1:57	Period 5	1:57	Period 5	1:57	Period 5	1:57	Period 5	1:57	Period 5
3:00		3:00		3:00		3:00		3:00	

## SITE MAP

Arundel Road, Erina Heights NSW 2260, Australia

T: +61 2 4367 6766 F: +61 2 4365 1860

W: [www.ccgsg.nsw.edu.au](http://www.ccgsg.nsw.edu.au) E: [enrol@ccgsg.nsw.edu.au](mailto:enrol@ccgsg.nsw.edu.au)



A A Block	AD Administration & Reception	M Sports Centre and Gym (RLC)	S Senior College Administration and CCGS Hall
B B Block	I I Block Kindergarten, Y1 and Y2 classrooms	N Uniform Shop, Clothing Pool, Canteen and Lighthouse Outside School Hours Care	T Visual Arts & Technology (ARTEC)
C C Block	J J Block Y3, Y4 and Y5 classrooms	O ICT Department	U Year 12 Centre
D D Block	K K Block Y3 and Y4 classrooms	P Performing Arts Centre (PAC)	V Maintenance Shed and deliveries
E E Block	L Science Centre and Laboratories	R Library and Lecture Theatre	▶ Best entry for RLC, hockey, cricket and rugby ovals
F F Block Kindergarten			▶ Best parking for Administration and Reception
G Y6/Y7 classrooms			
H Y7 classrooms			

K - 12 | Co-Educational | Independent | Nondenominational

**Erina Heights** 4367 6766

[www.ccgsg.nsw.edu.au](http://www.ccgsg.nsw.edu.au)