

Primary Handbook 2024



Reimagine Life's Possibilities

Table of Contents

Vision, Mission and Values	1
Welcome	2
Term Dates	3
Our History	4
Primary Staff and Contacts	5
General Information	6
Daily Routine	6
Assemblies	6
Buses	6
Communication with Students	6
Computer/Internet Usage	6
Conduct	7
SASC and Chaplain	7
Curriculum	8
Extra Curricular Activities	8
Late Arrival	9
Leaving School during the Day	9
Library	9
Lost Property	8
Medical and First Aid	9
Mobile Phones and Electronic Devices	9
Music	10
Riding of Bikes, Scooters and Skatboards	10
Stationery	10
Uniform	10
Reporting	11
Interim Reports	11
Complete Subject Reports	11
Continuous Reporting	11
Incidental Reporting	11
After School Care	12



Vision, Mission and Values

Our Vision

To be a transformational Christian learning community.

Our Mission

To provide the highest quality Christ-centred education that prepares and equips students for life.

Our Core Values

FAITH, HOPE and LOVE. But the greatest of these is LOVE. — 1 Corinthians 13:13

Faith — Faith comes from hearing and trusting the message about Jesus.

Hope — Hope is the knowledge that this world is not all there is, looking forward to Jesus return.

Love — We are to love others deeply and put others before ourselves.

Our School Values

Courage — The determination and resilience to get up and go again.

Integrity — Doing what is right, even when no-one else is watching.

Respect — Showing honour and consideration by putting others before ourselves.

Welcome to Emmanuel

From The Head of Primary

At Emmanuel Christian School, we value the importance of the partnership between Parents and teachers in the role of educating children throughout their years of education.

Whether your child is beginning their educational journey with us in 2024, or has been a part of our community for many years, we are excited to be a part of your child's learning.

In our Primary school, we strive to celebrate student growth and achievement, valuing each child as an individual, and for their God given gifts and abilities. God is at the centre of what we do, in our community, and how we plan for and deliver your child's education. The teaching, support, and administration staff are all committed to providing the highest quality Christ centred education, that supports and equips our students for lifelong learning.

We encourage our families to visit classrooms, so that students can share their work, and so conversations can occur between families and teachers on a regular basis. If you ever have any concerns, please see your child's teacher, as we value your commitment to your child's learning and the insight that you can provide.

As a school, we also have extra support systems in place, such as our school chaplain and school counsellor, who are available for students individually, as well as families if needed.

We are looking forward to continuing this partnership with you and your child for the years to come, and frequently pray for our students and families.



Mrs Laura Ferguson

Head of Primary



Term Dates for 2024

A more comprehensive list of dates is available via the calendar on our website.
Please visit emmanuel.tas.edu.au/calendar

Term One commences	Monday 5 February
Public Holiday (Regatta Day)	Monday 12 February
Public Holiday (Eight Hour Day)	Monday 11 March
Term One concludes	Friday 12 April
Term Two commences	Wednesday 1 May
Public Holiday (King's Birthday)	Monday 10 June
Term Two concludes	Friday 5 July
Term Three commences	Wednesday 24 July
Student free day	Friday 6 September
Term Three concludes	Friday 27 September
Term Four commences	Monday 14 October
Public Holiday (Hobart Show Day)	Thursday 24 October
Student free day	Friday 25 October
Term Four concludes	Wednesday 18 December



Our History

The school was established in February 1979 as a sister campus to Calvin Christian School, Kingston, Tasmania. Secondary education commenced at Emmanuel in 1988. Emmanuel formed its own Association in 1989. In 2001, Emmanuel joined the association of Christian Schools Tasmania (CST). Emmanuel maintains close ties with other Parent-Controlled schools throughout Tasmania and Australia. You can learn more about CST at cst.tas.edu.au.

Primary Staff

Leadership Team

Principal	principal@emmanuel.tas.edu.au	Lifeas Kapofu
Head of Primary	lferguson@emmanuel.tas.edu.au	Laura Ferguson
Head of Teaching and Learning Primary	lferguson@emmanuel.tas.edu.au	Laura Ferguson (Interim)
Head of Student Development	emoroni@emmanuel.tas.edu.au	Ed Moroni
SASC and Counsellor	mcvetanovic@emmanuel.tas.edu.au	Melanie Cvetanovic

Teaching Staff

Kinder	asargent@emmanuel.tas.edu.au	Amanda Sargent
Prep	aknibbe@emmanuel.tas.edu.au	Anne Knibbe
	anoble@emmanuel.tas.edu.au	Altamira Noble
Year 1/2F	cfreeman@emmanuel.tas.edu.au	Candace Freeman
	anoble@emmanuel.tas.edu.au	Altamira Noble
Year 1/2P	spascal@emmanuel.tas.edu.au	Sarah Pascal
Year 3/4	klyall@emmanuel.tas.edu.au	Kath Lyall
Year 4/5	mnyhouse@emmanuel.tas.edu.au	Mark Nyhouse
	emoroni@emmanuel.tas.edu.au	Ed Moroni
Year 6	fpascal@emmanuel.tas.edu.au	Francis Pascal

Support Staff

Kate Tongs (Library Technician), Sue Briggs, Amanda Bradshaw, Lu Miao, Cheryl Dwyer, Amanda Sutcliffe, Katriel Sayer, Jennaleigh French and Sophie Garvin

Administration Staff

Anna Morrison	admin@emmanuel.tas.edu.au	Senior Administration Officer
Esther Connell	admin@emmanuel.tas.edu.au	Administration Officer

Contact Administration

+61 3 6247 8476
admin@emmanuel.tas.edu.au

General School Information

Daily Routine

The school day begins at 8.55am. Late students need to go to the office for a late pass.

Recess	10.35am – 11.00am
Lunch	12.40pm – 12.50pm eating in the classroom 12.50pm – 1.30pm outside play (Library is also open)
Day ends	3.00pm

Assemblies

Every second Thursday from 9.15am there is a Primary assembly in the Performing Arts Centre (PAC). Year 6 students run these assemblies. Primary classes are rostered on to present items. We also present student awards at these assemblies. Parents are welcome to attend any of these gatherings. There are also whole school assemblies each term, which are placed on our school calendar.

Buses

Timetables and routes for school buses are available from the School office. The timetables list the time and place of arrival for both before and after school trips. Buses travel into the school bus zone to deliver and collect students, which enables good staff supervision. Primary students line up outside the Staffroom, and are ticked off a list before they get on the bus in the afternoon. Good behaviour is required on the buses at all times, as students represent Emmanuel at all times when in their school uniform.

Communication with Students

Every attempt will be made to pass on messages to students following recess and lunch breaks, and immediately prior to the end of school. Unless urgent, please keep messages to students to a minimum. Please do not contact students on mobile phones during school hours.

Computer/Internet Usage

All students have access to computers at Emmanuel. From Year 3 onwards, students are issued with a password and email account, which is exclusively for the use of the Student to which it is issued. Before students are permitted to use the School provided laptops and the internet, they are required to read and sign the **Device and Internet Users Policy for Students**. This can be found at emmanuel.tas.edu.au/parents.



Conduct

At Emmanuel, it is expected that students will show respect, honour, care, concern, and consideration for all members of the School community, and that they will take pride in their work. Discourtesy, disrespect, bad language, and lack of self-control all detract from the positive culture of Emmanuel and set a poor example to others. The School endeavours to train students to love and accept others, and to accept responsibility for their own conduct. Emmanuel has in place a Positive Behaviour for Learning Guidelines which outlines the steps which will be undertaken if a behaviour incident/ infringement occurs. Parents will be contacted by their child's teacher if there are any unresolved issues in class. Class teachers should always be approached with concerns before any matter is referred to the Head of Student Development or Head of Primary. The Head of Primary will work with students to help them take responsibility for their behaviour and the consequences. Students will be encouraged to take steps to restore the situation.

SASC and Chaplain

At Emmanuel, we are committed to the well-being of each young person at school. Every student is appreciated as a unique person, with God given abilities to be encouraged and developed. At Emmanuel, we recognise that students face a number of issues during their childhood. Class teachers will provide both caring support and a health program which teaches into many concerns, but sometimes the assistance and advice from the School Chaplain and the Student Agency Support Coordinator (SASC) may be required. Both of these people are available to help students work through problems and difficulties that may arise from time to time.



Curriculum

At Emmanuel, we seek to bring a Christian perspective to all subjects. We follow the Australian Curriculum (ACARA) with the addition of Bible.

Class Teachers teach:

- English (including Drama)
- Mathematics
- Science
- HASS (History, Geography P-4 + Civics & Citizenship and Business 5&6)
- Bible
- Visual Art/Media Art
- Design Technology
- Auslan

Specialist Teachers teach:

- Digital Technology
- Health and Physical Education
- Music

Extra Curricular Activities

A number of activities are offered for students to participate in throughout the year. Students can indicate their interest when further detail is provided to them, closer to the activities taking place. Activities include: Mathematics, History and Science competitions, a triathlon along with various options through our Inquiry Program.

Late Arrival

Anyone who arrives after the commencement of the school day (8.55am), is required to go to the front office so that their attendance can be noted and a late pass obtained. This late pass should then be passed on to the teacher when they arrive in class. Parents should accompany their child to sign in at the front office, (or send a note) if they are arriving after 9.00am.

Leaving School during the Day

If it is necessary to leave the School for a valid reason such as a doctor's appointment, then a communication from home confirming the details should be delivered to the class teacher. On departure, the Student must sign out at the front office and sign back in when they return.

Library

The Emmanuel Library is available for student use during recess and lunch breaks each day. Each class enjoys a weekly Library time with the Librarian, where they listen to a story and borrow a book/s. A Library bag is provided by the Librarian for all students to keep the books safe, and prevent loss or damage to the books.

Lost Property

Any enquiries about lost property can be made at the School office. A basket of items is located inside the School office. Clear and permanent naming of any item brought to school assists in its speedy return.

Medical and First Aid

Students should tell their teacher if they are sick. Teachers will refer unwell children to the Office, so that qualified First Aid staff can respond appropriately to their needs. They will be provided with initial care until Parents have been contacted and, if necessary, to make arrangements for collecting the students from school. Students are not expected to attend school if they are unwell. Office staff will indicate if a medical certificate is required for multiple days of absence due to illness.

Mobile Phones and Electronic Devices

All phones and electronic devices are to be left off and in the Student's bag during school. Exceptions will be at the discretion of the Principal or Head of Primary. Students are not permitted to access the electronic device or answer incoming calls or text messages. Parents who wish to contact students should do so through the School office.

Music

Emmanuel provides students with the opportunity to learn a musical instrument outside of the normal music program. Tuition is in small groups or individually, and classes are held before, during or after school. The itinerant program is designed to complement the school music program. The cost of tuition is in addition to other school fees, and is paid directly to the tutor. Further information can be gained from the Music Coordinator.

Riding of Bikes, Scooters and Skateboards

Students may ride their bike during recess and lunch on the school bike track. Helmets must be worn at all times. Scooters and skateboards are not permitted.

Stationery

At the beginning of the school year, the School supplies each student with basic stationery supplies, including exercise books. It is the responsibility of students to take all reasonable steps to ensure that they care for these books and that they are kept in good condition.

Uniform

Students must wear the approved sports uniform. Students are required to bring a note from home if they are unable to wear the correct uniform. Parents will be notified if a student is consistently out of uniform, as the correct wearing of uniform is agreed to as part of the enrolment agreement, made with each family. For more information and to download the complete Uniform Policy, please visit emmanuel.tas.edu.au/parents.



Reporting

The following methods of reporting are currently used within the School: Interim reports; Mid and final year reports; Continuous reporting; and Incidental reporting

Interim Reports

Students are sent a brief summary of their progress and attitude in Term 1. This report gives teachers the opportunity to ask Parents or Carers to contact them, where there appears to be problems with settling into school.

Complete Subject Reports

Full reports are completed twice per year. Towards the end of Term 2, a Semester 1 report is sent home with Students. Final reports are sent home a week before summer break. For each subject, students are rated against the achievement standard or Australian Curriculum subjects and against subject, assessment criteria for other subjects.

Continuous Reporting

Continuous reporting is provided via SEQTA Engage. This is available for students in Year 3 to 6. Each term, a minimum of two Summative assessments will be released. These will include a graded mark and written feedback that should indicate where the student is at in relation to year level expectations. Feedback should also highlight areas of achievement and areas that need refinement for progress to occur.

Incidental Reporting

Parents are encouraged to discuss their child's progress with school staff at any time. Should a staff member have concerns regarding an ability, attitude, or application of any student, they will communicate this with the Parents.

*For students with specific learning needs, Individual Learning Plans (ILPs) are set up with Parent assistance in Term 1, and reviewed in Term 4.

After School Care

The Clarence City Council operates our After School Care Program. Their professional staff care for students in Kindergarten to Year 6 from 3.00pm to 6.00pm. Children can be picked up anytime during these hours.

You can learn more about the After School Program on the Clarence Children's Services website.

Clarence Children's Services



ccc-children.com.au

+61 3 6217 9610

children@ccc.tas.gov.au





1 Chipmans Road, Rokeby 7019

+61 3 6247 8476

admin@emmanuel.tas.edu.au

emmanuel.tas.edu.au